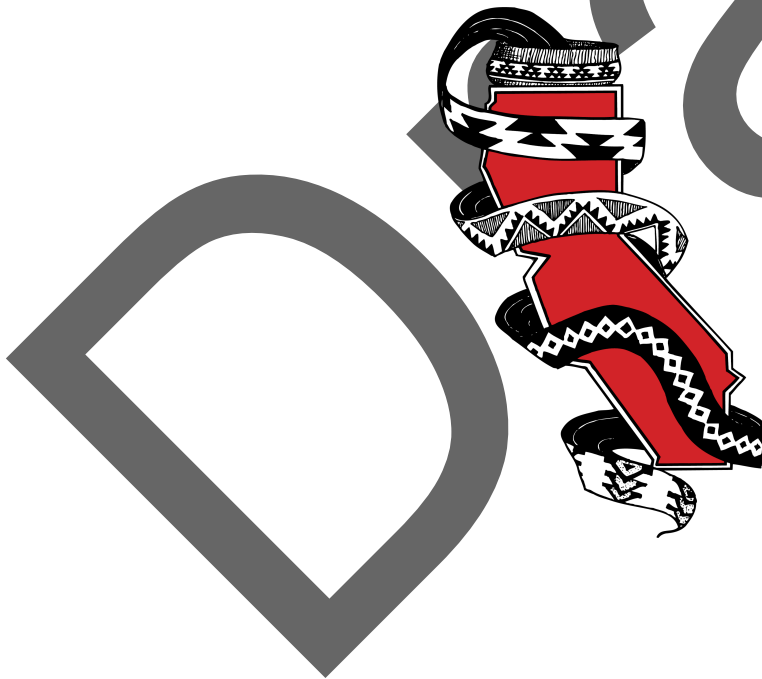


2026/2027

Community Needs Assessment and  
Community Action Plan

Northern California Indian Development  
Council, Inc





Template Revised - 02/13/2025

Draft

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## Introduction

The Department of Community Services and Development (CSD) has developed the 2026/2027 Community Needs Assessment (CNA) and Community Action Plan (CAP) template for the Community Services Block Grant (CSBG) Service Providers network. CSD requests agencies submit a completed CAP, including a CNA, to CSD on or before **June 30, 2025**. Changes from the previous template are detailed below in the “What’s New for 2026/2027?” section. Provide all narrative responses in 12-point Arial font with 1.15 spacing. A completed CAP template should not exceed 65 pages, excluding the appendices.

## Purpose

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

## Federal CSBG Programmatic Assurances and Certification

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

## State Assurances and Certification

As required by the CSBG Act, states are required to submit a State Plan as a condition to receive funding. Information provided in agencies’ CAPs will be included in the CSBG State Plan. Alongside Organizational Standards, the state will be reporting on [State Accountability Measures](#) in order to ensure accountability and program performance improvement. A list of the applicable State Assurances is provided in this template. CSBG agencies should review these assurances and confirm that they are in compliance. Signature of the board chair and executive director on the Cover Page certify compliance with the State Assurances.

## 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 the Organizational Standards. A list of Organizational Standards that are met by an accepted CAP, including a CNA, are found in the Organizational Standards section of this template. Agencies are encouraged to utilize this list as a resource when reporting on the Organizational Standards annually.

### What's New for 2026/2027?

**Due Date.** The due date for your agency's 2026/2027 CAP is June 30, 2025. However, earlier submission of the CSBG Network's CAPs will allow CSD more time to review and incorporate agency information in the CSBG State Plan and Application. CSD, therefore, requests that agencies submit their CAPs on or before May 31, 2025.

**ROMA Certification Requirement.** CSD requires that agencies have the capacity to provide their own ROMA, or comparable system, certification for your agency's 2026/2027 CAP. Certification can be provided by agency staff who have the required training or in partnership with a consultant or another agency.

**Federal CSBG Programmatic and State Assurances Certification.** In previous templates, the federal and state assurances were certified by signature on the Cover Page and by checking the box(es) in both federal and state assurances sections. In the 2026/2027 template, CSD has clarified the language above the signature block on the Cover Page and done away with the check boxes. Board chairs and executive directors will certify compliance with the assurances by signature only. However, the Federal CSBG Programmatic Assurances and the State Assurances language remain part of the 2026/2027 template.

**Other Modifications.** The title page of the template has been modified to include your agency's name and logo. Please use this space to brand your agency's CAP accordingly. CSD has also added references to the phases of the ROMA Cycle i.e. assessment, planning, implementation, achievement of results, and evaluation throughout the 2026/2027 template. Additionally, there are a few new questions, minor changes to old questions, and a reordering of some questions.

## Checklist

- Cover Page
- Public Hearing Report

### Part I: Community Needs Assessment Summary

- Narrative
- Results

### Part II: Community Action Plan

- Vision and Mission Statements
- Causes and Conditions of Poverty
- Tripartite Board of Directors
- Service Delivery System
- Linkages and Funding Coordination
- Monitoring
- ROMA Application
- Federal CSBG Programmatic Assurances
- State Assurances
- Organizational Standards

### Part III: Appendices

- Notice of Public Hearing
- Low-Income Testimony and Agency's Response
- Community Needs Assessment

# Cover Page

<b>Agency Name:</b>	Northern California Indian Development Council, Inc
<b>Name of CAP Contact:</b>	Aubrey Richeson
<b>Title:</b>	Planner/Data Analyst
<b>Phone:</b>	707-445-8451
<b>Email:</b>	aubrey@ncidc.org

<b>Date Most Recent CNA was Completed:</b> (Organizational Standard 3.1)	6/30/2025
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### **Board and Agency Certification**

The undersigned hereby certifies that this agency will comply with the [Federal CSBG Programmatic Assurances \(CSBG Act Section 676\(b\)\)](#) and [California State Assurances \(Government Code Sections 12747\(a\), 12760, and 12768\)](#) for services and programs provided under the 2026/2027 Community Needs Assessment and Community Action Plan. The undersigned governing body accepts the completed Community Needs Assessment. (Organizational Standard 3.5)

<b>Name:</b>		<b>Name:</b>	
<b>Title:</b>	<b>Chief Executive Officer</b>	<b>Title:</b>	<b>Board Chair</b>
<b>Date:</b>	6/27/2025	<b>Date:</b>	6/27/2025

### **ROMA Certification**

The undersigned hereby certifies that this agency's Community Action Plan and strategic plan document the continuous use of the Results Oriented Management and Accountability (ROMA) system or comparable system (assessment, planning, implementation, achievement of results, and evaluation). (CSBG Act 676(b)(12), Organizational Standard 4.3)

<b>Name:</b>	
<b>ROMA Title:</b>	ROMA Implementer
<b>Date:</b>	<b>6/30/2025</b>

### **CSD Use Only**

Dates CAP		Accepted By
Received	Accepted	

Draft

## Public Hearing(s)

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

### State Statute Requirements

As required by California Government Code Section 12747(b)-(d), agencies are required to conduct a public hearing for the purpose of reviewing the draft CAP. Testimony presented by low-income individuals and families during the public hearing shall be identified in the final CAP.

