

2020-2022 Disaster Relief Supplemental Funding (DRSF)

Disaster Needs Assessment Plan for _____ County

California Department of
Community Services and Development

Community Services Block Grant



2020 – 2022 Disaster Relief Supplement Funding Needs Assessment Plan

Background

On June 6, 2019, the Additional Supplemental Appropriations for Disaster Relief Act, 2019 [Public Law 116-20] was signed into law. This law provides the Community Services Block Grant (CSBG) program with an additional \$25 million to address the consequences of presidentially declared disasters in 2018 and 2019. The Office of Community Services (OCS) will allocate these funds to states, territories, and tribes based on an assessment of need. States, in turn, will issue grants to CSBG agencies to support disaster recovery activities for individuals and families with low incomes. The Disaster Relief Supplemental Funds (DRSF) will support a range of locally identified services and strategies as well as ongoing community recovery after the conclusion of emergency response efforts.

California has received a preliminary allocation of \$1,974,946 for the CSBG DRSF. The California Department of Community Services and Development (CSD) must allocate at least 90% of these funds to the counties that qualify to receive the funds and can demonstrate a need for those qualifying presidentially declared disasters. The State can retain up to 5% for administrative cost and utilize 5% for discretionary activities. For California, qualifying disaster events are limited to the Carr, Mendocino Complex, Camp and Woolsey wildfires in 2018. OCS will distribute funding in three stages or installments that require States to submit applications justifying the need for each eligible entity to proceed to the next stage and receive additional funding. Stage 1 funding will be released on January 17, 2020 to support initial planning, a specific disaster relief needs assessment and the development of cost allocation strategies. Stage 2 will focus on interim recovery activities; funding will be released in April of 2020. Stage 3 will address longer term recovery activities; funding will be released in September 2021 and must be fully expended by September 30, 2022.

Purpose

The Disaster Needs Assessment Plan serves as roadmap over three stages demonstrating how selected CSBG agencies plan to deliver CSBG DRSF services. The Disaster Needs Assessment Plan will identify and assess the long-term impact of the wildfires and identify the need for continuing recovery efforts. Each agency will establish a detailed plan, project the number of participants to be served, set goals and priorities for delivering services to individuals and families directly impacted by the wildfires.

Preliminary Funding Allocation*

County	Total County Allocation	Agency Name	Stage 1	Stage 2	Stage 3
Butte County	\$1,316,445.93	Community Action Agency of Butte County, Inc.	\$59,074	\$634,685	\$414,590
		Northern California Indian Development Council, Inc.	\$3,177	\$34,132	\$22,296
		California Human Development	\$7,915	\$85,033	\$55,545
Lake County	\$84,214.24	North Coast Opportunities, Inc.	\$3,541	\$38,040	\$24,848
		Northern California Indian Development Council, Inc.	\$331	\$3,555	\$2,322
		California Human Development	\$617	\$6,630	\$4,331
Los Angeles County	\$219,989.40	County of Los Angeles Department of Public Social Services	\$11,725	\$125,975	\$82,289
Shasta County	\$203,319.76	Shasta County Community Action Agency	\$8,908	\$95,710	\$62,520
		Northern California Indian Development Council, Inc.	\$606	\$6,511	\$4,253
		California Human Development	\$1,322	\$14,208	\$9,281
Ventura County	\$52,231.07	Northern California Indian Development Council, Inc.	\$705	\$7,578	\$4,950
		Center for Employment Training	\$2,079	\$22,331	\$14,587

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** These amounts represent a preliminary allocation, which may be adjusted (increased or decreased) if a selected state does not apply, if an eligible county in California does not choose to participate, or if a county's Needs Assessment is unable to sufficiently support the need, or if additional disaster declarations or IA registrations occur before December 31, 2019. The amounts above include the discretionary disaster funds that the state opted to distribute to the qualifying counties. Also, these funds will be distributed in three stages.*

Instructions:

Each agency shall participate in the development and submission of a joint, county level Disaster Needs Assessment. The Disaster Needs Assessment will allow the contributing agencies (CAA, MSFW and NAI) to respond to the specific and long-term, continuing needs resulting from the eligible disasters. CSD will provide technical assistance to the participating agencies to ensure responses specifically address the effects of the eligible disasters and recovery efforts. The attached template allows each of the five impacted county areas to respond in a consistent manner, while encouraging area-specific variations, which will facilitate CSD's review and approval.

