

# 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	Community Action Partnership of San Bernardino County
Address	696 S. Tippecanoe Ave.
City	San Bernardino, CA 92415-0610

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

Contact Person	Patricia L. Nickols
Title	Chief Executive Officer
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**Section II - Certification**

**1 As a part of the efforts to ensure transparency and accountability, the Recovery Act requires Federal agencies and grantees to track and report separately on expenditures from funds made available through the stimulus bill.**

*Please check to acknowledge that your agency is aware of this requirement and has the capacity to track CSBG Recovery Act program activities and expenditures separately from all other CSBG or other funding, including activities and expenditures carried out by delegate agencies and other service providers supported by subcontracts under Recovery Act funding.*

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

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

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### Section III - DUNS Number

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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** 144663296

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### Section IV - CCR Number

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

**CCR Number** 4G1U2

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### Section V - Verification of Public Inspection

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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.

The local plan will be posted on the CAPSBC web site at [www.capsbc.org](http://www.capsbc.org). CAPSBC will notify the community about the availability of the plan for inspection through email blasts.

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### Section VI - General Plans

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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.

**Project 1: Green Jobs Initiative.** This project will target laid-off construction workers, youth ages 18-24, and low-income persons desiring to upgrade their skills. Training courses include Basic Weatherization, Blower Door and Duct Blasting, and Combustion Appliance Safety. Upon completion of coursework, candidates will be assigned to a crew leader for "On-the-Job Training." The Workforce Development Department is working with CAPSBC on the design of this project. **Project 2: Asset Development** will target working low-income citizens who are committed to attending 16 Financial Literacy courses and saving a minimum of \$2,000. This project will focus on individuals and families who are working but financially unable to save enough money to start a small business, return to school or purchase a home. It will utilize community partners with specific missions (i.e. Credit Repair) to offer a broad range of services.

**Project 3: Expansion of the Food Bank network**, including adding new food pantry sites and launching community gardens. This project involves identifying locations across the county where there is a significant risk of hunger and increasing the amount of food available and the frequency of distribution, adding community partners where appropriate. **Project 4: Planning and Development Program** will research and secure private and public donations, provide funding to delegate community agencies whose clients meet the CSBG criteria for service, and monitor the delegate agencies to ensure compliance with the terms of an MOU to be negotiated between the parties. **Project 5: One-Stop Service Center** places CAPSBC personnel in existing service centers throughout the county where low-income clients seek other services. This reduces travel expenses for clients and puts them in direct contact with CAPSBC services in the communities they live. **Project 6: Mobile Service Center** allows CAPSBC to visit any location in the county to provide low-income clients with a full array of agency services and referral information for other agencies. This also reduces expenses for eligible clients with limited resources to travel to a central location. **Project 7: Emergency Services Outreach** focuses resources on

low-income clients who are having trouble with their housing, whether recently losing their residence or facing eviction. **Project 8: Agency-Wide Assessment and Referral** will provide a single point-of-contact intake service for low-income clients that ensures that every initial contact results in a comprehensive review of the client's eligibility for all agency programs and other public assistance programs. Internal and external referrals will help maximize a client's opportunity to become self-sufficient.

#### 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.

In order for CAPSBC to ensure that services are extended to all areas of this vast county, CAPSBC will collaborate with other social service agencies in the county to form One-Stop Service Centers. This strategy will provide all of the necessary information and services under one roof, including employment support and resources, benefits calculators for SNAP, Medicaid, and child care, HUD-certified mortgage counseling, legal assistance, educational workshops and counseling in addition to CAPSBC programs and services--rental assistance, transportation and motel vouchers, food, utility and weatherization assistance. CAPSBC will also deploy a Mobile Outreach Unit to provide one-stop services on a regular route and schedule. Geographic areas include the high desert, the mountain communities, the northeastern region of the county and the low desert.

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

ARRA funds will be used to augment existing staff, subcontract with other agencies and create new initiatives to meet short and long term needs of this community. In addition, the Green Jobs Initiative will meet the short- and long-term employment needs of the community by producing qualified Weatherization Technicians to help meet the near-term demands of the ARRA DOE Weatherization targets and the longer-term demands of the California PUC Weatherization targets. CAPSBC is partnering with the County of San Bernardino Workforce Development Department to implement this program for displaced construction workers.

### **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.**

CAPSBC uses a sophisticated social services database called the Client Information Management System (CIMS) which provides a single common interface for initial client contact that determines eligibility status and provides referrals to programs internal to CAPSBC, as well as external programs. The database is designed to clearly specify the steps in the process, with milestones associated with each process step, and expected outcomes as the client achieves each milestone. Database users can instantly tell where a client is in the program, and identify areas where clients might be facing barriers that require a process change or intervention to help the client achieve the desired outcome. CAPSBC will optimize the CIMS by implementing an Agency-wide Case Management module that assures that clients get linked to all available services.

