

# 2020-2021 Community Action Plan Revised

## California Department of Community Services and Development Community Services Block Grant



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## Purpose

The Community Action Plan (CAP) serves as a two (2) year roadmap demonstrating how Community Services Block Grant (CSBG) agencies 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 comply with Organizational Standards and state and federal laws, as outlined below.

## Compliance with CSBG Organizational Standards

As described in the Office of Community Services (OCS) [Information Memorandum \(IM\) #138 dated January 26, 2015](#), CSBG agencies will comply with implementation of the Organizational Standards. CSD has identified the Organizational Standards that provide guidance for the development of a comprehensive Community Needs Assessment. The following is a list of Organizational Standards that will be met upon completion of the CAP and CNA. This section is informational only, and narrative responses are not required in this section. Agencies are encouraged to utilize this list as a resource when completing Organizational Standards annually (Appendix A).

## State Assurances

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 agencies is included in California's State Plan. Alongside Organizational Standards, the state will be reporting on [State Accountability Measures](#) in order to ensure accountability and improve program performance. The following is a list of state assurances that will be met upon completion of the CAP. This section is informational only, and narrative responses are not required in this section (Appendix B).

## Federal Assurances and Certification

Public Law 105-285, s. 676(b) establishes federal assurances agencies are to comply with. CSD, in its state plan submission, provides a narrative describing how the agencies in California will comply with the assurances. By completing and submitting this Community Action Plan, your agency certifies that it will comply with all Federal Assurances and any other laws, rules, and statutes in the performance of the activities funded through this grant. [\(Federal Assurances can be found in the CSBG Act Section 676\)](#)

The following is a list of federal assurances that will be met upon completion of the CAP. This section is informational only, and narrative responses are not required in this section (Appendix C).

## 2020/2021 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, 2019:

- ☒ **Cover Page and Certification**
- ☒ **Vision Statement**
- ☒ **Mission Statement**
- ☒ **Tripartite Board of Directors**
- ☒ **Documentation of Public Hearing(s)**
- ☒ **Community Needs Assessment**
- ☒ **Community Needs Assessment Process**
- ☒ **Community Needs Assessment Results**
- ☒ **Service Delivery System**
- ☒ **Linkages and Funding Coordination**
- ☒ **Monitoring**
- ☒ **Data Analysis and Evaluation**
- ☐ **Appendices (Optional)**



COMMUNITY SERVICES BLOCK GRANT (CSBG)  
2020/2021 Program Year Community Action Plan  
Cover Page and Certification

Submission Date:

6/28/19

**Agency Contact Person Regarding the Community Action Plan:**

<b>Name:</b>	Drene Johnson
<b>Title:</b>	Executive Director
<b>Phone:</b>	707-253-6100 ext. 102
<b>Email:</b>	djohnson@can-v.org

**Certification of Community Action Plan and Assurances**

The undersigned hereby certify that this agency complies with the Assurances and Requirements of this FFY 2020/2021 Community Action Plan (CAP) and the information in this CAP is correct and has been authorized by the governing body of this organization.

Vice-Chair Doug Hawker		6/24/19
Board Chair (printed name)	Board Chair (signature)	Date

Drene Johnson		6/24/19
Executive Director (printed name)	Executive Director (signature)	Date

**Certification of ROMA Trainer**

**(If applicable)**

The undersigned hereby certifies that this organization's Community Action plan and strategic plan document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle or comparable system (assessment, planning, implementation, achievement of results, and evaluation).

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

**CSD Use Only:**

Date CAP Received:	Date Accepted:	Accepted By:

## Vision and Mission Statement

Enter narrative responses in the text box below. Text box will expand as narrative is entered. The boxes have been formatted to 12-point Arial font with 1.5 spacing. Do not alter the font or spacing. Answers must address the following:

### 1. Vision Statement

Provide your agency's Vision Statement below

The vision of Community Action of Napa Valley is that all families and individuals have equal opportunity to access community resources that lead to and support self-sufficiency.

### 2. Mission Statement

Provide your agency's Mission Statement below:

The Mission of Community Action of Napa Valley is to provide services and resources that promote and encourage self-sufficiency of the most vulnerable members of the community.



## Tripartite Board of Directors

(Organizational Standards 5.1, 5.2, CSBG Act Section 676(b) (10))

Section 676B of the Community Services Block Grant Reauthorization Act of 1998 requires that, as a condition of designation, private nonprofit entities and public organizations administer their CSBG program through tripartite boards that *“fully participate in the development, planning, implementation, and evaluation of the program to serve low-income communities.”*

Enter narrative responses in the text box below. Text box will expand as narrative is entered. The boxes have been formatted to 12-point Arial font with 1.5 spacing. Do not alter the font or spacing. Answers must address the following:

1. Describe your agency's procedures for establishing adequate board representation under which a low-income individual(s), community organization, religious organizations, or representative of low-income individuals that considers its organization or low-income individuals to be inadequately represented on the board (or other mechanism) of the agency to petition for adequate representation. Please place emphasis on the *low-income individuals* on your board.  
(Organizational Standards 5.2, CSBG Act Section 676(b) (10))

CANV's Board of Directors is a twelve (12) member tri-partite Board, as required by law. The agency's By-Laws indicate the procedures by which Board members are selected to represent low income, public officials and the private sector. In short, being a tri-partite board, we adhere to the principals inherent. We reach out to the communities whose voice we have lost in efforts to fill the seat appropriately. Procedures are in place to allow any group that feels it is under represented to petition the Board for adequate representation. However, CANV has made every effort to have diverse representation on its Board of Directors, and this has never been a significant issue for the agency.

2. Please describe how the individuals on your Advisory or Governing Board are involved in the decision-making process and participate in the development, planning, implementation and evaluation of programs funded under CSBG to meet the requirements listed above.  
(Organizational Standard 5.1)

Our Program Directors attend every board meeting and report on programming, funding, barriers, accomplishments, etc., on a rotating basis. Thus, discussions concerning expansions, changes, funding issues, are informed and grounded in the programming itself. In addition, Program Directors are invited to participate in board strategic planning sessions. Ultimately, the boards acceptance and review of the CAP and Annual Report provide the widest basin for board discussion from a community need/impact perspective. Knowledge drives decisions.

## Documentation of Public Hearing(s)

California Government Code 12747(b)-(d) requires all agencies to conduct a public hearing in conjunction with their CAP. In pursuant with this Article, **agencies must prepare and present the completed CAP for public review and comment.** The public hearing process must be documented to include how the hearing was advertised and all testimony presented by the low-income and identify whether the concerns expressed by that testimony are addressed in the CAP.

The agency shall conduct at least one public hearing and provide for a public comment period.

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

The agency has made (or will make) the plan available for review using the following process:

☐ **Public Hearing**

Date: May 22, 2019

Location: New Life Tabernacle Church 2625 1<sup>st</sup> St., Napa, CA 94559

☐ **Public Comment Period**

Inclusive Dates for Comment: March 28<sup>th</sup>-May22

When and where was/will be the Public Hearing Notice(s) published or posted? List the dates and where below:

Date	Where (name of newspaper, website, or public place posted)
March 28	Program Directors began distributing meeting notices and surveys to clients, volunteers and community members
March 28th	Executive Director delivers notices and surveys to partner nonprofits to be distributed and posted on agency bulletin boards
March 28-May20	Meeting notices and surveys distributed through all Friday Free Markets

**\*Submit a copy of published notice(s) with the CAP Application for documentation purposes**





## COMMUNITY ACTION OF NAPA VALLEY

**CANV Board of Directors  
invites you to our  
2019 Public Forum and Poverty Conversation!**

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### ***What?***

The Community Action Board of Napa Valley (CANV) will hold an interactive public forum at 6:00 pm, with light dinner starting at 5:30 pm, on Wednesday, May 22, 2019, at the New Life Tabernacle, located at 2625 First Street, Napa, CA 94558. We invite you to share your thoughts and experiences about needs, resources, and solutions related to poverty in the community, as well as your direct experiences with CANV programs. Your input will be combined with research on poverty in Napa County to form the basis of our 2020-2021 Community Action Plan (CAP).

