

# CSBG Recovery Act Local Plan

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

**Submit To:**

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

**Section I - Agency Information**

Agency County of San Diego, Health & Human Services Agency, Community Action Partnership (CAP)  
Address 1255 Imperial Ave, Suite 743  
City San Diego, CA 92101

**Agency Contact Person Regarding CSBG Recovery Act Local Plan**

Contact Person Barbara Jimenez  
Title CAP Program Director  
Phone (619) 338-2799  
Fax (619) 338-2778  
E-mail Address Barbara.Jimenez@sdcounty.ca.gov

**Section II - Certification**

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

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

Rebecca B Garcia  
Board Chair

5/8/09

Date

SIGNATURE PENDING

Executive Director

Date

**Section III - DUNS Number**

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

DUNS Number 144-73-4931

**Section IV - CCR Number**

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

CCR Number 3WGS2

## CSBG Recovery Act Local Plan

---

### Section V - Verification of Public Inspection

---

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

---

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

This plan is posted on the County of San Diego, Health & Human Services Agency, Community Action Partnership internet website. Additionally, the Community Action Board has been notified that it will be posted on the Community Action Partnership website.

---

### Section VI - General Plans

---

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

---

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

The Recovery Act projects described in Section VIII are based on the community needs assessment recently conducted for the 2010/2011 Community Action Plan. The targeted individuals and families are those at the poverty level in San Diego County, which in 2007 was at 11.1% of the total population. 110,124 children in the County (15.1%) lived in poverty and 257,224 more (35.2%) in economic hardship in 2007. These families are headed by single mothers who continue to be by far the most likely to live in poverty (29%), and married couples with no children are the least likely (2.3%). In 2007, the County had 52,562 families and 48,158 other single adults in official poverty. The various needs assessment activities indicate that besides employment and housing assistance, San Diego's low-income families need help with accessing social services, education, making better use of available income, food and nutrition, and emergency services such as shelter. The Recovery Act Local Plan addresses all of these areas by enhancing existing services and by tailoring these services to meet the specific needs of vulnerable communities such as the elderly and refugees.

---

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

San Diego County is located near the Pacific Ocean in the far southwest of the U.S. state of California. San Diego County's population is estimated at 3,146,274 people, making it the second largest county in California in terms of population. The county is adjacent to the Mexican border and includes 18 incorporated cities, 17 Indian reservations, and seven military bases. The Community Action Partnership will utilize existing service delivery systems to the extent feasible and allowable by amending those contracts that currently serve the low-income populations in the six Health and Human Services Agency regions countywide. Partnering with the local WIA career centers to strengthen existing linkages and foster new ones, families will receive the individual attention and follow up to ensure success. Services will also be offered through collaboration with other sections of the County's extensive Health and Human Services Agency network.

---

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

The proposed Recovery Act projects have been designed to meet both the short and long term economic needs of San Diego's low income individuals, families, and communities. The projects either build on existing programming or are designed to provide a synergy with other programs to have an immediate effect and one that also pays employment dividends in the long term. An example of such a project is immediate training (short term) in an area such as home assistive devices that provide valuable assistance to elderly clients by allowing them to remain safely at home (short and long term), while providing training in the installation of such devices and the marketable skill and experience to allow participants to continue to work as installers and possibly establish an installation services business (long term).

---

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

The Community Action Partnership will evaluate opportunities for capacity building by more efficiently interconnecting the existing linkages with 2-1-1, Family Resource Centers, Family Self-Sufficiency providers and other partners to reduce service gaps identified through needs assessments in our communities. CAP will use technology to leverage resources by building community capacity through increasing access to online or web-based tools while identifying more effective ways of accessing information and services to meet the needs of our low income families. Additionally, contractors are required to have Memoranda of Agreement with numerous collaborative entities in meeting the needs of our families. These linkages will be strengthened based upon identified gaps in service. Employment and support services will be closely coordinated with the Workforce Partnership and the County's CalWORKs providers. Food stamp and nutrition services will be coordinated with local agencies who assist with clients' emergency needs. CAP San Diego will continue to seek out opportunities to fill the linkage gaps as they relate to education, law enforcement, and our service providers and community partners.

---

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

The Community Action Partnership works with agencies to ensure that funding is leveraged to the maximum extent and that there is no supplantation of funding and that services are not duplicated. These Recovery Act funds will be monitored especially closely to maximize the services available to the community by coordinating service to our low-income population that are tracked separately from other funding. It is also a condition of the contracts that there is no supplantation of funds.

