



**Foothill Unity Center, Inc.**

**HELPING PEOPLE. CHANGING LIVES.**

**2026-2027  
Community Needs Assessment and  
Community Action Plan**

**Draft for PUBLIC Comments  
June 9<sup>th</sup>, 2025**

California Department of  
Community Services and Development  
Community Services Block Grant



Template Revised - 02/13/2025

# Contents

Introduction .....	<b>Error! Bookmark not defined.</b>
Purpose .....	<b>Error! Bookmark not defined.</b>
Federal CSBG Programmatic Assurances and Certification.....	<b>Error! Bookmark not defined.</b>
State Assurances and Certification .....	<b>Error! Bookmark not defined.</b>
Compliance with CSBG Organizational Standards.....	<b>Error! Bookmark not defined.</b>
What’s New for 2026/2027? .....	<b>Error! Bookmark not defined.</b>
Checklist.....	<b>Error! Bookmark not defined.</b>
Cover Page .....	3
Public Hearing(s).....	<b>Error! Bookmark not defined.</b>
Part I: Community Needs Assessment Summary .....	6
Narrative .....	6
Results.....	13
Part II: Community Action Plan .....	18
Vision and Mission Statements .....	18
Causes and Conditions of Poverty .....	19
Tripartite Board of Directors .....	29
Service Delivery System .....	30
Linkages and Funding Coordination.....	32
Monitoring.....	42
ROMA Application.....	43
Federal CSBG Programmatic Assurances .....	46
State Assurances.....	49
Organizational Standards.....	50
Part III: Appendices .....	52

# Cover Page

<b>Agency Name:</b>	Foothill Unity Center, Inc.
<b>Name of CAP Contact:</b>	Jhoana Hirasuna
<b>Title:</b>	Executive Director
<b>Phone:</b>	626-358-3486
<b>Email:</b>	<a href="mailto:jhoana@foothillunitycenter.org">jhoana@foothillunitycenter.org</a>

<b>Date Most Recent CNA was Completed:</b> (Organizational Standard 3.1)	
---	--

## 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>Executive Director</b>	<b>Title:</b>	<b>Board Chair</b>
<b>Date:</b>		<b>Date:</b>	

## 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>	
<b>Date:</b>	

## CSD Use Only

Dates CAP		Accepted By
Received	Accepted	



### **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	June 9 <sup>th</sup> , 2025
Date Public Comment Period opened	June 9 <sup>th</sup> , 2025
Date Public Comment Period closed	June 19 <sup>th</sup> , 2025
Date(s) of Public Hearing(s)	June 20 <sup>th</sup> , 2025
Location(s) of Public Hearing(s)	790 W Chestnut Ave, Monrovia, CA 91016 – AND Zoom

## Part I: Community Needs Assessment Summary

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

### Narrative

CSBG Act Section 676(b)(9)

Organizational Standards 2.2, 3.3

ROMA – Assessment

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.

Foothill Unity Center, Inc. serves a diverse region of the San Gabriel Valley, encompassing eleven cities and one unincorporated community: Altadena, Arcadia, Azusa, Baldwin Park, Bradbury, Duarte, Irwindale, Monrovia, Pasadena, Sierra Madre, South Pasadena, and Temple City. Together, these communities represent a population of approximately 400,000 residents, with notable variation in size, population density, and socioeconomic makeup. Altadena, a census-designated place, has a population of approximately 42,846 residents, while Bradbury is home to just over 1,000 individuals. Pasadena, the largest city in the region, has grown to nearly 140,000 residents. Over the past decade, population growth has been steady. For example, Altadena experienced a modest population increase between 2010 and 2020.

The service area is characterized by significant racial and ethnic diversity, with strong Latino, Asian, White, and African American communities. In Altadena, 29.5% of residents identify as Latino and 19.7% as African American, with approximately 53% identifying as White, including those who are Hispanic. In Arcadia and Temple City, Asian populations comprise the majority, with Arcadia at roughly 60% and Temple City ranging between 55% and 60%, according to the American Community Survey. These communities reflect large Chinese and Asian American populations. Baldwin Park and Azusa are predominantly Latino, with Hispanic residents making up 70% to 80% of the population. Pasadena is more ethnically mixed. As of the 2010 Census, it was 33.7% Hispanic, 14.3% Asian, 10.7% African American, and 55.8% White, with 38.8% identifying as non-Hispanic White. Cities like Sierra Madre and South Pasadena are majority White and Asian with smaller Latino populations. African American communities, while smaller in percentage in many San Gabriel Valley cities, remain vital to the historical and cultural fabric of both Pasadena and Altadena. Pasadena's African American population is approximately 10% to 11%, while Altadena's is closer to 20%, reflecting a strong middle-class Black presence established over generations. This diversity demands culturally responsive programs and linguistically accessible service delivery.