Spanish translation will be available at the public forum. For more information, please call or email Drene Johnson at: 707.253.6100 ext. 102 or [djohnson@canv.org](mailto:djohnson@canv.org).

### ***When?***

May 22, 2019 at 6:00 pm with the light dinner at 5:30 pm.

### ***Where?***

New Life Tabernacle  
2625 First Street  
Napa, CA 94558

## Community Needs Assessment

Public law 105-285 requires the state to secure from each agency, as a condition to receive funding, a CAP which includes a Community Needs Assessment (CNA) for the community served. Additionally, state law requires each CSBG agency 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)*).

As part of the CNA process, each organization will analyze both qualitative and quantitative data to provide a comprehensive “picture” of their service area. To assist the collection of quantitative data, CSD has provided a link to a dashboard with the latest Census data with easily available indicators at the county level.

[https://public.tableau.com/profile/benjamin.yeager#!/vizhome/Cap\\_Assessment/CAPData](https://public.tableau.com/profile/benjamin.yeager#!/vizhome/Cap_Assessment/CAPData)

The link gives agencies access to the five-year American Community Survey (ACS) data for every county in the state. By clicking on a county, the user will have access to quantitative data such as the poverty rate, median income information, and unemployment rate.

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

## Community Needs Assessment Process

(Organizational Standards 1.1, 1.2, 1.3, 2.2, 3.2, 3.3, 3.4, 3.5)

The CNA 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 CNA should be comprehensive and serve as the basis for the agency's goals, and program delivery strategies as reported on the CSBG Annual Report. The CNA 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.

***Please indicate which combination of activities were used in completing the CNA, including when and how these activities occurred in the spaces below. If the activity was not used, please type N/A or Not Used.***

<b>Focus Groups</b>	May 22 <sup>nd</sup> facilitated by board and staff
<b>Asset Mapping</b>	w/assistance from recent assessments by HHS/St. Joseph. Most recent efforts have identified Pockets of Poverty. This identification informed decisions to place free markets and extend services
<b>Surveys</b>	All programs and partner agencies distributed the surveys
<b>Community Dialogue</b>	Community Meeting May 22
<b>Interviews</b>	
<b>Public Records</b>	Census, United Way, EDD, Bureau of Labor, others

***Date of most recent completed CNA:***

May 24, 2019

***Date CNA approved by Tripartite Board (most recent):***

(Organizational Standard 3.5.)

May 24, 2019



**Your responses to the questions below should describe how the agency ensures that the CNA reflects the current priorities of the low-income population in the service area, beyond the legal requirements for a local public hearing of the CAP. Please be specific.**

Enter narrative responses in the text box below. Text box will expand as narrative is entered. The boxes have been formatted to 12-point Arial font with 1.5 spacing. Do not alter the font or spacing.

1. For each key sector of the community listed below, summarize the information gathered from each sector and how it was used to assess needs and resources during the needs assessment process (or other planning process throughout the year). These sectors should include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.  
(Organizational Standard 2.2)

The following data was collected in a myriad of ways. CANV partnered with other organizations on the 2017 Community Health Needs Assessment. The community agencies along with Kaiser and Queen of the Valley developed this assessment over the last 3 years with completion in 2017. Beyond the assessment, surveys were completed by those most affected by lack of services, poverty, and other major measurements. In addition to partnering on this assessment, CANV distributes, collects, and tabulates surveys in each of its program areas at least twice per year. In addition to CANV's role in the completing of the above-mentioned assessment, every 12 months CANV completes an assessment of its services, whether it met its service goals, what services are needed, and which issues are rising up in the community that need to be addressed. The results of these assessments are packaged in the reports for CSBG and expanded upon with documentation of surveys, community meetings, etc. This expanded view is distributed to our partners and the board of directors.

Community Based organizations have for years benefited from membership in the Coalition of Nonprofit Agencies. This forum allows monthly sharing of best practices, funding opportunities, challenges in the community, and more. This forum fosters collaboration and information sharing on an ongoing basis. In addition, many are represented on the steering committees of the major assessments done on a 3-year basis by partners such as St. Joseph Health, Kaiser, and the County of Napa. Partner organization's annual reports have proven informative as well.

Faith based organizations are also well represented in the need's assessment steering committees. CANV partners with multiple churches to distribute food whether USDA, Free Market, or they act as a congregate meal site. Representation on the board serves the organization and this sector well.



CANV reaches out to the business/private sector community for information, support and guidance. Whether it is housing, agreements with markets for food donations, events to support CANV or serving on the board, these voices are important and present.

Public institutions must begin with the County of Napa. Our partnership has enhanced our information gathering due to their assistance in developing surveys and other instruments, as well as directing distribution, gathering and analysis. In most cases this was in partnership with the Food Bank. U.S. Census Bureau is the bedrock of the wider lens that allows us to add relevant and timely information in context. The Bureau of Labor provides a great deal of resources as well. Educational institutions have a plethora of information ranging from deep dive demographics to performance measures. In addition, the schools are becoming neighborhood hubs. The next community wide initiative will be the Food Bank opening pantries at multiple schools. The school districts are also represented and reviewed in the major needs assessments we participate in.

2. Describe the causes and conditions that contribute to poverty affecting the community in your service area.  
(Organizational Standard 3.4)

**Behind the curtain of wealth and wine:** Napa County, located 50 miles northeast of the San Francisco Bay Area, is one of the most renowned agricultural as well as premium wine-producing regions in the world. The wine and vineyard industries are the county's largest and responsible for nearly 40,000 jobs. It is also an over \$9 billion-dollar industry, in Napa County alone. The dichotomy of income just begins here. The Napa River flows north to south through the valley and is navigable from the city of Napa to the San Francisco Bay. The county is bordered by mountains on the north, east, and west making it difficult to access the adjoining counties' population centers. Highways that pass into surrounding Lake, Sonoma, Yolo, and portions of Solano counties are occasionally impassable in winter due to snow, ice, or slides in heavy rain.

Portions of the southern and southeastern borders of Napa County are non-mountainous allowing for easy access to the city of Vallejo in Solano County. However, the stretch from north to south county is at least 30 miles, presenting access barriers for people with limited transportation options. While Napa is not considered a poor county relative to other counties, including those with large agricultural areas, 14% of children live 100% below the Federal Poverty level. 7.1% of Seniors also meet that criteria. An even more eye-opening statistic is that in this rich county, 19% of households live 200% below the Federal Poverty Level<sup>1</sup>. How can this be when the unemployment rate is at

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<sup>1</sup> <https://insightcced.org/wp-content/uploads/2018/04/NapaCounty-FactSheet-FINAL.pdf>

2.3% as of May 2019?<sup>2</sup> One window is provided by the Food Bank statistics which reveals that over 60% of those accessing the Food Bank are “working poor”. They have jobs. However, to maintain a home in Napa County is more and more costly. The cost of living, even with a family where both parents work, have closed the door for many in their desire to live in Napa. With its unique economics, mostly based on the wine and tourism industries, service-related and entry-level jobs were the growth areas in the employment arena.