### Guidelines

#### Notice of Public Hearing

1. Notice of the public hearing should be published at least 10 calendar days prior to the public hearing.
2. The notice may be published on the agency's website, social media channels, and/or in newspaper(s) of local distribution.
3. The notice should include information about the draft CAP; where members of the community may review, or how they may receive a copy of, the draft CAP; the dates of the comment period; where written comments may be sent; date, time, and location of the public hearing; and the agency contact information.
4. The comment period should be open for at least 10 calendar days prior to the public hearing. Agencies may opt to extend the comment period for a selected number of days after the hearing.
5. The draft CAP should be made available for public review and inspection approximately 30 days prior to the public hearing. The draft CAP may be posted on the agency's website, social media channels, and distributed electronically or in paper format.
6. Attach a copy of the Notice(s) of Public Hearing in Part III: Appendices as Appendix A.

#### Public Hearing

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

### **Additional Guidance**

For the purposes of fulfilling the public hearing requirement on the draft CAP, agencies may conduct the public hearing in-person, remotely, or using a hybrid model based on community need at the time of the hearing.

### **Public Hearing Report**

Date(s) the Notice(s) of Public Hearing(s) was/were published	
Date Public Comment Period opened	
Date Public Comment Period closed	
Date(s) of Public Hearing(s)	
Location(s) of Public Hearing(s)	
Where was the Notice of Public Hearing published? (agency website, newspaper, social media channels)	
Number of attendees at the Public Hearing(s)	

# Part I: Community Needs Assessment Summary

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

## Helpful Resources

A community needs assessment provides a comprehensive “picture” of the needs in your service area(s). Resources are available to guide agencies through this process.

- CSD-lead training – “Community Needs Assessment: Common Pitfalls and Best Practices” on Tuesday, September 10, 2024, at 1:00 pm. [Registration is required](#). The training will be recorded and posted on the Local Agencies Portal after the event.
- Examples of CNAs, timelines, and other resources are on the [Local Agencies Portal](#).
- [Community Action Guide to Comprehensive Community Needs Assessments](#) published by the National Association for State Community Service Programs (NASCSPP).
- [Community Needs Assessment Tool](#) designed by the National Community Action Partnership (NCAP).
- National and state quantitative data sets. See links below.

Sample Data Sets		
<b>U.S. Census Bureau</b> <a href="#">Poverty Data</a>	<b>U.S. Bureau of Labor Statistics</b> <a href="#">Economic Data</a>	<b>U.S. Department of Housing and Urban Development</b> <a href="#">Housing Data &amp; Report</a>
<b>HUD Exchange</b> <a href="#">PIT and HIC Data Since 2007</a>	<b>National Low-Income Housing Coalition</b> <a href="#">Housing Needs by State</a>	<b>National Center for Education Statistics</b> <a href="#">IPEDS</a>
<b>California Department of Education</b> <a href="#">School Data via DataQuest</a>	<b>California Employment Development Department</b> <a href="#">UI Data by County</a>	<b>California Department of Public Health</b> <a href="#">Various Data Sets</a>
<b>California Department of Finance</b> <a href="#">Demographics</a>	<b>California Attorney General</b> <a href="#">Open Justice</a>	<b>California Health and Human Services</b> <a href="#">Data Portal</a>
<b>CSD Census Tableau</b> <a href="#">Data by County</a>		<b>Population Reference Bureau</b> <a href="#">KidsData</a>
<b>Data USA</b> <a href="#">National Public Data</a>	<b>National Equity Atlas</b> <a href="#">Racial and Economic Data</a>	<b>Census Reporter</b> <a href="#">Census Data</a>

## Sample Data Sets

<b>Urban Institute</b> <a href="#">SNAP Benefit Gap</a>	<b>Race Counts</b> <a href="#">California Racial Disparity Data</a>	<b>Rent Data</b> <a href="#">Fair Market Rent by ZIP</a>
<b>UC Davis</b> <b>Center for Poverty &amp; Inequality</b> <a href="#">Poverty Statistics</a>	<b>University of Washington</b> <b>Center for Women's Welfare</b> <a href="#">California Self-Sufficiency Standard</a>	<b>University of Wisconsin</b> <b>Robert Wood Johnson</b> <b>Foundation</b> <a href="#">County Health Rankings</a>
<b>Massachusetts</b> <b>Institute of Technology</b> <a href="#">Living Wage Calculator</a>	<b>Nonprofit Leadership Center</b> <a href="#">Volunteer Time Calculator</a>	<b>Economic Policy Institute</b> <a href="#">Family Budget Calculator</a>

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## Narrative

CSBG Act Section 676(b)(9)

Organizational Standards 2.2, 3.3

ROMA – Assessment

Based on your agency's most recent CNA, please respond to the questions below.

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

NCIDC serves American Indian people in 57 counties of the state, not including Los Angeles.

2. Indicate from which sources your agency collected and analyzed quantitative data for its most recent CNA. (Check all that apply.) (Organizational Standard 3.3)

### Federal Government/National Data Sets

- Census Bureau
- Bureau of Labor Statistics
- Department of Housing & Urban Development
- Department of Health & Human Services
- National Low-Income Housing Coalition
- National Equity Atlas
- National Center for Education Statistics
- Academic data resources
- Other online data resources
- Other

### Local Data Sets

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

**California State Data Sets**

- Employment Development Department
- Department of Education
- Department of Public Health
- Attorney General
- Department of Finance
- Other

**Surveys**

- Clients
- Partners and other service providers
- General public
- Staff
- Board members
- Private sector
- Public sector
- Educational Institutions
- Other

**Agency Data Sets**

- Client demographics
- Service data
- CSBG Annual Report
- Client satisfaction data
- Other

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

**Surveys**

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

**Interviews**

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

**Focus Groups**

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

 **Community Forums** **Asset Mapping** **Other**

4. Confirm that your agency collected and analyzed information from each of the five community sectors below as part of the assessment of needs and resources in your service area(s). Your agency must demonstrate that all sectors were included in the needs assessment by checking each box below; a response for each sector is required. (CSBG Act Section 676(b)(9), Organizational Standard 2.2)

### Community Sectors

Community-based organizations

NCIDC gathered information on substance abuse and prevention, education, labor market information, mental health and assistance programs, child care, crime, and health data. NCIDC observed trends over time in the data and compared the data for the American Indian population to other populations as well as comparing the data for our service area with other geographic areas.