Age demographics across the service area are relatively balanced, though there is a gradual trend toward an aging population. Most communities have between 14% and 15% of residents aged 65 and older, and between 20% and 25% under the age of 18, which mirrors statewide patterns. Altadena's senior population stands at 14.2%, and Pasadena's at 13.5%. Median ages in the area

typically fall in the late 30s to early 40s, reflective of both established family households and a growing elderly population. These patterns underscore the need for robust senior services, including health and nutrition support, as well as youth development programs that support children and adolescents.

The region comprises both affluent communities with high rates of homeownership and urban neighborhoods with larger concentrations of renters. For example, Pasadena has a homeownership rate of around 45%, with 55% of residents renting. In contrast, Bradbury and Sierra Madre have higher homeownership levels. Household composition varies significantly by city. In wealthier areas like South Pasadena and Sierra Madre, households tend to be smaller and include a larger share of seniors living alone. In contrast, communities like Baldwin Park and Azusa often feature multi-generational households and larger family sizes. These household dynamics influence demand for social services, especially in areas such as food distribution and housing assistance, where larger families often face greater need.

Income inequality and poverty levels across the region reflect the stark socioeconomic contrasts between and within cities. Arcadia, South Pasadena, Sierra Madre, and Temple City have median household incomes well above the California state median of \$84,907. Temple City, for instance, reports a median household income of \$102,449. Meanwhile, Baldwin Park, Azusa, and nearby El Monte report significantly lower median household incomes, typically ranging from \$60,000 to \$80,000, and experience elevated poverty rates. Even within relatively affluent cities, pockets of concentrated poverty persist. For example, despite Pasadena's reputation for affluence, nearly 14% of residents live below the federal poverty line. In Baldwin Park, approximately 13% of the population lives in poverty, while in Temple City the poverty rate is closer to 9% to 10%. Across the entire service area, poverty rates range from 8% to 15%, with the highest levels concentrated in working-class communities, paralleling Los Angeles County's overall average of 13% to 14%.

Prior to the COVID-19 pandemic, unemployment in the region remained low and closely aligned with broader countywide trends. The pandemic, however, caused a dramatic rise in joblessness. Unemployment in Los Angeles County peaked at over 16% in 2020 before gradually recovering. By March 2023, the county's unemployment rate stabilized at around 5.0%, and most cities in the service area reported unemployment levels between 4% and 6%. Residents are commonly employed in sectors such as healthcare, education, retail, hospitality, and professional services. Many low-income residents, however, work in industries such as food service, domestic labor, and warehouse logistics, which are characterized by low wages, unstable schedules, and few benefits. The cost of living in the San Gabriel Valley continues to far exceed local wages. The county's median wage is approximately \$23 per hour, which is insufficient to meet the region's cost of living. Underemployment remains a concern, with many residents relying on multiple part-time jobs or gig work to make ends meet.

The disconnect between local income levels and basic living expenses—especially housing—has become a defining issue for the region. For a two-income middle-class household in Monrovia or Duarte, annual earnings of \$70,000 to \$80,000 often fall short in covering housing, transportation,

and childcare costs. Inflation in 2022 and 2023 drove prices for essentials such as groceries and fuel up by more than 10%, eroding purchasing power. Even as unemployment improved, many families continued to feel financially stretched. Client surveys conducted by Foothill Unity Center in 2022 and 2023 consistently identified “the high cost of living versus stagnant wages” as one of the most pressing challenges. This tension has directly contributed to increased requests for food, rental, and utility assistance.

Housing affordability across the service area continues to deteriorate. All twelve communities served by Foothill Unity Center have seen significant increases in both rent and home prices over the past several years. As of 2023, median gross rent ranges from approximately \$1,500 to well over \$2,000 per month, depending on location. Azusa and Baldwin Park, once considered relatively affordable, now report median rents around \$1,500 to \$1,600. Pasadena, South Pasadena, and Arcadia regularly report rents exceeding \$2,000. According to HUD, the Fair Market Rent for a modest two-bedroom apartment in Los Angeles County now requires a full-time income of at least \$88,000 annually, or about \$42.25 per hour, in order to avoid a housing cost burden. Most low- and moderate-income families in our service area do not earn enough to meet that threshold. Approximately 55% of renter households in Los Angeles County pay more than 30% of their income on rent, and one-third are severely burdened, paying more than 50%. Data from Foothill Unity Center’s 2022 community survey revealed that 68% of low-income households in our service area spend more than one-third of their income on rent or mortgage payments. Families facing this level of housing burden often must choose between basic needs, including food and medical care, and face heightened risk of eviction or displacement.