Based on the July 2018 Census data, 52.4% (4% decrease since 2010) of Napa County's population is non-Hispanic white, which is higher than the state (36.8, a decrease from 40.1%). 34.3% of Napa County's population is Hispanic/Latino, an increase of 1.7% which is lower than the state (39.3%). 8.7% of the population is Asian. Similar to California, multiracial/ethnic populations represent approximately four percent of Napa County's population. African American, American Indian/Alaska Native (AIAN), and Native Hawaiian and other Pacific Islander (NHOP) represent approximately three percent of Napa County's population. In an 11-year span, 2000-2011, the poverty rate in Napa County, inclusive of all ages, essentially doubled from 7.1% in 2000 to 12% in 2011. The number dropped to 9% as we worked our way out of the recession. As of this year, the rate of poverty has reached a low of 6.8%. Most new jobs are in the low-wage service industry which leaves many working poor. The following breaks down those figures further: Up from 9.9% in 2005, 10% of children 0-17 continue to live in poverty. The percentage of seniors living in poverty for the 2007-2011 period was 5.7%, we have also seen an increase here to 8.4%. The senior population is the fastest growing segment in Napa County. This contributes to the increase, but it is once again the climbing cost of living that creates the most challenge. It does not help that prescription medicines are continuing to increase in price as well.

\_The percentage of children enrolled in the free and reduced-price lunch program in Napa County, 46% 2019.

\_Napa County's rates of uninsured for health are more favorable than the statewide rate. 2009 figures show 17.2% of the population was uninsured for health all or part of the year compared to



24.3% in California. With the advent of Obamacare, 86% of the population under 65 has health insurance.<sup>3</sup>

The median income for the county is \$79,637 and the median home price is \$590,004. That sounds great but belies the numbers we have already established; 46% of children receive free or reduced cost lunch, unemployment at 6.8%, 10.9% of all children in Napa County live in poverty. There seems to be a disconnect between the picture painted of the beautiful valley and the underlying reality of survival for many who live and work here.

#### **How much is enough in Napa County?<sup>5</sup>**

Median rent: \$2,439

Income needed to afford: \$46.90 per hour

State Minimum Wage: \$12.00

Waiters/waitresses: \$12.14

Retail Sales: \$14.93

Farmworkers: \$15.47

Teachers: \$24.26

**Another view:** The California Family Economic Self-Sufficiency Standard (Self-Sufficiency Standard), quantifies the costs of basic needs for California's working families. Many policymakers, advocates, services providers, foundations, and families use the Self-Sufficiency Standard to make informed decisions on working family issues. It measures the minimum income necessary to cover all of a non-elderly (under 65 years old) and non-disabled individual or family's basic expenses - housing, food, childcare, health care, transportation, and taxes - without public or private assistance. The California Self-Sufficiency Standard is available for all 58 counties across the state. This tool allows you to look up the Self-Sufficiency Standard for a specific county and household type in California.<sup>6</sup>

-19% (9,223) Napa County households live below the poverty level

-40% of these households have children

-Standard for Single Adult: \$31,341

<sup>3</sup> Breathe California, [www.ggbreathe.org](http://www.ggbreathe.org), 2015

<sup>4</sup> Napa Valley Register, March 30, 2019

<sup>5</sup> Urban Analytics Lab, UC Berkeley February 2019, Bureau of Labor Statistics Median Annual Wage for CA occupations 2018

<sup>6</sup> <https://insightcced.org/wp-content/uploads/2018/04/NapaCounty-FactSheet-FINAL.pdf>

-Standard for Single Adult, 1 preschooler: \$58,167

-Standard for 2 adults, 1 school aged child and 1 preschooler: \$79,844

### **OVERARCHING THEMES**

- Marginalization of the Latino population within the Napa County community
- Need for focus on preventative health care rather than medical treatment
- Incorporation of mental health within the health care spectrum
- Need for community participation across all demographics and cultures
- Need for stronger communication and collaboration
- Need to define "health" in a way that represents all community members

### **SOCIOECONOMIC CONDITIONS**

- Decline of middle class jobs and proliferation of low-paying jobs that are hurting the local economy
- Access to education and social mobility for local Spanish-speaking population
- Access to affordable housing
- Spread of poverty
- Distinct needs of a growing aging population
- Napa County's wealth disparity

### **COMMUNITY PARTICIPATION**

- Too few opportunities for community conversations/need for dialogue between different community groups
- Role of strong partnerships between nonprofits, local government, and community
- Lack of Spanish-language agendas for City Council Meetings
- Need to update public on regular basis

### **HEALTH CARE ACCESS**

- Lack of health care related resources
- Language and cultural barriers for non-English speakers
- Unique needs of transient residents
- Role of technology as a tool to remove barriers to health care
- Access to resources for smaller, isolated communities



## MENTAL HEALTH

- Attention to and resources for mental health
- Access to mental health information
- Mental Health stigma
- Incorporation of mental health within \_overall personal wellness and preventative care education
- Access to information about mental health in local schools

**Food Affordability:** According to the 2009 California Health Interview Survey, 24.9% of adults in Napa County with incomes below 200% of the federal poverty level reported being food insecure, indicating that normal eating patterns were disrupted because the household could not afford enough food or lacked access to other food resources. The World Food Summit of 1996 defined food security as existing “when all people at all times have access to sufficient, safe, nutritious food to maintain a healthy and active life”. Commonly, the concept of food security is defined as including both physical and economic access to food that meets people's dietary needs as well as their food preferences.<sup>7</sup>

Food affordability and families' dietary choices are influenced by two primary factors: food cost and family income. To calculate food affordability, the California Department of Public Health developed an indicator ratio expressing the annual cost of food (numerator) relative to annual household inflation-adjusted income (denominator). The indicator assumes food cost to be the amount needed to sustain a nutritionally adequate diet for meals eaten at home. Due to the limitations of the data, the indicator must be calculated for specific family configurations; as shown here, it assumes a female-headed household with children under 18 years of age (average number of children in female headed households by place is used in this calculation). The lower the food affordability ratio (closer to 0), the more affordable food is considered to be. Overall Napa County's food affordability for a female-headed household with children is 0.2; this means, that a single mother with children under 18 has to spend 20% of the family's income just to meet minimal nutritional requirements. Compared to other counties in and near the Bay Area region, Napa County falls in the middle range with San Benito County having the least affordable food (.28) and Marin County having most affordable food (.13). Within Napa County, African American/Black (.31) and Latino (.25) households exceeded the county average, indicating that food is less affordable for these populations since they are spending more of their total income toward food.<sup>8</sup>

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<sup>7</sup> World health Organization

<sup>8</sup> Live Healthy Napa County, 2013

**Nutrition/ Food Insecurity:** Once again we must look through a different lens in order to see past the beauty and wealth to find the foundational challenges many face here. According to the 2009 California Health Interview Survey, 52.2% of households in Napa County with incomes below 200% of the federal poverty level reported being food insecure. The two most relevant citations from that study were food affordability and families' dietary choices that ultimately stemmed from food cost and family income. As an example, for a single mom with children, it took 20% or more of her income to feed her family and meet minimal nutritional requirements. Only 55% of children in Napa County are estimated to eat the recommended amount of fruit and vegetables on a daily basis.<sup>9</sup> Programs such as the Napa Valley Food Bank and Meals on Wheels have implemented changes to ensure that the allotments provided are nutritious and accessible. The headlines: "Fruit and Vegetables Unaffordable for Many".<sup>10</sup> A single mom with one preschooler and one school-aged child would need to make at least \$61,049 a year to be self-sufficient in Napa County. She would have to work 2 full-time jobs at the new minimum wage of \$15 an hour, and still would come up approximately \$10,000 short of self-sufficiency. While the state of California considers 34.8% of its population food insecure, Napa County is at 37%, and growing.