---

## CSBG Recovery Act Local Plan

---

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

The Community Action Partnership will augment current Family Self-Sufficiency and other contracts to fund initiatives that have limited resources to fill in current gaps in the service area of food, housing, health service, and employment-related activities. Working with local non-profit agencies and the Health and Human Services Agency's public assistance counterparts to reach out and fund or leverage those programs that address the unmet needs and are directly linked to employment, food security, health, and particularly housing for families that have been affected by the recession.

---

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

The Community Action Partnership recently completed the community needs assessment for the 2010/2011 Community Action Plan. The needs assessment included a review and analysis of data from a variety of sources that provided a picture of the needs of the San Diego region and the current priorities of the low income people in our communities. San Diego County conducted public hearings that utilized a survey tool developed to gather the public's input on the current priorities as well as the service gaps identified in their communities. CAP also utilized needs assessments completed by other public and private agencies. As an example, one of the local Mutual Assistance Agencies conducted a health needs assessment for senior refugees in a small area of San Diego which provided the basic needs for this population. As a result and based also on CAP's needs assessment, we know that health needs are a concern not only for refugee communities as well as communities as a whole.

---

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

The Food Stamp program is a federal benefit that is administered by the County. The County designed a Nutrition Security Plan that has many goals and actions steps in common with accessing other social services countywide. The Plan provides details regarding communication with other agencies such as the foster care system, food banks, mental health consumers, drug and alcohol treatment participants, as well as food stamp recipients. CAP will work with its community partners to ensure that as outreach efforts are strengthened, our eligible clients access this and all other benefits for which they are eligible. Additionally, all existing CAP contracts require that any families with children are given health insurance information and referrals if they have no health insurance coverage. Through a network of collaboratives, CAP contractors are able to coordinate service through the public and private social services agencies.

---

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

CAP will use a variety of methods to advertise the Recovery Act services and outcomes. Some of these methods include the posting of information on CAP's, the Health and Human Services Agency, and countywide websites and e-mail blasts to community contracted agencies, as possible. In addition, Community Action Board members will receive monthly updates and links to the most current Recovery Act sites to share with their community members. CAP will also include marketing language in subcontractor agreements and possibly using 2-1-1 as a information referral service

---

**Section VII - Energy Coordination**

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

---

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

CAP will facilitate cooperative meetings to interconnect linkages with the local energy program provider and community-based organizations providing services under Community Services Block Grant funding to establish a dual client referral process, job creation, and improve opportunities for low-income families to attain self sufficiency. Currently, these are Campesinos Unidos and the Metropolitan Area Advisory Committee (MAAC) Project which has a contract with the State of California, Community Services & Development to provide services associated with LIHEAP funding. CAP assisted in a Memorandum of Agreement between San Diego Gas & Electric, the local utility, and the Health and Human Services Agency's Family Resource Centers to identify clients whose income qualifies them for the energy assistance program SDG&E California Alternate Rates for Energy (CARE). This MOA establishes procedures for identifying and referring eligible families while maintaining confidentiality.

---

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

CAP will refer all inquiries received from the public for energy support services related to employment training to the County of San Diego's local energy program provider. Currently, these are Campesinos Unidos and Metropolitan Area Advisory Committee (MAAC) Project which has a contract with the State of California, Community Services & Development to provide services associated with LIHEAP funding. CAP will have the current community providers coordinate with these entities for presentations and distribution of information.

## CSBG Recovery Act Local Plan

---

### Section VIII - Workforce Development Projects and Activities

---

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

#### A.1) Project/Activity #1

Title N/A

Cost

Est. # of Jobs  Created #  Retained #

Description

#### A.2) Project/Activity #2

Title N/A

Cost

Est. # of Jobs  Created #  Retained #

Description

#### A.3) Project/Activity #3

Title N/A

Cost

Est. # of Jobs  Created #  Retained #

Description

#### A.4) Project/Activity #4

Title N/A

Cost

Est. # of Jobs  Created #  Retained #

Description

#### A.5) Project/Activity #5

Title N/A

Cost

Est. # of Jobs  Created #  Retained #

Description

---

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

#### B.1) Subcontractor Project/Activity #1

Title Unemployment

Subcontractor Subcontractors to be determined.

Cost Approximately \$2,645,000

Est. # of Jobs  Created #427  Retained #

## CSBG Recovery Act Local Plan

**Description**

**Ancillary Employment Supports** will provide additional funding to current FSS providers and other agencies to cover the costs of expenses necessary to accept or retain employment, such as professional licenses and fees, uniforms, professional attire, tools for specific trades, tuition, fees, books and temporary child care subsidies. Other services may include paid internship with outside companies or organizations, job developers who create partnerships with other organizations, and subsidized employment whereby up to two weeks of wages are covered for the employer who hires a participant of these programs. A subcontractor will provide pre-employment attitudinal and job readiness training, placement, and post-placement supportive and case management services. This program of intensive instruction with emphasis on individual accountability is geared towards the 'hard to employ'.

