

2016-2017 Community Action Plan

**California Department of
Community Services and Development**

Community Services Block Grant



PURPOSE

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

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

COMPLIANCE WITH FEDERAL LAW

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

COMPLIANCE WITH STATE LAW

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

COMPLIANCE WITH CSBG ORGANIZATIONAL STANDARDS

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

STATE PLAN AND APPLICATION REQUIREMENTS

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

STATE ACCOUNTABILITY MEASURES

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

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

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

FROM:

Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

Agency Contact Person Regarding Community Action Plan

Name: Ralph Martinez
Title: Director, Planning, Research, and Development
Phone: (661) 336-5236 Ext: 1114
Fax: (661) 322-2237
Email: rmartinez@capk.org

CERTIFICATION OF COMMUNITY ACTION PLAN AND ASSURANCES

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

Board Chairperson

Date

Executive Director

Date

TABLE OF CONTENTS

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

	(Insert Page Numbers)
Cover Page and Certification.....	<u>1</u>
Checklist.....	<u>3</u>
Vision Statement.....	<u>4</u>
Mission Statement.....	<u>4</u>
Community Information Profile.....	<u>5-6</u>
Comprehensive Community Needs Assessment.....	<u>6-31</u>
Documentation of Public Hearing(s).....	<u>32-34</u>
Federal Assurances.....	<u>34-53</u>
State Assurances.....	<u>54-56</u>
Individual and Community Eligibility Requirements.....	<u>56-57</u>
Monitoring and Evaluation.....	<u>57-58</u>
Data Collection.....	<u>58-59</u>
CSBG/National Performance Indicator CAP Projections.....	<u>59</u>
Appendices (Optional).....	<u>A to I</u>

2016-2017 Community Action Plan Checklist

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

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

VISION STATEMENT

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

Community Action Partnership of Kern's current Vision Statement is *to improve the quality of life of low-income people.*

As the federally designated poverty fighting agency in Kern County and a member of the national Community Action Agencies network, we are committed to The Promise of Community Action: *Community Action changes people's lives, embodies the spirit of hope, improves communities and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.*

Within the agency's strategic plan is the desire to transform our service area into an economically stable environment and centers of potential for all residents with an abundance of resources; employment, educational, and artistic opportunities; and a commitment to justice and diversity. We envision an environment where individuals and families are self-reliant, caring contributors who live, work, and play in safe communities; have access to affordable and energy efficient housing; enjoy food security and nutrition; and provide children with a foundation that fosters life-long academic success.

MISSION STATEMENT

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

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

Private Entities

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

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

Public Entities

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

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

Provide your agency's Mission Statement

Mission Statement (Insert Statement)

Community Action Partnership of Kern shall provide and advocate for resources that will empower Kern County residents to become self-sufficient.

COMMUNITY INFORMATION PROFILE

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

Community Information Profile (Insert Narrative)

Community Action Partnership of Kern (CAPK)-Service Area

The geographic service area for CAPK includes all of Kern County, California. CAPK's Women, Infants, and Children (WIC) supplemental nutrition program also has sites in the communities of Adelanto, Big Bear, Phelan, Needles, and Crestline in San Bernardino County, which is located southeast of Kern County. CAPK's Migrant Alternative Payment Childcare program serves migrant farmworker families that move about the state and is structured to enroll clients at entry points in the counties of Kern, Tulare, Kings, Fresno, Madera, and Merced. CAPK's 2-1-1 Kern County information and referral program has entered into agreements to provide 2-1-1 services for residents of Kings, Tulare, Merced, and Mariposa Counties.

Kern County is located in Central California at the southern end of the San Joaquin Valley and is the state's third-largest county by land area. At 8,172 square miles, Kern is larger than the states of Massachusetts, New Jersey, and Hawaii. Terrain varies dramatically within the county, from the valley lowlands, to the mountain peaks of the southern Sierra Nevada, to arid stretches of the Mojave Desert. Because of this geographic diversity, the county has a wide range of climates, determined largely by elevation and precipitation. Summer temperatures often reach over 100 degrees during the summer on the valley floor and in the Mojave Desert, and winter temperatures drop into the teens in the higher mountains.

The county's economy is driven primarily by the petroleum industry and agriculture. Both industries are cyclical and affected by environmental and national and global economic factors. Kern County historically has higher unemployment rates compared to the rest of the state and nation. Recent decreases in oil prices have resulted in mass layoffs by oil producers and service companies and business closures. The statewide drought has resulted in layoffs and reduced hours for agricultural workers and food processing operations as growers scale back on production because of the water shortage.

Figure 1-Kern County Geography



Kern is primarily a rural county with one Standard Metropolitan Area (SMA) which includes the cities of Bakersfield and Delano. Other incorporated cities include Wasco, Taft, Shafter, Maricopa, McFarland, Arvin, Ridgecrest, Tehachapi, and California City. The county has many other unincorporated communities over 1,000 in population (statistically referred to as “Census Designated Places”) including Bear Valley Springs, Bodfish, Boron, Buttonwillow, Caliente, North Edwards, China Lake Acres, Edwards Air Force Base, Frazier Park, Ford City, Golden Hills, Greenacres, Greenfield, Kernville, Lake Isabella, Lamont, Lost Hills, Oildale, Pine Mountain Club, Stallion Springs, Taft Heights, Weedpatch, Weldon, and Wofford Heights.

Key needs for Kern County include increased per capita and household income levels, rate of educational attainment, employment services for adults and youth (including training for jobs that pay a living wage), affordable child care, housing (rentals and ownership), health services/medicine, and lower utility costs.

COMPREHENSIVE COMMUNITY NEEDS ASSESSMENT

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

Organizational Performance Standards

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

Organizational Standards, specifically those standards pertaining to the Comprehensive Community Needs Assessment, which are outlined here.

CSBG Organizational Performance Standards [click here](#)

CONSUMER INPUT AND INVOLVEMENT

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

COMMUNITY ENGAGEMENT

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

COMMUNITY ASSESSMENT

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

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

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

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

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

STRATEGIC PLANNING

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

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

The Needs Assessment captures the problems and conditions of poverty in the agency's service area based on objective, verifiable data and information gathered through various sources.

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

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

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

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

Comprehensive Community Needs Assessment (Insert Narrative)

Needs Assessment-Process/Approach

The CAPK Community Assessment for the 2016-2017 CAP consists of a combination of the following activities to provide a review of the needs and resources within the agency's service area.

- Community and Resident Needs Surveys;
- Participation in other agencies' needs assessments, including the City of Bakersfield Consolidated Plan and Kern County Consolidated Plan;
- Evaluation of unmet needs from the 2-1-1 Kern County helpline program; and
- Collection of poverty and demographic data.

Community and Client Needs Surveys

CAPK developed and distributed Community Needs Surveys in English and in Spanish for Kern County residents and public and nonprofit service agencies. These surveys were created and made available through SurveyMonkey.com, an online survey tool that creates surveys, collects responses, and analyzes data as well as in paper form for those who do not have computer access. Paper surveys were entered into SurveyMonkey.com for analysis.

The purpose of the survey was to provide a snapshot of residents' opinions regarding poverty, their personal socioeconomic conditions, programs and services recently accessed, and perceived need in the future. The survey consisted of multiple choice questions which measured the level of needs for family, youth and community services, health and nutrition

services, employment services, and early childhood education services. The community needs survey was made available to residents and social service agencies throughout the county, but the instrument was not designed to collect a statistically significant sampling of the agency's service area population.

Survey Distribution Methodology

During the period April 29, 2015, to May 8, 2015, the online surveys were promoted via CAPK's Web site, Facebook page, and e-mail blasts to CAPK employees, partner agencies, volunteers, local policymakers, and other residents. For the full survey and results, see Appendix A.

Resident Survey Summary Narrative

A total of **214** responses were received and analyzed. Although the surveys were available in English and Spanish, only English responses were returned. Availability of jobs, jobs programs, employment training, and basic educational opportunities are viewed by the majority of survey participants as priority community needs. Other priority needs include youth services, anti-gang programs and nutrition and health education programs. Affordable health care and health insurance were among the primary health-related needs. The following is a summary of survey questions and priority need areas identified by respondents.

Poverty (Question #1): The highest percentage of survey respondents believe that the **lack of job training or specialized skills** is the primary cause of poverty in their community (23.9%). Of the 18 persons who wrote comments for "Other," two felt that "All of the above" contributed to poverty and four stated that drugs were the primary cause. Eight people stated that the cause of poverty was due to personal characteristics of impoverished persons such as laziness or poor work ethic.

Employment (Question #2): Similarly, the highest percentage of survey respondents believe that the primary reason it is difficult to get a job in their community is that there simply **are no jobs available** (21.9%). **Child care** (20.8%) was the second reason cited. There were 22 written responses for "other." Of those, 8 wrote in answers that were already in the selection such as childcare or lack of training. Of the remaining 14 written responses, 9 people said that the question was not applicable to them or they had a job. There were three responses that implied that the reasons people did not have jobs was due to personal characteristics such as laziness or lack of work ethic.

Youth (Question #3): With respect to programs for young people, the highest percentage of respondents (35.6%) believed that **jobs programs** are the most needed.

Housing (Question #4): Both English and Spanish language respondents indicated that the change that would most improve housing would be **more affordable rent or mortgage** (51.6%).

Health (Question #5): In spite of the roll out of the Affordable Care Act/Covered California in 2013, the highest percentage of respondents to this question cited the **lack of affordable health services/medicine** as their greatest health concern (44.5%).

Public Services (Question #6): **Employment services** are viewed as the most important type of public service needed (30.6%).

Jobs/Employment (Question #7): The highest percentage of respondents (39.49%) indicated that **skilled employment training programs** (welding, air conditioning repair, auto mechanics) are jobs/employment programs most needed.

Emergency/Basic Needs (Question #8): Survey participants were asked to identify the greatest priority needs (top two) that their families have had during the *last 12 months*. The priority needs with the greatest percentages were **assistance with paying utility bills** (40.1%) and **help finding a job** (24.9%).

Residence (Question #9): Of the individuals who responded to this question, 73% resided in metropolitan **Bakersfield**.

Race/Ethnicity (Question #10): Of the individuals who responded to this question, 4% were White, 8.8% were Black/ African American, and 45.1% were **Hispanic or Latino (of any race)**.

Age (Question #11): The two largest age groups of respondents to this question were **30-40** (29%) and **50-65** (20%).

Gender (Question #12): **Female** survey respondents far outnumbered males, representing 79.9% of all survey participants who responded to this question. One response received was from a self-identified gender fluid individual.

Income (Question #13): The highest percentage of individuals who responded to this question had family incomes in the \$20,000-\$30,000 per year range (22.5%), and \$60,000+ per year (22%).

Table 1: Resident Survey Summary

Survey Question	Response with Highest %
1. What do you think is the main reason for poverty in your community?	Lack of job training or specialized skills (23.9%)
2. What is the main reason it is difficult for you or your family to get a job?	No jobs available (21.9%) Child care (20.8%)
3. What type of program is most needed for young people in your community?	Jobs programs (35.6%)
4. What change would most improve housing for you and your family?	More affordable rent or mortgage (51.6%)
5. What is the biggest health concern for you and your family?	Lack of affordable health services/medicine (44.5%)
6. What type of public services do you think your community	Employment services

most needs?	(30.6%)
7. What jobs/employment program do you think your community most needs?	Skilled employment training programs (39.5%)
8. During the last 12 months, which of the following have you or your family most needed (top2 most important needs.	Assistance with paying utility bills (40.1%)
9. In which community do you live?	Bakersfield (73%)
10. What is your racial/ethnic background?	White (44%); Hispanic or Latino (any race) (45%)
11. What is your age group?	30-40 (29%)
12. What is your gender	Female (79.9%)
13. What is your family's income per year?	\$20,000-\$30,000 per year (22.5%)

Agency Survey Summary

Of the **14** agencies responding to the Client Needs Survey (See Appendix A for full survey results), all served ages 18-30, 78.6% served ages 30-40, and 78.6% served ages 40-50. The largest percentage of agencies served families/individuals at all income levels (46.2%) and 0-\$20,000/year (46.2%) (Questions #10 & #11).

While it is recognized that there is no single cause of poverty, 37.3% of agencies that responded to Question #1 indicated that **insufficient education** is the primary cause of poverty for their clients. Of the agencies responding to Question #2, 46.2% believe that the most significant barrier to employment is **lack of training or specialized skills**, and 50% consider **vocational skills programs** to have the greatest impact on improving the lives of young people (Question #3). The majority of agencies (53.9%) believed that **an increased supply of affordable housing** would be the factor that would most increase the suitability/livability of housing for their clients (Question #4).

Regarding the most significant health obstacle for their clients (Question #5), 38.5% of the agencies responding believed that **affordability/accessibility to mental health services** was the greatest obstacle for their clients. With respect to the public services with the most beneficial impact on the well-being of clients (Question #6), 64.3% believe that **employment services** would create the most impactful. Of the agencies that responded to Question #7, 42.9% believed that **Employment Counseling Programs** would have the most impact, followed by **Skilled Employment Training Program** (35.7%).

In response to Question #8 regarding clients' two most frequently requested services during the last 12 months, the highest percentage of responses were **employment/job training (continuing education)** and **help finding a job** (42.9% each). Safe and affordable housing (35.7%) was the second highest percentage.

Table 2: Agency "Client Needs" Survey Summary

Survey Question	Response with Highest %
-----------------	-------------------------

1. Which of the following do you consider to be the primary cause of poverty in your community?	Insufficient education (64.3%)
2. Which of the following do you believe is the most significant barrier to employment for your clients?	Lack of training or specialized skills (46.1%)
3. What type of program do you believe has the greatest impact on improving the lives of young people in your community?	Vocational skills programs (50%)
4. What factor would most increase the suitability/livability of housing for your clients?	Increase supply of affordable housing (53.9%)
5. What is the most significant health obstacle for your clients?	Affordability/accessibility to mental health services (38.5%)
6. What type of public services would most improve the well-being of your clients?	Employment services (64.3%)
7. Which of the following jobs/employment programs would have the greatest impact for your clients?	Employment Counseling Program (42.9%)
8. During the last 12 months, which of the needs have been most requested by your clients? (Select the top 2 most frequently requested services)	Employment/job training (42.9%); Help finding a job (42.9%); Safe and affordable housing (35.7%)
9. Which communities does your agency serve? (Select all that apply)	Bakersfield (78.9%)
10. What age group(s) does your agency serve? (Select all that apply)	18-30 (100%); 30-40 (78.6%); 40-50 (78.6%)
11. If your agency provides public services to families/individuals, what income level(s) are served? (Select all that apply)	0-\$20,000 (46.2%) All (46.2%)

Health Needs Assessments

CAPK staff participated in the countywide Healthy Kern Community Health Needs Assessment in October 2012. The assessment resulted in publication of the *2012/2013 Kern County Community Needs Assessment*¹⁴, which combines quantitative and qualitative information based on review of health and quality of life data and interviews with community leaders and representatives of local agencies. The main purpose of this report is to gain insight into current conditions and trends of various health indicators and to identify areas for improvement.

The 2012/ 2013 assessment is a collaborative effort of Delano Regional Medical Center, Dignity Health (Mercy and Memorial Hospitals), Kaiser Permanente, and San Joaquin Community Hospital. The 2012/2013 report is also linked to Healthy Kern County, which is a Web site designed to provide a one-stop source of nonbiased data and information about community health in Kern County. It is intended to help planners, policy makers, and community members

identify issues and devise solutions. Healthy Kern County includes comprehensive local data, Healthy People 2020 Progress Tracker, news, informative articles, and a community activities calendar.

The top four priority areas identified in the *2012/2013 Kern County Community Needs Assessment* include:

1. Obesity
2. Basic Needs: Poverty and Unemployment
3. Educational Attainment
4. Access to Health Care

The collaborative created a set of interview questions and obtained input from key stakeholders in the community to validate the top issues, identify gaps, and suggest evidenced-based and/or promising practices to address the issues.

