

CSBG Recovery Act Local Plan

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

Submit To:

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

Section I - Agency Information

Agency: El Dorado County Department of Human Services
Address: 3057 Briw Road
City: Placerville, CA 95667

Agency Contact Person Regarding CSBG Recovery Act Local Plan

Contact Person: Michelle Hunter
Title: Program Manager
Phone: 530-621-6161
Fax: 530-295-2581
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Section II - Certification

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



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

Board Chair

[Handwritten signature of Daniel Nelson]

Executive Director

Date

10-6-09

Date

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### Section III - DUNS Number

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

DUNS Number      DUNS 965067382

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### Section IV - CCR Number

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

CCR Number      Cage Code 38UJ3

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### Section V - Verification of Public Inspection

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

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

The CSBG Recovery Act Local Plan Amendment is made available for public review and inspection on the El Dorado County Board of Supervisors website and, upon request, as hard copy at the Board Clerk's Office during the process of obtaining Board of Supervisors' approval for the Chairman of the Board to sign the Plan Amendment. The CSBG Recovery Act Local Plan Amendment will also be posted on the El Dorado County Department of Human Services home page under the "What's New" section for public review.

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### Section VI - General Plans

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

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

The El Dorado County Board of Supervisors is the designated Community Action Agency (CAA), and the Department of Human Services (DHS) is the County department designated to administer the Community Action programs and activities. DHS provides a variety of programs that serve clients of all ages, from infants to senior citizens, including the Title IIIC Senior Nutrition Program and the Title IIIB Information and Assistance (I&A) Program. The CSBG Recovery Act funds will be used to retain program staff in the Federal Older Americans Act Title IIIC Senior Nutrition Program and to reinstate and expand a Care Coordination & Monitoring (CCM) component in the Information and Assistance Program. In the Title IIIC Senior Nutrition Program, the loss of local over-match funding threatened the closure of two congregate meal sites in El Dorado County starting in FY 10-11. CSBG ARRA funds will be used to offset salaries (specifically, 1.0 FTE Cook and 0.81 FTE Meal Site Coordinator), facility lease and direct meal preparation and service costs for the two congregate meal sites. Congregate meals are provided to senior citizens 60 years and older Monday through Friday regardless of income.

Title IIIB Information and Assistance Program care coordination activities were eliminated in FY 08-09. CSBG ARRA funds will be used to retain 1.95 FTE program staff to reinstate and expand I&A care coordination services provided through a new short-term Care Coordination and Monitoring (CCM) program. Services will be provided on a limited basis to individuals either waiting for or transitioning from formal care management services. These services are a critical component of the continuum of care in El Dorado County and will help fill the gap in services that resulted from the elimination of the State-funded Linkages Program effective October 1, 2009. The Title IIIC Senior Nutrition Program and Title IIIB Information and Assistance Program serve priority needs within the community.

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

The Title IIIC Senior Nutrition Program's congregate meal sites not only provide a hot, nutritious meal to senior citizens 60 years and older Monday through Friday, but also provide an opportunity for recipients to access information about and connect with other community services. Referrals are made to other DHS and community resources such as Adult Protective Services, case management services, caregiver resources, energy assistance, health education resources and legal services. The two affected congregate meal sites are located in the Diamond Springs and Pollock Pines areas.

The I&A CCM Program will provide needs assessment, eligibility determination for appropriate community-based programs, service arrangement and more extensive care coordination that exceeds standard I&A follow-up. Short-term respite care and durable medical equipment will also be available. The short-term CCM Program will be available to eligible individuals throughout El Dorado County.