**Call Center Operations** will train participants to be employed as a call center resource specialist or emergency services call center dispatcher. This program will provide on-the-job training and will also serve to increase the pool of qualified and trained volunteers to be called upon in the event of a disaster. Will evaluate collaborating with Aging and Independence Services, would train individuals to provide assistive devices installation and minor home modification/repair services to elderly persons/elderly refugees to render/keep their homes safe for continued habitation. The training (in addition to enabling refugees and other elderly persons to live safely in their residences) will result in employment for the persons effecting repairs and provide these individuals with marketable skills to obtain private sector jobs as handymen.

**The Assistive Devices program** will provide training to provide assistive services and minor home modification and repair to elderly persons. The training (in addition to enabling elderly persons meet their daily needs) will result in employment for those who provide these services first by employing them to provide the services and then by teaching them marketable skills to continue their employment in the private sector. Will evaluate opportunities to enhance current Refugee Employment Services to leverage employment and placement services to newly arriving refugees. Specific activities will include job search, employment preparation and teaching interview skills. Outcomes would include job placements. The Shelter program will provide shelter guest Career Planning workshops on resume writing, interviewing skills, job searches, and job placement assistance.

**B.2) Subcontractor Project/Activity #2**

<b>Title</b>	Education
<b>Subcontractor</b>	Subcontractors to be determined.
<b>Cost</b>	Approximately \$700,000
<b>Est. # of Jobs</b>	<input type="checkbox"/> Created #2 <span style="margin-left: 150px;"><input type="checkbox"/> Retained #6</span>

**Description**

A project to develop a training program to assist low-income and refugee, including youth, to become familiar with career opportunities in the health field in areas ranging from medical assistant to phlebotomists and beyond. The **Homeless Continuum of Care** will provide a wrap-around team approach that will conduct community outreach to potential volunteers who will then provide on-going support services at shelters. English as a Second Language classes will be offered to assist clients in navigating the system to access resources need for self-sufficiency. Will evaluate accessing an **intergenerational program** with Aging and Independence Services will facilitate elderly persons in providing mentorship/tutoring to youth to help them succeed in school. Specific activities would include tutoring in academic areas, guidance in resolving problems which interfere with students achieving academic success, and social preparation for self-sufficient adulthood.

**Career Planning services** will integrate positive development and resiliency with the development of a plan that identifies strengths via assessment, identifies goals and the strategies to achieve those goals, including areas such as resume writing and interviewing skills. English as a Second Language classes will be provided to assist those for whom language is a barrier to employment.

**B.3) Subcontractor Project/Activity #3**

<b>Title</b>	Better Use of Available Income
<b>Subcontractor</b>	Subcontractors to be determined.
<b>Cost</b>	\$102,080
<b>Est. # of Jobs</b>	<input type="checkbox"/> Created # <span style="margin-left: 150px;"><input type="checkbox"/> Retained #</span>

**Description**

**The Shelter program** will provide shelter guests budgeting workshops for education in money management, money saving strategies, development of a basic household budget, and basics of banking. Clients will receive coaching that includes areas such as nutrition and obesity prevention, financial literacy, strategies for maximizing the household budget while providing wholesome and nutritious meals.

**B.4) Subcontractor Project/Activity #4**

<b>Title</b>	Housing/Nutrition
<b>Subcontractor</b>	Subcontractors to be determined.
<b>Cost</b>	Approximately \$2,040,000

## CSBG Recovery Act Local Plan

**Est. # of Jobs**  Created #18  Retained #

**Description**

Emergency food assistance will be provided until the family is able to obtain a more stable food source. This program will work in collaboration with the school Family Resource Centers and other agencies to ensure that families have the nutrition resources they need, partnering families with Mentors to assist them in successfully implementing their budgets. For families in a program that leads to a stable living situation a rent subsidy will be provided that allows them to save a portion of their income until they can achieve permanent housing. Also, measures to increase EITC capacity by hiring coordinators for the VITA sites and financial coaches who would also focus on wellness, including nutrition counseling and obesity prevention.

**B.5) Subcontractor Project/Activity #5**

**Title** Emergency Services

**Subcontractor** Subcontractors to be determined.

**Cost** Approximately \$645,380

**Est. # of Jobs**  Created #38  Retained #

**Description**

**Mutual Assistance Agencies** (refugees helping refugees) will develop the capacity to expand and cover service gaps to San Diego's refugee population. Specific activities would include helping MAAs identify new funding opportunities, providing funding for hiring and training refugees to provide interpretation and translation for limited English speaking persons for medical and other appointments. An additional benefit will be employment placements for refugees providing translation services. **Homeless Continuum of Care** will provide temporary vouchers or cash assistance to homeless women being discharged from hospitals and needing post-hospitalization treatment after shelter stay. **The shelter program** will provide shelter guests that obtain employment with homeless assistance to meet the reasonable cost of security deposit when the deposit is a condition of securing a permanent residence. Utilities Assistance, in addition to energy referrals, for families unable to meet their utilities cost. Homeless Continuum of Care Wrap-Around team coordinator for those agencies whose service delivery plan includes an unfunded team approach.