Faith-based organizations

NCIDC gathered information on culture and mental health data. NCIDC pulled qualitative data from this sector in order to have a deeper understanding of the possible connections between the quantitative data collected and the possible underlying reasons for the observed trends.

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

NCIDC gathered information on employment, education, mental health, and crime data. NCIDC observed trends over time in the data and compared the data for the American Indian population to other populations as well as comparing the data for our service area with other geographic areas. NCIDC also pulled qualitative data from this sector in order to have a deeper understanding of the possible connections between the quantitative data collected and the possible underlying reasons for the observed trends.

Public sector (social services departments, state agencies)

NCIDC gathered information on population demographics, labor market information, substance abuse data, mental health and assistance programs, health data, child care, education, crime, and housing data. NCIDC observed trends over time in the data and compared the data for the American Indian population to other populations as well as comparing the data for our service area with other geographic areas.

Educational institutions (local school districts, colleges)

NCIDC gathered information on health data, education, and labor market information. NCIDC observed trends over time in the data and compared the data for the American Indian population to other populations as well as comparing the data for our service area with other geographic areas.

## Results

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

Organizational Standards 4.2

State Plan Summary and Section 14.1a

ROMA – Planning

Based on your agency's most recent CNA, please complete Table 1: Needs Table and Table 2: Priority Ranking Table.

Table 1: Needs Table					
Needs Identified	Level (C/F)	Agency Mission (Y/N)	Currently Addressing (Y/N)	If not currently addressing, why?	Agency Priority (Y/N)
Low-income Native American people lack sufficient skills, experience, and education levels to obtain living wage employment	F	Y	Y	Choose an item.	Y
Low-income Native American people lack the income to cover their basic needs in the case of an emergency	F	Y	Y	Choose an item.	Y
Low-income Native American people lack educational support to achieve academic and vocational success	F	Y	Y	Choose an item.	Y
Low-income Native American people lack savings to cover their housing costs in the case of an emergency	F	Y	Y	Choose an item.	Y
Native American people lack protective factors to help support substance use prevention and recovery.	F	Y	Y	Choose an item.	Y
Native American communities have more children than there are available childcare slots.	C	Y	N	Need met by local partner.	N
Native American communities lack accessible, affordable cultural activities	F	Y	Y	Choose an item.	Y
Culture supports resilience in Native American people	F	Y	Y	Choose an item.	Y
Native American people experience food insecurity	F	Y	Y	Choose an item.	Y
Native American people experience negative health outcomes	F	Y	Y	Choose an item.	Y
Native American people experience negative mental health outcomes	F	Y	Y	Choose an item.	Y
Native American people have been marginalized in decision-making	F	Y	Y	Choose an item.	Y
				Choose an item.	

**Needs Identified:** Enter each need identified in your agency's most recent CNA. Ideally, agencies should use ROMA needs statement language in Table 1. ROMA needs statements are complete sentences that identify the need. For example, "Individuals lack living wage jobs" or "Families lack access to affordable housing" are

needs statements. Whereas “Employment” or “Housing” are not. Add row(s) if additional space is needed.

**Level (C/F):** Identify whether the need is a community level (C) or a family level (F) need. If the need is a community level need, the need impacts the geographical region directly. If the need is a family level need, it will impact individuals/families directly.

**Agency Mission (Y/N):** Indicate if the identified need aligns with your agency’s mission.

**Currently Addressing (Y/N):** Indicate if your agency is addressing the identified need.

**If not currently addressing, why?:** If your agency is not addressing the identified need, please select a response from the dropdown menu.

**Agency Priority:** Indicate if the identified need is an agency priority.

**Table 2: Priority Ranking Table**

	Agency Priorities	Description of programs, services, activities	Indicator(s) or Service(s) Category
1.	Low-income Native American people lack sufficient skills, experience, and education levels to obtain living wage employment	WIOA/CSBG and Tribal employment and training services provided by both on and off reservation providers as part of the California American Indian Statewide CSBG Network. Numbers highly vary between years. We estimate that approximately 600 clients will receive these services each year.	FNPI 1/ SRV 1
2.	Low-income Native American people lack the income to cover their basic needs in the case of an emergency	CSBG emergency services provided by both on and off reservation providers as part of the California American Indian Statewide CSBG Network. Numbers highly vary between years. We estimate that approximately 15,000 clients will receive these services each year.	FNPI 4h/ SRV 4i-l, FNPI 5/ SRV 5, SRV 7n
3.	Low-income Native American people lack educational support to achieve academic and vocational success	Adult Education services including vocational training, post-secondary educational training, and GED services provided by both on and off reservation providers as part of the California American Indian Statewide CSBG Network. Child and Youth Education programs such as State Indian Education Centers, Tribal Education programs, and cultural education activities provided by both on and off reservation providers as part of the California American Indian Statewide CSBG Network. Numbers highly vary between years. We estimate that approximately 16,000 clients will receive these services each year.	FNPI 2/SRV 2
4.	Low-income Native American people lack savings to cover their housing costs in the case of an emergency	Housing services including providing access to safe temporary shelter as well as prevention of eviction and foreclosure provided by both on and off reservation providers as part of the California American Indian Statewide CSBG Network. Numbers highly vary between years. We estimate that approximately 1,500 clients will receive these services each year.	FNPI 4/ SRV 4
5.	Native American people lack protective factors to help support substance use prevention and recovery.	Substance use counseling and prevention services provided by both on and off reservation providers as part of the California American Indian Statewide CSBG Network. Numbers highly vary between years. We estimate that approximately 7,049 clients will receive these services each year.	FNPI 2/SRV 2, FNPI 5/ SRV 5
6.	Native American communities lack	Cultural activities provided by both on and off reservation providers as part of the California American Indian	SRV 5

	accessible, affordable cultural activities	Statewide CSBG Network. Numbers highly vary between years. We estimate that approximately 5,500 clients will receive these services each year.	
7.	Culture supports resilience in Native American people	Cultural activities and ceremonies held by other groups supported by both on and off reservation providers as part of the California American Indian Statewide CSBG Network. Numbers highly vary between years. We estimate that approximately 5,500 clients will receive these services each year.	SRV 5
8.	Native American people experience food insecurity	Food cards and boxes provided by both on and off reservation providers as part of the California American Indian Statewide CSBG Network. Numbers highly vary between years. We estimate that approximately 2,100 clients will receive these services each year.	FNPI 5Z/ SRV 5ii, SRV 5jj
9.	Native American people experience negative health outcomes	Health and Wellness programs such as tobacco prevention/cessation services, food/nutrition programs, and physical health programs provided by both on and off reservation providers as part of the California American Indian Statewide CSBG Network. Programs for Elders and disabled individuals that assist with maintaining an independent living situation provided by both on and off reservation providers as part of the California American Indian Statewide CSBG Network. Numbers highly vary between years. We estimate that approximately 13,000 clients will receive these services each year.	FNPI 5/ SRV 5, SRV 6
10.	Native American people experience negative mental health outcomes	Wellness programs such mental health programs and parenting/caregiver skill development provided by both on and off reservation providers as part of the California American Indian Statewide CSBG Network. Numbers highly vary between years. We estimate that approximately 5,500 clients will receive these services each year.	FNPI 5/ SRV 5, SRV 6
11.	Native American people have been marginalized in decision-making	American Indian low-income people will participate in formal community organizations, government, boards & council, as well as volunteering in anti-poverty community initiatives. Numbers highly vary between years. We estimate that approximately 30 clients will receive these services each year.	FNPI 6/ SRV 6

**Agency Priorities:** Rank the needs identified as a priority in Table 1: Needs Table according to your agency's planned priorities. Ideally, agencies should use ROMA needs statement language. Insert row(s) if additional space is needed.