With the expiration of COVID-era eviction protections in early 2023, eviction filings across Los Angeles County rose sharply. Although city-specific data is limited, local legal service providers have reported increased caseloads from tenants seeking support after receiving eviction notices. Many of these individuals are behind on rent due to income loss during the pandemic. Others face sudden and significant rent increases following the end of rent caps. Foothill Unity Center has responded by providing direct rental assistance and advocating for emergency resources, but funding remains insufficient to meet the scale of the need.

Homelessness remains a persistent and visible challenge. The 2023 Greater Los Angeles Homeless Count found that approximately 4,800 individuals were experiencing homelessness in the San Gabriel Valley Service Planning Area 3. This figure is essentially unchanged from 2022 and reflects a sharp increase from pre-pandemic counts, which hovered around 4,300 to 4,500. In 2023, the City of Pasadena independently recorded 556 people experiencing homelessness, while unincorporated Altadena and nearby areas also saw substantial increases. Many of these individuals are unsheltered and live in vehicles, parks, or along riverbeds, while others rotate between motels or couch-surfing. The demographic composition of the homeless population is shifting. Older adults over the age of 55 now represent one of the fastest-growing groups, often due to fixed incomes and rising rents. Racial disparities persist, with African American and Latino individuals disproportionately represented among those without stable housing. Veterans, transition-age youth, and people with disabilities are also frequently affected. Foothill Unity Center continues to respond to these needs

through homeless outreach, hygiene services, motel vouchers, and housing navigation services.

Access to healthcare has improved, especially due to the expansion of Medi-Cal under the Affordable Care Act. Uninsured rates for adults under 65 have declined to between 8% and 12% in most cities within the service area, down from double-digit rates a decade ago. For instance, Baldwin Park's uninsured rate stands at approximately 10.7%, while South Pasadena's is closer to 4.0%. Nonetheless, gaps remain, particularly among undocumented residents, those ineligible for employer-sponsored plans, and those recently disenrolled due to the 2023 end of continuous Medi-Cal enrollment. Statewide, over 1.6 million Californians lost Medi-Cal coverage in the first ten months of the redetermination process. We expect similar impacts locally, where some residents may become uninsured despite remaining eligible. Health disparities persist for low-income and uninsured populations, especially in the areas of chronic disease management, mental health, and access to preventive screenings.

Creative partnerships have helped increase outreach and engagement. In 2025, Foothill Unity Center partnered with a mobile salon service, the "Beauty Bus," to provide personal care and health screening services to wildfire survivors. These partnerships allow us to reach individuals who might not otherwise seek formal medical care and represent promising models for low-barrier community wellness.

The Eaton Canyon Fire, which ignited and burned into early 2025, was among the most devastating disasters in our service area's history. Fueled by high winds and dry conditions in the San Gabriel Mountains, the fire swept through Altadena and parts of Pasadena with devastating speed and force. By the time it was fully contained in January 2025, the fire had destroyed more than 7,000 structures, displaced over 8,000 people, and claimed at least 17 lives. Entire neighborhoods in Altadena were reduced to ash, including homes, duplexes, a church, and numerous small businesses. The destruction led to a sudden housing crisis, with approximately 2,500 households becoming newly homeless or housing-insecure. Emergency shelters quickly reached capacity, and many displaced families were left with limited options. While the County and the City of Pasadena mobilized quickly, launching temporary voucher programs and efforts to expedite the construction of accessory dwelling units, many survivors remain in transitional housing.

Foothill Unity Center played a central role in disaster response and recovery. We activated our Pasadena site as a community relief center within 24 hours of the fire's outbreak, providing meals, clothing, hygiene supplies, and information to affected families. Our team coordinated directly with emergency response agencies to identify and prioritize support for vulnerable residents, including low-income renters who lost everything and lacked insurance or personal safety nets. The fire underscored the fragility of housing in our region and the need for improved local disaster preparedness. It also highlighted the critical role of community-based organizations in providing rapid response services in the absence of formal infrastructure.

In summary, Foothill Unity Center's service area is a complex mosaic of cities and neighborhoods that represent the full spectrum of Southern California's social and economic landscape. From the

small, historically Black neighborhoods of Altadena to the growing immigrant communities in Baldwin Park and the aging population in Sierra Madre, each city presents distinct challenges and strengths. Common threads across the region include rising living costs, persistent racial and income inequities, increasing displacement and housing instability, and a population that continues to seek trusted, culturally grounded support systems. These conditions require place-based, person-centered approaches that meet residents where they are. Through targeted outreach, multilingual access, and responsive programming, Foothill Unity Center continues to serve as a lifeline for low-income households across the San Gabriel Valley.