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

Due to the grant's time constraints, the agency (CAP) will amend existing contract agreements with current providers to the extent allowable and feasible. Any amendments will include separate statements of work for these services to be provided.

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

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

NPI	Project or Activity	Description
NPI 1.1, Employment	Unemployment	Activities, including job search and interview preparation, by refugee service agencies to provide employment and placement services to newly arriving refugees. Activities through shelter program to provide shelter guests with employment preparation, placement and career planning assistance. Activities such as subsidized employment (for limited periods) through FSS and/ or other providers to encourage the hiring of low income individuals. Activities such as job development utilizing job developers who create partnerships with other employment service organizations to create new opportunities for participants seeking employment. Activities that include paid or unpaid internships with service providers and/or other organizations that are designed to transition into permanent employment.
NPI 1.2, Employment Supports	Unemployment	Activities to provide ancillary program supports to cover necessary expenses (examples are license fees and uniforms) to obtain or retain employment; training for call center operations that will lead to employment; short-term intensive job readiness training for the 'hard to employ'; training for home modification and assistive devices that allow elderly to remain at home; refugee employment services that include job search, placement assistance, interview skills; Career Placement Workshops for homeless families and individuals that include job search, resume writing, interviewing skills and job placement assistance. Activities that include the provision of English language classes to limited English speaking persons to prepare them for employment.

## CSBG Recovery Act Local Plan

NPI 1.3, Economic Asset Enhancements and Utilization	Better Use of Available Income	Activities that will assist clients in homeless shelter program with budgeting workshops for education in money management, money saving strategies, development of household budgets, and basics of banking. Activities that include using volunteer coordinators for more effective recruitment and utilization of volunteers to provide tax assistance.
NPI 4.1, Expanding Opportunities through Community-wide Partnerships	Emergency services/health	Activities that build capacity (e.g., identification of funding opportunities) of local refugee service organizations to enhance services to refugees, including elderly refugees, especially in the area of translation and interpretation for limited English speaking persons for medical and other appointments. Activities that promote the capacity of the local call center to respond to requests for social service referrals and/or emergency services. These activities will also provide job training and employment opportunities for individuals (those trained to respond to calls). Intergenerational activities that pair mentors with youth to assist them with academic and social success and provide mentors for other individuals in the areas of nutrition and obesity prevention. Activities that promote low-income and refugee youth to become familiar with career opportunities in the health field.
NPI 6.2, Emergency Assistance	Housing/Nutrition	Activities that provide clients food resources till they secure stable food/nutrition sources; vouchers or cash assistance to homeless women discharged from hospitals needing post-hospitalization treatment after shelter stay. Activities that include providing homeless shelter guests with security deposits when the deposit is a condition of securing permanent placement and/or providing individuals who are at-risk for becoming homeless with limited-term rent subsidies. Activities that provide minor home repair and modification for elderly persons to enable them live safely in their residences. Activities that include referrals to energy assistance providers and/or emergency vendor payments for utilities. Activities that utilize a team approach with wrap around service coordinated by a team coordinator to conduct community outreach and ensure continuity of treatment.
NPI 6.3, Child and Family Development	Education	Activities that integrate juvenile services with providing career opportunities to youth along with strategies to achieve long-term goals.

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

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

- Yes, our agency will use a PORTION of the Recovery Act funds for administrative costs.
- Yes, our agency will use ALL of the Recovery Act funds for administrative costs.
- No, our agency will NOT use any of the Recovery Act funds for administrative costs.

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

N/A

**Section IX - Required Disclosures**

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

## CSBG Recovery Act Local Plan

---

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

N/A for the Community Action Partnership

---

---

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

N/A for the Community Action Partnership

---

---

### ***Section X - Barriers***

---

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

---

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

The timeframe of the grant funding poses as a major barrier with regards to subcontracting. The Community Action Partnership in San Diego County is a public Community Action Agency that functions within the framework of County government. As a public CAA, contract procurement would be handled by the County's Purchasing & Contracting Department. Included in this plan is a variety of services that allows for flexibility in implementation. Another barrier is the current federal poverty level at 100%; increasing the FPL to 200% would reach a broader impacted population.

---