**Description of programs, services, activities:** Briefly describe the program, services, or activities that your agency will provide to address the need. Including the number of clients who are expected to achieve the indicator in a specified timeframe.

**Indicator/Service Category:** List the indicator(s) (CNPI, FNPI) or service(s) (SRV) that will be reported on in Modules 3 and 4 of the CSBG Annual Report.

## Part II: Community Action Plan

CSBG Act Section 676(b)(11)

California Government Code Sections 12745(e), 12747(a)

California Code of Regulations Sections 100651 and 100655

### Vision and Mission Statements

ROMA – Planning

#### 1. Provide your agency's Vision Statement.

We envision Indigenous people succeeding in all aspects of life; balancing work, family, spirituality, community, wellness and cultural pride.

#### 2. Provide your agency's Mission Statement.

NCIDC will strive to provide culturally-appropriate services needed by American Indian people to achieve self-determination in economics, employment, education, culture, wellness and community involvement as well as to conserve and preserve historic and archeological heritage.

## Causes and Conditions of Poverty

Organizational Standards 1.1, 1.2, 3.2, 3.4

ROMA – Planning

### 1. Describe the key findings of your analysis of information collected directly from low-income individuals to better understand their needs. (Organizational Standards 1.1, 1.2)

The needs assessment contained quotes and anecdotes from sources that are knowledgeable about Native American communities, both researchers and community members. Staff particularly focused on collecting qualitative data across Native American communities in our primary service area, as statistics do not fully represent the differences and similarities of this population. As a part of this effort, staff conducted four focus groups/public workshops in four different counties on different topics. The following were identified as primary community needs: Housing; Cultural/Spiritual/Ceremonial Activities; Education and Job Training; Adequate Employment Opportunities; Access to Mental Healthcare; Access to Rehabilitation Services (Drug + Alcohol); Youth Support; Transportation; Access to Technology; Childcare + Elder Care; and General Assistance.

Staff separated CNA survey results from low-income respondents to the last three community surveys in order to analyze any answers specific to that group of people. The following are highlights of the responses by low-income survey respondents in 2023, as compared to non-low-income respondents. To start, low-income survey respondents consistently considered spiritual, ceremonial, and cultural activities more important than non-low-income respondents. Low-income respondents indicated that the following circumstances were barriers to employment. The top three barriers by both groups were: lack of jobs paying a living wage; lack of jobs providing pay increases or opportunities for advancement over time; and lack of jobs with benefits. The following circumstances were considered significantly higher barriers to low-income respondents compared to non-low-income respondents. The circumstances were: lack of a college education, lack of childcare, mental health difficulties, lack of housing, and lack of electricity at home. Low-income respondents also indicated that it is more difficult for them to get mental health care when they need it.

### 2. Describe your agency's assessment findings specific to poverty and its prevalence related to gender, age, and race/ethnicity for your service area(s). (Organizational Standard 3.2)

As a limited purpose agency, NCIDC serves American Indian, Alaskan Native, and Native Hawaiian (AIAN) people. However, the State of California has designated all Reservations and Rancherias in California, as "designated pockets of poverty", and this population has higher rates of poverty in general than most other ethnicities. Even off-Reservation, they also generally have lower incomes than any other racial group.

Native American women are more impoverished than men, and they go missing at greater rates than any other groups. They are also at higher risk for domestic violence and sexual assault. Native American women have higher rent burdens. Native American men have the lowest life expectancy of any group, and a lower human development index score than women.

The AIAN age groups in California with the highest poverty rates are 15-17, followed by 0-5, and 6-14.

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

Tribal communities and Reservations/Rancherias are frequently rural. NCIDC's primary service area is also made up of counties that are especially isolated and rural. This creates a series of obstacles for low-income communities. Many unincorporated areas have an inadequate labor demand, both in quantity and variety. There are few training and educational resources outside of county hubs. An intergenerational distrust of state educational institutions, combined with discrimination, a lack of cultural sensitivity in school systems, and numerous other obstacles as presented in the needs assessment, deter academic success in Native students. Lower high school graduation rates and poor testing shows that Native American youth are often not given the skills required for quality employment or postsecondary education. Many Native American families still live off of the land and limit their engagement with commercial markets. Finally, Native American communities experience many impacts on mental health such as intergenerational trauma, and these impacts can make every effort toward self-sufficiency exponentially more difficult.

4. "Conditions of poverty" are the negative environmental, safety, health and/or economic conditions that may reduce investment or growth in communities where low-income individuals live. After review and analysis of your needs assessment data, describe the conditions of poverty in your agency's service area(s). (Organizational Standard 3.4)

American Indian people overall experience high rates of substance abuse and communities in the service area have high rates of crime which make it more difficult to escape poverty, both for those involved and for those indirectly affected. A lack of quality, affordable housing has created instances of overcrowding and poor living conditions. American Indian people also face significant rates of chronic illnesses. Despite a high need, all of the counties in the service area have a severe lack of childcare providers.

5. Describe your agency's data and findings obtained through the collecting, analyzing, and reporting of customer satisfaction data.

The agency maintains a feedback/comment box at our Eureka, CA office, where the clients and the public can leave feedback on an ongoing basis. The agency also has an active presence on both Facebook and Twitter and receives feedback via these Social Media streams. A service-area wide, on-line customer satisfaction survey is incorporated into each CAP and community needs assessment. 214 previous clients responded to the survey in 2023. On a scale of very dissatisfied to very satisfied, on average, clients were satisfied with the Office accessibility (location), Wait time when being helped, Friendliness of staff, Helpfulness of staff, and Amount of assistance they were provided. When asked about one thing they would change about the services they received from their local NCIDC office, the overwhelming answer was nothing. 14% of respondents answered that they would like more outreach done about services, and the same percentage marked that they would like a greater variety of services made available.