Public Hearing

CAPK held a public hearing at its administrative offices on Wednesday, May 20, 2015, to provide an opportunity for members of the community to learn about Kern County's needs, the purpose of the Community Action Plan and its areas of focus, and to comment and provide input on the draft CAP in an open discussion format. The following is a list of attendees (Appendix C, Sign in Sheet) and comments:

Brady Bernhart
Ana Vigil
Frank Ramirez
Dennis Hendrix
Patricia Mallard
Rosanna Esparza
Ralph Martinez

Comment 1: CAPK would find oil and gas facilities disproportionately located where poverty exists. There is a negative impact to those in poverty from industrial operations. Children attending the Lost Hills Child Development Center are at risk from the close proximity of oil and gas operations. There is no health clinic in Lost Hills and Omni Health couldn't find a doctor to serve the area. Consider approaching Paramount Farms for help recruiting medical services. CAPK should use the EPA GIS mapping system during the decision making process, it is greatly improved due to recent upgrades. Ensure translation of public documents when needed for non-English speakers (e.g., Spanish, Mixtec, Punjabi, and others).

Comment 2: Consider a program like Parents on a Mission.

Comment 3: Consider youth mentorship programs as one way to fill the gap to serve kids needing assistance through the education process or in job training programs.

Comment 4: Strengthen the partnerships with Clinica Sierra Vista, especially in the area of health services There is a need for more intensive mentoring during the career readiness process.

2-1-1 Kern County Unmet Needs

The 2-1-1 Kern County program is a community referral telephone help line. In 2014 2-1-1 Kern documented 1,999 unmet needs from callers. Of those, the most calls for needs that weren't met were for Utility Service Payment Assistance. The top five unmet needs are in the table below:

Table--: Top Five 2-1-1 Unmet Needs, 2014

Need	Count	% of Total
Utility Service Payment Assistance	878	43.9
Rent Payment Assistance	419	21.0
Clothing	147	7.4
Food Pantries	140	7.0
Food Stamps/SNAP	80	4.0

Client ineligible for services was the most common reason that the need wasn't met at 36.5% of the total unmet needs. This was followed by no financial assistance available. The following table contains all the reasons that needs weren't met.

Table---: Reasons for 2-1-1 Unmet Needs, 2014

Reason	Count	% of Total
Client ineligible for services	730	36.5
No financial assistance available	475	23.8
Client withdrew	236	11.8
No agency open at this time	211	10.6
Caller refused referral	119	6.0
No program found to meet need	75	3.8
Agency full waiting list	55	2.8
Other	48	2.4
No transportation	25	1.3
Agency resources depleted	12	0.6
Client has used all available services	6	0.3
Client cannot afford the service	1	0.1

Kern County Poverty and Key Indicators Compared to California

Population

As reported by the U.S. Census Bureau², in 2014 Kern County had an estimated population of 873,092. This figure represents a 1.4% increase over the estimated population of 861,164 for 2013. In comparison, the population of the state of California increased from 37,984,138 for 2013 to an estimated 38,340,074 for 2014.

In 2013 children under the age of 18 represent a large percentage of the population in Kern County at an estimated 30% of the total county population, with 8.6% of children 0-5 years of age. At 30%, this is one of the highest percentages for that age group compared to other counties and much higher than the state with 24% of residents under the age of 18.

With respect to estimated population changes from 2013 to 2014 for incorporated cities within Kern County, only Tehachapi reported no population growth. As shown on the following table, most of the populations of other Kern County cities and communities had slight to moderate growth with McFarland showing the highest growth at 8.9%.

Table 3: Kern County City Population Estimates with Annual Percent Change, 2013-2014

Area	Total Population		Change (%)
	2013	2014	
California	37,984,138	38,340,074	0.9
Kern County	861,164	873,092	1.4
Arvin	20,037	20,226	0.9
Bakersfield	360,633	367,315	1.9
California City	13,197	13,276	0.6
Delano	52,134	52,591	0.9
Maricopa	1,169	1,180	0.9
McFarland	12,624	13,745	8.9
Ridgecrest	28,461	28,638	0.6
Shafter	17,096	17,461	2.1
Taft	8,936	8,942	0.1
Tehachapi	13,348	13,346	0.0
Wasco	25,793	26,159	1.4
Balance of County	307,736	310,213	0.8

Households and Families

According to the U.S. Census American Community Survey, in 2013 there were an estimated 12,460,542 households in the state of California with an average household size of 2.94 persons. Of all households in the state, 32.7% had children under the age of 18. By comparison, the estimated total number of households in Kern County was 255,271 for the same period, with an average household size of 3.19. Of all Kern County households, 75.1% were families, and of these, 39.9% had (their own) children under the age of 18 years. Of all households, 22% have one or more persons 65 years and over. Nonfamily households in Kern County constituted 24.9% of all households and most of these reported were people living alone. Some of these were single head of households; however, many were households in

which no one was related.

Grandparents

Multigenerational households continued to be prevalent as a household type in Kern County with an estimated 28,000 grandparents living with their grandchildren (under 18 years of age) in 2013. Of these grandparents, 34% also had financial responsibility for their grandchildren².

Nativity and Foreign Born

Of Kern County's 2013 population, 78.5% (665,865) were born in the United States, and 20.6% (174,673) were foreign born. Of the population who were born outside of the United States, 97.3% entered before 2010. Of the county's foreign born population, 80.7% came from Latin America².

Language

Data for 2013 indicated that in Kern County, a large percentage (42.1%) of the population five years and older spoke a language other than English at home, and 18.1% reported that they spoke English less than "very well." Of the population that spoke a language other than English at home, 37.4% spoke Spanish. By comparison, 43.7% of California's population 5 years and older speak a language other than English at home, and 19.4% indicated they spoke English less than "very well." Of the population that spoke a language other than English at home, 28.8% spoke Spanish².

Geographic Mobility

In 2013, 80.4% of all persons 1 year and over in Kern County resided in the same house as they did in 2012, and 14.2% of those who lived in a different house, moved within the last year and from within Kern County, and 5% moved to Kern County during the last year from a different county in California².

Persons with Disabilities

Among the civilian noninstitutionalized population in Kern County in 2013, an estimated 11.8% reported a disability². The likelihood of having a disability varied by age, from 3.1% of people under 18 years old, 11.7% of people 18 to 64 years old, and 41.3% of those 65 and over. For the December 1, 2013, Reporting Cycle, there were 2,073 children ages 0-5 who were enrolled in Special Education Programs in Kern County.

Poverty Guidelines

Guidelines for determining the number of people living in poverty in the U.S. are published annually by the Federal Register. Poverty guidelines are a simplified version of the federal poverty thresholds and are used for administrative purposes such as determining financial eligibility for certain federal programs. They are issued each year in the Federal Register by the Department of Health and Human Services (HHS).

Table 4: Poverty Guidelines, 2015

2015 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA

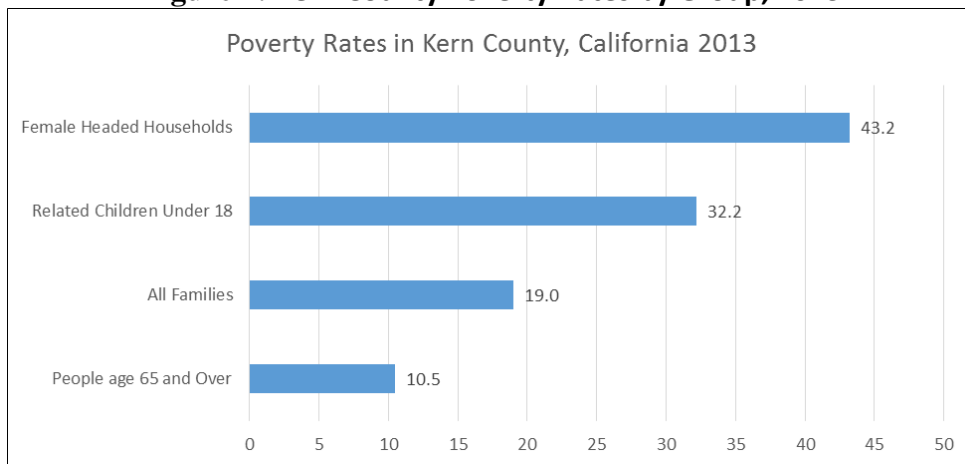
Persons in Family/Household	Poverty Guideline
1	\$11,770
2	15,930
3	20,090
4	24,250
5	28,410
6	32,570
7	36,730
8	40,890

For families/households with more than 8 persons, add \$4,160 for each additional person.

Poverty

For 2013, the estimated median household income in Kern County was \$48,552, up from the 2012 estimate of \$45,910, and \$12,542 less than the California median household income of \$61,094. In 2013, 19% of all families in Kern County had incomes below the poverty level, roughly the same as the 2012 estimate of 20%. Although rates for all families did not have a significant change, poverty rates increased by 3.8% for families with children under the age of five. In 2013, 25.8% of all families with children under five years of age had incomes below the poverty level, compared to the 2012 rate of 22%. Poverty rate estimates for female headed households was the highest of all groups living in poverty at 43.2%, followed closely by people with related children under age 18.

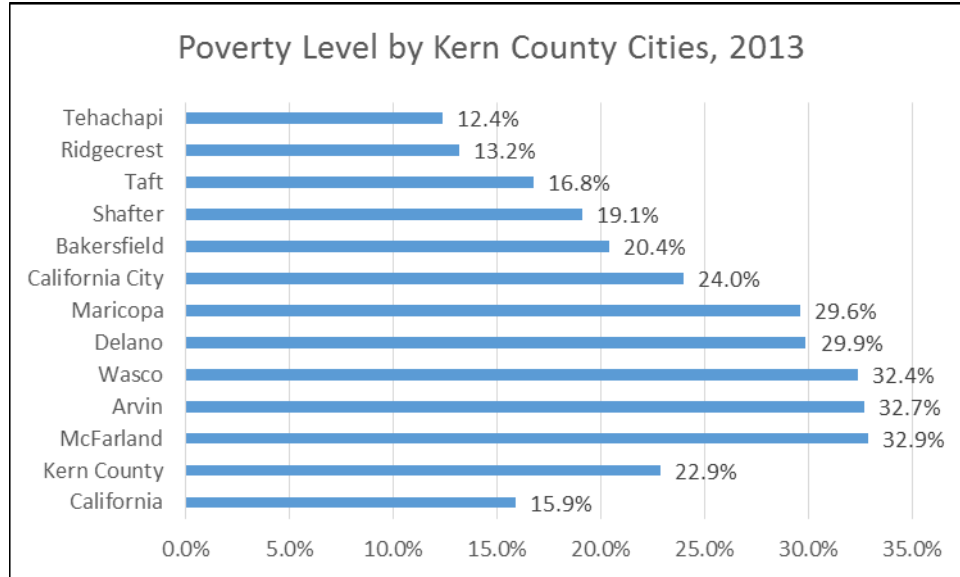
Figure 2: Kern County Poverty Rates by Group, 2013



Most of the cities in Kern County had higher poverty rates than the state of California. As shown in the figure below, the largely rural and agriculturally based cities of Arvin, McFarland,

and Wasco experienced the highest level of poverty in 2013 and were well above the state level. Tehachapi, Ridgecrest, and Taft had the lowest rates in the county, with Tehachapi and Ridgecrest below the state poverty rates.

Figure 3: Poverty by Kern County Cities, 2013



Children and Poverty

Research shows that the more time children live in poverty the more likely it will be that they will remain in poverty as adults. According to research conducted by Columbia University’s National Center for Children in Poverty³⁵, 45% of those who spent at least half of their childhood in poverty were still poor at age 35. This has significant implications when considering the poverty rates for Kern County children.

According to the U. S. Census Bureau, 2013 American Community Survey 1-Year Estimates, there were 28,786 children in Kern County ages 0-5 whose income in the past 12 months was below the poverty level. There were slightly more females than males in this group.

Table 5: Kern County - Poverty Status of Children Ages 0-5 by Gender, 2013

5 Years of Age and Under - Income Below Poverty Level in Past 12 months	Number
Males 5 years and under	12,895
Females 5 years and under	15,891
Total 5 years and under below poverty level	28,786

CAPK GIS Maps

CAPK is currently uses Geographic Information Systems (GIS) to map the location of families below poverty with at least one child under 5 years of age. These maps are derived from U.S. Census Bureau, American Community Survey estimates, found in Table B17010, U.S. Census ACS 2009-2013 estimates at the Block Group level. CAPK WIC and Head Start/Early Head Start

locations are shown on the maps to better understand service areas and distances to each center. The maps are available as Appendix B of this report.

Poverty and Race

In 2013 poverty rates for people who identify as Black or African Americans and Other Race groups were disproportionately higher than other racial groups. Of the 41,181 Black or African American residents in Kern County, 36.8% were living in poverty, and of the 107,343 Other Race, 28,159 or 26.2% were living in poverty. For the Hispanic or Latino population, 119,570 of 406,288 or 29.4% were living in poverty.

Table 6: Poverty Status In Past 12 Months by Race/Ethnicity, 2013

Race/Ethnicity	Population	Population Below poverty	Percent Below Poverty
Black or African American	41,181	15,166	36.8%
Hispanic or Latino origin (of any race)	406,288	119,570	29.4%
Some other race	107,343	28,159	26.2%
American Indian and Alaska Native	9,462	2,439	25.8%
White	590,711	129,246	21.9%
Two or more races	29,545	6,359	21.5%
Asian	35,432	5,076	14.3%

Working Poor

The face of poverty in the United States has changed greatly over the last decade. In a report presented at the National Community Action Partnership Mega Trends Learning Cluster, *Inequality in America*³⁷, former Secretary of Labor Robert Reich discusses trends of those living in poverty in the U.S. According to Reich, as the median family income continues to drop, an estimated 65% of U.S. families live pay check to pay check. He goes on to say that a significant number of people in poverty are working but are unable to earn enough to lift themselves out of poverty. Reich also claims that about 55% of all Americans aged 25 to 60 have experienced at least one year of poverty or near poverty (below 150% of the poverty line), and at least half of all U.S. children have relied on food stamps at least once in their life time.

This data is supported by the U.S. Bureau of Labor Statistics³³ which reported that in 2011, 41.5% of those who were living in poverty in the U.S. were full time employees (worked 50+ weeks a year). Americans living below poverty level reflect the following statistics:

- 12.8 million in labor force;
- 2.3 million did not work during the year;
- 10.6 million worked; and
- 4.4 million worked full time more than 50 weeks.

According to the California Budget and Policy Center, *Five Facts Everyone Should Know About Poverty*³⁸, the majority of families that live in poverty are working and that 67% of those families have one or more workers supporting them. The key reasons cited for working families remaining in poverty are a lack of good paying jobs and the low minimum wage. In Kern County, an estimated 22.1% of residents who are 16 years of age or over are employed and living in poverty².

Participation in Governmental Programs

A comparison of participation in government programs from 2012 to 2013, shows that an estimated 7.9% of all households in Kern County received Supplemental Security Income (SSI) in 2012, compared to 7% of households in 2013. For that same period, the percentage of households receiving cash public assistance remained unchanged at 7%. However, the percentage of recipients of Supplemental Nutrition Assistance Program (SNAP)/CalFresh benefits more than doubled from 7% in 2012 to 14.7% in 2013. This increase may be due in part to increased outreach, education, and enrollment efforts throughout the state.

Industry and Employment

Kern County census data estimates for 2013 indicate that approximately half of Kern County residents were in the labor force, and of those, 43% were employed. When looking at employment by age, those who are age 45 to 54 have the highest rate of employment for their age group at 64.1%. The following table gives a breakdown of participation in the labor force and employment by age for the county.

Table 7: Kern County Employment by Age, 2013

Age	Participation in Labor Force	Employed
20 to 24 years	68.2%	53.7%
25 to 44 years	73.3%	63.5%
45 to 54 years	72.0%	64.1%
55 to 64 years	56.6%	51.6%
65 to 74 years	22.2%	20.3%
75 years and over	5.7%	5.0%
Total Average	49.7%	43.0%

An estimated 15.9% of the employed population worked in the agriculture and mining industries in 2013, which was a minor decrease over the 2012 rate of 16.4%. Employment levels in educational services, health care, and social assistance remained relatively unchanged at 19.6% during 2013. Employment in the retail trades industry remained unchanged from 10.5% in 2012, and the construction industry increased slightly to 6.1% from 5.7%.

Kern County is well known for its agricultural and oil industries. The county's total crop value in 2012 ranked Kern County second in both California and the United States. According to the

Kern County Farm Bureau *2012 Kern County Agricultural Crop Report*, Kern County's top five crops by gross value were grapes, almonds, milk, vegetables, and pistachios.