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

The CSBG Recovery Act funds will be used to retain program staff in the Title IIIC Senior Nutrition Program and to develop the I&A CCM Program. A 1.0 FTE Cook and a 0.81 FTE Meal Site Coordinator will be retained in the Senior Nutrition Program. Loss of local over-match funding would have resulted in the closure of two congregate meal sites in El Dorado County in FY 10-11, which would have resulted in the reduction in force of these positions at that time. CSBG ARRA funds will be used to cover salaries, facility lease and direct meal preparation and service costs for the congregate meal sites in Diamond Springs and Pollock Pines, two communities with relatively large senior populations, providing nutritious meals for seniors, many of whom are on limited incomes, and alleviating the burden of responsibility on their extended families.

0.35 FTE Housing Program Coordinator and 1.6 FTE Program Assistant positions will be retained to develop a short-term Care Coordination and Monitoring (CCM) Program for senior citizens and adults with disabilities. Short-term CCM will provide needs assessment, eligibility determination for appropriate community-based programs, service arrangement and more extensive care coordination that exceeds standard I&A follow-up. Short-term respite care and durable medical equipment will also be provided when indicated. CCM will promote stabilization and help clients retain their independence to the extent possible, avoiding more costly and/or inappropriate institutionalization.

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

Referrals are made to other DHS and community resources such as Adult Protective Services, case management services, caregiver resources, energy assistance, health education resources and legal services. The Title IIIB Information & Assistance (I&A) Program makes referrals to community agencies to promote independence among the vulnerable and at-risk populations of the County. The Title IIIB Information & Assistance Program has responsibility for providing a primary focus one-stop information service, limiting the need for clients to conduct multiple telephone inquiries or use limited transportation resources. This service accommodates clients by quickly addressing their concerns and limiting the time required for them to access program services. The Title IIIB Information & Assistance Program provides referrals to appropriate agency and community programs and provides follow-up to evaluate if services are in place.

The I&A CCM Program will provide senior citizens and adults with disabilities with services lost due to elimination of the State Community Based Services Program (CBSP) Linkages funding. Short-term Care Coordination and Monitoring is a supportive service that will be provided on a limited basis to individuals either awaiting or transitioning from formal care management services or to individuals who require more extensive care coordination that exceeds standard I&A follow-up.

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

DHS has established partnerships and collaborations and coordinates services with a wide array of other organizations serving senior and low-income residents of the County, including charitable groups, community organizations, religious organizations, governmental and other social services programs to assure the effective delivery of services to low-income individuals and to avoid duplication of services. By providing services at several locations throughout the County, many utilizing volunteers, links are established among residents, community organizations and local government. The CAA and DHS participate in a cross-referral system that facilitates timely access to and provision of appropriate services to low-income residents county-wide. The CAA also partners with numerous private-sector and charitable organizations, such as the Salvation Army, Women's Centers, HELP (Housing Emergency Lodging Program), the El Dorado Community Foundation, local food closets, church groups and volunteer organizations that assist clients to reduce the conditions of poverty and to meet emergency needs, as well as to identify planning needs, gaps in service and service delivery concerns.

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

Through the Title IIC Senior Nutrition Program, congregate meals are provided to senior citizens 60 years and older Monday through Friday regardless of income. At-risk seniors are encouraged to access the Senior Nutrition Program's home-delivered meals or congregate meal sites. DHS and the Senior Nutrition Program also provide information, outreach and referral to available food resources throughout the County. Congregate meal sites offer an opportunity for recipients to access information and assistance about other community support services. Program staff make referrals to other DHS and community resources including housing assistance, health services and employment-related services. The I&A CCM Program will provide short-term care coordination and monitoring, providing needs assessment, eligibility determination for appropriate community-based programs, service arrangement and more extensive care coordination that exceeds Title IIB Information & Assistance Program follow-up. The Title IIB Information & Assistance Program provides referrals to appropriate agency and community programs and conducts follow-up to confirm receipt of services and evaluate the success of said services. This helps clients access critical food, health and employment-related services, including many programs administered by DHS such as Food Stamps, Medi-Cal, Housing Choice Voucher Program, Housing Rehabilitation Program, CalWORKs, Workforce Investment Act programs and the One Stop Employment Resource Centers.