**Education:** Napa County has been one of the lowest ranked in spending per student for all the Bay Area counties since 1991. Napa County ranked third lowest, in a recent survey, of all Northern California counties. Over the past decade, however, there has been a 45% increase in pupil spending as Napa County begins to change that paradigm. While spending may trail, Napa County has made a concerted effort, through both private and public educational institutions, to increase the percentage of children who enroll in pre-school. In 2007 66% of all children attended pre-school.<sup>11</sup>

Adding to the complexity of costs, test pressure, and limited resources, is the fact that 26.3% of all students are English Language Learners. This number is 3.8% higher than the rest of the Bay Area and 0.9% higher than the State. It is of importance to note that more than 41% of kindergarten students are English Learners in Napa County. By developing immersion programs, an "academy" approach to the high school level, and implementation of "learning groups" in the middle schools, Napa County mirrors the Bay Area while surpassing the State averages in hovering between a 77% and 80% passing rate for the California High School Exit Exam in both Math and English.

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<sup>9</sup> California Health Interview Survey, 2007 and 2009 pooled data

<sup>10</sup> Napa Valley Register, March 2013, Isabelle Dills

<sup>11</sup> Napa County Preschool for All Study



Although the US Census Bureau (2007) documented that 29.5%, and 3 years later (2010) 32.9%, of the Napa County population is of Hispanic origin, the percentage of students of Hispanic heritage, many English Learners, is quite a bit higher:

Enrolled School Age Children

Total enrolled 20,573<sup>12</sup>

African American 2.9%

Asian 1.5%

Filipino 5.5%

**Hispanic 45.7% (2007) – 2011-2012: 52% a change of 6.3% in a six-year span, 2015: 53%**

Multiracial/no response 3.8%

Native American .5%

Pacific Islander .3%

White 31.1%

This creates a challenge for teachers, the students, and parents. The schools must create curriculum that will prove valid for all students while providing special services and focus for the English learners. The students must meet 2 challenges, integrate into their new community and struggle to learn a new language while catching/keeping up with the other students. Parents are traditionally the first resource for assistance with homework, struggles in school, and advocate for the student. With English as a second language and an often-limited vocabulary, the parents struggle to fulfill this role adequately.

Napa County's graduation rate reached a high of 97.2% in 1997-1998 and marked its low point in 2000-2001 of 83.5%. The County rebounded to a 2005 graduation rate of 92.1%. We have now dipped to 87%.<sup>13</sup> While this reflects well on the schools, in sight of the state rate of 83%, only 43% of graduating seniors met UC/CSU eligibility standards. Keep in mind that this problem is not just local in nature, with the statewide numbers reaching only 35%. On the positive side of the equation, the dropout rate for Napa County as a whole is at 6.3% while the state as a whole is at a rate of 20.1%<sup>14</sup>.

<sup>12</sup><https://www.ed-data.org/county/Napa/>

<sup>13</sup> <https://www.caschooldashboard.org/reports/28662660000000/2018>

<sup>14</sup> Ed-Data.K12.ca.us





According to 2015 figures<sup>15</sup>, 26.3% of county residents have acquired a Bachelor's degree or higher while 80.4% are high school graduates<sup>16</sup>. The graduation rate for Hispanic students has almost tripled from 9.3% in 2003-2004 to 25.1% in 2007-2008.<sup>17</sup>

**Housing:** Napa County has recently been listed in Forbes as one of the 20 least affordable places to live in the US.<sup>18</sup>

The recent study also showed that Napers currently spend an average of 38.5 percent of their gross monthly income on rents. This makes Napa the 12<sup>th</sup> highest city in the country for percentage of income spent on rent. In addition to higher rents, the "perfect storm" of high rents and low inventory pushes more and more out of the affordability range. In August of 2013, only 2.3% of rental units were available. We are now at 1%<sup>19</sup>. A "healthy" rental market should have an availability rate of 5% or more.

Although there is a dearth of affordable housing, names have continued to be added to the list of those seeking subsidized, affordable housing. The list now contains 9,500 individuals/families.<sup>20</sup> According to the City of Napa Community Development Department, Planning Commission Staff Report, August 20, 2015, the vacancy rate was 1.9%, for such housing, which, on a bit of the bright side is .2 percentage points higher than 2014.

**Childcare:** Licensed child care is available in Napa County for only 20 percent of children with working parents — that's five percentage points lower than the state average, according to the 2013 California Child Care Portfolio, a report released by the California Child Care Resource & Referral Network. The high cost of doing business in Napa also increases childcare costs. According to the report, the average cost in Napa County for full-time infant care at a licensed center is \$13,043 a year. The state average is \$11,461. In fact, the annual cost of childcare in some facilities is equal to paying college tuition.

CANV operates the CANV Kids child development program. We are able to serve 140 children from families needing subsidized childcare. CANV Kids Development & Family Program offers affordable full day/full year, high quality childcare for children ages 18 months through pre-K at two locations in the city of Napa. Our care is intended to be an extension of the child's home, a place to begin learning the give-and-take of playing with other children, and a preparation for the school years

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<sup>15</sup> County of Napa Self Assessment 2015

<sup>16</sup> US Census Bureau, 2007 American Community Survey

<sup>17</sup> IBID

<sup>18</sup> [http://www3.forbes.com/business/the-20-least-affordable-places-to-live-in-the-u-s/?utm\\_campaign=the-20-least-affordable-places-to-live-in-the-u-s&utm\\_source=FacebookTest1&utm\\_medium=referral&utm\\_content=3&kw\\_0=276397](http://www3.forbes.com/business/the-20-least-affordable-places-to-live-in-the-u-s/?utm_campaign=the-20-least-affordable-places-to-live-in-the-u-s&utm_source=FacebookTest1&utm_medium=referral&utm_content=3&kw_0=276397)

<sup>19</sup> Napa Valley Register, Aug. 27, 2018

<sup>20</sup> Napa Valley Community Housing, 2016

ahead. CANV Kids is committed to supporting children's development by cherishing individual differences, by helping them to learn to live and work cooperatively and by promoting their self-esteem. CANV Kids encourages parent participation in the program and believe that good communication and partnership with all parents enhance each child's ability to learn and grow. CANV Kids provides families with opportunities to interact with staff and other families through quarterly Parent Board Meetings and our annual fundraiser.

CANV Kids is licensed by the California Department of Social Services #280108344 and funded through the California Department of Education and follow Title 5 & 22

### **Napa County's Assets<sup>21</sup>**

- Low crime rates and safe neighborhoods in many County communities
- A clean environment
- Good schools in many areas in County
- A strong economy with local jobs available in many areas of the County
- Strong community involvement
- Many existing partnerships between nonprofits and local government

### **Trends Affecting Community Health in Napa County**

- Aging population
- Shrinking HMO provider network
- Growing Latino population with many low-income households
- Decrease in state and federal funding for local schools, social services, and other community programs.<sup>22</sup>
- Increase in diagnosis of chronic conditions such as obesity and diabetes in young people
- Increased focus on preventative care rather than medical treatment

### **Barriers to Health Care Access**

- Cost of care
- Lack of insurance
- Lack of doctors accepting insurance particularly for Kaiser patients, who are limited to accessing

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<sup>21</sup> Much of the following came from 2014 Community Health Needs Assessment partnership 2014

<sup>22</sup> The 2016 state budget will restore, even pay back lost funds.



care on Kaiser's health care campuses

- Lack of available specialists
- Immigration status and languages

### **Needed Improvements**

- Affordable housing and related services<sup>23</sup>
- Drug, violence, and gang free environment
- Better access to health care for residents, including mental health services, emergency medical care, and late-night clinics
- More employment opportunities
- Strong schools and educational opportunities for children, youth, and families in all areas of the County
- Improved transportation options including better roads and sidewalks and transit lines that connect families to hospitals and pharmacies
- Improved access to safe and healthy foods especially in schools
- Expanded opportunities for community dialogues and engagement
- Multilingual resources and services
- Funding

3. Describe your agency's approach or system for collecting, analyzing, and reporting customer satisfaction data to the governing board.  
(Organizational Standard 1.3)

Each program administers client surveys as a part of their ongoing activities. Survey results are provided to the report preparer who checks for accuracy and trends.