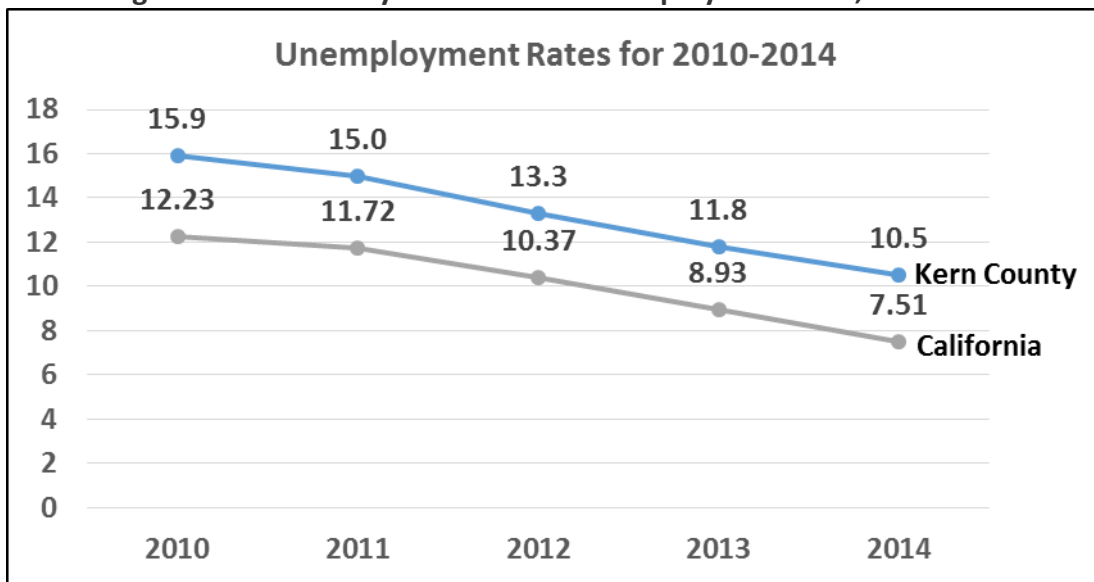
In addition to agriculture, Kern County leads the state in oil and natural gas production. According to the Greater Bakersfield Chamber of Commerce, Kern produces roughly 75% of California's in-state oil and nearly 58% of the state's total natural gas. California's top five oil-producing fields are located in Kern County, and three of those fields are ranked in the top ten producing oil fields in the nation. In fact, if Kern County were a state, it would rank 4th in the nation for oil production.

Consistent with its historically natural resource-based economy, Kern County is in the foreground of the alternative energy industry, becoming the site for some of the largest wind farms and solar arrays. The ongoing development and operation of these facilities are expected to provide significant employment opportunities, especially in the eastern region of the county. As a result of the expansion in wind and solar energy, local colleges and vocational institutions are expanding programs in these fields of study.

Unemployment

Although the economy has improved over the last five years, Kern County continues to lag behind in employment compared to the rest of the state. Recent cutbacks in the oil industry and agriculture are further impacting unemployment in Kern County. According to the California Employment Development Department⁵, the annual average of the civilian workforce that was unemployed in Kern County for 2014 was 10.5%, compared to 7.51% for the state. Kern County unemployment rates are consistently higher than the state rates.

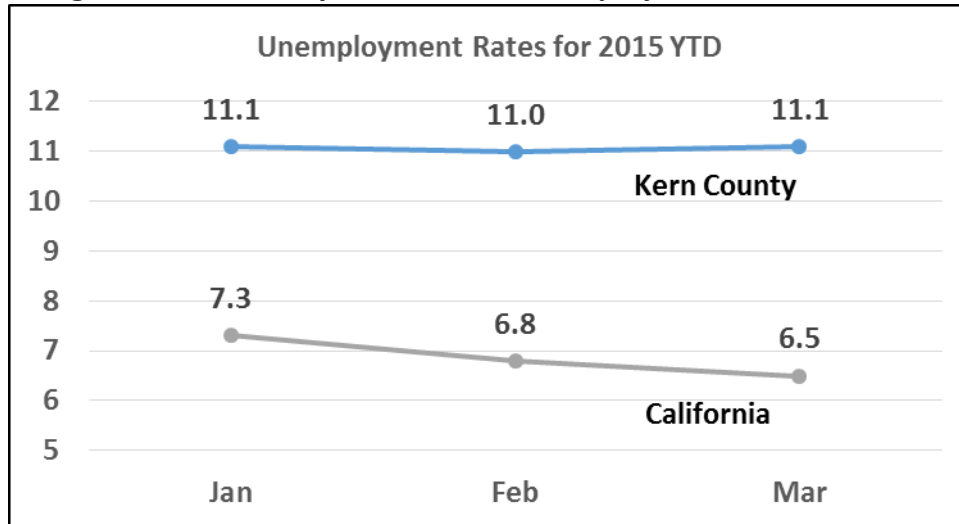
Figure 4: Kern County and California Unemployment Rate, 2010-2014



For 2015 the statewide economic improvements are not shared in Kern County. In January – March 2015⁵, the average unemployment rate for Kern was 11.1% versus 6.9% for California. This may be due to economic issues affecting Kern's largest industries, oil and gas production

and agriculture, both of which have seen declines in prices and/or production. Due to the falling oil prices, oil companies have had instituted massive layoffs throughout the country, including Kern County. Also, California is in the midst of a severe drought which has adversely impacted the agricultural industry.

Figure 5: Kern County and California Unemployment Rate, YTD 2015



Educational Attainment

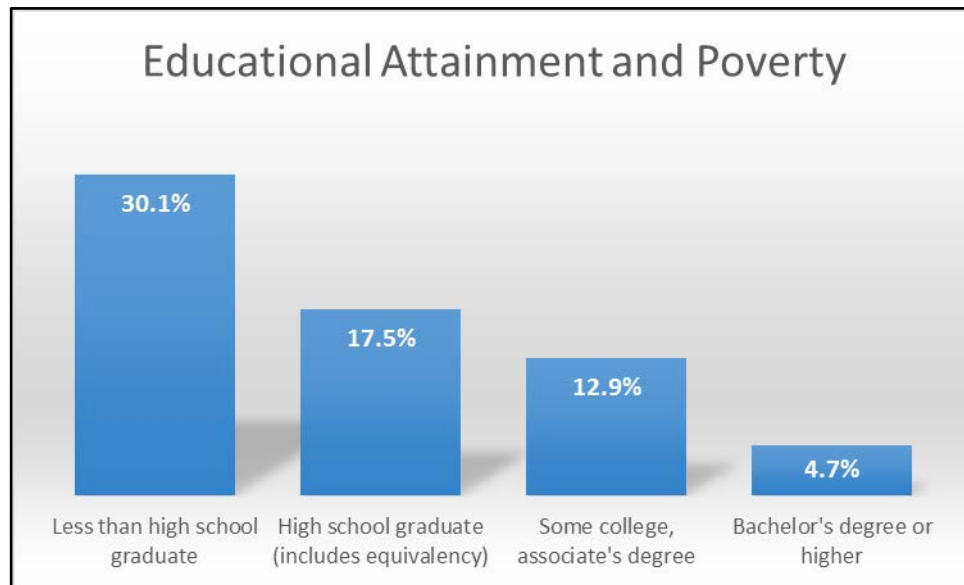
According to the U.S. Census Bureau, American Community Survey, estimated educational attainment rates for Kern County residents continue to be lower than for the state of California. In 2013, 72.4% of all residents in Kern County were high school graduates or higher, compared to 81.2% for the state. The following figure compares California residents' educational attainment rates with Kern County residents 25 years and over.

Table 8: Educational Attainment Population Over Age 25, 2013

Attainment	Kern	California
Less than 9th grade	14.5%	10.2%
9th to 12th grade, no diploma	13.0%	8.5%
High school graduate (includes equivalency)	26.5%	20.7%
Some college, no degree	23.9%	22.1%
Associate's degree	7.0%	7.8%
Bachelor's degree	9.9%	19.4%
Graduate or professional degree	5.1%	11.2%

The lack of higher educational attainment has far reaching implications for Kern residents. According to analysis by The PEW Charitable Trust³⁴, *Pursuing the American Dream; Economic Mobility across Generations*, a four-year college degree encourages upward mobility from the lower rungs of society and prevents downward mobility from the middle and top. The report states that about 47% of people who are raised in the bottom quartile of the family income ladder who do not get a college degree stay at that level compared to 10%

who have earned a college degree. Also, about 39% of those raised in the middle income ladder who don't get a college degree move down, while 22% with a degree stay in the middle or advance. According to the U.S. Census Community Data² for Kern County, 47.5% of those who are 25 years of age or older and have a high school diploma (includes GED) or less live in poverty compared to 4.7% with a Bachelor's degree or higher.



Early Childhood Education

In the *Assessment of Early Childhood Education in Kern County 2013-2014*³², The capacity for Kern County early childhood services were as follows:

- 6,790 spaces in full day, full year non-subsidized programs;
- 2,182 spaces in full day, full year subsidized programs;
- 322 spaces in part day non-subsidized enrichment programs;
- 4,334 spaces in part day subsidized enrichment programs;
- 7,660 spaces in licensed family child care homes;
- 14,953 spaces in before/after school programs; and
- 4,841 children of low income families being served through "voucher" programs.

Early education for children has a great impact on their future by preparing them for success in school and life. However, there has been a decrease in early care for children. As reported by the Early Childhood Council of Kern³², a 2014 report released by the California Legislative Analyst's Office, states that between 2008 and 2013, California lost 3,880 (or 10%) licensed family child care homes and 312 nonsubsidized child development centers. In addition, 224 subsidized providers didn't renew their California Department of Education contracts.

Housing

In 2013 there were a total of 285,895 housing units in Kern County. Of these housing units,

255,271 or 89.3% were occupied, and 30,624 or 10.7% were vacant. Of the 285,895 occupied housing units, 58.0% were owner-occupied and 42.0% were renter-occupied.

The demand for affordable housing in Kern County is greater than the available inventory. According to the U.S. Department of Housing and Urban Development, families who pay more than 30% of their income for housing are considered cost burdened and may have difficulty affording necessities such as food, clothing, transportation, and medical care¹¹. Based on the 2013 American Community Survey estimates, 30.6% of all Kern County homeowners with a mortgage paid 35% or more of their household income on housing. Renters paid an even higher percentage of their income on housing, with 47.1% paying 35% or more of their household income on rent.

The Housing Authority of the County of Kern⁸ indicates that there are 15,134 households in the Kern County and 5,324 households in the city of Bakersfield that have extremely low incomes or very low incomes and have a rent cost burden that exceeds 50% of their income. In addition, there are 28,885 “non-homeless, special needs” households that need housing in Kern County with another 8,837 in the city of Bakersfield. As of January 2013, there were 7,005 households on the Section 8 waiting list and 8,005 on the Public Housing waiting list.

Homelessness

The annual Homeless Census, conducted in a 24-hour period by the Kern County Homeless Collaborative¹⁰, revealed that on any given night of 2015, there were an estimated 953 people living in homelessness in Kern County, and of those, 150 were children. According to this data, homelessness decreased 4% from 2014 and decreased 38% from 2007. The average length of time that people remain homeless in Kern County is 29 months, with people living in shelters averaging 17 months, which shows that people who access shelters have better housing outcomes than those who live unsheltered.

Substance abuse and health issues continue to be a concern for people living in homelessness with about 50% reporting substance abuse issues and 10% reporting a chronic illness. In addition, at least 20% report having a mental health condition and 60% of people with substance abuse or mental health issues live unsheltered.

One area of concern is the lack of available beds especially in rural areas of the county. There are only two emergency homeless shelters in Metropolitan Bakersfield. One shelter is the Bakersfield Rescue Mission which provides emergency shelter for 200 men and the other is the Bakersfield Homeless Shelter, which provides emergency shelter to 170 men, women, and families. With the exception of emergency housing specifically for victims of domestic violence and their children, there are no emergency shelters in the rural areas of Kern County.

Food Insecurity

According to the United States Department of Agriculture, food insecurity occurs when there

are reports of multiple indications of disrupted and reduced food intake. The California Food Policy Advocates reports that in 2012, 54% of adults in Kern County were food insecure compared to 42% for the state. The Food Research and Action Center's (FRAC) *Food Hardship in America 2012 Report* identified Bakersfield as first among the 100 largest metropolitan cities in the U.S. for food insecurity. According to the report, 26.7% of respondents in Bakersfield said they had experienced difficulties feeding themselves or their family. Food inflation was another major factor identified by the authors as contributing to food hardship. The overall inflation rate stayed under control, but the government's cheapest hypothetical diet, the Thrifty Food Plan, was the basis for SNAP benefits before 2009 when the USDA's Low-Cost Food Plan would provide a more appropriate basis for SNAP allotments.

At mild to moderate levels, food insecurity results in anxiety, limited nutritional options, and trade-offs between food and other basic needs. More severe cases of food insecurity may result in hunger and extended periods of time without food. To maintain caloric intake, adults who experience food insecurity tend to limit the variety of their food and concentrate on a few low-cost, energy- dense, and nutritionally-poor foods such as refined carbohydrates and foods with added sugars, fats and sodium. Calorie-for-calorie, these foods cost less than nutritionally rich perishable items such as fruits, vegetables, and dairy products and contribute to instances of obesity and Type II diabetes. According to the California Food Policy Advocates Report, 40,000 individuals in Kern County have Type II diabetes, 57.1% of the adult population is overweight or obese, and 11.2% of the child population is overweight for their age.

Identifying solutions to these issues will be a complex process. According to FRAC, economic growth and job creation, along with better wages, are vital elements to improve food insecurity for lower-income workers. Another key factor is strengthening the SNAP/food stamp program to reach communities that are unaware of the program and its benefits. This is especially important in the quest to end childhood hunger, an issue that negatively impacts what may be the single best path out of poverty—higher educational attainment.

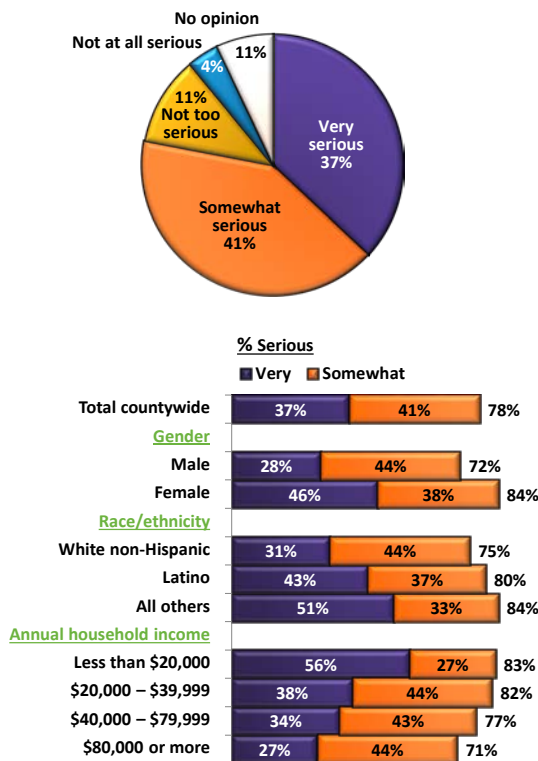
The prevalence of hunger and food insecurity in Kern County is further documented by a 2009 UCLA Center for Health Policy Research, California Health Interview Survey (CHIS), which profiles hunger and food insecurity in California counties. The study found that 33.9% of Kern County adults with income <200% of the Federal Poverty Level were food insecure. Feeding America, a nonprofit anti-hunger organization, estimates that 17.1% of Kern County households experience food insecurity in a given year, which would indicate 143,000 food-insecure individuals.

Such levels of food insecurity and hunger imply public health and economic costs to both communities and individuals through:

- Lower cognitive development and learning capacity in children;
- Impaired work performance and earnings potential in adults; and
- Lower intake of food energy and key nutrients, leading to increased medical costs, disability, and premature death due to diet-related illnesses.