Each Disaster Needs Assessment will include the input of other providers (NAI and or MSFW) in the county that provide services in the county. The CAA assigned to each county will take the lead in the development of the needs assessment unless the CAA has chosen not to participate. In the event the CAA has elected not to participate one of the other contributing agencies will perform this coordinating function.

CSD has provided this Disaster Needs Assessment template which allows you to enter your answers directly into this document using the text box immediately following each question where a narrative response is required. The text boxes will expand to accommodate your responses.

Please limit your responses to **500 words or less** per question unless otherwise directed. Use 12pt. Calibri font to complete the document. The Disaster Needs Assessment template is due to CSD no later than **Wednesday, February 10, 2020**. Please email your responses to Wilmer Brown, Jr, at wilmer.brown@csd.ca.gov.

Important Dates:

- 2020 – 2022 Disaster Relief Supplement Funding Needs Assessment Plan from agencies is due to CSD no later than February 5, 2020.
- CSD review and acceptance of Disaster Relief Supplement Funding Needs Assessment Plan, February 6 – February 20, 2020
- Disaster Relief Supplement Funding Contracts issued to agencies for Stage 1: January 31, 2020
- **Stage 1 Period of performance: January 17, 2020 – April 30, 2020**
- Stage 2 Application template issued from OCS and Stage 1 Funding released: **January 17, 2020**
- **Stage 2 Period of performance: May 1, 2020 – September 30, 2021**
- Stage 2 Application to OCS: March 5, 2020
- Stage 3 Application to OCS: June 2021
- **Stage 3 Period of performance: October 1, 2021 – September 30, 2022**

2020 – 2022 Disaster Relief Supplement Funding Needs Assessment Plan

Cover Page and Certification

Submission Date:

Agency Contact Person Regarding the Disaster Relief Needs Assessment Plan:

Agency Name:	
Name:	
Title:	
Phone:	
Email:	

Certification of Disaster Relief Needs Assessment Plan

The undersigned hereby certify that the information in this Disaster Relief Needs Assessment Plan is correct and has been authorized by the governing body of this organization.

Board Chair (printed name)

Board Chair (signature)

Date

Executive Director (printed name)

Executive Director (signature)

Date

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Disaster Needs and Outreach

1. Please attach a copy of the presidential declaration for your county.
2. Describe the need for disaster relief funding above your current CSBG allocation, to provide for recovery and long-term relief efforts in your service area. Discuss any potential gaps in services. Include key policy or procedural revisions, changes to service intensity, or service duration that will be necessary to fulfill the Disaster Relief Supplemental funding goals. Please limit your responses to 500 words or less.

3. Describe the outreach methods that your agency will use to ensure participants impacted by the wildfires are informed about the services offered by your agency. Please include your process to identify potential clients who may have been forced to relocate to an adjacent county. Please limit your responses to 500 words or less.

4. Please describe how your agency will ensure that specific community-level activities will be targeted to meet needs of eligible populations. Please include your agency's targeting method(s) to specifically meet the requirements of DRSF. Please limit your responses to 500 words or less.

5. Briefly summarize the type of both qualitative and quantitative data collected and analyzed as part of this disaster needs assessment process. Please limit your responses to 500 words or less.

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Intake and Documentation

6. Describe the intake process that will be used for participants seeking assistance under the Disaster Relief Supplemental Fund. Please limit your responses to 500 words or less.