- Monthly program director meetings to assess each program and to ensure that each is progressing towards fulfillment of its programmatic and fiscal goals
- Feedback from other local providers who refer clients to CANV and/or provide co-located services.
- Regular visits to program sites by the agency's Executive Director to obtain direct client feedback.
- Site visits by Board members, funders, and committee members.

<sup>23</sup> Fair Housing Napa Valley was close to closing down until the City Council of Napa voted to assist in funding their services June 2015



Ongoing assessment of each program by C/A management team

4. Describe how your agency collected and included current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for your service area.  
(Organizational Standard 3.2)

In addition to programmatic data, shared data with our partners, CANV mined data from the U.S. Census, Children Now, Napa County Health and Human Services identification of food insecure area (poverty pockets), and a myriad of other sources. Napa County is small. Data from the school districts concerning free lunch eligible, ethnicity breakdown, is especially enlightening.

5. Briefly summarize the type of both qualitative and quantitative data collected and analyzed as part of the needs assessment process.  
(Organizational Standard 3.3)

CANV spot interviews clients, distributes surveys, and participates in community wide needs assessments in partnership with St. Joseph, Kaiser, and/or the County of Napa.

6. Describe how the agency analyzes information collected from low-income individuals as part of the community needs assessment process.  
(Organizational Standard 1.1, 1.2)

By comparing past CSBG reports, grants reports, and surveys CANV has a running dialogue of feedback to in real time make adjustments as needed. The feedback is constant which makes monitoring and adjusting a much more streamlined process.

## Community Needs Assessment Results

(Organizational Standard 3.4, 4.2, 4.3, CSBG Act Section 5.76(b)(12))

*Utilize the table below to list the needs identified in your Community Needs Assessment. If additional space is needed, insert a new row.*

### Needs Table

Needs Identified	Integral to Agency Mission (Yes/No)	Currently Addressing (Yes/No)	Agency Priority (Yes/No)
Affordable Housing	yes	no	no
Homeless Services	yes	no	no
Rental Assistance	yes	yes	yes
Mental Health Services	yes	no	no
Health Insurance	yes	no	no
Child Care	yes	yes	yes
Affordable Legal Services	no	no	no
Caregivers Support	no	no	no
Food Assistance	yes	yes	yes

**Needs Identified:** list the needs identified in your most recent Needs Assessment.

**Integral to Agency Mission:** indicate yes/no if the identified need aligns with your agency mission.

**Currently Addressing:** indicate yes/no if your agency is already addressing the identified need.

**Agency Priority:** indicate yes/no if the identified need will be addressed either directly or indirectly.

For needs marked "no" in "Agency Priority", please describe how the gap was identified, (CNA, surveys, focus groups, etc.) and why the gap exists (Federal rules, state rules, lack of funding/resources, etc.) Explain how your agency plans to coordinate services and funding with other organizations to address these service gaps. Include how you ensure that funds are not used to duplicate services. If you will not be coordinating services to address the service gaps, please explain why.

(CSBG Act Section 676b(3)(B),(5), State Assurance 12760)



Affordable Housing: CANV is not programmatically involved in the creation of affordable housing. CANV does support efforts of other organizations in this area by testimony and data support.

Homeless Services: until 2017 CANV managed the homeless program throughout the county. Now Napa County Health and Human Services manage the services. CANV contributes food support.

Mental Health Services: This is not a programmatic area for CANV. We connect people in need through referral.

Health Insurance: this is not a programmatic area of CANV. We work with the county to identify those in need and refer them to the county.

Affordable Legal Aid: there is no longer a legal aid in Napa County. CANV refers organizations with capacity for this service, i.e., COPE.

Caregivers Support: This is not a programmatic area for CANV. We refer.

**Refer to Needs Table. For needs marked “yes” in “Agency Priority”, please stack rank according to priority, and complete the table below. If additional space is needed, insert a new row.**

#### **Priority Ranking Table**

<b>Agency Priorities</b>	<b>Description of programs/services /activities</b>	<b>Community/Family &amp; Individual</b>	<b>Indicator/Service Category (CNPI, FNPI, SRV)</b>
1.Food Assistance	All Ongoing: Food Pantries, Free Markets, Brown Bag: 6,700/2 million pounds distributed Meals on Wheels: 487	Family/Individual	FNPI + SRV SRVii SRVjj FNPI5a,b,f,g
2.Child Care	CANV Kids Child Development Program: 130	Family/Individual	FNPI + SRV FNPI 2a-e SRV2a-2e SVR2w SVR5mm SRV7e
3.Rental Assistance	HCA Rental Assistance: 75 families	Family/Individual	FNPI +SRV FNPI 4b SRV4c
4.			
5.			

**Agency Priorities:** Stack rank your agency priorities with the top priority ranking #1.



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

**Community/Family & Individual:** Identify if the need is community, or family/individual level.

**Indicator/Service Category (CNPI, FNPI, SRV):** Indicate which indicator or service will be reported in annual report.

**Refer to the Priority Ranking Table. Complete the table below to identify the reporting strategies for each Indicator/Service Category as identified in the Priority Ranking Table. If additional space is needed, insert a new row.**

### Reporting Strategies Table

Indicator/ Service Category (CNPI, FNPI, SRV)	Measurement Tool	Data Source, Collection Procedure, Personnel	Frequency of Data Collection and Reporting
SRV 2a-2e	Number of students enrolled	Sign-in sheets, roster	daily
SRV 2w	Numbers served	Sign-in sheets	As scheduled, usually monthly
SRV 4c	Number served	applications	monthly
SRV 5ii	All clients are required to sign-up	Rosters, applications, sign-in sheets Site manager and driver's oversee sign-in's, applications, and rosters	Weekly, daily in certain congregate meal sites
SRV 5jj	Numbers of individuals accessing food	Applications, rosters, sign-in sheets, Free Markets are numbers only	At each distribution, weekly for pantries, specific days for Free markets, and delivery days for Brown Bag
SRV 5mm	Numbers served	Sign-in sheets	As scheduled, usually monthly
SRV 7e	Number of students enrolled	Sign-in sheets, rosters	daily
FNPI 2a-e	Number of students enrolled	Sign-in sheets, rosters	daily
FNPI 4b	Number served	applications	monthly
FNPI 5a,b,f,g	Numbers served	Rosters, sign-in sheets, numbers (Free Market)	daily

**Indicator/Service Category:** Refer to Indicator/Service Category in last column of the Priority Ranking Table.

**Measurement Tool:** Identify the type of tool used to collect or measure the outcome.

**Data Source, Collection Procedure, Personnel:** Describe the source of data, how it is collected, and staff assigned to the task(s). Be specific and provide detail for activity both internal and external to the agency.

**Frequency of Data Collection and Reporting:** Describe how often data is collected and reported internally and externally. Include documentation available.

## Service Delivery System

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

Enter narrative responses in the text box below. Text box will expand as narrative is entered. The boxes have been formatted to 12-point Arial font with 1.5 spacing. Do not alter the font or spacing.