The Kern Food Policy Council (KFPC) provides a forum for individuals from many sectors of the community food system to promote community wide healthy eating through education, advocacy and access. The Council is sponsored by the United Way of Kern County, the California Endowment, and CAPK, with support from many other organizations in the community. The California Endowment through Field Research Corporation conducted a poll of 1,200 registered voters to seek information about food insecurity and policy within Kern County. One finding of interest in this poll was the awareness that people in the community have of hunger issues in Kern County. Of those polled, 78% perceived “Families not having enough to eat” as being a somewhat to very serious issue. As income increased, the seriousness of the issue decreased. There was also a marked difference in how the issue was perceived by race as represented in the following figure:

Perceived seriousness of the problem of Kern County families not regularly having enough food to eat



2

CAPK actively participates in the Kern Food Policy Council as a founding member, along with United Way of Kern County, and The California Endowment. CAPK staff drafted the first part of

the *Community Food Report in 2014*³⁶. This report provides general food assessment information for Kern County. Some key findings in the report are as follows:

- A recent U.S. Department of Agriculture (USDA) study estimated low-income households with incomes below 185% of the poverty threshold are 34.3% food insecure; that is, they did not have access at all times to enough food for an active and healthy life, with no need for recourse to emergency food sources or other extraordinary coping behaviors to meet their basic food needs.
- Socioeconomic and demographic factors, including 1) household size; 2) homeownership; 3) educational attainment; 4) savings rates; 5) access to credit; and 6) health insurance, have been shown to be important determinants of food security, independent of household income.
- Legislative changes associated with welfare reform and Federal farm supports have created an unfavorable policy environment for SNAP by cutting \$8.6 billion over 10 years. These cuts will translate into a loss of about \$90 per month for a qualifying family food budget. Funding for school food projects in the 2014 Farm Bill and school garden programs is included.

Births to Adolescents

As reported in the Information and Strategic Planning Guide¹², in 2012 Kern County had the second highest birth rate for mothers 15 to 19 years of age in the state, ranking 57th of the 58 counties in California. In 2009 there were an estimated 3.7% of births to teenage females and 4.9% in 2013². Among this group, the birth rate was disproportionately high for minorities, as seen in the table below.

Table 9: Births to Adolescent Females aged 15-19 by Race, 2009-2013

Year	All	White	African American	Hispanic/Latino
2013	4.9	3.4	8.0	5.4
2012	4.1	3.2	1.5	5.1
2011	4.6	3.4	8.5	5.5
2010	4.5	3.9	5.8	5.3
2009	3.7	2.8	4.0	4.5

Health

Overall, the health of Kern County residents falls far behind residents of other California counties. According to the County Health Rankings and Roadmaps for 2015¹³, Kern County ranks 51 out of 58 California counties in “Health Outcomes” and 55 out of 58 in “Health Factors.” According to this study, health factors that affect the health of people living in Kern County include many of the socio-economic factors previously discussed, such as educational attainment, unemployment, and income inequality.

Table 10: Kern County Ranking for Health, 2015

Health Outcomes	51
Length of Life	44
Quality of Life	55
Health Factors	55
Health Behaviors	52
Clinical Care	55
Social & Economic Factors	52
Physical Environment	44

The 2015 SocioNeeds Index³⁹, created by the Healthy Communities Institute provides correlations between socioeconomic need and poor health outcomes, reported by zip codes. This information is indexed from 1 (lowest need) to 100 (highest need) and then ranked from 1 (lowest need) to 5 (highest need). When looking at Kern County's 40 zip codes in the index, over half are in the 4 and 5 rankings with 7 areas with indexes of 99.2 to 99.7. The following table gives a summary of the index for Kern County:

Table 11: SocioNeeds Index Summary Kern, 2015

Index	Rank	Number of Zips	%
93-100	5	15	37.5
82-92	4	9	22.5
65-80	3	8	20
35-62	2	5	12.5
0-19	1	3	7.5

Environmental Health

According to the American Lung Association *2015 State of the Air Report*³¹, Kern County has some of the worst air quality in the nation. The rankings were based on three types of pollutants;

- Short term particulate: Episodes of increased particulates caused by events such as wild fires.
- Year round particulate: chronic exposure to particulates caused by things like soot, diesel exhaust, chemicals, metals, and aerosols.
- Ozone; mostly attributed to wood burning and auto exhaust.

Kern County ranked as having the 2nd worst short-term and year-round particle pollution and 4th worst ozone pollution in the nation. The current drought exasperates this problem of short-term particulate matter due to an increase in wildfires and increased weather patterns that trap the pollutants in the lower atmosphere.

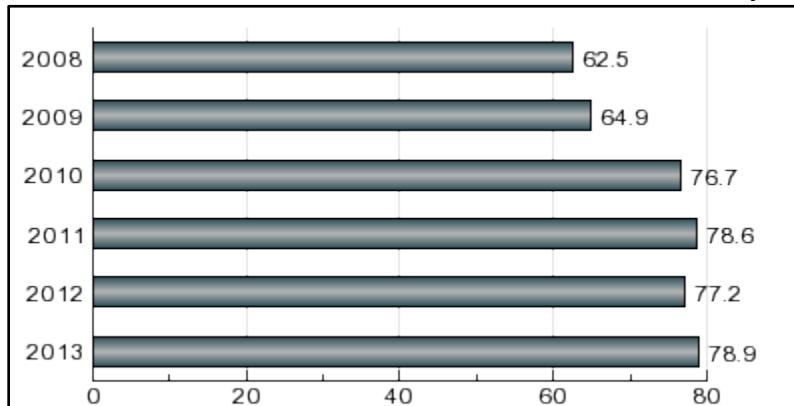
These particulates are of special concern for Kern County residents because of the significant health risks. As mentioned in this report, Kern County has significantly high rates of death for respiratory conditions and heart disease, which are known to be related to poor air quality. Also, as noted in this report, Kern has a high poverty rate, especially in our rural farming communities, which is linked to lower access to health care. A last factor to consider is that Kern's main industries, agriculture and oil, are major contributors to the poor air quality.

Asthma rates for Kern County are ranked among the highest in the state as indicated by Asthma hospitalizations. According to the 2012/2013 Health Kern Community Health Assessment, 12.9 per 10,000 people were hospitalized for asthma. Rates for children were especially high with 23.6 per 10,000 children hospitalized and 134.8 per 10,000 children visiting emergency rooms. Children are more vulnerable to the effects on health from poor air quality due to more permeable skin and fragile systems²¹. In addition to the health effects of the poor air quality in Kern already discussed, children are also at risk of increased cognitive defects and cancer.

HIV

According to Healthy Kern¹⁴, newly diagnosed HIV cases have shown a steady increase over the last six years. For 2013 there were 78.9 per 100,000 or about 631 people diagnosed.

Figure 6: HIV Prevalence Rate Time Series Cases/100,000 Population



The prevalence of HIV/AIDS has increased over the last few years due to people living longer. Key to living a healthier and longer life with HIV is an early diagnosis. The Centers for Disease Control, however, estimates that 1 out of 5 people with the disease do not know they are infected. People at highest risk of contracting HIV continues to be men of all races who have sex with other men, with African Americans and Hispanic/Latinos disproportionately affected. People in the under-30 age group have the highest occurrence of HIV.

Health Insurance

In 2013, 79.8% of the Kern County civilian noninstitutionalized population had health insurance coverage and 20.2% did not. For those under 18 years of age, 9.8% had no health insurance coverage. There was a slight decrease from the prior year as an estimated 80.7% of all Kern County residents had coverage.

Mortality

According to the California Department of Public Health,¹⁵ the death rate for Kern County is considerably higher than the rate for the state of California. In comparison to other California counties, Kern consistently ranks in the bottom third for leading causes of death. Especially noteworthy are that two of the leading causes of death, coronary heart disease and diabetes, are strong indicators of poor diet and nutrition and which are particularly impactful among low-income populations.

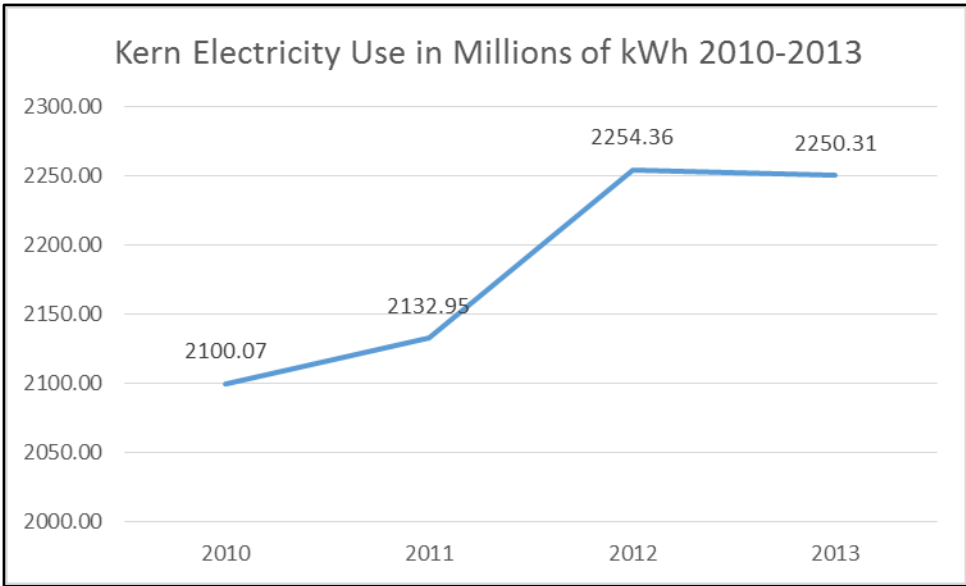
Table 12: Age Adjusted Death Rates per 100,000, 2009-2011

Area	All Causes	Coronary Heart Disease	Diabetes	Lower Respiratory	Influenza/Pneumonia
California	654.9	122.4	20.2	37.5	17.3
Kern County	836.5	165.0	32.4	68.4	23.9
County Ranking	46	57	57	54	56

Energy Use

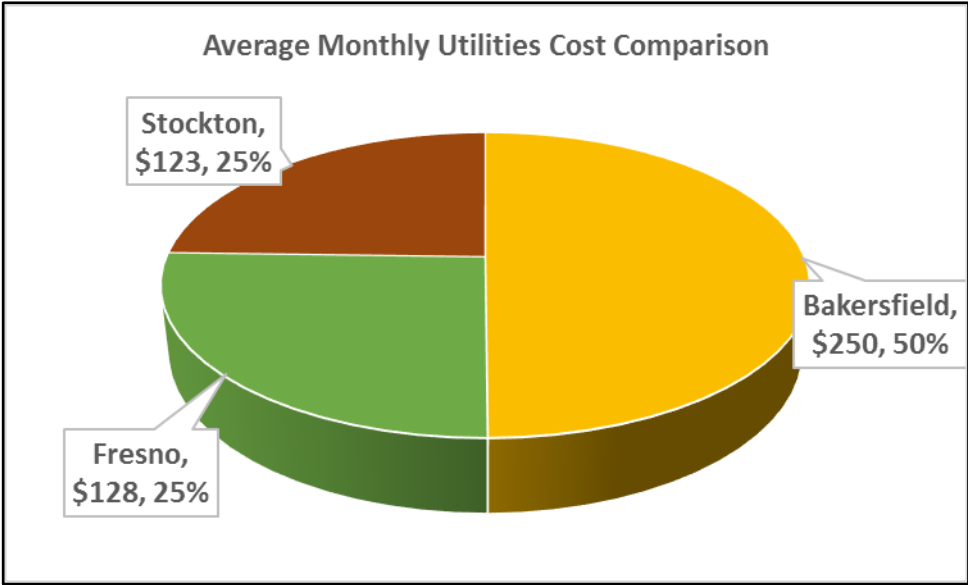
Residents of Kern County use more electricity than most counties in the state with the 11th highest electricity consumption of the 58 counties¹⁶. Kern has also seen big increases in electricity use over time with a 6.7% increase from 2010 to 2013.

Figure 7: Kern County Electricity Use, 2010-2013



Due to the rate structure of Pacific Gas and Electric Company (PG&E) and Southern California Edison, higher electric use can have a serious effect on low-income families. PG&E uses a tiered rate plan and sets the base rate for customers in the area by overall use as well as individual household use. This higher rate structure is evident when comparing utility costs of Bakersfield, Kern’s major metropolitan area, to Fresno and Stockton¹⁸, the cities closest to Kern in geography and population in the PG&E service area. The average cost of utilities (electric, heating, water, and garbage) is more than twice as high in Bakersfield than the other two cities, as illustrated in the following figure:

Figure 8: Average Monthly Utilities Cost, 2015



Juvenile Crime

Crime rates for juveniles who were arrested for felonies is higher for Kern County when compared to the state. In 2013, 8.9% of youth in Kern County were arrested for felony offenses as compared to 7.5% for the state²¹. Gang involvement can greatly increase the chance of youth committing violent crimes. According to the Kern County Superintendent of Schools²³, there are an estimated 267 gangs in Kern County with over 13,000 validated gang members (including those in prisons) in the county.

Part of the gang culture is to recruit young new members. According to the California Healthy Kids Survey 2009-2011²⁴, 8.4% of Kern County children in the 7th grade identified themselves as gang members. Of those children in high school, 9.0% of 9th grade and 8.2% of 11th grade students identified themselves as gang members. Although only a small percentage of students identified themselves as gang members, gang involvement and influence poses a threat to Kern County's children. In fact, most violent crimes committed by youth are committed by those involved in gangs. Gang involvement is also disproportionate by race²¹, as seen in the following table, with African American/Black youth more than twice as likely as White youth to be gang involved.

Table 13: Youth Gang Involvement by Race

Race/Ethnicity	Percent
African American/Black	12.5%
Native Hawaiian/Pacific Islander	12.3%
American Indian/Alaska Native	10.8%
Multiracial	9.3%
Hispanic/Latino	9.2%
Other	8.9%
Asian	6.3%
White	5.8%

There are multiple reasons that youth join gangs. The Office of Juvenile Justice and Delinquency Prevention (OJJDP)²⁵ cites the following as the most common reasons youth join gangs: protection, enjoyment, respect, money, and/or because a friend is in a gang. Strategies to prevent gang involvement should include building communities that strengthen families and

schools, improve supervision, improve teacher and parent training to manage disruptive youth, and improve interpersonal skills for youth.