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

The following mechanisms are used to identify and assess the needs and problems of the low-income population of El Dorado County: community service needs identified by the Community Action Council (advisory council to the CAA) and the Commission on Aging (Advisory Council to the Area Agency on Aging), federal, state and local demographic data, the El Dorado Community Foundation 2007 Older Adult Research Project, planning sessions with advisory groups, community forums, and public hearings.

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

El Dorado County is located in the Sierra Nevada Mountain Range between Sacramento and the State of Nevada and covers approximately 1,710 square miles. Within DHS, the Title IIB Information and Assistance Program assists low-income individuals with achieving access to Medi-Cal, Supplemental Security Income (SSI) and Food Stamps and other benefit programs. Congregate meal recipients needing assistance with benefit enrollment coordination activities would be referred by staff to the Title IIB Information and Assistance Program. All programs under the umbrella of the CAA and DHS assist County individuals and families to access all Federal, State and local benefit programs for which they are eligible. The I&A CCM Program will assist individuals requiring additional care coordination and monitoring services not provided through Title IIB Information & Assistance.

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

DHS has expanded outreach efforts for other Recovery Act services, will initiate outreach specific to the I&A CCM Program and will further expand current outreach efforts for the Title IIC Senior Nutrition Program to conduct extensive outreach in El Dorado County to ensure compliance with the CSBG Recovery Act. This will be accomplished by targeting low-income clients through outlets such as local newspapers, radio, media, faith-based organizations, community fairs and other programs serving low-income residents. The Department of Human Services has a comprehensive network established to provide outreach to targeted populations.

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**Section VII - Energy Coordination**

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

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

The Low-Income Home Energy Assistance Program (LIHEAP) and Weatherization/DOE Programs, as well as ARRA DOE WAP, are administered by the El Dorado County Department of Human Services, as is the CSBG funding. The regular CSBG allocation supports DHS administration to support all senior and low-income direct service programs, including LIHEAP and DOE Weatherization programs to mitigate the high cost of energy consumption for low-income, senior and disabled households throughout the County. Mutual referral occurs Department-wide among all programs serving low-income clients, including the Senior Nutrition Program and the Information and Assistance Program.

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

When clients access the LIHEAP and DHS services in Placerville and South Lake Tahoe, information is available regarding CalWORKs, the Workforce Investment Act Program and the OneStop Employment Resource Center. As appropriate, clients applying for services are also referred to available employment services.

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### Section VIII - Workforce Development Projects and Activities

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

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

<b>Title</b>	Title IIIC Congregate Meal Program
<b>Cost</b>	\$30,582
<b>Est. # of Jobs</b>	<input type="checkbox"/> Created # <input checked="" type="checkbox"/> Retained # 1.81 FTE
<b>Description</b>	The CSBG Recovery Act funds will be used to retain program staff in the Title IIIC Senior Nutrition Program. A 1.0 FTE Cook and a 0.81 FTE Meal Site Coordinator will be retained. CSBG ARRA funds will be used to offset salaries, facility lease and direct meal preparation and service costs for two congregate meal sites that were to be closed effective July 1, 2010 due to loss of local over-match funding.

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

<b>Title</b>	Title IIIB Information and Assistance Case Monitoring and Care Coordination
<b>Cost</b>	\$144,793
<b>Est. # of Jobs</b>	<input type="checkbox"/> Created # <input checked="" type="checkbox"/> Retained # 1.95 FTE
<b>Description</b>	The CSBG Recovery Act funds will be used to retain program staff. A 0.35 FTE Housing Program Coordinator and 1.6 FTE Program Assistants will be retained to develop the I&A CCM Program, which will include care coordination and monitoring for senior citizens and adults with disabilities. Short-term CCM is a supportive service that will be provided on a limited basis to individuals either awaiting or transitioning from formal care management services. Short-term Care Coordination and Monitoring will provide needs assessment, eligibility determination for appropriate community-based programs, service arrangement and more extensive care coordination that exceeds standard Title IIIB Information & Assistance follow-up. Short-term respite care and durable medical equipment will also be provided through the I&A CCM Program.