1. Describe the overall Service Delivery System for services provided with CSBG funds and describe how your agency's services enhance and/or differ from those offered by other providers, i.e. bundled services— please include specific examples.

Community Action of Napa Valley is the umbrella agency for four programs – the Napa Valley Food Bank, Senior Nutrition Services (includes Meals on Wheels), CANV Kids Child Development & Family Program, and the Tobacco Education & Quit Smoking Program.

CANV's central administration staff provides services to the programs that include oversight, human resource and fiscal services, insurance and benefits, fundraising and advocacy services, program development, monitoring, reporting and evaluation. Each program has its own distinct budget and funding sources. Each program has its own intake process and may have differing income criteria, depending on the various funding sources involved. CANV's programs are very diverse and are funded by a variety of federal, state and local governmental grants and contracts, as well as private foundations, fundraising activities and donations from the public. CANV develops annual budgets for each program as well as program content and the service delivery systems that exist within each program.

2. Please describe the agency's service delivery system. Include a description of your client intake process or system. Also specify whether services are delivered via direct services or subcontractors, or a combination of both.

CANV is making access easier and more comfortable/respectful for our Choice Pantry and our Friday Free Markets. Choice: The traditional way of distributing food to those in need has been to hand each person a box or bag full of food. Some of the food may be tossed due to allergies or dislike. Other may be wasted through lack of knowledge as to prep or use. Choice Pantry is set up to resemble a store. Each client "shops" with a cart and an advocate. As they pass by the grocery racks each section tells you how much of that item you may have depending on household size. All grains are in one section so you may pick what you can and will eat versus what might just be



handed to you and does not work with your allergies or dietary needs. More importantly the clients drive the process for themselves.

Friday Free Market: Each week there are multiple “free markets” throughout the county. Not everyone in need can access the food bank pantries. There is no qualification to receive this food. Thus far the free markets are in Napa and American Canyon. In the past year a Friday Free Market opened at the Health and Human Services campus. The first day saw 600 individuals served.

3. Please list your agency's programs/services/activities funded by CSBG, including a brief description, why these were chosen, how they relate to the CNA, and indicate the specific type of costs that CSBG dollars will support (examples: staff salary, program support, case mgmt., T/TA, etc.)

CANV primarily uses its CSBG allocation to support the agency's central administration activities. However, with recent funding increases over the past few years, some funding has been directed to programs. In light of the possibility of a decrease, or total curtailment of funds, it is unlikely that this program funding will continue. The portion used for central administrative operations allows the agency to charge its programs a lower administrative rate and allow them to spend more of their funding for direct client services. But at the same time, CANV is using CSBG funding for all of the marketing, advocacy and fund development activities that provide the 4.3 million dollars that the agency spends on its programs and direct client services. Through this process, CANV is clearly coordinating CSBG dollars with other public and private resources.

One example of the coordinated efforts is by using CSBG funds to support the administrative needs of the Food Bank, 100% funds from a local private foundation were able to go to replacing worn out vehicles used for distribution.

As funds are developed for programming, the ability to shift CSBG funds to the area of most need has been instrumental in our ability to serve and in developing relationships with our funding partners.

## Linkages and Funding Coordination

(Organizational Standards 2.1-2.4)

(CSBG Act Section 676b(1)(B), (1)(C), (3)(C), (3)(D), (4), (5), (6), (9))



Enter narrative responses in the text box below. Text box will expand as narrative is entered. The boxes have been formatted to 12-point Arial font with 1.5 spacing. Do not alter the font or spacing. Answers must address the following: (please be specific)

1. Describe how your agency coordinates funding with other providers in your service area. If there is a formalized coalition of social service providers in your service area, please list the coalitions by name, who participates, and methods used by the coalition to coordinate services/funding.  
(Organizational Standard 2.1, CSBG Act Section 676(b)(1)(C),(3)(C))

CANV has taken the responsibility of developing working relationships with local government and the other non-profit services in Napa very seriously. CANV works with the Napa County Health & Human Services in the delivery of social services such as TANF, Food Stamps and Medi-Cal, mental health services, drug and alcohol services, and public health services to CANV clients. Napa County Health & Human Services and the City of Napa were partners with CANV in funding the Napa Valley Shelter Project, each agency contributing one third of the funding necessary to operate the shelters and Hope Resource Center.

CANV was a founding member of the Napa Valley Coalition of Non-profit Agencies and is an active participant. This group is comprised of fifty plus non-profit agencies providing social service programming to Napa County residents. Napa County H&HS also attends these meetings to maintain an interactive working relationship with the group. No one agency can provide all of the necessary services. Coordination and collaboration are imperative to provide all of the services necessary to move low-income people to self-sufficiency.

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

CANV has established and coordinated linkages between governmental and other social service programs to ensure the effective delivery of services to low income individuals:

- CANV was a founding member and continues to be an active part of the Napa Valley Coalition of Non-profit Agencies, a group of fifty plus non-profit and governmental social service organizations. The Coalition was created to develop collaboration, coordinate resources, share funding opportunities, and provide services to the community.



- CANV's Executive Director is a member of the Workforce Investment Board (WIB) that coordinates the provision of employment and training activities in Napa County. The WIB meets bi-monthly to ensure that economic growth, improved workforce productivity and family self-sufficiency are addressed through its job training programs. Through a Memorandum of Understanding, CANV is a participant in the one-stop center in Napa, the provider of services for the WIB.
- CANV staff are involved with the local Housing Committee, Safety Net Food Committee, Continuum of Care Committee (to coordinate homeless services and the county wide ten year plan to end homelessness), Homeless Services Planning Council, Senior Services Committee, and others whose goal is to provide the most comprehensive quality services possible to the low income population, and to collaborate – to stretch available dollars further by avoiding duplication of services and jointly applying for new funding streams to supplement existing services.

3. Describe how your agency utilizes information gathered from key sectors of the community:

- a. Community-Based
- b. Faith-Based
- c. Private sector (local utility companies, charitable organizations, local food banks)
- d. Public Sector (social services departments, state agencies)
- e. Educational Institutions (local school districts, colleges)

Describe how your agency will coordinate and partner with other organizations in your service area.(Organizational Standard 2.2, CSBG Act Section 676(b)(3)(C), (9))

CANV has served on the steering committee of every major needs assessment completed in Napa County over the last 20 years. In partnership with St. Joseph Health, and/or Kaiser, and/or County of Napa, CANV has been at the forefront of information gathering and analysis. The steering committees also reflect the community in representation from the faith community, non-profit sector, government (cities and county), and the 5 school districts in the county. In addition, CANV reviewed annual reports from Napa Valley Unified School District, St. Joseph, the county, as well as the city of Napa. CANV has been instrumental in forming partnerships with other organizations serving low-income residents. CANV is part of the Coalition of Non Profit Agencies, which seeks to foster partnership between all organizations serving low-income residents of Napa County. Several of CANV's programs have multi-service centers, featuring co-located services, which are provided

in part by other service providers. CANV works with the Inter-Faith Council in Napa County, particularly with the Presbyterian Church and the Father's House to feed homeless and hungry. No single agency can provide the myriad of services necessary to adequately meet the needs of the low-income people in Napa County. CANV is no exception. Without the relationships that the agency has built over the years, the agency would not be able to help as many people towards self-sufficiency as it does.