Community Needs				
Top Needs	Agency Priority (Yes/No)	Description of Programs/Services Directly Provided by Your Agency	Coordination Efforts	NPI(s)
No Cost Early Childhood Education (Basic Needs)	Yes	Early Head Start and Head Start Programs provide educational and developmental services to income-eligible children age 0 to 5 years of age and their families with comprehensive services to promote family stability, education, health, and community involvement. East Kern Family Resource Center provides School Readiness Initiative and Summer Bridge programs to prekindergarten-age children and case management. Migrant Childcare Alternative Payment provides access to quality, subsidized child care throughout the state of California for children of migrant farm worker families.	Depending on their needs, clients may be referred to faith-based, private, public, and nonprofit organizations for services and support. The Kern County Superintendent of Schools, K-12 school districts, and post-secondary educational institutions assist with educational services that are not addressed by the Head Start/Early Head Start programs. Mojave Unified School District provides classrooms for School Readiness and Summer Bridge programs.	1.2
Non-Emergency WX Energy Assistance	Yes	CAPK's Energy program provides residential weatherization and installation of energy-saving measures (energy-efficient appliances, lightbulbs, etc.) to help low-moderate income	CAPK receives referrals from various faith-based, private, public, and nonprofit organizations	1.2, 1.3

		homeowners save money on utility costs and reduce emissions of greenhouse gases.	throughout the county as well as CAPK's 2-1-1 Kern County program. Partner organizations include the West Side Community Resource Center, Mountain Communities Healthy Start Family Resource Center, Indian Wells Valley Family Resource Center, Kernville Family Resource Center, Building Healthy Communities Kern County, and the Kern County Network for Children.	
Volunteer Income Tax Assistance (VITA)	Yes	CAPK VITA program trains volunteers to prepare income tax returns and EITC claim assistance for income-eligible individuals and families at no charge.	U.S. Department of the Treasury, Internal Revenue Service provides guidance on volunteer training and tax preparation; local financial institutions provide funding for operational costs and are often a source of volunteer tax preparers.	1.3
Adult Education	Yes	CAPK staff provides individuals and	America's Job Center;	

and Employment Services		families with referrals to other agencies that specialize in adult education and employment services; Head Start/Early Head Start program provide educational assistance for staff and parents/ caregivers who want to pursue their GED and/or higher education; CAPK Food Bank is currently piloting a work experience program to provide temporary employment to farmworkers impacted by the drought. CAPK trains volunteers to work in the VITA program and 2-1-1 Kern County helpline. Volunteers learn how to prepare and file tax returns for VITA clients, and 2-1-1 volunteers learn how to work in a call center environment. Both programs provide volunteers with relevant and meaningful work experience along with skills and knowledge that enhance their employability. CAPK's Energy program is a work experience site for individuals who are interested in construction-related jobs and are referred by America's Job Center/ETR.	County of Kern, Employers' Training Resource (ETR) department provides employment and job training services. Bakersfield Adult School and post-secondary educational institutions provide educational programs. Proteus, Inc. provides payroll processing and training for individuals participating in the CAPK Food Bank work experience program.	
Emergency Food Service	Yes	CAPK Food Bank, distributes emergency food countywide, including emergency food provided through the state's Drought Food Assistance Program for individuals and families impacted by the drought. These emergency food distribution efforts are supported by	Faith-based, private, public, and nonprofit organizations provide referrals and may also be food distribution sites; K-12 school districts in the county	6.2

		<p>federal, state, and private funding. The Food Bank also operates the BackPack Buddies program which provides low-income, food-insecure children at selected schools with kid-friendly supplemental food for weekends and holidays during the school year.</p>	<p>may identify and refer food insecure children and families for food assistance; Feeding America and Community Food Bank in Fresno share inventories of food with the CAPK Food Bank.</p>	
Health Education	Yes	<p>HIV Prevention & Testing; nutrition education and physical activities components in the <i>Grow Fit</i> program at CAPK's two youth centers. Teen pregnancy and STD prevention programs is offered by the Shafter Youth Center. CAPK WIC provides free nutrition education, breast-feeding support, and food vouchers for families (including women who are pregnant, postpartum, or breast-feeding) with children under the age of 5 years, and who are at nutritional risk. Foster parents, grandparents, and single parents can apply for WIC services on behalf of their children.</p>	<p>Kern County Department of Public Health Services and Kern County Department of Mental Health provide program funding and referrals to services; Clinica Sierra Vista, College Community Services, CSO Bakersfield, CSO Lamont, Ebony Counseling Center, Turning Point, Westcare Outpatient, Casa Serena, Jason's Retreat, Capistrano Mothers Home, Genesis NAPD, Aegis Medical Systems, and</p>	

			American Health Services provide HIV and substance abuse prevention education, counseling, and treatment; University of California, Davis, Extension provides nutrition education for youth center programs; other faith-based, private, and nonprofit organizations provide referrals.	
Youth Services	Yes	Friendship House Community Center in southeast Bakersfield and Shafter Youth Center in Shafter provide after-school tutoring and homework assistance, recreational and educational enrichment activities. Shafter Youth Center offers a teen pregnancy and STD prevention program and both youth centers participate in Project 180, a gang prevention collaborative. Both centers also provide older youth with pre-employment skills, exposure to various careers, and paid, short-term work experience through the <i>PREP</i> and <i>PREP Works</i> programs.	Bakersfield City School District, Richland School District, and Kern High School District provide referrals to the youth centers; Kern County Sheriff's Office, City of Bakersfield Police Department, and Kern County Probation Department work with the youth centers as part of the Project 180 gang prevention collaborative; City of Shafter Police	6.3

			<p>Department and Police Activities League provide after-school activities at the Shafter Youth Center. City of Shafter provides funding to support evening recreation programs at the Shafter Youth Center. All of these organizations partner with the youth centers to provide learning experiences, expand knowledge, and help support participants to make healthy life choices. The Garden Project maintains the community garden at Friendship House. University of California, Davis, Extension provides nutrition education for youth center programs.</p>	
Emergency Energy Payments	Yes	The CAPK Energy Program provides utility bill payment assistance to low-income households.	The West Side Community Resource Center, Mountain Communities Healthy	6.2

			<p>Start Family Resource Center, Indian Wells Valley Family Resource Center, Kernville Family Resource Center, Building Healthy Communities Kern County, and the Kern County Network for Children refer low-income homeowners, particularly those who are elderly and disabled, to the Energy program.</p>	
Child and Family Development		<p>CAPK's Women, Infants and Children (WIC) supplemental nutrition program provides nutrition education to income-eligible families with children 5 years of age and younger, as well as breastfeeding education and support to pregnant and/or nursing mothers. The CAPK Head Start/Early Head Start programs provide educational and developmental services to income-eligible children age 0 to 5 years of age and their families with comprehensive services to promote family stability (including financial literacy), education, health, and community involvement. CAPK's two youth centers provide after-school</p>	<p>K-12 school districts, Kern County Department of Public Health Services, Kern County Department of Human Services; Bakersfield College Child Development Center; Kern County Superintendent of Schools</p>	6.3

		tutoring and homework assistance, recreational and educational enrichment activities, prevention programs, and a gang prevention program with a parent-involvement component. The Shafter Youth Center offers teen pregnancy and STD prevention programs. The East Kern Family Resource Center prepares children to enter kindergarten through the School Readiness Initiative and Summer Bridge program. The EKFRFC also provides direct family support services, parenting education, referrals to other services, if needed, and maintains an emergency supplies closet to help individuals and families in crisis with basic necessities such as food, clothing, blankets, bus passes, gas vouchers, diapers, and infant formula.		
Child care services for migrant families.	Yes	CAPK's Migrant Childcare Alternative Payment (MCAP) program provides migrant farmworker families with subsidized child care within the state. Families may enroll in the program at entry points in Kern and 5 other Central Valley counties. Families select from a list of qualified providers and the type of care needed (weekdays, weekend, or evening care, center-based or family home care) and MCAP pays the providers directly.		
Access to health	Yes	2-1-1 Kern County information and	Community Health	

care		referral helpline provides information and referrals to human and social services in Kern County. Callers find help with locating medical services, dental services, and assistance with enrollment in health care coverage (ACA/Covered California). The service is live-answer, available 24 hours a day, seven days a week, and free to all callers. 2-1-1 Kern County services are also available through CAPK's Web site.	Initiative provides information and enrollment assistance for health insurance coverage required under the Affordable Care Act (Covered California); First 5 Kern provides funding for 2-1-1 Kern to screen callers with children ages 0-5 for assistance with: enrollment into health insurance programs; and prenatal care and related support services.	
------	--	--	--	--

Instructions:

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

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

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

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

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

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

CAPK is able to meet all needs indicated above.

DOCUMENTATION OF PUBLIC HEARING(S)

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

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

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

Public Hearing Process (Insert Narrative)

To gain information and feedback from the community, a public hearing was held on May 20, 2015, at the CAPK administrative offices in the first floor conference room. The process for notification was as follows:

- The following public notice was published in *The Bakersfield Californian* on Monday, May 11, 2015, and Monday, May 18, 2015 (Appendix C).

NOTICE OF PUBLIC HEARING

Community Action Partnership of Kern (CAPK), a federally designated anti-poverty organization, welcomes and encourages public participation in the development of the COMMUNITY SERVICES BLOCK GRANT (CSBG) 2016-2017, COMMUNITY ACTION PLAN (CAP). All interested parties, community based organizations, government agencies, organizations serving low-income individuals/families, and the general public are encouraged to attend.

Community Feedback: 6 to 7 PM, Wednesday, May 20, 2015

CAPK Board Approval: Noon to 1 PM, Wednesday, June 24, 2015, at

The First Floor Conference Room of

**COMMUNITY ACTION PARTNERSHIP OF KERN, 5005 BUSINESS PARK NORTH,
BAKERSFIELD, CA 93309**

For more information, to submit comments, or to obtain a copy of the Community Action Plan, call Brady Bernhart at 661-336-5236 x1152, e-mail bbernhart@capk.org, You may also write to him at the address underlined above.

- A public notice was distributed at the Kern County Human Relations Commission on May 12, 2015.
- A public notice was provided to Greater Bakersfield Legal Assistance on May 12, 2015.
- A public notice was provided to the City of Bakersfield Historic Preservation Commission on May 19, 2015.
- A public notice was posted at the CAPK Administration Building from May 13, 2015, through June 24, 2015.
- A public notice was posted at the CAPK Shafter Youth Center in Shafter and the CAPK Friendship House Community Center in southeast Bakersfield.
- A public notice was sent to the Delano Family Alliance and the Kern County Network for Children.
- A public notice was distributed to all CAPK program managers and directors for posting at CAPK facilities throughout Kern County, including the following communities:
 - Delano
 - Ridgecrest
 - Shafter
 - Wasco
 - McFarland
 - Arvin
 - Mojave
 - Bakersfield (numerous sites)
 - Rosamond
 - Taft
 - Tehachapi
 - Lost Hills

The public notice was also posted on CAPK's Web site and Face Book page on May 13, 2015, through June 24, 2015.

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

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

			transportation needs in ABC, CA.
--	--	--	----------------------------------

Attachments

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

Appendix C: Public Hearing Notices
Appendix _ : Comments from Public Hearing

FEDERAL ASSURANCES

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

1. Programmatic Purposes

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

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

CAPK programs remove obstacles and solve problems that block the achievement of self-sufficiency through a system of services that meets the immediate and longer term needs of individuals, children, and families and provides access to the skills and knowledge needed to transition off State programs and achieve and sustain self-sufficiency. CAPK programs help individuals and families who are seeking services to identify *the cause(s)* of their problems and find ways *to solve* their problems by connecting these individuals to both CAPK and other community resources. These services and assistance provide a support network for families and individuals to ensure that progress is made towards self-sufficiency while working to prevent long-term dependency on Temporary Assistance for Needy Families (TANF).

Specific CAPK programs and services include the following:

Head Start/Early Head Start: Provides case management services through these early childhood education and development programs and offers a multigenerational approach that engages parents/caregivers and other family members to increase involvement in their children's education. Family Service Workers work together with parents/caregivers to develop a Family Partnership Agreement, establish family goals, and provide counseling, guidance, and referrals that will assist families in identifying and attaining their goals. Goals may range from securing employment, attaining additional education or vocational training, increasing financial stability, and accessing affordable medical care. The HS/EHS Parent and Family Engagement component builds relationships with families that support family well-being, strong relationships between parents and their children, and ongoing learning and development for both parents and children. Information, referrals, and resources are provided to address identified goals, and workshops are offered based on parent/guardian interests.

Pregnancy Prevention Program: The Shafter Youth Center provides teen pregnancy and STD prevention information and education to at-risk youth in the north Kern County area.

Women, Infants, and Children (WIC) Supplemental Nutrition Program: CAPK WIC provides eligible families (including pregnant or breastfeeding women) with supplemental food assistance, health and nutrition education, and breast-feeding education and support. In 2013 CAPK's WIC program managed over 20,000 authorized cases at 22 sites in Kern County, 4 in San Bernardino County, and a dozen other locations via a mobile unit. In 2015 CAPK took over operation of a fifth WIC site in San Bernardino County. According to a study conducted in 2012 entitled, *WIC Participation and Attenuation of Stress-Related Child Health Risks of Household Food Insecurity and Caregiver Depressive Symptoms*, food insecurity can be a factor contributing to cumulative stress of the parent/caregiver. This stress is, in turn, associated with child health risks which can compromise children's functioning, resulting in lifelong negative consequences to their health and well-being. The study also found that a community nutrition program such as WIC lessens child health risks associated with household food insecurity and caregiver depressive symptoms. WIC program benefits extend beyond providing nutritional benefits to the family by reducing the caregiver emotional distress and the child's health risks associated with food insecurity¹⁹.

The East Kern Family Resource Center: Provides services that assist low-income individuals and families residing in designated communities of east Kern County. The EKFRFC primarily focuses on helping families with children who are at risk of abuse and neglect (referred by the Kern County Department of Human Services) and also prepares children to enter kindergarten through the School Readiness Initiative and Summer Bridge program. The EKFRFC also provides direct family support services, parenting education, referrals to other services, if needed, and maintains an emergency supplies closet to help individuals and families in crisis with basic necessities such as food, clothing, blankets, bus passes, gas vouchers, diapers, and infant

formula.

Emergency Food Program: The CAPK Food Bank provides emergency food assistance to residents who do not have enough money during the month to provide for their basic needs. By providing emergency food services, CAPK is helping food insecure individuals and families to prepare their children for a better education. In a report entitled, *Child Food Insecurity: The Economic Impact on our Nation*, research indicates that children ages 0-3 years old who live in food insecure homes have a higher chance of negative brain and cognitive development placing them at greater risks for health problems, developmental delay, and impaired school performance. Food insecurity among children 0-5 years old will affect their school readiness for preschool. In addition, a controlled Early Childhood Longitudinal Study (ECLS) found food insecurity to have negative impacts on school performance, social functioning, weight status and the health of children in kindergarten to third grade. Even in kindergarten, children in households with food insecurity score lower and learn less during the school year²⁰. By addressing emergency food needs of families, other long term health and academic benefits for children will be the result.

(ii) secure and retain meaningful employment;

CAPK is one of the largest nonprofit agencies in Kern County with over 700 employees. The Head Start program, under the agency's Head Start/State Child Development division (HS/SCD), provides the greatest outcomes in the agency's efforts to help clients to secure and retain meaningful employment. Formerly called the Child Education & Development Services (CEDS) division, HS/SCD has long provided entry-level employment with full benefits to Head Start parents/caregivers and other low-income residents. CAPK has recruited, trained, and hired many of the parents/caregivers to work as classroom staff. Parents/caregivers hired to work in the Head Start program gain valuable work experience, are provided financial assistance to advance their education, and are encouraged to move on to higher-level positions both in and outside the agency.

For Head Start parents/caregivers who want job training and/or job search assistance, Head Start Family Service Workers refer them to agencies that specialize in providing workforce development services and supportive services, such as America's Job Center and Employers' Training Resource at no cost to the clients. Through these linkages, Head Start parents/caregivers can acquire basic life and employability skills, job search skills, child care referrals for school-age children, access to health care, and assistance with transportation to and from job interviews. These two resources also conduct follow-up with clients and employers to ensure job retention and provide additional services, if required. Head Start Family Service Workers also follow-up with clients and refer parents/caregivers to other agencies and organizations when needed.

In addition to the agency's hiring, training, and job referral practices, child care services provided through the CAPK Migrant Childcare Alternative Payment program help migrant and

seasonal farm worker families retain employment by providing access to licensed child care throughout the state. Families may enter the MCAP program in six Central Valley counties and remain eligible regardless of where they move within the state. To be eligible for the program, parents must be working, seeking employment, incapacitated, homeless and seeking permanent housing, or attending vocational training. Program flexibility enables families to use qualified providers to meet their individual needs and choices, e.g., evening and weekend care, center-based care, or family home care.

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

Head Start/Early Head Start Program:

CAPK's Head Start/Early Head Start (HS/EHS) programs prepare children for kindergarten and beyond and train parents/caregivers to be their children's primary teachers and advocates. Through HS/EHS, children and parents/caregivers learn to value and support education and life-long learning. Case management activities include helping parents and improve basic literacy skills and further their education. HS/SCD staff guides parents/caregivers in planning, implementing, and completing their educational goals, including General Education Development (GED) and accredited college courses. Non-English speaking parents/caregivers are encouraged to learn English and are provided referrals to service English-as-a-Second Language (ESL) classes. Head Start/Early Head Start program funds are available to enable parents/caregivers to advance their education (including purchase of tuition and books) at no cost to them.

HS/SCD child care staff may be offered the opportunity to complete their Associate of Arts and Bachelors of Arts degrees in early childhood education or related fields. Assistance is similar to that provided to the parents and includes educational leave from their normal job duties/hours if classroom hours conflict with their work schedule. As required by Head Start/Early Head Start policies and procedures, staff follows up with each family to determine whether the kind, quality, and timeliness of services received through referrals met with the family's expectations and circumstances, and all responses are documented.

CAPK continues to strengthen its collaborations with local community colleges, the Kern County Superintendent of Schools Office, the Kern High School District (which operates the Bakersfield Adult School), other educational service providers, and the Kern Adult Literacy Council to increase accessibility/affordability of GED, Adult Basic Education classes, and literacy skills to low-income residents of Kern County.