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

CAPSBC is taking a leadership role by convening a countywide ARRA meeting in June, 2009. The purpose of this meeting is to form big picture of ARRA funding that is earmarked for San Bernardino County and to identify service gaps, areas of overlap, target populations to be served, opportunities for partnerships, prevent duplication of effort and to insure that agencies are working together to maximize the impact of ARRA funding. Invitees include cities, county departments ( City/County Workforce Development Board , Transitional Assistance Department, Employment Development Department, Community Development and Housing, Children's Services, Aging and Adult Services, Head Start, Center for Employment Training, Community College District, Housing Authority, FEMA Designated Board, Public Health Department, Superintendent of County Schools, Office of Homeless Services, and Labor Organizations to name a few. Ongoing meetings will be convened to ensure ongoing coordination of services and resources.

### **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**

CASPBC will support several innovative programs. Community Food Gardens is one aspect of the Food Bank Expansion project that will teach community members to maintain a vegetable garden. Community members will work together to cultivate the land and grow fresh vegetables that will be shared among the individuals and families that work the land, and any excess food will be distributed through the network of pantries. Micro-Enterprise/Micro-Grant program will assist community members in the IDA program with the start-up of new business through intensive business plan development and entrepreneurial training. Finally, the Weatherization Training Center will produce technicians who will have skills in energy conservation improvements to home that will be in demand in the emerging green collar work force.

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

CAPSBC is currently conducting Public Hearings. A Community Needs Assessment that seeks detailed information from survey respondents was issued to low-income clients in each of five regions of the county. The survey will be used to determine what the clients feel are their greatest needs. A survey is also being conducted with service providers to determine the needs of their clients and how the agency is addressing those needs. This will assist CAPSBC in determining service gaps and how to best direct ARRA funding.

### **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.**

CASPBC is coordinating with all agencies who will also receive ARRA funding to prevent overlap, fill gaps, and coordinate benefit enrollment. CAPSBC will make computer labs available with assistance so that clients can use existing web-based referral services, such as C4yourself.com, which determines food stamp eligibility, and the Benefits Calculator, which provides a comprehensive analysis of all the services to which an individual or family is entitled.

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

CAPSBC has initiated several education and outreach initiatives to advertise services that are available to the public. Under an agreement with the local transit agency, CAPSBC will be launching a "Green Your Home" campaign on city busses. CAPSBC is in the process of painting all agency trucks with attractive signage that promotes the agency. These trucks are highly visible while crews are weatherizing homes. CAPSBC has also established collaborations with the County of San Bernardino and a local minor league baseball team to conduct Food Drives at public events, also using highly visible trucks. CAPSBC will work with Time-Warner Cable to produce an interview for the Headline News Local Edition. Finally, CAPSBC is participating in the CalNeva "Keeping the Promise" Education and Outreach program, which will produce a series of TV spots that tell the Community Action story.

### 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.

CAPSBC is the designated Weatherization Assistance Program and Low-Income Home Energy Assistance Program contractor for San Bernardino County, operating the program since 1978. It has contracts with all utility providers in the county, as well as with the State of California and the US Department of Energy. Clients of other CAPSBC programs will automatically be referred to the Weatherization Assistance Program to determine if their home is eligible for weatherization services.

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

CAPSBC is the designated Weatherization Assistance Program and Low-Income Home Energy Assistance Program contractor for San Bernardino County, operating the program since 1978. It has operated a Weatherization Training Center since 2008. Clients who are interested in acquiring additional work skills will have an opportunity to apply for enrollment in the Green Jobs Initiative, and successful student will be able to compete for job openings in CAPSBC and other energy program agencies.

### 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

<b>Title</b>	Green Jobs Initiative
<b>Cost</b>	\$237,424
<b>Est. # of Jobs</b>	<input checked="" type="checkbox"/> Created # <b>60</b> <input type="checkbox"/> Retained #
<b>Description</b>	Targeting displaced construction workers, youth ages 18-24 and unemployed members of the community, the program will teach clients to Weatherize homes and receive On-the-Job-Training for a period of 6-9 months, depending on experience. This project is being designed with the County Workforce Development Department.

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

<b>Title</b>	Asset Development Program
<b>Cost</b>	\$434,955
<b>Est. # of Jobs</b>	<input checked="" type="checkbox"/> Created # <b>3</b> <input type="checkbox"/> Retained #
<b>Description</b>	Financial Education, Individual Development Accounts, Children's Savings Accounts, Earned Income Tax Credits/Volunteer Income Tax Assistance, Microenterprise.



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<b>Subcontractor</b>	TBD
<b>Cost</b>	\$150,000
<b>Est. # of Jobs</b>	<input checked="" type="checkbox"/> Created # <b>TBD</b> <input type="checkbox"/> Retained #
<b>Description</b>	CAPSBC will partner with appropriate community-based organizations to provide start-up business services, including business plan development, assistance with licensing, and micro loans.
<b>B.2) Subcontractor Project/Activity #2</b>	
<b>Title</b>	Youth Program
<b>Subcontractor</b>	TBD
<b>Cost</b>	\$150,000
<b>Est. # of Jobs</b>	<input checked="" type="checkbox"/> Created # <b>TBD</b> <input type="checkbox"/> Retained #
<b>Description</b>	Partner with local youth employment providers to place students in work environments and Weatherization Training Apprenticeship Program. CAPSBC will host a portion of the students, and provide other assistance, such as transportation, to help make their programs successful.
<b>B.3) Subcontractor Project/Activity #3</b>	
<b>Title</b>	Emergency Food Project
<b>Subcontractor</b>	TBD
<b>Cost</b>	\$604,760
<b>Est. # of Jobs</b>	<input checked="" type="checkbox"/> Created # <b>TBD</b> <input type="checkbox"/> Retained #
<b>Description</b>	Identify three or more sites in areas with high risk for hunger and partner with local food pantries to increase the number of people served.