4. Describe how services are targeted to low income individuals and families and indicate how staff is involved, i.e. attend community meetings, I&R, etc. Include how you ensure that funds are not used to duplicate services.  
(CSBG Act Section 676(b)(3)(C), 676(b)(9), State Assurance 12760)

Community Action of Napa Valley provides essential programming for the low-income community in Napa County. We are the sole provider of the services that we provide. We are the primary operator of food pantries, senior nutrition services, and state funded childcare. Therefore, there is no duplication of services with other eligible entities funded under Articles 7 and 8. Funds are not used to duplicate particular services to the same beneficiaries. CANV maintains relationships with the other service providers in Napa County to ensure coordination and collaboration and to avoid any duplication of services.



5. If your agency is a Migrant and Seasonal Farmworker (MSFW) agency, describe how you will coordinate plans and activities with other agencies funded by the department to avoid duplication of services and to maximize services for all eligible beneficiaries. If your agency is not a MSFW, please mark N/A.  
(State Assurance 12768)

This is not an activity that CANV is currently engaged in

6. Describe how your agency will leverage other funding sources and increase programmatic and/or organizational capacity. Describe your agency's contingency plan for potential funding reductions.  
(State Assurance 12747)

CANV primarily uses its CSBG allocation to support the agency's central administration activities. However, with recent funding increases over the past few years, some funding has been directed to programs. In light of the possibility of a decrease, or total curtailment of funds, it is unlikely that this program funding will continue. The portion used for central administrative operations allows the agency to charge its programs a lower administrative rate and allow them to spend more of their funding for direct client services. But at the same time, CANV is using CSBG funding for all of the marketing, advocacy and fund development activities that provide the 4.3 million dollars that the agency spends on its programs and direct client services. Through this process, CANV is clearly coordinating CSBG dollars with other public and private resources.

One example of the coordinated efforts is by using CSBG funds to support the administrative needs of the Food Bank, 100% funds from a local private foundation were able to go to replacing worn out vehicles used for distribution.

As funds are developed for programming, the ability to shift CSBG funds to the area of most need has been instrumental in our ability to serve and in developing relationships with our funding partners.



7. Describe how your agency communicates its activities and its results to the community, including how the number of volunteers and hours are documented. (Organizational Standard 2.3, 2.4)

CANV updates the community through its website, Facebook page, Instagram, newsletters for programs, and by participating in community forums. All volunteers have to complete an application and review/interview process. All volunteers must sign-in and out. All hours are logged and verified. Most volunteers are scheduled.

8. Describe how your agency will address the needs of youth in low-income communities through youth development programs and promote increased community coordination and collaboration in meeting the needs of youth. Describe how your agency will contribute to the expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as: programs for the establishment of violence-free zones that would involve youth development and intervention models like youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs. (CSBG Act Section 676(b)(1)(B))

CANV does not operate any youth programming. CANV has partnered with an organization, On The Move and its main program in Napa, VOICES, a program for foster youth after they have left the system. CANV has been a player in determining and creation of programming to address the needs of homeless youth. CANV has provided support as VOICES has created employment, housing and counseling programs. For much of VOICES formative years, our deputy director, eventually Shelter program manager, served VOICES (counseling program creation) and their board. In addition, the Food Bank has assisted in coordination efforts with VOICES in making sure basic food needs are met.

Through our partnerships we connect VOICES, and other youth, with Cope Family Center, Family Service, and ALDEA Youth Services where parenting classed, counseling, prevention programs and more are available and receive our support in planning, implementing and accessibility of services by collation when possible.



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

The Job Connection, funded by the Workforce Investment Board, provides computers with job search and resume software to develop resumes. Most programs of CANV refer clients to the Job Connection for services, as Job Connection prefers to provide services at their own site.

10. 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. (CSBG Act Section 676(b)(4))

Community Action of Napa Valley, through its Napa Valley Food Bank, provides USDA and non-USDA food to low-income Napa County residents at food pantries throughout Napa County. These monthly food allotments, based on family size, provide approximately one week's worth of groceries per household. The Food Bank also operates the Brown Bag Program, which provides bags of nutritious food twice monthly to low-income seniors. Additionally, the Food Bank provides nutritious food items to over forty agencies in Napa County that also deliver services to low-income people. The Food Bank makes referrals to Napa County Health & Human Services' Food Stamp program, so that low-income households will have the resources to purchase sufficient food on a regular basis. CANV's Senior Nutrition Program provides both congregate meal sites for seniors and delivered meals to homebound elderly and disabled people seven days/week. All of these services are designed to prevent conditions of starvation and malnutrition among low-income households. CANV also maintains a cache of food coupons to local grocery stores that are provided to the agency through the Hands Across the Valley fundraiser. People with little to no food on hand are provided these coupons on an emergency basis.

11. 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 XVI (relating to low-income home energy assistance) are conducted in the community.  
(CSBG Act Section 676(b)(6))

CANV will ensure coordination between local anti-poverty programs, and ensure, where appropriate, that emergency energy crisis intervention programs under Title XXVI (relating to low income energy assistance) are conducted in Napa County. CANV has established collaborative relationships with most of the local service programs including Salvation Army and California Human Development Corporation, the agencies operating energy crisis intervention programs. CANV coordinates the CARE Program in Napa County and actively signs up low-income households for the program, to help lower their energy bills.

12. Describe how your agency will use funds to support innovative community and neighborhood-based initiatives, which may include fatherhood and other initiatives, with the goal of strengthening families and encouraging effective parenting.  
(CSBG Act Section 676(b)(3)(D))

As our child development program no longer does parenting classes, we work with and refer to our local Family Services Agency, specifically Cope Family Center. In addition, as a partner with The Father's House, through the Food Bank, we are a partner in developing Adopt-a-Block programs to provide outreach and services to underserved neighborhoods. Our mission is to identify needs early and either provide for those needs or refer to services that can. Free Markets are now at all sites/neighborhoods designated as "high need" by a survey of Napa County Health and Human Services



## Monitoring

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

1. Describe your agency's specific monitoring activities and how they are related to establishing and maintaining the integrity of the CSBG program, including your process for maintaining high standards of program and fiscal performance.

- CANV Central Administration (C/A) staff and the Board of Directors provide ongoing monitoring and evaluation of programs to ensure that programmatic and fiscal goals are being met and to ensure that service recipients are receiving the highest level of services and of service delivery, to assist and support them as they move towards family self-sufficiency.
- CANV's Evaluation and Monitoring Plan includes:
- Monthly program director meetings to assess each program and to ensure that each is progressing towards fulfillment of its programmatic and fiscal goals
- Quarterly "dashboards" are provided to C/A staff and the Board of Directors for each program
- Annual reports are submitted to CSD, to document progress towards meeting goals, and positive impacts realized by families and individuals served.
- Annual CSD 295 submitted to CSD, based on annual submission of CSD 295 reports to C/A staff.
- Bi-monthly Expenditure/Activity Report submission to CSD
- Monthly financial reports reviewed by the Board Finance Committee and the full Board of Directors.
- A myriad of fiscal and performance reports to funders as required by individual funding contracts.
- Feedback from other local providers who refer clients to CANV and/or provide co-located services.
- Regular visits to program sites by the agency's Executive Director to obtain direct client feedback.
- Site visits by Board members, funders, and committee members.
- Ongoing assessment of each program by C/A management team.