(iv) make better use of available income;

CAPK's Head Start/Early Head Start Family Service Workers help families develop financial plans and goals and provide financial coaching. HS/EHS staffs have attended the financial literacy training *Your Money, Your Goals: A Financial Empowerment Toolkit for Social Services Programs* developed by the Consumer Financial Protection Bureau. Staff and clients have attended the financial education workshop *Making Every Dollar Count* taught by staff of the University of California Cooperative Extension. Additionally, CAPK's VITA program provides free income tax preparation, e-filing, and Earned Income Tax Credit (EITC) application assistance for income-eligible individuals and families.

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

CAPK provides referrals to residents seeking information regarding housing resources via the 2-1-1 Kern County information and referral service. 2-1-1 Kern County is AIRS accredited and the only information and referral program of its kind in the county. Residents call a toll-free number that can be reached from anywhere in Kern County. The 2-1-1 Kern staff conducts an assessment of each caller before providing at least 3 referrals (if available) to appropriate services/agencies. All Information & Referral Specialists are Spanish/English bilingual and able to provide services in a culturally relevant manner to Spanish-speaking callers. A tele-interpreter service is used for translation needs of callers who speak other languages. Hearing impaired callers are connected to 2-1-1 Kern through a translator. 2-1-1 Kern services are provided 24 hours a day, 7 days a week, and can also be accessed online at www.capk.org. The 2-1-1 Kern database contains information on more than 1,200 social service programs in Kern County. Demographic and unmet needs of callers are also tracked.

CAPK is also a member of the Kern County Homeless Collaborative and works closely with homeless shelters and related programs and services, including the Greater Bakersfield Legal Assistance program, to ensure that low-income residents have access to suitable housing/shelter.

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

Food Bank

The CAPK Food Bank provides direct emergency food assistance to the economically disadvantaged, senior citizens, homeless individuals and families, victims of crime or disaster, the unemployed, migrant and seasonal agricultural workers, and any other persons that are in need of emergency food in Kern County. In all of 2012, the Food Bank met the hunger needs of 126,858 food insecure families throughout Kern County. The average food bag provided to families is between 25 to 30 pounds of food for a family of four (4). For families of 5 or above, the food bag averages between 50 and 70 pounds of food. A meal consists of:

rice, beans, canned fruit, vegetable, meats, sauces, canned beef stew, peanut butter, and frozen meat and is supplemented by local donations of bread and other fruit. All direct food services are free of charge to those in need up to 12 times per year.

Through the Food Bank's Snack Attack program, currently an average of 2,450 children in after-school and summer programs throughout the county are provided healthy snack foods on a weekly and as needed basis. In 2014 the Backpack Buddies program, provided 286 food insecure students in Lost Hills, McFarland, Buttonwillow, and Taft with up to 7 lbs. of nutritious foods before each weekend during the school year. Children in the Backpack Buddies program receive backpacks filled with kid-friendly foods to supplement their nutritional needs over weekends and holidays during the school year. Every backpack includes the following food items (subject to donations on hand): Protein - meat stews with vegetables, canned chicken or tuna, peanut butter, canned beans; Fruits & Vegetables—Fruit cups packed in 100% juice, 100% fruit juice, canned vegetables; Grains—cereal, macaroni and cheese, canned pasta meals; Healthy snacks—yogurt cereal bars, fruit filled cereal bars, crackers; Dairy—shelf-stable milk.

Energy Program (HEAP)

The CAPK Home Energy Assistance Program (HEAP) provides emergency utility assistance to eligible low-income residents of Kern County. Emergency services are provided to clients who have a 48-hour notice or their utilities that have been disconnected. An applicant can only receive this benefit once in a 12 month period. To qualify, the applicant must reside in Kern County, have a total household income at or below 150 percent of the federal poverty income guidelines, and have a utility bill with at least 22 days of service. During the 2013 fiscal year, \$2,432,000 in utility payment assistance was provided to a total of 5,733 Kern County households.

2-1-1 Kern County

Kern County residents with immediate family or individual human service needs can access a 24-hour/7-day-a-week information and referral services through the CAPK's 2-1-1 Kern County program. The call answering specialists provide assistance in locating social services programs free of charge. The service is available to help residents identify local resources in their times of need through phone or online assistance. Last year, 2-1-1 received 57,438 calls.

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

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

Community Involvement--Head Start/Early Head Start:

Best practices are evidenced in many of CAPK's programs. For example, the Head Start Program's Policy Council is an example of successful grassroots intervention. Parents/caregivers of children enrolled in the Head Start/Early Head Start (HS/EHS) program are encouraged to become involved in the broader community through volunteering in their children's classrooms and becoming involved in the shared governance of the Head Start contract by participating in the Parent Policy Council. This experience develops leadership skills including how to conduct a meeting, comprehend and analyze a budget, interview prospective staff, and advocate for the needs of their families. Involvement in these learning opportunities build parents' self-confidence and self-esteem and provide positive role models to their children based on their involvement in their education and in the community. Furthermore, this experience may lead to future participation in school PTAs, school boards, or city council meetings, and will provide experiences that will enable parents to advocate for their needs in their workplace.

Partnerships with Law Enforcement Agencies:

CAPK partners with various law enforcement agencies and the Housing Authority of the County of Kern. CAPK's Board of Directors includes a representative from the Mayor of Bakersfield. He is a former City of Bakersfield Police officer from the Crime Prevention Unit and has been an active member of the CAPK Board of Directors for over 10 years and continues to provide the agency with the current and changing needs of the community. He also attends a variety of community events and disseminates information on the services offered by CAPK to the community as well as to other BPD officers.

CAPK collaborates with the Housing Authority of Kern County in providing child care in Housing Authority residential complexes, as well as in the Sunset Migrant Camp and the Shafter Migrant Camp. CAPK's Shafter Youth Center and Friendship House Community Center have established relationships with local law enforcement and other first-responders and have developed innovative grassroots programs as detailed in the following section.

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

CAPK is continuing to strengthen and improve relationships with law enforcement agencies, particularly with respect to youth activities at the Shafter Youth Center in the city of Shafter and the Friendship House Community Center in southeast Bakersfield.

Shafter Youth Center (SYC):

The SYC staff has an on-going partnership with the Shafter Police Activities League (PAL) that provides a youth indoor soccer program and other activities. Other collaborative efforts at the SYC include presentations by the Shafter Police Department to the children which consist of topics such as bullying, "stranger-danger," and drug and alcohol abuse prevention. The SYC

has also collaborated with the California Highway Patrol which has presented programs to the children on helmet/seatbelt/traffic safety and driving safety (for older teens). The Bakersfield Police Department has presented a program called *A Life Interrupted* which addresses the consequences of drunk driving for teens and uses a car that was involved in a fatal drunk driving accident that killed a teenager. Other partnerships with local law enforcement include the Kern County Sheriff's Department's presentation on Internet safety for teens, and the Search and Rescue Unit presentation on water safety in swimming in natural waterways, such as the Kern River.

Friendship House Community Center (FHCC):

The FHCC is currently partnering with the Kern County Superintendent of Schools Office on a new program called the Justice Assistance Grant (JAG). The goal of this program is to reduce school violence and juvenile delinquency. Kern County Probation is the lead agency, and CAPK's FHCC role will provide *Aggression Replacement Training* (ART) to tier 2 and tier 3 students and *Parents on a Mission* (POM) classes to the parents.

The FHCC is a member of the Bakersfield Safe Streets Partnership (BSSP) which is made up of interdenominational clergy, law enforcement, community service providers, community organizations, elected officials, educators, business men and women, ex-gang members and concerned citizens. The BSSP facilitates community peace walks and participates in Call-In Meetings for active gang members. These meetings are mandatory for gang members who are on probation or parole, and are an opportunity for them to receive information on how to turn their lives around. The meetings are facilitated by various law enforcement agencies such as the Bakersfield Police Department, the Kern County Sheriff's Department, and the FBI. The FHCC Gang Prevention Program assists by providing resources and information to the attendees. The FHCC may be a location for future BSSP Call-In Meetings.

In addition, the FHCC was the host site for the Bakersfield Police Department Valley Zone Community Meeting on April 6, 2015. The meeting was an opportunity for the Bakersfield Police Department to connect with the community to explain changes in the Police Department, and to address community concerns.

2. Youth

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

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

CAPK's Family, Youth and Community Services Division provides oversight of the Friendship House Community Center (FHCC) and the Shafter Youth Center (SYC). Both centers provide activities 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.

Friendship House Community Center (FHCC)

The FHCC provides a safe and welcoming location for children residing in one of Bakersfield's most economically depressed and underserved areas. FHCC provides after-school activities Monday-Friday during the school year and summer. Programs include tutoring, homework assistance, a computer lab, arts and crafts, sports activities, nutrition education (including a community garden and cooking classes), a robotics/STEM program, and basketball camps. All activities are provided to participants at no charge to them or their families. Other FHCC activities 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 include the following:

- Two years ago CAPK piloted a pre-employment resource program for 50 low-income, at-risk young women (ages 14 to 18) to help them focus on career development and employment. The program has since been renamed the Pre-Employment Program (*PREP*) and expanded to include male youths ages 14 to 18. Recent CSBG/CSD Discretionary funds awarded will enhance the program by including a paid work experience component (*PREP Works*) for participants.
- The FHCC is currently partnering with the Kern County Superintendent of Schools on a new program called the Justice Assistance Grant (JAG) Program. The program goal is to reduce school violence and juvenile delinquency. The Kern County Probation Department is the lead agency, and CAPK's FHCC will provide *Aggression Replacement Training* (ART) training to tier 2 and tier 3 students and provide *Parents on a Mission* (POM) classes to the parents.
- The FHCC is a member of the Bakersfield Safe Streets Partnership (BSSP) which is made up of interdenominational clergy, law enforcement, community service providers, community organizations, elected officials, educators, business men and women, ex-gang members and concerned citizens. The BSSP facilitates community peace walks and participates in Call-In Meetings for active gang members. These meetings are mandatory for gang members who are on probation or parole, and are an opportunity for them to receive information on how to turn their lives around. The meetings are facilitated by various law enforcement agencies such as the Bakersfield Police Department, the Kern County Sheriff's Department, and the FBI. The FHCC Gang

Prevention Program assists by providing resources and information to the attendees. The FHCC may be a location for future BSSP Call-In Meetings.

Shafter Youth Center

The CAPK Shafter Youth Center (SYC) provides youth/young adults ages 6-21 with programs that focus on nutrition, recreation, education, and active healthy living. The SYC is located in the small rural city of Shafter which is 18 miles northwest of Bakersfield.

The SYC is open Monday – Friday, 2:30-5:30 p.m. during the school year, and Monday – Friday, 8:00 - 5:00 p.m. during the summer. Activities/programs include: Wii Stay Fit, Shafter Police Activities League indoor soccer, a Summer Nutrition Program (breakfast and lunch), reading, tutoring, homework assistance, math enrichment activities, team sports, and educational field trips. Other activities and programs at the SYC include the following:

- Gang Prevention;
- Teen pregnancy and STD prevention;
- *A Life Interrupted*, a Bakersfield Police Department program whose message is to prevent teen drunk driving. Participants see the remains of a car that was involved in a drunk-driving accident that killed a teen;
- Internet safety for teens, conducted by the Kern County Sheriff's Department; and
- Kern County Search and Rescue – water safety in swimming in natural water ways such as the Kern River; and
- American Red Cross – Disaster Preparedness and Basic First Aid.

All programs and services are provided at no charge to participants or their families.

(ii) after-school childcare programs

As stated previously, after-school programs are provided at both the Friendship House Community Center and the Shafter Youth Center for youth ages 6-21. Participants are provided homework assistance, tutoring, and recreational activities in a safe and supportive environment. Nutritious snacks are provided each day. The FHCC offers a *Grow Fit* nutrition education and physical activities program for children that also includes tending vegetable plants in the FHCC community garden and learning how to prepare them. The *Grow Fit* program may expand to the SYC if additional funding is received. Other after-school activities at FHCC include robotics/STEM, and if funding is received, the program may be expanded to the SYC. Other activities include tutoring, a computer lab, library, snacks and meals in the summer, arts and crafts, and organized sports activities.

3. Coordination

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

CAPK's program activities are coordinated with other programs, including those responsible for implementing state welfare reform efforts. The CAPK Food Bank, CAPK WIC, Head Start/Early Head Start, Energy, and 2-1-1 Kern County helpline provide referral services to other agencies including the Kern County Department of Human Services (TANF, CalWorks, CalFresh Programs), the State Employment Development Department (unemployment benefits, labor market information, etc.), America's Job Center/Kern County Employers' Training Resource department (job training, job search assistance, supportive services).

4. Emergency Food and Nutrition

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

In 2013-2014, the Food Bank met the hunger needs of 140,000 food-insecure individuals throughout Kern County. The average food bag provided to families is between 25 to 30 pounds of food for a family of four. For families of five or above, the food bag averages between 50 and 70 pounds of food. A meal consists of the following foods: rice; beans; canned fruit, vegetable, meats, and sauces; canned beef stew; peanut butter; and frozen meat. These foods are supplemented by local donations of bread and fresh fruits and vegetables when they are available. This service is provided through a partnership with 110 distribution sites throughout the county. The Food Bank staff works to promote healthy eating and procures donations of fresh produce directly from growers and other sources for distribution to Kern County's food insecure households.

The CAPK Women, Infant, and Children (WIC) supplemental nutrition program provides vouchers for food, offers nutrition education, and makes referrals to health and other social services at no charge to the families. CAPK WIC serves Kern County's low-moderate income families (including pregnant and/or breastfeeding mothers) with children up to age 5 that are deemed nutritionally at-risk. Women who participate or have family members that participate in other benefit programs, such as SNAP/CalFresh, Medicaid, or Temporary Assistance for Needy Families (TANF), automatically meet the income eligibility requirement. WIC vouchers can be used to purchase fresh fruits, vegetables and whole grain food products. The CAPK WIC program's mobile office travels to outlying Kern County communities where an expressed gap in the provision of WIC services exists. The WIC mobile unit travels to 12 sites throughout the county, once a month to provide food vouchers, breastfeeding support and pumps, and referrals to other services.

5. Employment and Training

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

The 2-1-1 Kern County information and referral program links Kern County residents to information and referrals for services in the community. The program is AIRS accredited and the only information and referral program of its kind in the county. Residents call a toll-free number that can be reached from anywhere in Kern County or access the service online at www.capk.org. All Information & Referral Specialists are Spanish/English bilingual and able to provide services in a culturally relevant manner to Spanish-speaking callers. A tele-interpreter service is used for translation needs of callers who speak other languages. Hearing impaired callers are connected to 2-1-1 Kern through a translator. The 2-1-1 Kern database contains information on more than 1,200 social service programs in Kern County, including America's Job Center/Employers' Training Resource and the California Employment Development Department.

Case management services are provided through Head Start/Early Head Start and its Parent and Family Engagement Program and the HIV Prevention & Testing Program. The East Kern Family Resource Center (EKFRC) in Mojave serves the communities of Boron, California City, Edwards Air Force Base, North Edwards, Keene, Mojave, Rosamond, and Tehachapi. The EKFRC provides Differential Response services, i.e., early intervention with families to ensure the safety and well-being of their children. Services include case management and referrals to other services, as needed. The EKFRC also provides a school readiness program for preschool age children (including Summer Bridge for children starting kindergarten in the fall) and parenting classes for parents/caregivers. Other services include case management and referrals to other services, as needed.

CAPK clients who need job training, upgrade skills training, or job search services are referred to the America's Job Center one-stop and Employers' Training Resource. Employers' Training Resource is a department of the County of Kern and the administrative arm of the Kern/Inyo/Mono Workforce Investment Board (WIB), which provides policy guidance under the Workforce Investment Act (WIA). The WIB, through the involvement of community leaders from business, government, education, economic development, training, social services, and the nonprofit community, develops workforce investment strategies to prepare and train the workforce for the needs of the business community. This effort focuses not only on pre-employment strategies (helping unemployed persons prepare for jobs) and employment strategies (helping them find jobs), but also on post-employment strategies (keeping jobs and helping workers boost their pay and responsibilities). CAPK's Executive Director is a member of the WIB and is involved in the decision-making of vocational and educational training opportunities that are and will be provided in Kern County.

CAPK management and program staff are actively involved and communicate with government and social service programs to ensure an effective and efficient collaboration of

efforts and use of resources. For example, CAPK has partnered with the Kern High School District Employment Services Division to provide pre-employment training to youth at the Friendship House Community Center and Proteus, Inc. to provide forklift training and certification to dislocated farmworkers in a work experience program.