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

<b>Title</b>	Asset Development Program		
<b>Subcontractor</b>	TBD		
<b>Cost</b>	\$150,000		
<b>Est. # of Jobs</b>	<input checked="" type="checkbox"/> Created #	<b>TBD</b>	<input type="checkbox"/> Retained #
<b>Description</b>	Cultivate a network of community partners to provide Financial education, Earned Income Tax Credit (EITC), IDA, Children's Savings Accounts, and Microenterprise services on a countywide basis.		

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

<b>Title</b>	Training Assistance		
<b>Subcontractor</b>	TBD		
<b>Cost</b>	\$79,134		
<b>Est. # of Jobs</b>	<input checked="" type="checkbox"/> Created #	<b>TBD</b>	<input type="checkbox"/> Retained #
<b>Description</b>	Provide stipends and other employment supports to displaced workers training for new skills and those enrolled in apprentice programs.		

### 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.

CAPSBC has existing long-term relationships with the agencies listed. Additionally, because the county is so large geographically, CAPSBC will use a Request for Proposal (RFP) process in accordance with obtain at least three bids before selecting a vendor, to cast as wide a net as possible to develop new partners with diverse service offerings.

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

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

<i>NPI</i>	<i>Project or Activity</i>	<i>Description</i>
NPI 1.1 - Employment	Weatherization Training Center	This project will produce workers for the emerging Green Collar economy. Workers will be trained in Weatherization techniques and provided with on-the-job-training opportunities, ultimately leading to a full-time job with a Weatherization Agency.
NPI 1.2 - Employment Supports	Training Assistance	This project will provide stipends for clients enrolled in Weatherization Training Programs, along with transportation vouchers if necessary.
NPI 1.3 - Economic Asset Enhancement and Utilization	Asset Development Program	This project will produce workers for the emerging Green Collar economy. Workers will be trained in Weatherization techniques and provided with on-the-job-training opportunities, ultimately leading to a full-time job with a Weatherization Agency.
NPI 2.1 - Community Improvement and Revitalization	Food Bank Expansion	Encourage and train members of the community to grow vegetables to promote healthy eating and living.
NPI 3.2 - Community Empowerment through Maximum Feasible Participation	One-Stop and Mobile Service Centers	This project will expand the presence of CAPSBC in the community with regular office hours in distant locations and regular stops in the most remote areas.
NPI 4.1 - Expanding Opportunities through Community-wide Partnerships	Grants Management Program, Food Bank Expansion, One Stops	These projects will expand community-wide partnership opportunities through sub-recipient agreements to provide services, adding to the number of food pantries in the county, and co-locating with other services providers in close proximity to clients.
NPI 5.1 - Broadening Resource Base	Grants Management Program	Establishment of Grants Management program allows CAPSBC to devote resources to acquiring new grant funding to sustain programs and strengthen the ability of delegate agencies to provide critical services to the communities we serve.
NPI 6.2 - Emergency Assistance	One-Stop and Mobile Service Centers	One Stop Service Centers and a Mobile Outreach RV are designed to take the services closer to the people in need without required them to travel to CAPSBC headquarters in central San Bernardino.

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

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CAPSBC anticipates strong demand for Weatherization Training Services. For this reason, an expansion of the Weatherization Training Center will make it possible to conduct concurrent training sessions. At its present size, the Center is capable of training 16 workers at a time in approximately 2,700 square feet of classroom and lab. CAPSBC intends to double the size of the training center and include the ability to expand into solar installation.

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

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- 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.

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**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.**

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A total of 8% of ARRA CSBG funds are budgeted for Administration. CAPSBC will form a Grants Management Department whose activities will produce several measurable outcomes. The first measurable outcome is an increase in Foundation Grant funding to sustain the anticipated increase in staff. The second measurable outcome will derive from monitoring subgrantees who will have specific targets to achieve. CAPSBC will also add an Accounting Technician, an Automated System Technician and a Human Resources Assistant to ensure the agency has the organizational capacity to support the increased demands for accountability and reporting transparency.

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**Section IX - Required Disclosures**

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

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**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.**

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None

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**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.**

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None

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**Section X - Barriers**

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

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**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).**

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CAPSBC identifies the following barriers: 1) Sustaining 100% of the jobs created during this period; 2) The very short time period with a very brief ramp up period.; 3) There is a probability the economy will not have improved sufficiently to create enough new jobs by the end of the fifteen month contract period.