7. Describe how your agency verifies participant income eligibility and the document(s) that will be used to verify that an individual/family has been impacted by an eligible wildfire. Please limit your responses to 500 words or less.

Identification of Disaster Relief and Recovery Needs

8. Using the table below, please list the services your agency is providing in the area(s) impacted by the eligible wildfires.

Current Services/Activities	Date Services Began	Date Services Concluded	If Ongoing Include the End Date

Insert a new row if additional space is needed.

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9. Please describe the gaps (needs) that were identified in your disaster relief needs assessment. Please limit your responses to 500 words or less.

10. Please complete the table below to list the top needs identified in the disaster relief needs assessment.

Needs Identified	Integral to Agency Mission (Yes/No)	Currently Addressing (Yes/No)

Insert a new row if additional space is needed.

Needs Identified: list the needs identified from your Disaster Needs Assessment.

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

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

Service Delivery and Linkages

11. Explain how your agency plans to coordinate services and funding with other organizations to address these service gaps. Include how you ensure that funds are not used to duplicate services of other eligible entities that may be providing services in the area. Please limit your responses to 500 words or less.

12. Provide a description of your agency's service delivery system, for services provided or coordinated with CSBG DRSF funds targeted to low-income individuals and families impacted by the wildfire(s). Also specify whether services will be delivered via direct services or subcontractors, or a combination of both. Please list the partnering agencies by name and describe the services they will provide. Please limit your responses to 500 words or less.

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13. Please provide an explanation why if there are needs identified in the table above (based upon the results of your disaster needs assessment) that your agency isn't planning on addressing. Please limit your responses to 500 words or less.

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Data Collection and Reporting

14. Using the table below, describe the Projected Services/Activities to be performed based upon the disaster needs assessment. Identify as NPI Module 3 or Module 4 designations as appropriate including a projected services and identification of Service category. Please include the projected number of participants your agency expects to serve.

Description of Programs/Service /Activities	Module 3 or Module 4	Indicator/Service Category: (CNPI, FNPI, or SRV)	Projected Number of Participants to be Served**

Insert a new row if additional space is needed.

****Note:** Consistent with the reporting instructions for the CSBG Annual Report, agencies will be required to demonstrate that the outcomes have been achieved and supported by appropriate documentation.

15. Describe how your agency will ensure that costs are not otherwise reimbursable through other sources such as the Federal Emergency Management Agency (FEMA) or private insurance. Please limit your responses to 500 words or less.

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16. Describe the system or systems in place that will be used to track, and report client demographics and services provided specific to the DRSF. Include a description of your agency's data collection and reporting process. Please limit your responses to 500 words or less.

17. Provide a brief timeline of the projected activities; please include start dates, key milestones, and end date for each stage. Please limit your responses to 500 words or less.

18. Using the Excel workbook attachment (entitled DRSF Planning Budget Template) please develop a planning budget for each county you plan to serve. CSD has included the Preliminary Funding Allocation table (below) that provides the totals for each agency for each county and for each stage. Additionally, if your agency type is MSFW or NAI, please complete a planning budget template for each county you plan to serve. For instance, as a MSFW provider serving multiple counties, the California Human Development Corporation (CHDC) will prepare and submit three separate planning budgets: one for Butte County, one for Shasta County and one for Lake County. Similarly, Northern California Indian Development Corporation (NCIDC) will prepare and submit four planning budgets (Butte, Shasta, Lake and Ventura) one for each county to be served.

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Compliance with State and Federal Assurances

State and Federal Assurances and Certification Signature

Public Law 105-285, s. 676(b) establishes federal assurances with which agencies must comply. CSD, in its CSBG DRSF application submission certified that selected agencies within California will comply with the assurances. These assurances and certifications were included as a part of each agency's submitted and accepted 2020-2021 Community Action Plan. By completing and submitting this Disaster Relief Needs Assessment Plan, your agency certifies that it will comply with all federal assurances and any other laws, rules, and/or statutes in the performance of the activities funded through this grant.