CAPK has been very active and supportive of CalCAPA, the association of California Community Action Partnership Agencies (formerly Cal/Neva), attending quarterly and annual conferences, conducting workshops and collaborating with member agencies to exchange program and administrative information. CAPK has also participated in national CAP conferences and provided workshops on self-sufficiency and program development.

6. Low-Income Home Energy Assistance

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

CAPK is the primary Community Service Block Grant (CSBG) funded agency serving the Kern County service area. The agency administers and coordinates activities for CSBG, the Home Energy Assistance Program (HEAP), Low-Income Home Energy Assistance Program (LIHEAP), and Department of Energy (DOE) energy contracts. To increase participation in the emergency energy programs by eligible Kern County residents, CAPK solicits assistance from a number of collaborative partners that work with low-income residents to disseminate information and recruit clients for energy services.

Services related to emergency energy crisis intervention programs under title XXVI [[42 U.S.C. 8621 et seq.](#)] (relating to low-income home energy assistance) include:

- utility payment assistance;
- weatherization repairs, weather-stripping, insulation;
- replacement of non-energy efficient doors, windows, lightbulbs, and appliances; and
- installation of low-flow shower heads and carbon monoxide alarms

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

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

The CAPK Food Bank partners with 110 food distribution sites throughout Kern County which

include churches, social service agencies, and community-based organizations. As previously indicated in this report, CAPK's 11 direct-service programs rely on effective collaborations with many other agencies and organizations, including those in the faith-based community, to ensure that low-income residents are served by the State. For example, 2-1-1 Kern County maintains a database of over 1,200 organizations that provide a multitude of services for Kern County residents, and when call specialists receive requests for help or information, they provide referrals to at least 3 agencies, if available, that provide appropriate services.

8. Establishment of Procedures for Adequate Board Representation

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

CAPK is governed by an all-volunteer, 15-member tripartite Board of Directors. The Board membership is required to include one-third which represents low-income residents, one-third representing the public sector, and one third representing the private sector. The Chair of the Head Start Policy Council is one of the five low-income members. The remaining four members are recruited and selected through a democratic process of elections in four areas of the county as defined by the boundaries of the municipal districts: Bakersfield, East Kern, North Kern, and South Kern. Potential representatives must certify by signature that he/she meets all eligibility requirements. Applicants are provided election rules and official petition forms and elections are held during the week. If no nomination papers are received by the deadline, the Board of Directors has the option of appointing a representative for the District consistent with eligibility criteria.

In addition, in the 42 Head Start/Early Head Start child education and development centers, parents participate in Parent Councils, one at each center, as well as participate in six Regional Policy Councils, and the main program Policy Council. Low-income parents in the programs participate in the design, implementation, and monitoring of the child care program. As issues and concerns are raised, they are brought up the chain of command until a satisfactory answer or resolution to a problem is reached.

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

Does your agency participate in ROMA? Yes No

Describe how your agency addresses ROMA or another performance measure system which the Secretary facilitated development pursuant to section 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and a description of outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization.

Since 2000 CAPK has participated in Results Oriented Management and Accountability (ROMA) practices and procedures. CAPK complies with the ROMA cycle and provides outcome measures that are used to measure performance and accountability (Appendix D, *CAPK Organizational Standards Self-Assessment Tables*). CAPK meets the Federal and State of California reporting standards and National Performance Indicator reporting requirements (NPI's). This includes program assessment conducted after primary intake, interim periods, and at the conclusion of the program. Outcome indicators are generated to provide estimates that are used to compare with results as a method of showing program performance. CAPK is currently using the State CSD ROMA forms and integrating the six National Goals into our Community Action Plan and reporting system. CAPK seeks to regularly evaluate outcome measures to monitor successes and promote self-sufficiency, family stability, and community revitalization.

CAPK staff provided a ROMA refresher to over 30 CAPK division directors and program managers between January 2015 and May 2015. Additionally, staff will provide additional information to the CAPK Board members and provide a certified trainer and specific module review during 2015.

Six National Goals:

Goal 1. Low-income people become more self-sufficient.
(Family)

Goal 2. The conditions in which low-income people live are improved. **(Community)**

Goal 3. Low-income people own a stake in their community.
(Community)

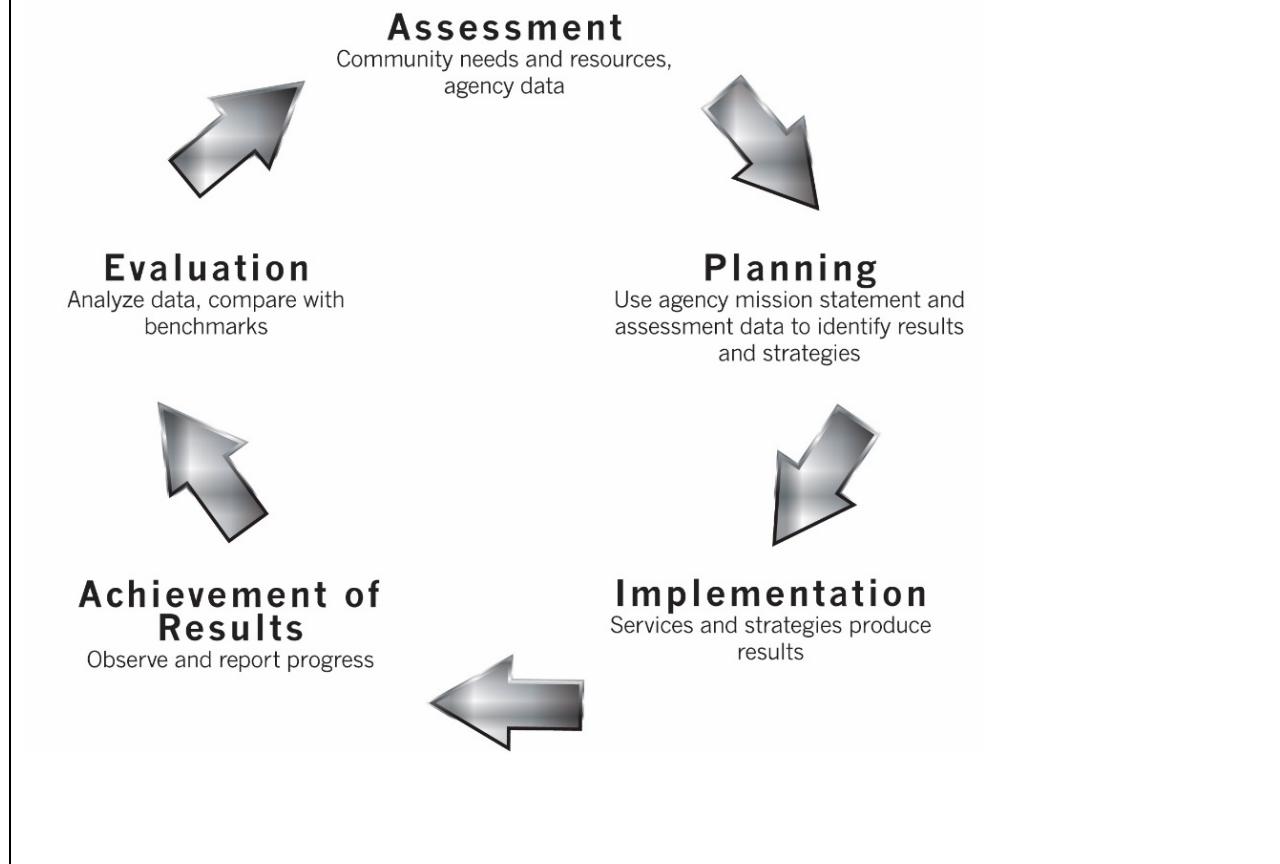
Goal 4. Partnerships among supporters and providers of services to low-income people are achieved. **(Agency)**

Goal 5. Agencies increase their capacity to achieve results.
(Agency)

Goal 6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems. **(Family)**

Community Action Partnership currently complies with the following ROMA Cycle:

The Results Oriented Management and Accountability Cycle



10. Cost and Accounting Standards

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

CAPK maintains financial records that comply with the cost and accounting standards of the Office of Management and Budget. CAPK conducts a comprehensive agency-wide single audit. CSD representatives are provided copies of each audit and offered access to inspect financial files, processes, and systems.

The Board Chair and CAPK's Executive Director assure that CAPK will use CSBG funds in compliance with the Coates Human Services Reauthorization Act of 1998 and Public Law 105-285, and that the eligible beneficiaries will be as defined by California Government Code Section 12730(f). CAPK maintains financial records that comply with the cost and accounting standards of the Office of Management and Budget. CAPK conducts a comprehensive agency-wide single audit. CSD representatives are provided copies of each audit and offered access to inspect financial files, processes and systems. The Chairman of the Board of Directors and the

Executive Director assures that the agency will use CSBG funds in compliance with the Coates Human Services Reauthorization Act of 1998 and Public Law 105-285, and that the eligible beneficiaries will be as defined by California Government Code Section 12730(f).

The U.S. Office of Management and Budget (OMB) published new requirements for federal award programs entitled *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (also known as the *Super Circular*) codified at 2 CFR 200. The guidance supersedes and consolidates the requirements from OMB circulars A-21, A-87, A-110, A-122, A-89, A-102, A-133 and A-50. CAPK is in compliance with this change and will meet new standards as required in the *Super Circular*.

11. Service Delivery System

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

CAPK's service delivery system consists of CSBG-funded programs and programs operated with other funding sources. Programs are targeted to low-income families and individuals.

CAPK's administration functions are headquartered at 5005 Business Park North in Bakersfield and are co-located with the agency's Head Start Program Administrative Offices. CAPK maintains offices in 28 cities/communities. Programs are located in the communities of Adelanto, Arvin, Bakersfield, Big Bear, Boron, Buttonwillow, California City, China Lake, Crestline, Delano, Frazier Park, Inyokern, Johannesburg, Lake Isabella, Lamont, Lost Hills, McFarland, Mojave, Needles, Phelan, Ridgecrest, Rosamond, Shafter, Taft, Tehachapi, Wasco, and Wofford Heights. A mobile office is used to provide services to 12 other communities.

CAPK's Migrant Childcare Alternative Payment (MCAP) program enrolls families through six Central Valley counties: Fresno, Kern, Kings, Madera, Merced, and Tulare. In 2015 CAPK's 2-1-1 Kern County helpline will be entering into agreements to provide 2-1-1 call answering services for residents of Kings, Tulare, Merced, and Mariposa Counties. CAPK converted the previous administration building at 300 19th Street in Bakersfield to co-locate the 2-1-1 Kern, VITA, Energy, and HIV Prevention & Testing programs. The facility is easily accessible to public transportation and low-income families in the Bakersfield area.

CAPK's Outreach and Advocacy work unit ensures delivery of a comprehensive message to the community about the range of services CAPK offers. Both English and Spanish language media are used to convey information about programs, activities, events, and services. CAPK's Web site, www.capk.org, is a major component of the agency's centralized outreach, recruitment, and advocacy efforts. The Web site provides a one-stop location that provides visitors with general information on all agency services, eligibility requirements, locations, and contact names. In addition CAPK maintains a Facebook page to promote upcoming

events and program services; however, some CAPK programs also maintain their own Facebook pages. The CAPK Food Bank was the first of CAPK's programs to launch its own Facebook page. That page has been instrumental in promoting the Food Bank's many efforts to raise awareness of food insecurity, advocate for hunger relief, and to promote healthy eating and healthy lifestyles. CAPK also has a dedicated YouTube channel that features public service announcements that promote agency events, programs, and services, instructions on how to prepare healthy snacks and meals with fresh fruits and produce, etc. In addition, the public may access the 2-1-1 Kern resource directory at no charge on the CAPK Web site.

CAPK works with many public agencies and nonprofit organizations which provide referrals to CAPK's programs and resources that enable the programs to effectively reach and serve individuals and families in need of services.

CSBG-Funded Programs:

The CAPK Food Bank partners with many public and nonprofit social services agencies as well as faith-based organizations in Kern County to distribute emergency food, provide nutrition education, information on health issues, SNAP/CalFresh benefits and enrollment, and other available services.

Examples of agencies who have participate in community partnerships with CAPK include Kern Health Systems; National Health Services, Inc.; Kern County Public Health Services Department; Planned Parenthood; California Veterans Assistance Foundation; Kern County Children's Dental Health Network; Boys and Girls Club; America's Job Center/ETR; Delores Huerta Foundation; Golden Empire Transit; Stay Focused Ministry; Bakersfield Homeless Center; Girl Scouts; CAPK Head Start/Early Head Start; 2-1-1 Kern County; CAPK WIC; State of California, Employment Development Department; Bakersfield Association of Retarded Citizens (BARC); Greater Bakersfield Legal Assistance (GBLA); Santa Barbara Business College; Kern High School District's Career Resource Department; CAPK VITA; and Goodwill Industries of South Central California; and many more.

The Friendship House Community Center (FHCC) is located in southeast Bakersfield, one of the city's most economically depressed and underserved areas. The FHCC engages many community partners in its delivery of services to children, youth, and adults. Some of the FHCC's many partners include the Kern County Sheriff's Department, the Bakersfield Police Department, the Kern County Probation Department, the Kern High School District, Kaiser Permanente, PG&E, Aera Energy, and Chevron. The FHCC provides after-school tutoring through an on-going partnership with the Bakersfield City School District and its tutoring service provider, teachers, school counselors, and parents.

The Friendship House Community Center is partnering with the Kern County Probation Department, the Kern County Sheriff's Department, and the Kern County Superintendent of Schools to provide gang prevention activities under the Justice Assistance Grant (JAG) Program. The goal of this program is to reduce school violence and juvenile delinquency. The Kern County

Probation Department is the lead agency, and CAPK FHCC will provide *Aggression Replacement Training (ART)* to tier 2 and tier 3 students, and provide *Parents On A Mission (POM)* classes to the parents.

Also, through the Gang Prevention Program the FHCC partners with Bakersfield Safe Streets to assist with the facilitation of community peace walks and to participate in Call In Meetings for active gang members. These meetings are mandatory for gang members that are on probation or parole, and are also an opportunity for them to receive information on how to turn their lives around. Those facilitating the meetings include various law enforcement agencies such as the Bakersfield Police Department, the Kern County Sheriff's Department, and the FBI. The FHCC Gang Prevention Program assists by providing resources and information to the attendees. The FHCC may be the location of the next Bakersfield Safe Streets Gang Call In Meeting in 2015.

In addition, the FHCC was the host site for the Bakersfield Police Department's Valley Zone Community Meeting on April 6, 2015. The meeting was an opportunity for the Bakersfield Police Department to connect with the community to explain changes in the Police Department, and to address community concerns.

The HIV Prevention & Testing Program delivers HIV outreach, prevention and testing services in Bakersfield, Delano, Lake Isabella, Ridgecrest, Taft, Mojave, and Wasco via its network of partners including Aegis Institute, Clinica Sierra Vista, College Community Services, CSO Bakersfield and Lamont, Ebony Counseling Center, Kern County Mental Health Department, Casa Serena, Capistrano, Lincoln St. Jason's Retreat, Turning Point, Westcare, and Bakersfield Medical.

The Women, Infants and Children (WIC) Supplemental Nutrition Program provides nutrition education and food vouchers to income-eligible families (including pregnant and/or breastfeeding women) with children under 5 years of age. WIC also provides breastfeeding education and support. Services are provided in Kern County and the communities of Adelanto, Big Bear, Crestline, Needles, and Phelan in San Bernardino County.

The 2-1-1 Kern County helpline provides comprehensive information and referral services that link Kern County residents to community health and human services. 2-1-1 Kern County is AIRS accredited and the only live-answer information and referral service in Kern County that operates 24 hours a day, 7 days a week. The program is funded through a partnership of several agencies including United Way of Kern County, First 5 Kern, Kern County, Kern County Health Department, and CAPK (CSBG funds). In 2015, 2-1-1 Kern County will expand its services to answer 2-1-1 calls in Kings, Tulare, Merced, and Mariposa Counties.