## Tripartite Board of Directors

CSBG Act Sections 676B(a) and (b), 676(b)(10)

Organizational Standards 1.1. 3.5

ROMA – Evaluation

1. Describe your agency's procedures under which a low-income individual, community organization, religious organization, or representative of low-income individuals that considers its organization or low-income individuals to be inadequately represented on your agency's board to petition for adequate representation. (CSBG Act Section 676(b)(10), Organizational Standard 1.1)

The State of California has designated all Reservations and Rancherias in California, as "designated pockets of poverty."

The NCIDC bylaws detail the NCIDC membership application process for Tribes and tribal non-profit agencies, and the democratic process for selection of board members from the general membership. The NCIDC board is elected from the nominated delegates of the following member organizations:

Blue Lake Rancheria	Elk Valley Rancheria
Indian Action Council	Karuk Tribe
Nor-El-Muk Band of Wintu Indians	Quartz Valley Indian Reservation
Tolowa Dee-ni' Nation	Trinidad Rancheria
Tsungwe Council	United Indian Health Services
Wintu Educational & Cultural Council of Northern California	
Wiyot Tribe	Yurok Tribe

Each of the member entities listed represents a Tribal Government, or a Tribal nonprofit entity such as a Tribal Indian Health Service provider operating a federally qualified health clinic serving low-income native people or a State of California funded Indian Education provider serving eligible native youth. As such, their community representatives are all delegates of "one or more community organization(s) composed predominantly of and representing low-income people" meeting the tripartite standards for selection and inclusion of low-income representatives.

If a low-income individual, community organization, religious organization, or representative of low-income individuals considers its organization or low-income individuals to be inadequately represented on NCIDC's board, they may attend the NCIDC annual membership meeting which is open to the public. At this meeting, the individual may address representatives of the membership with any and all issues they have regarding inadequate representation. If they would like a new member to join, NCIDC maintains detailed procedures for how Tribes or Tribal organizations may join the membership in our bylaws. If the applicant fulfills the requirements, they will be added as a member with no contest.

2. Describe your process for communicating with and receiving formal approval from your agency board of the Community Needs Assessment (Organizational Standard 3.5).

NCIDC invites all of our board members to our public hearing where we review the results of the community needs assessment in-depth. The draft needs assessment is made available to the board at the same time as the public. Staff also review the results with the board again during a board meeting where we request formal approval through a vote on the community action plan and community needs assessment so we can submit it.

Draft

## Service Delivery System

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

State Plan 14.3a

ROMA - Implementation

1. Describe your agency's service delivery system. Include a description of your client intake process or system and specify whether services are delivered via direct services or subcontractors, or a combination of both. (CSBG Act Section 676(b)(3)(A), State Plan 14.3a)

NCIDC assesses the obstacles and barriers to self-sufficiency for each client. Where necessary, emergency or supportive services may be offered, funded by a variety of programs such as CSBG, WIOA, LIHEAP, etc., to enable the family to transition to employment and self-sufficiency. Some services are provided on a referral basis such as drug and alcohol, or other health-related services. Clients with barriers to securing and maintaining housing are referred to Tribal Housing or Public Housing and Section 8 Rental Assistance programs.

The specific process involves a number of steps. Clients are asked during their initial and subsequent appointments with case managers if there are any problems that endanger their continued employment or job search. Each problem is addressed and solutions are discussed and a plan is put into place. The plan might include support for tools or equipment needed to maintain employment, to start a new job, or to secure employment. Uniforms, boots, bus passes, child care support, temporary housing, or emergency food are all part of what is available to assure that each client has equal opportunity to pursue and retain employment.

NCIDC's policy is to first exhaust all possible external resources by referring clients to partner agencies and organizations, including the Tribes. NCIDC supports the client by acknowledging that the barrier exists and could put their current or prospective job in jeopardy.

At times, a client just needs to be heard. Discussing a problem on the job can help them come up with solutions that keep them employed and solve the problem at the same time. In regard to services available within NCIDC, the clients are initially asked to complete an online intake form that automatically adjusts based on their requested assistance. Once we receive the intake, assessment procedures are coordinated through each county office, and services are designed to meet the specific needs of each client. NCIDC uses an integrated intake and assessment process that evaluates the client's needs and develops a service plan to meet their specific circumstances.

Following the intake, assessment, and service plan development process the client information is transmitted to a central, online, confidential Management Information System where all information is reviewed and cross referenced to assure eligibility, appropriate service plan development, and non-duplication of client services. NCIDC provides direct services as well as subcontracting with other Tribal agencies and partnering with Tribes across the state.

NCIDC delivers services directly as well as through subcontractors who are Tribes and WIOA section 166 agencies in other parts of the state. This way, local agencies who are the most familiar

with their communities, and have a strong relationship with them, are able to provide services.

2. Describe how the poverty data related to gender, age, and race/ethnicity referenced in Part II: Causes and Conditions of Poverty, Question 2 will inform your service delivery and strategies in the coming two years?

As a limited purpose agency, NCIDC serves American Indian, Alaskan Native, and Native Hawaiian people. NCIDC and our Tribal network offer a variety of services and program targeted to different genders and age groups in order to ensure that we are meeting the needs of all low-income Native people. If there is a particular group that is identified as being especially impoverished and we find that we are not offering sufficient targeted services, we adjust our strategies accordingly. This happens at multiple levels of decision-making. Tribes and subcontracting agencies are given the freedom to identify those of greatest need and determine the services that best serve those needs in their particular areas. NCIDC does this at our regional level for our primary service area, and again for the network as a whole to ensure that we are serving impoverished Native people across California in the best way that we can. Our network already primarily serves Women as a result of that being the group most likely to apply for services. This will likely continue for the next two years. Programs serving children are offered throughout the network and will continue for the next two years as well.

## Linkages and Funding Coordination

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

California Government Code Sections 12747(a), 12760

Organizational Standards 2.1

State Plan 9.3b, 9.4b, 9.5, 9.7, 14.1b, 14.1c, 14.3d, 14.4

1. Describe how your agency coordinates funding with other providers in your service area. If there is a formalized coalition of social service providers in your service area, list the coalition(s) by name and methods used to coordinate services/funding. (CSBG Act Sections 676(b)(1)(C), 676(b)(9); Organizational Standard 2.1; State Plan 14.1c)

NCIDC refer clients to, and coordinates with, numerous other programs. NCIDC is active in consultation and advocacy with local school boards, charter schools, higher education agencies, Tribal social and educational service programs, and a variety of similar agencies. Direct relationships are maintained with Tribal TANF programs for coordination of programs for low-income families. NCIDC will work closely with its network of non-profit partners, Tribes, and Tribal organizations providing human and social services. Through coordination of the services and resources, the NCIDC will strive to achieve a family self-sufficiency outcome for each client. NCIDC also works in partnership with a number of religious, charitable, and community organizations. This includes working actively with Traditional Native Leaders, Dance Owners, Healers, and other honored Elders within the American Indian communities we serve. In addition, we work closely with the Salvation Army, Saint Vincent DePaul, and other religious-based charities that serve the low-income populations in our communities.