2. If your agency utilizes subcontractors, please describe your process for monitoring the subcontractors. Include the frequency and type (i.e., onsite, desk review, or both)

N/A

3. Describe how your agency ensures that cost and accounting standards of the Office of Management and Budget (OMB) are maintained.  
(CSBG Act Section 678D(a)(1)(B))

Community Action of Napa Valley utilizes the cost and accounting standards of the Office of Management and Budget and an outside audit firm using OMB standards to measure CANV's systems and procedures audits the agency annually



## Data Analysis and Evaluation

(Organizational Standards 4.3, 4.4)  
(CSBG Act Section 676(b)(12))

1. Describe your methods for evaluating the effectiveness of programs and services, including the frequency of evaluations.  
(Organizational Standard 4.3)

- CANV Central Administration (C/A) staff and its Board of Directors provide ongoing monitoring and evaluation of programs to ensure that programmatic and fiscal goals are being met and to ensure that service recipients are receiving the highest level of services and of service delivery, to assist and support them as they move towards family self-sufficiency.
- CANV's Evaluation and Monitoring Plan includes:
- Monthly program director meetings to assess each program and to ensure that each is progressing towards fulfillment of its programmatic and fiscal goals
- Quarterly "dashboards" are provided to C/A staff and the Board of Directors for each program
- Annual reports are submitted to CSD, to document progress towards meeting goals, and positive impacts realized by families and individuals served.
- Annual CSD 295 submitted to CSD, based on annual submission of CSD 295 reports to C/A staff.
- Bi-monthly Expenditure/Activity Report submission to CSD
- Monthly financial reports reviewed by the Board Finance Committee and the full Board of Directors.
- A myriad of fiscal and performance reports to funders as required by individual funding contracts.
- Feedback from other local providers who refer clients to CANV and/or provide co-located services.
- Regular visits to program sites by the agency's Executive Director to obtain direct client feedback.
- Site visits by Board members, funders, and committee members.
- Ongoing assessment of each program by C/A management team.

Surveys and other feedback loops are administered at least twice annually. Evaluations of activities are ongoing with client feedback, grant reports, and CSBG annual report

- CANV's Evaluation and Monitoring Plan includes:
- Monthly program director meetings to assess each program and to ensure that each is progressing towards fulfillment of its programmatic and fiscal goals
- Quarterly "dashboards" are provided to C/A staff and the Board of Directors for each program
- annual reports submitted to CSD, to document progress towards meeting goals, and positive impacts realized by families and individuals served.
- Annual CSD 295 submitted to CSD, based on annual submission of CSD 295 reports to C/A staff.
- Bi-monthly Expenditure/Activity Report submission to CSD
- Monthly financial reports reviewed by the Board Finance Committee and the full Board of Directors.
- A myriad of fiscal and performance reports to funders as required by individual funding contracts.

2. Describe how your agency ensures that updates on the progress of strategies included in your CAP are communicated to your board annually.  
(Organizational Standard 4.4)

The board not only receives a copy of annual reports, CAP's, and Standards, each Program Director reports on progress, challenges, and opportunities concerning each program/initiative



3. Provide 2-3 examples of changes made by your agency to improve service delivery to enhance the impact for individuals, families, and communities with low-incomes based on an in-depth analysis of performance data.  
(CSBG Act Section 676(b)(12))

Community Action of Napa Valley is the umbrella agency for four programs – the Napa Valley Food Bank, Senior Nutrition Services (includes Meals on Wheels), CANV Kids Child Development & Family Program, and the Tobacco Education & Quit Smoking Program.

Examples of changes recently made to make access easier and more comfortable/respectful are our Choice Pantry and our Friday Free Markets. Choice: The traditional way of distributing food to those in need has been to hand each person a box or bag full of food. Some of the food may be tossed due to allergies or dislike. Other foods may be wasted through lack of knowledge as to prep or use. Choice Pantry is set up to resemble a store. Each client “shops” with a cart and an advocate. As they pass by the grocery racks each section tells you how much of that item you may have depending on household size. All grains are in one section so you may pick what you can and will eat versus what might just be handed to you and does not work with your allergies or dietary needs. More importantly the clients drive the process for themselves.

Friday Free Market: Each week there are multiple “free markets” throughout the county. Not everyone in need can access the food bank pantries. The food bank often has an overabundance of produce thanks to our grocery, grower, and gleaner partners at the end of the week. Rather than let it sit over the weekend the free markets have been set up to distribute this abundance where all my access. There is no qualification to receive this food. Thus far the free markets are in Napa and American Canyon. This week a Friday Free Market opened at the Health and Human Services campus. The first day saw 600 individuals served. There are now 7 Free Markets, which are not only on Friday anymore.

Wellness on Wheels allows our partnership with Pacific Union College to bring nurses to our Meals on Wheels and Brown Bag clients. All part of our Aim for Health: Targeted Nutrition. More contact, more information, better health outcomes for our clients.

## Appendix A

### Organizational Standards

#### MAXIMUM FEASIBLE PARTICIPATION

##### CATEGORY ONE: CONSUMER INPUT AND INVOLVEMENT

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

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

**Standard 1.3** The organization/department has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.

##### CATEGORY TWO: COMMUNITY ENGAGEMENT

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

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

**Standard 2.3** The organization/department communicates its activities and its results to the community.

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

##### CATEGORY THREE: COMMUNITY ASSESSMENT

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

**Public Agency - Standard 3.1:** The organization/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:** The organization/department collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.

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

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



## **VISION AND DIRECTION**

### **CATEGORY FOUR: ORGANIZATIONAL LEADERSHIP**

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

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

**Standard 4.4:** The tripartite board/advisory body receives an annual update on the success of specific strategies included in the Community Action Plan.

### **CATEGORY FIVE: BOARD GOVERNANCE**

**Standard 5.1:** The organization's/department's tripartite board/advisory body is structured in compliance with the CSBG Act

**Standard 5.2:** The organization's/department's tripartite board/advisory body either has:

1. Written procedures that document a democratic selection process for low-income board members adequate to assure that they are representative of the low-income community, or
2. Another mechanism specified by the State to assure decision-making and participation by low-income individuals in the development, planning, implementation, and evaluation of programs.

## Appendix B

### State Assurances

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

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

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



## Appendix C

### Federal Assurances and Certification

#### **CSBG Services**

**676(b)(1)(A)** *The State will assure “that funds made available through grant or allotment will be used –*

*(A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under 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);*
- (ii) secure and retain meaningful employment;*
- (iii) attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;*
- (iv) make better use of available income;*
- (v) obtain and maintain adequate housing and a suitable environment;*
- (vi) obtain emergency assistance through loans, grants or other means to meet immediate and urgent family individual needs; and*
- (vii) achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to;*
- (I) document best practices based on successful grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to;*
- (II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;*

#### **Needs of Youth**

**676(b)(1)(B)** *The State will assure “that funds made available through grant or allotment will be used-*

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

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

### ***Coordination of Other Programs***

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

### ***Eligible Entity Service Delivery System***

**676(b)(3)(A)** *a description of the service delivery system, for services provided or coordinated with funds made available through grants made under section 675C9(a), targeted to low-income individuals and families in communities within the State*

### ***Eligible Entity Linkages – Approach to Filling Service Gaps***

**676(b)(3)(B)** *a description of “how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and follow up consultations.”*

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

**676(b)(3)(C)** *a description of “how funds made available through grants made under 675C(a) will be coordinated with other public and private resources.”*

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

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

### ***Eligible Entity Emergency Food and Nutrition Services***

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

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

**676(b)(5)** *“An assurance that the State and eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services, and [describe] how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, in the State and in*



communities with entities providing activities through statewide and local workforce development systems under such Act.”

#### **State Coordination/Linkages and Low-income Home Energy Assistance**

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

#### **Coordination with Faith-based Organizations, Charitable Groups, Community Organizations**

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

#### **Eligible Entity Tripartite Board Representation**

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

#### **Eligible Entity Community Action Plans and Community Needs Assessments**

**676(b)(11)** “An assurance that the State will secure from each eligible entity in the State, as a condition to receipt of funding by the entity through a community services block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs.”

#### **State and Eligible Entity Performance Measurement: ROMA or Alternate system**

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