State Assurances

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

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

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

Federal Assurances and Certification

CSBG Services

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

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

- (i) to remove obstacles and solve problems that block the achievement of self-sufficiency, (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);*
- (ii) secure and retain meaningful employment;*
- (iii) attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;*
- (iv) make better use of available income;*
- (v) obtain and maintain adequate housing and a suitable environment;*
- (vi) obtain emergency assistance through loans, grants or other means to meet immediate and urgent family individual needs; and*
- (vii) achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to;*
- (I) document best practices based on successful grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to;*
- (II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;*

Please select the applicable response:

- ☐ No change to the standard assurance in the Community Action Plan
- ☐ Adaptations to the standard assurance in the Community Action Plan for the disaster relief supplemental are described below:

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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;*

Please select the applicable response:

- ☐ No change to the standard assurance in the Community Action Plan
- ☐ Adaptations to the standard assurance in the Community Action Plan for the disaster relief supplemental are described below:

Coordination of Other Programs

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

Please select the applicable response:

- ☐ No change to the standard assurance in the Community Action Plan
- ☐ Adaptations to the standard assurance in the Community Action Plan for the disaster relief supplemental are described below:

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Eligible Entity Service Delivery System

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

Please select the applicable response:

- ☐ No change to the standard assurance in the Community Action Plan
- ☐ Adaptations to the standard assurance in the Community Action Plan for the disaster relief supplemental are described below:

Eligible Entity Linkages – Approach to Filling Service Gaps

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

Please select the applicable response:

- ☐ No change to the standard assurance in the Community Action Plan
- ☐ Adaptations to the standard assurance in the Community Action Plan for the disaster relief supplemental are described below:

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

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

Please select the applicable response:

- ☐ No change to the standard assurance in the Community Action Plan
- ☐ Adaptations to the standard assurance in the Community Action Plan for the disaster relief supplemental are described below:

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

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

Please select the applicable response:

- ☐ No change to the standard assurance in the Community Action Plan
- ☐ Adaptations to the standard assurance in the Community Action Plan for the disaster relief

supplemental are described below:

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.”

Please select the applicable response:

- ☐ No change to the standard assurance in the Community Action Plan
- ☐ Adaptations to the standard assurance in the Community Action Plan for the disaster relief

supplemental are described below:

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

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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.”*

Please select the applicable response:

- ☐ No change to the standard assurance in the Community Action Plan
- ☐ Adaptations to the standard assurance in the Community Action Plan for the disaster relief supplemental are described below:

State Coordination/Linkages and Low-income Home Energy Assistance

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

Please select the applicable response:

- ☐ No change to the standard assurance in the Community Action Plan
- ☐ Adaptations to the standard assurance in the Community Action Plan for the disaster relief supplemental are described below:

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

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

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Please select the applicable response:

- ☐ No change to the standard assurance in the Community Action Plan
- ☐ Adaptations to the standard assurance in the Community Action Plan for the disaster relief supplemental are described below:

Eligible Entity Tripartite Board Representation

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

Please select the applicable response:

- ☐ No change to the standard assurance in the Community Action Plan
- ☐ Adaptations to the standard assurance in the Community Action Plan for the disaster relief supplemental are described below:

Eligible Entity Community Action Plans and Community Needs Assessments

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

Please select the applicable response:

- ☐ No change to the standard assurance in the Community Action Plan
- ☐ Adaptations to the standard assurance in the Community Action Plan for the disaster relief supplemental are described below:

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State and Eligible Entity Performance Measurement: ROMA or Alternate system

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

Please select the applicable response:

- ☐ No change to the standard assurance in the Community Action Plan
- ☐ Adaptations to the standard assurance in the Community Action Plan for the disaster relief supplemental are described below:

By signing below, your agency certifies that it will comply with all State and Federal Assurances and any other laws, rules, and/or statutes in the performance of the activities funded through this grant.

Executive Director (printed name)

Executive Director (signature)

Date