We work with a large network of partner agencies to supplement and enhance emergency food services and to maximize helping the greatest number with limited financial resources. We supplement Tribal senior meals delivery programs with CSBG funding by providing funds for the transportation required to deliver meals to a county outside of the normal service area.

As an integral partner in each One-Stop delivery system in our service areas, NCIDC coordinates client services provided by local Workforce Development Boards and other program operators. NCIDC maintains representatives on, and actively participates in, the Humboldt Workforce Development Board.

NCIDC received a Low-Income Home Energy Assistance Program (LIHEAP) grant from the Federal Government last year to assist 48 California Tribes. Each Tribe enacts an authorizing resolution indicating that their funding will be administered through the NCIDC. Tribes who utilize the services of the NCIDC avoid much of the administrative burden of the LIHEAP program, while still having a mechanism to provide this valuable service to their membership in a timely fashion. As a fraud prevention measure and assurance that funds are utilized for those clients truly in need, we have partnered with other organizations and agencies to assure that each client is only served

through one organization.

NCIDC staff also participate in economic development coalitions that encompass all types of social service agencies in order to understand the development efforts in each area, ensure current knowledge of local resources, and maintain partnerships for referrals. One example is the Community Economic Resiliency Fund across NCIDC's four-county service area, with members such as the North Coast SBDC, the Humboldt County Economic Development Department, and Humboldt County's One-Stop Job Center.

2. Provide information on any memorandums of understanding and/or service agreements your agency has with other entities regarding coordination of services/funding. (CSBG Act Section 676(b)(3)(C), Organizational Standard 2.1, State Plan 9.7)

NCIDC developed Memorandums of Understanding with Humboldt County Workforce Development Board, Del Norte County DHHS, Del Norte County School District, Humboldt County Office of Education, nearly all of the individual school districts in Humboldt County, United Indian Health Service, Yurok Tribe Education and Social Services Department, Karuk Tribal Housing Authority, Siskiyou County Office of Education, Siskiyou County Partnerships (a county-wide email group), Smith River Rancheria Culture Department, and numerous other tribes throughout California.

MOUs have been designed to incorporate cross-referral mechanisms, development of an electronic infrastructure, co-location of staff from partner agencies, shared performance credit, joint marketing and informational materials, and clear policies regarding shared use of space and materials to foster greater integration of services. In addition, coordination of services will be enhanced through the development of a local area approach to training and technical assistance.

3. Describe how your agency ensures delivery of services to low-income individuals while avoiding duplication of services in the service area(s). (CSBG Act Section 676(b)(5), California Government Code 12760)

All of our programs follow specific guidelines and we only serve eligible individuals. Staff table at various employment and education events throughout the four-county area, and we promote these events regularly on our website and social media accounts. Regional managers regularly meet with local Tribal and other agencies to coordinate and refine our services and ensure we are targeting individuals in need. Staff participate in the above-mentioned community partnerships to prevent service duplication.

4. Describe how your agency will leverage other funding sources and increase programmatic and/or organizational capacity. (CSBG Act Section 676(b)(3)(C))

NCIDC staff participate in various funding platforms and newsletters in order to stay up-to-date on leverage opportunities as well as free training/workshops to increase organizational capacity. NCIDC has received more than 4 million dollars from 13 foundations over the last several years and we continue to develop and strengthen those partnerships. We also pursue other federal and state funding opportunities that support our mission as they arise. NCIDC has been successful in

regularly obtaining the following federal and state grants over the years: National Dislocated Worker Grants, Workforce Innovation and Opportunity Act, California American Indian Rapid Response, Low-Income Home Energy Assistance Program and Low-Income Home Water Assistance Program, and American Indian Education Center funding.

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

The NCIDC would work with the community, Tribes, local governments and other partners within our service area to review all of our services and reduce services in areas of lesser impact and lower priority as established by the community needs assessment process. This might entail shutting down field office operations and centralizing all services in fewer locations, as well as reductions in staffing, services provided, and outreach activities. Any significant reductions would be coordinated with all partners to minimize the negative impact and maximize the use of remaining resources to meet the greatest needs.

The NCIDC's service area covers four counties that have a total of 14,045.20 square miles of land. In the state of California there are approximately 217 people per square mile, the average of the four counties is 18.5 people per square mile. Reduced funding to the NCIDC's service area would have a profound effect on Native Americans living in these remote locations. Transportation would be the most challenging barrier to reaching services.

6. Describe how your agency will address the needs of youth in low-income communities through youth development programs and promote increased community coordination and collaboration in meeting the needs of youth. (CSBG Act Section 676(b)(1)(B), State Plan 14.1b)

NCIDC will maintain enrollment in 2024/2025 in the WIOA, Supplemental Youth Services Program (SYSP). SYSP provides a variety of training and job experiences for Indian youth throughout the service area. In addition, we sponsor a variety of special events and activities that actively involve youth in working with positive role models.

The Northern California Indian Development Council Youth division was developed to support Native American students in education, and mental health and wellness through support, training, collaboration and visibility. The vision and mission of our programs, which include the Del Norte Indian Education Center, Da'luk Youth Program and the Indigenous Education Advocacy program are to support and collaborate with youth to advance educational and behavioral health equity for Indigenous people in Humboldt and Del Norte counties. The project will help combat disparities in outcomes facing Native students; support Indigenous leaders in implementing their visions of educational and health justice, including the creation of school and community climates that respect and honor Native students, traditions and communities; and building self-advocacy capacity within Tribal communities to conduct policy, systems, and environmental change at the grassroots level.

The Del Norte Indian Education Center which is an in-school and after-school program, funded by

the State of California Department of Education and it provides services to children and their families and explores academic and cultural opportunities for personal and family growth. Services of the Education Center include: cultural classes; a tobacco education program, parenting classes, a resource library; advocacy services; social service referrals; community center for workshops and meetings; assist with GED and adult vocational training as needed; liaison between native community and public schools; as well as academic and other appropriate assistance for students, parents, school staff and community members, and access to computers, career and academic counseling.

7. Describe how your agency will promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs such as the establishment of violence-free zones, youth mediation, youth mentoring, life skills training, job creation, entrepreneurship programs, after after-school childcare. (CSBG Act Section 676(b)(1)(B), State Plan 14.1b)

NCIDC actively partners with local Tribes, Indian and Indian-serving organizations, local and regional community-based organizations, and local governments focused on serving youth and coordinate with these agencies in an informal coalition working toward improving youth outcomes and experiences. When we, or our partner agencies, identify a need of American Indian or local youth that is not being addressed, NCIDC steps forward to see what can be done and is always open to filling that need in whatever capacity we are able. We have supported recent grant applications by other agencies to provide youth programs in a variety of ways and prioritize collaboration. NCIDC has been instrumental in the creation of three new community youth programs, the Da'luk Youth program, the Indigenous Education Advocate program, and the Voices from the Center program.