The Shafter Youth Center (SYC) provides education and enrichment activities to low-income children and youth who live in and around the city of Shafter. The SYC has developed programs and partnerships with the City of Shafter, the Richland School District, the Girl Scouts, and the City of Shafter Police Activities League. The Shafter Youth Center

provides activities such as the following:

- *A Life Interrupted*, presented by the Bakersfield Police Department for teens and older youth. The program is a sobering reality check on the consequences of driving drunk and includes a crash trailer with a vehicle that was involved in a fatal drunk driving accident
- Kern County Sheriff's Department provided training for teens on Internet safety.
- Kern County Sheriff's Department Search and Rescue Unit provided water safety instruction in swimming in natural water ways such as the Kern River.
- American Red Cross provided training on Disaster Preparedness and Basic First Aid.

Volunteer Income Tax Assistance (VITA) – Provides free tax preparation, e-filing, and EITC application assistance for income-eligible individuals and families throughout Kern County. Services are provided year-round.

Other CAPK programs (non-CSBG funded) include:

Head Start/Early Head Start - Provides comprehensive child education and development services, for income eligible children 0 to 5 years of age, as well as parent education and access to other supportive services for families of HS/EHS children. Options include center-based and home-based, an in-home child care option.

Energy - Provides weatherization and utility bill payment assistance to eligible low-income residents in Kern County.

Migrant Childcare Alternative Payment (MCAP) Program - Maintains a statewide child care program, with entry into the program available in six counties (Kern, Tulare, Kings, Fresno, Madera, and Merced) followed by assistance statewide. The mission of this program to provide migrant farmworker families with subsidized, quality child care that meets their needs provide children of migrant farm workers with a safe, nurturing, and educationally growing environment.

East Kern Family Resource Center – Provides services that assist low-income individuals and families residing in designated communities of east Kern County. The EKFRFC primarily focuses on helping families with children who are at risk of abuse and neglect (referred by the Kern County Department of Human Services) and also prepares children to enter kindergarten through the School Readiness Initiative and Summer Bridge program. The EKFRFC also provides direct family support services, parenting education, referrals to other services, if needed, and maintains an emergency supplies closet to help individuals and families in crisis with basic necessities such as food, clothing, blankets, bus passes, gas vouchers, diapers, and infant formula.

12. Linkages

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

CAPK collaborates with many other service/faith-based organizations, county and city departments that provide services throughout the community. CAPK's 2-1-1 Kern County helpline provides information, referrals, and follow-up with residents in need of human services. 2-1-1 Kern documents calls received for which call specialists were unable to provide referrals or information to the callers. CAPK uses both reports to identify existing needs and existing or potential gaps in services to determine programs. In addition, CAPK staff participates on many committees throughout the county that support or pertain to their specific program and targeted populations. These committees include the Head Start Community Committee, Kern County Homeless Collaborative, Kern County Comprehensive Economic Development Strategy Committee, Workforce Investment Board, and the Kern County Voluntary Organizations Active in Disaster (KC VOAD). Participation in these committees provides valuable information on emerging and unmet needs, available services, and potential gaps in service.

13. Funds Coordination

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

With over 700 employees, CAPK is one of the largest Community Action Agencies in California and one of the largest nonprofit organizations in Kern County. The agency administers over 50 separate grants and contracts each year. CSBG funds are used in two distinct categories. The primary use of CSBG dollars is to fund a centralized administrative support system for the various contracts and grants from which services are provided. CAPK's Finance Division's services include centralized auditing, payroll, accounts payable, and accounts receivable. The Human Resources Division, coordinates all recruiting, hiring, orientation, and benefits services for all CAPK staff. The Operations Division is responsible for facilities maintenance and repair, IT, business management, and safety. The Planning Research & Development Division coordinates all grant writing, resource development, strategic planning, outreach, and advocacy activities.

The second use of CSBG funds is for direct program support for the CAPK Food Bank, 2-1-1 Kern County, Shafter Youth Center, Friendship House Community Center, and VITA. Funds are allocated from CSBG for salaries to support program staff. This direct support allows for thousands of individuals and families to receive direct services and/or referral services.

As the Kern County's designated Community Action Agency, CAPK coordinates with over 600 social service agencies and private groups to provide services to the county's low-income residents.

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

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

Head Start Family Services provide information, referrals, and resources to families in response to identified family goals.³⁶ Workshops and one-on-one coaching are offered that are based on parent/guardian needs such as financial education. Parent and Family Engagement in Head Start/Early Head Start is about building relationships with families that support family well-being, strong relationships between parents and their children, and ongoing learning and development for both parents and children. Head Start Program home visits coupled with parenting classes and other activities are designed to address the following outcome strategies: (1) decrease the rate of childhood illnesses; (2) decrease behavioral problems; (3) reduce interventions by child welfare, law enforcement, and the courts; and (4) decrease the use of tobacco and alcohol in families. Services provided by the CAPK family advocates include linkages to supportive services, transportation, parent education, access to no or low-cost health care and other services that will benefit the family.

CAPK's Migrant AP Childcare program alternative payment options for migrant farm workers with child care needs. To qualify for these child care services, parents must move or have moved within a 12-month period to find agricultural work. Families can register in any of six Central Valley counties and thereafter be eligible to receive child care services throughout the state. This unique regional program serves migrant farmworker families that earn at least 50 percent of their income from agricultural work. While participating in the program, migrant parents also receive information about child development, home safety, and the social service network of the county in which they are living or working. Family Advocates in each county provide referral services to participating families.

The Friendship House Community Center (FHCC) was the host site for the Bakersfield Police Department April 6, 2015, Valley Zone Community Meeting. The meeting was an opportunity for the Bakersfield Police Department to connect with the community to explain changes in the Police Department, and to address community concerns. The FHCC and SYC also participate in a gang prevention program which includes classes that help at-risk youths reduce their aggression through journaling (Aggression Replacement Therapy) and increases parental involvement and effective communication with their children (Parents on a Mission).

Another program offered at the FHCC, *Grow Fit*, involves children and their parents/ caregivers learning about nutrition and the importance of regular physical activities. The program also includes activities that include cooking classes that use produce grown in the FHCC community garden. At the end of the program, parents/caregivers are invited to a dinner which the

children have prepared using fresh vegetables from the community garden. The children are encouraged to share with their parents/caregivers what they have learned about nutrition, gardening, cooking, and the program's physical activities.

STATE ASSURANCES

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

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

On March 1, 2013, the federal government enacted sequestration, a series of automatic across-the-board cuts meant to reduce federal spending. As a result, CAPK instituted agency-wide measures to scale down and modify both administrative and programmatic staffing, activities, and services to meet the decreased funding. As difficult as these necessary actions were to implement, the reduced funding also acted as a catalyst for CAPK to re-examine its organizational structure, work more efficiently, and continue to move the agency forward on its mission and the Promise of Community Action. Reduced federal funding continues to be a serious consideration, CAPK is prepared take the following steps to address future budgetary reductions:

- Closely monitor all expenditures and limit spending to the most essential needs.
- Implement a hiring freeze for nonessential positions.
- Increase efforts to identify and seek funding from private and other nonfederal sources.
- Increase community partnerships to take advantage of in-kind and other shared resources.
- Decrease the number of hours of service provided by CSBG-funded programs.
- Review organizational structures of the agency and its individual programs and modify as necessary.
- Prioritize agency services provided to the low-income population based on community needs assessments.

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

CAPK collaborates with numerous other agencies within Kern County to share resources and

to ensure that the needs of the community are being met. Agencies with whom CAPK has partnerships include the following:

- Kern Health Services
- Kern County AIDS Advisory Board
- Adult Viral Hepatitis Statewide Planning Group
- Turning Point Community Advisory Board
- CCICS Change Agent Group
- Kern County Homeless Collaborative
- HMIS Data Committee
- Kern County Mental Health Department/Substance Abuse System of Care
- California Association of Food Banks
- Nutrition Education Consortium WIC Central California Region
- California WIC Ambassadors
- Call to Action
- Get Moving Kern
- HealthyKern.org
- Kern County Breastfeeding Coalition
- Kern Comprehensive Cancer Awareness Partnership KCCAP
- Community Health Initiative
- Kern County Network for Children
- Early Childhood Council of Kern
- Kern County Comprehensive Economic Dev. Strategy Committee
- United Way of Kern County
- California Endowment
- First5 Kern
- California Community Economic Development Association
- California Department of Public Health
- Feeding America
- Golden Empire Transit
- Greater Bakersfield Chamber of Commerce
- Kern Community Foundation
- Kern County Employers' Training Resource/America's Job Center
- Kern County Fair
- Kern County Hispanic Chamber of Commerce
- Kern County Mental Health Department
- Kern County Department of Public Health Services
- Kern County Veterans Stand Down
- Kern Food Policy Council
- National and California Community Action Partnership Associations
- National and California Head Start Associations
- National and California WIC Associations

- San Joaquin Valley Community Reinvestment Act Collaborative
- West Side Community Resource Center
- Mountain Communities Healthy Start Family Resource Center
- Indian Wells Valley Family Resource Center
- Kernville Family Resource Center
- Building Healthy Communities Kern County
- Clinica Sierra Vista
- College Community Services
- CSO Bakersfield and CSO Lamont
- Ebony Counseling Center
- Turning Point
- Westcare Outpatient
- Casa Serena
- Jason’s Retreat
- Capistrano Mothers Home
- Genesis NAPD
- Aegis

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

Not Applicable

INDIVIDUAL AND COMMUNITY ELIGIBILITY REQUIREMENTS

Describe how your agency verifies participant income eligibility:

- Pay Stubs
- Social Security Award Letters
- Bank Statements
- Tax Statements
- Zero-income Statements
- Unemployment Insurance Letters

- Qualification for other need-based program, describe

Recipient of Public Assistance verified by DHS Passport to Service

- Other, describe:

Foster Care Documentation- IEP/IFSP
W-2 Employer Statement
Child Support Documentation
Documentation of Homeless as defined by the McKinney-Vento Homeless Act

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

Individuals and families that receive emergency food assistance through the CAPK Food Bank are asked to self-certify their income. Twice each year, CAPK Food Bank staff conduct a survey of a sample of individuals and families at over 110 USDA distribution and pantry sites in Kern County. Many of the distribution locations are in rural and remote communities and are typically operated by only a few volunteers at each site. These volunteers are busy distributing the food and generally do not have the time to administer the surveys. CAPK VITA, Energy, Head Start, and Migrant AP Childcare programs each have income verification systems in place that require specific documentation to verify income eligibility.

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

CAPK's outreach and advocacy unit is the agency liaison with news media and the general public. This unit promotes agency events and programs, raises awareness, and provides information relevant to low-income communities. The unit also networks with other organizations to build and strengthen partnerships and collaborative efforts to effectively and efficiently serve CAPK's target population. The CAPK Web site, Facebook page, Twitter, YouTube, e-mail, mailings, press releases, PSAs, billboards, newspapers, pamphlets, newsletters, and annual reports are vehicles used to provide information to the public, policymakers, CAPK employees, community partners, volunteers, funding sources, and clients.

MONITORING AND EVALUATION

CSBG eligible entities are required to be actively involved in the evaluation of your community action programs. Provide a narrative description of the specific method(s) of evaluation,

frequency, and monitoring conducted that ensures high standards of program and fiscal performance.

1. Describe your methods for evaluating programs and services.

Program evaluation is conducted by completing the National Performance Indicators. Program services are compared to performance measurement standards, scope of work, and budget. Some programs may also conduct pre- and post-program assessments and/or customer satisfaction surveys.

Monitoring and evaluation are focused in two areas; programmatic and financial. Program monitoring and evaluation are components in each of the agency's grants which allow staff to track and measure program performance, document achievements, and compare with stated program goals and objectives. Each program has its own method of collecting data, as required by the grant, to document outcomes, identify strengths and challenges, and to address issues that arise during the program's duration. Program budgets are also reviewed regularly by the CAPK division directors to ensure that the budgets are not exceeded and that expenses are necessary and reasonable.

2. Describe the frequency of evaluations conducted.

Evaluations are conducted as interim and annual NPI reporting and as required by contracts, agreements, and MOUs for each program. Evaluations are documented and analyzed to identify each program's strengths and challenges and used as a management tool to determine if and what changes could be implemented to ensure positive and meaningful outcomes.

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

Division directors and program managers monitor at the program level to ensure contract compliance and fidelity to established performance standards. Outcome indicators are collected from each program as of 2013 for compliance with State NPI reporting and Results Oriented Management and Accountability (ROMA) standards.

DATA COLLECTION

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

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

Describe the data collection process.

CAPK's CSBG-funded programs use a number of tools to collect, track, and record services rendered as well as performance outcomes. Individual grants often require use of specific software to track program services, CAPK has developed databases to summarize individual program performance into a uniform data collection system which is used to submit CSBG reports to CSD.

CAPK manages a diverse array of programs; consequently, data collection tools are just as diverse. Some programs have multiple funders that require use of specific software; other funders require programs to input data using online. CAPK reports on 28 of CSD's NPI indicators; many programs report on several different indicators; and some indicators have as many as five programs reporting on one projection. To ensure consistency with such a wide variety of reporting tools and to monitor progress towards CAPK's NPI projections, the agency has developed a program matrix tool for data collection. The matrix tool documents projections and progress by each program and the projections and progress by each NPI. The matrix tool is further broken down by program where several programs can report on the same indicator and program staff members can see their own progress to their own projections at 6- and 12-month intervals.

The matrix tool is disseminated to division directors and program managers four weeks prior to the end of the reporting period. After the end of the reporting period, each program creates an NPI indicator report documenting their outcomes on the matrix tool and returning the tool to the Director of Family, Youth & Community Services. All programs reporting on projections are required to submit the reports used to obtain the NPI projections as backup documentation.

To ensure that the supporting documentation is accurate, CAPK has implemented quality assurance and retention plans. The Director of Family, Youth & Community Services is responsible for collecting, maintaining, and verifying documentation used to substantiate the program and aggregate totals reported for each CSBG NPI. The supporting documents are stored at CAPK's main office and are easily accessible for review. Reporting and monitoring procedures are reviewed on an ongoing basis to ensure appropriate controls are in place at the program and aggregate reporting level.

Describe the data reporting process.

CAPK reports results through National Performance Indicators.

The Director of Family, Youth & Community Services prepares and submits CSBG reports. Reporting and monitoring procedures are reviewed on an ongoing basis to ensure appropriate

controls are in place within individual reporting programs.

Program managers are required to submit their reports by e-mail and submit all backup documentation to the Director of Family, Youth & Community Services no more than one month after the end of the reporting period. The data collected is aggregated for each indicator reported on. Final totals are entered into the required forms and submitted by email to Community Service and Development, CSBG unit. The data is audited for any errors and/or inconsistencies are corrected if needed.

Training on reporting procedures for program staff are conducted at regularly scheduled intervals and prior to reporting dates. Training notifications are sent to Directors and Program Managers four weeks before the end of the reporting period. Training sessions include a review of the indicators, requirements of the indicators, copies of the program matrix tool showing each programs goals and if applicable, the 6-month reported projections followed by a question and answer forum. Staff members who need additional help may schedule for a one-on-one meeting with the Director of Family, Youth & Community Services.

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

The CAPK Finance Division monitors and evaluates each program's fiscal performance based on the program's budget and contractual requirements. CAPK Program Managers or Division Directors initiate request for expense reports, including staffing, operating costs, check requests, purchase order, etc. The Finance Division prepares monthly financial statements which are presented monthly to the Board of Directors. The Finance Division is responsible for submitting financial statements to CSD. The Finance Division also coordinates various program audits, as required, and the annual, single, agency-wide audit by an independent certified public accounting firm.

The Director of Family, Youth & and Community Services periodically monitors CAPK's CSBG-funded programs to ensure timeliness and accuracy of data and will correct any errors and/or inconsistencies, if needed.

Data from CSBG reports are used to identify how many customers have been served, measure performance, included in grant proposals to describe the populations CAPK serves, program planning and evaluation, staffing decisions, and updates to the Board of Directors. Data is used by individual programs to determine client eligibility and compliance with state and federal requirements. The data is also reviewed to ensure program efficiency and to evaluate budgetary needs for future services.

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

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

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

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

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

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

Helpful resources to complete the CSBG NPI CAP Projections (CSD 801) are the [CSBG Information System \(IS\) Instruction Manual for National Performance Indicators \(NPI\)](#) and the [NASCSPTargeting Field Manual](#).

APPENDICES (OPTIONAL)

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