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

<b>Title</b>	
<b>Cost</b>	
<b>Est. # of Jobs</b>	<input type="checkbox"/> Created # <input type="checkbox"/> Retained #
<b>Description</b>	

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

<b>Title</b>	
<b>Cost</b>	
<b>Est. # of Jobs</b>	<input type="checkbox"/> Created # <input type="checkbox"/> Retained #
<b>Description</b>	

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

<b>Title</b>	
<b>Cost</b>	
<b>Est. # of Jobs</b>	<input type="checkbox"/> Created # <input type="checkbox"/> Retained #
<b>Description</b>	

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

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

<b>Title</b>	N/A
<b>Subcontractor</b>	
<b>Cost</b>	
<b>Est. # of Jobs</b>	<input type="checkbox"/> Created # <input type="checkbox"/> Retained #
<b>Description</b>	

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

Title N/A

Subcontractor

Cost

Est. # of Jobs  Created #  Retained #

Description

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

Title N/A

Subcontractor

Cost

Est. # of Jobs  Created #  Retained #

Description

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

Title N/A

Subcontractor

Cost

Est. # of Jobs  Created #  Retained #

Description

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

Title N/A

Subcontractor

Cost

Est. # of Jobs  Created #  Retained #

Description

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

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

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

NPI	Project or Activity	Description
Independent Living NPI 6.1	Title IIIC Congregate Meal Program	The CSBG Recovery Act funds will be used to retain program staff in the Title IIIC Senior Nutrition Program. 1.0 FTE Cook and 0.81 FTE Meal Site Coordinator will be retained. CSBG ARRA funds will be used to offset salaries, rent, and direct meal costs for two congregated meal sites that were to be closed due to loss of local over-match funding. The Title IIIC Senior Nutrition Program's congregated meal sites not only provide a hot, nutritious meal to senior citizens 60 years and older Monday through Friday, but DHS staff network with providers of community resources and receive and make appropriate referrals to support and improve each individual's situation while endeavoring to help them achieve or retain their independence to the extent possible.
Independent Living NPI 6.1	Title IIIB Information and Assistance Care Coordination and Monitoring Program	The CSBG Recovery Act funds will be used to retain program staff. A 0.35 FTE Housing Program Coordinator and 1.6 FTE Program Assistants will be retained to develop the I&A Care Coordination and Monitoring (CCM) Program, which will include care coordination and monitoring for senior citizens and adults with disabilities. Short-term CCM is a supportive service that will be provided on a limited basis to individuals either awaiting or transitioning from formal care management services. Short-term CCM will provide needs assessment, eligibility determination for appropriate community-based programs, service arrangement and more extensive care coordination that exceeds standard I&A follow-up. Short-term respite care and durable medical equipment will also be provided as appropriate. These services will address filling the gap resulting from the elimination of the State-funded Linkages Program effective October 1, 2009. DHS staff network with providers of community resources and receive and make appropriate referrals to support and improve each individual's situation while endeavoring to help them achieve or retain their independence to the extent possible.

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

Not applicable.

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

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

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

The El Dorado County Board of Supervisors is the designated Community Action Agency (CAA) and the Department of Human Services (DHS) is the County department designated to administer all Community Action programs and activities. Per CSD directive, no more than twelve percent of the CSBG Recovery Act funds will be used for administrative staff that support the two ARRA projects identified above that will result in measurable outcomes, and their time will be tracked by project.

**Section IX - Required Disclosures**

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

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

N/A

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

N/A

**Section X - Barriers**

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

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

Meeting frequent and extensive reporting and survey requirements within restricted timeframes is seriously challenging.