The Da'luk Native Youth program aims to promote healing through culturally rooted lessons, to develop social/emotional competency, and to support training and development of youth advocates on policy, systems, and environmental change to prevent substance use, while promoting positive cultural identity and tribal wellness among middle and high school Native American students in Humboldt County. In collaboration with traditional cultural bearers, the Da'luk Youth Program will cultivate healthy life outcomes for Native youth to flourish into future leaders and be self-sufficient. The purpose of the program is to provide Native American youth, ages 12–18, the tools and skills they need to make positive contributions to their communities and reach their potential. Focusing on social and emotional capacity building, as well as enriching youths' leadership skills, the Da'luk Youth Program participants will have opportunities to work with program staff, traditional cultural bearers, community leaders, and peers to identify local policies and effect change. Through culturally-informed afterschool and occasional weekend activities, grounded in evidence-based practice, Native American youth will be able to build the skills necessary to be leaders in their communities, with the ability to raise awareness to issues that are central to their lives, to encourage communities to address the systemic and structural inequities that shape living conditions and experiences, and to aid

in changing institutional policies, practices, to make a better future for all.

The Indigenous Education Advocate (IEA) is a new position created by NCIDC, with the support of the American Civil Liberties Union Foundation of Northern California (ACLU-NC), to advance educational equity for Native American students in Del Norte and Humboldt Counties and adjacent tribal lands to help them get the most out of their education and find quality employment later in life. The IEA conducts know-your-rights trainings, leadership development, and capacity-building for direct service providers, and will lead systems-level change by building coalitions and leading advocacy work in targeted school districts. The IEA also directly assists families whose children require Individual Education Plans and/or 504 plans in communicating with the schools and getting the accommodations that they require so the students can be successful.

The youth outreach and leadership components of the Youth Division have been designed to develop a movement of Native youth leaders grounded in healing, wellness, culture and community, that are skilled with the community organizing tools to make policy and systems changes to improve the conditions impacting them and their communities, who connected to strong organizations and aligned around a shared vision of Indigenous Justice in California.

8. Describe your agency's coordination of employment and training activities as defined in Section 3 of the Workforce and Innovation and Opportunity Act [29 U.S.C. 3102]. (CSBG Act Section 676(b)(5); State Plan 9.4b)

NCIDC will integrate, coordinate and ensure non-duplication of its employment and training services through continued participation in the local Workforce Development delivery system in each county within our service area. As an integral partner in each One-Stop delivery system in our service areas, NCIDC will continue to coordinate client services provided by local Workforce Development Boards and other program operators. NCIDC maintains representatives on, and actively participates in, local Workforce Development Boards.

NCIDC and all of our subcontractors are WIOA Section 166 providers. We chose to have this overlap to ensure that employment and training activities can be coordinated across different funding sources.

9. Describe how your agency will provide emergency supplies and services, nutritious foods, and related services, as may be necessary, to counteract conditions of starvation and malnutrition among low-income individuals. (CSBG Act Section 676(b)(4), State Plan 14.4)

NCIDC provides a variety of emergency assistance services to meet the needs of the communities we serve, including vouchers for emergency food. We work with a large network of partner agencies to supplement and enhance emergency food services and to leverage our limited resources. We supplement Tribal senior meals delivery programs with CSBG funding by providing funds for the transportation required to deliver meals to a county outside of the normal service area. In response to the devastating fires, storms, floods, earthquakes, and pandemic, NCIDC partnered with foundations such as the Humboldt Area Foundation to provide emergency financial assistance to victims and Tribes struggling to recover from the

impacts and serve their community. This includes providing food cards and assisting clients with obtaining basic eating utensils and cooking ware so they are able to prepare their own meals.

10. Is your agency a dual (CSBG and LIHEAP) service provider?

Yes

No

11. For dual agencies:

Describe how your agency coordinates with other antipoverty programs in your area, including the emergency energy crisis intervention programs under Title XXVI, relating to low-income home energy assistance (LIHEAP) that are conducted in the community. (CSBG Act Section 676(b)(6), State Plan 9.5)

For all other agencies:

Describe how your agency coordinates services with your local LIHEAP service provider?

NCIDC received a Low-Income Home Energy Assistance Program (LIHEAP) grant from the Federal Government last year to assist 48 California Tribes. Each Tribe enacts an authorizing resolution indicating that their funding will be administered through the NCIDC. Tribes who utilize the services of the NCIDC avoid much of the administrative burden of the LIHEAP program, while still having a mechanism to provide this valuable service to their membership in a timely fashion. NCIDC is in constant communication with the Tribal communities in our service area due to the nature of our Board and our partnership with Tribal entities. As such, we are able to ensure that each Tribal community has a LIHEAP program available for those who need it, and we are able to provide that program if they do not. We also partner with local agencies as a fraud prevention measure and assurance that funds are utilized for those clients truly in need.

12. Describe how your agency will use funds to support innovative community and neighborhood-based initiatives, which may include fatherhood and other initiatives, with the goal of strengthening families and encouraging effective parenting. (CSBG Act Section 676(b)(3)(D), State Plan 14.3d)

As stated above, the Indian Education Center, WIOA Program, Tobacco Use Education Program, and the NCIDC service referral network, are all innovative community and neighborhood-based programs and initiatives that share the goal of strengthening families and encouraging effective parenting.

NCIDC maintains strong partnerships with local Tribal and governmental agencies. We are often a part of the planning process for new community initiatives and offer assistance in the form of technical and development support, referrals and connections to relevant local agencies, and funding through our micro-grants. Similar to our work experience program through WIOA – SYSP, NCIDC also works to leverage funding and resources from various programs that we

provide in order to accomplish community goals and increase benefits to the communities. The Gathering of Native Americans events facilitated by NCIDC resulted from our partnership with local Tribal organizations and a statewide foundation and will give community members, parents, and families a safe space to acknowledge the effects of historical trauma, while honoring cultural values, and developing a vision of success; build quality and authentic relationships for effective work; and focus on interconnectedness, the sacredness of the inner spirit, balance, and the responsibility to be life-long learners. This has evolved from community-identified needs and requests for support in health and wellness. NCIDC continues to prioritize youth and community-led initiatives where youth are encouraged to work with their family members and are provided with cultural learning opportunities hosted by local Tribal elders. These activities can contribute to higher self-confidence and stronger family relationships.

13. Describe how your agency will develop linkages to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations. (CSBG Act Section 676(b)(3)(B), State Plan 9.3b)

Prior to serving a client, NCIDC ensures that the client is also enrolled in all applicable public assistance programs, such as SNAP and TANF. If there are any services or support that a client needs that NCIDC is unable to provide, case managers will refer the clients to other applicable programs. If NCIDC is unable to cover the full cost of a service, the client is given the responsibility (with support from their case manager) to come up with a solution and determine whether another source, other than NCIDC, can assist them. This improves clients' knowledge of resources and their ability to obtain the assistance they need. Each step in the process places more and more of the responsibility on the client, who learns how to properly handle issues, look for solutions, plan ahead, and access the necessary resources. Our agency participates in partnerships throughout our service area in order to refer clients to the appropriate programs and coordinate services with other agencies the most effectively.

## Monitoring

### ROMA – Planning, Evaluation

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

NCIDC monitors its subcontractors both through desk reviews and on-site reviews. A simplified version of the CSD monitoring tool is used to conduct these reviews to allow for the direct and immediate application of CAP goals and requirements to their programs. We require copies of approved minutes and approved audits from all subcontractors. In addition, all non-Tribal government subcontractors provide monthly reporting to NCIDC. Tribal contracts are on a one-hundred percent reimbursement basis with all source documentation maintained and monitored at NCIDC. As per Subpart C, Article 8 of the NCIDC subcontractor agreement, "In the event that NCIDC determines that Subcontractor is not in compliance with material or other legal requirements of this Agreement, NCIDC shall provide Subcontractor with observations, recommendations, and/or findings of noncompliance in writing, along with specific action plans for correcting the noncompliance. All noncompliance findings must be resolved by the mutually agreed upon corrective action timeframe."

# ROMA Application

CSBG Act Section 676(b)(12)

Organizational Standards 4.2, 4.3

ROMA – Planning, Evaluation



1. Describe how your agency will evaluate the effectiveness of its programs and services. Include information about the types of measurement tools, the data sources and collection procedures, and the frequency of data collection and reporting. (Organizational Standard 4.3)

The structure of our Governing Council keeps us abreast of the current issues in the communities we serve. Our Board members represent, and originate from, these communities and thus have a vested interest and actively monitor areas of concern. Additionally, management staff participate on social service boards, committees, and coalitions. The opportunity to learn about what is happening, as it relates to the AI/AN population, is constantly available. One example is that this year NCIDC participated in a county-wide coalition of Tribal organizations and local governments focused around youth services, education, and employment.

NCIDC utilizes a system of program management that provides for systematic assessment of program performance in relation to the Community Action service plan and performance standards contained therein. NCIDC utilizes an automated system that provides accurate and timely management information on an as-needed basis; therefore, planned versus actual performance can be checked at any desired time or interval. NCIDC utilizes the online CSBG database, Engage, to automatically track individual and family characteristics and services, and automatically generate the information required for the all characteristics report as well the various modules of the FNPI reports. Engage is designed to generate monthly, semi-annual, and annual updates for review and analysis of overall program performance by the Council and staff. Further, it is designed to generate the semi-annual and annual Program and Financial Services reports for submission to the State of California, Department of Community Services and Development (CSD).

The planned versus actual updates are reviewed by administrative and program staff to determine whether program goals are being met. In instances when planned versus actual differs substantially, corrective action plans are developed and implemented to bring the program back into line with established client activity and performance standard goals.

The management information generated from prior year's programs is utilized by NCIDC as a definitive basis for planning subsequent year's comprehensive annual plans. Such base

information establishes parameters from which the future activities and service delivery mechanisms are planned and developed. Consequently, previous year's management information is a critical element of the NCIDC's planning system.

2. Select one need from Table 2: Priority Ranking Table and describe how your agency plans to implement, monitor progress, and evaluate the program designed to address the need. (Organizational Standard 4.2)

Need: Native American people lack the skills, education, and experience necessary to gain living wage employment.

NCIDC and our network address this need primarily through our Workforce Innovation and Opportunity Act programs, where we offer career and training services to help unemployed, under-employed, and low-income Native American people obtain living wage employment. We monitor progress on the program by tracking the number of clients served and the types of services provided, as well as the amount spent per client. The program is evaluated by tracking the employment and training outcomes of each client, as well as the number of clients served. Employment and training outcomes are tracked by following up with clients to obtain details regarding employment placements, certificates, and other related outcomes. NCIDC management and our council review outcomes, and adjust program strategies as necessary to ensure that we are accomplishing our goals.

### Optional

3. Select one community level need from Table 2: Priority Ranking Table or your agency's most recent Community Needs Assessment and describe how your agency plans to implement, monitor progress, and evaluate the program designed to address the need. (CSBG Act Section 676(b)(12), Organizational Standard 4.2)

## Federal CSBG Programmatic Assurances

CSBG Act Section 676(b)

### Use of CSBG Funds Supporting Local Activities

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

- a. to remove obstacles and solve problems that block the achievement of self- sufficiency (particularly for families and individuals who are attempting to transition off a State program carried out underpart A of title IV of the Social Security Act);
- b. to secure and retain meaningful employment;
- c. to attain an adequate education with particular attention toward improving literacy skills of the low-income families in the community, which may include family literacy initiatives;
- d. to make better use of available income;
- e. to obtain and maintain adequate housing and a suitable living environment;
- f. to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent individual and family needs;
- g. to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots
- h. partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to
  - 
  - i. document best practices based on successful grassroots intervention in urban areas, to develop methodologies for wide-spread replication; and
  - ii. strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

### Needs of Youth

**676(b)(1)(B)** The state will assure “that funds made available through grant or allotment will be used – (B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as--

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

## **Coordination of Other Programs**

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

## **Eligible Entity Service Delivery System**

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Community Organizations**

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

## **Eligible Entity Tripartite Board Representation**

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

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

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

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

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

## **Fiscal Controls, Audits, and Withholding**

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

## State Assurances

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

### **For CAA, MSFW, NAI, and LPA Agencies**

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

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

### **For MSFW Agencies Only**

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

# Organizational Standards

## Category One: Consumer Input and Involvement

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

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

## Category Two: Community Engagement

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

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

## Category Three: Community Assessment

**Standard 3.1 (Private)** Organization conducted a community assessment and issued a report within the past 3 years.

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

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

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

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

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

## 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 or comparable system (assessment, planning, implementation, achievement of results, and evaluation). In addition, the organization documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.

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### Part III: Appendices

Please complete the table below by entering the title of the document and its assigned appendix letter. Agencies must provide a copy of the Notice(s) of Public Hearing, the Low-Income Testimony and the Agency's Response document, and a copy of the most recent community needs assessment as appendices A, B, and C, respectively. Other appendices as necessary are encouraged. All appendices should be labeled as an appendix (e.g., Appendix A: Notice of Public Hearing) or separated by divider sheets and submitted with the CAP.

Document Title	Appendix Location
Notice of Public Hearing	A
Low-Income Testimony and Agency's Response	B
Community Needs Assessment	C

**Appendix C: Community Needs Assessment**

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