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
- Faith-based organizations
- Private sector (local utility companies, charitable organizations, local food banks)
- Public sector (social services departments, state agencies)
- Educational institutions (local school districts, colleges)

## 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)
Individuals and families lack access to financial support needed to meet basic needs and maintain economic stability.	F	Y	Y	Choose an item.	Y
Low-income households experience limited access to affordable, nutritious food, increasing food insecurity and related health risks.	F	Y	Y	Choose an item.	Y
Unemployed and underemployed individuals lack access to job training and development opportunities that lead to living-wage employment.	F	Y	Y	Choose an item.	Y
Households face barriers to securing safe, stable, and affordable housing, contributing to housing instability and overcrowding.	F	Y	Y	Choose an item.	Y
Children, youth, and adults lack equitable access to quality educational opportunities and resources that support long-term success.	F	Y	Y	Choose an item.	Y
<p><b>Needs Identified:</b> 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.</p> <p><b>Level (C/F):</b> 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.</p> <p><b>Agency Mission (Y/N):</b> Indicate if the identified need aligns with your agency’s mission.</p> <p><b>Currently Addressing (Y/N):</b> Indicate if your agency is addressing the identified need.</p> <p><b>If not currently addressing, why?:</b> If your agency is not addressing the identified need, please select a response from the dropdown menu.</p> <p><b>Agency Priority:</b> Indicate if the identified need is an agency priority.</p>					

**Table 2: Priority Ranking Table**

	Agency Priorities	Description of programs, services, activities	Indicator(s) or Service(s) Category
1.	Low-income households experience limited access to affordable, nutritious food, increasing food insecurity and related health risks.	<p>Foothill Unity Center’s Food Program is a critical resource in addressing hunger among both housed and unhoused community members. It also plays a central role in food recovery and waste reduction efforts through partnerships with local vendors and food generators. The program serves as the primary point of entry for many clients and connects them to the Center’s broader network of supportive services.</p> <p>Operating across two sites, the Center hosts six weekly food distributions, offering clients a balanced variety of nutritious items, including fresh produce, canned goods, dairy, meat, and breads. In 2024, the program provided 791,797 meals, including 16,230 meals for individuals experiencing homelessness and 2,688 food boxes delivered to seniors and individuals with disabilities. Bagged meals are distributed to unhoused clients, and delivery services ensure access for homebound or medically vulnerable individuals.</p> <p>To enhance the impact of food assistance, the program integrates nutrition education, healthy recipes, and food demonstrations. Hygiene items are distributed with food as available. As a partner of the Los Angeles Regional Food Bank and Food Forward, Foothill Unity Center also serves as a weekly produce hub, distributing fresh fruits and vegetables to smaller food pantries across the San Gabriel Valley. The Center is a designated food recovery organization under California Senate Bill 1383, working to divert edible food from landfills and address local food insecurity.</p> <p>The Food Program's success is supported by a strong volunteer base and job training participants. In 2024, 3,774 Thanksgiving and Holiday food boxes were distributed, and 839 volunteers contributed over 32,368 hours, valued at more than \$559,000. These community engagement opportunities not only support the logistics of food distribution but also educate volunteers about the realities of poverty, encouraging long-term civic engagement and systems change.</p>	SRV 5ii (Food Boxes), FNPI 6.3
2.	Households face barriers to securing safe, stable, and affordable housing, contributing to housing instability and overcrowding.	<p>Foothill Unity Center’s Homelessness Prevention Program is designed to help individuals and families maintain stable housing and prevent the traumatic experience of homelessness. Through targeted early intervention and financial stabilization services, the Center supports those at imminent risk of housing loss by providing rental assistance, eviction prevention, short-term motel stays, and housing readiness services.</p> <p>As the designated FASS (Flexible Housing Subsidy Pool) caseworkers for the City of Monrovia, our team provides intensive, client-centered case management for residents at risk of displacement. We work closely with landlords, the city, and social service agencies to stabilize housing, mediate issues, and secure long-term solutions.</p>	FNPI 4.2, SRV 4b, SRV 4f

		<p>In 2024, the Center delivered 852 housing-related services to 185 families, including 749 motel vouchers for those in crisis and 9 permanent placements to support lasting housing security. Clients are supported by case workers who guide them through accessing public assistance, resolving documentation barriers, and building individualized housing stability plans.</p> <p>Collaborating with partners such as Family Promise and local faith-based organizations, the Center also provides wraparound supports—including mobile showers (1,627 in 2024), hygiene kits, transportation, and access to communication tools—to address the holistic needs that often lead to housing instability.</p> <p>By investing in prevention, Foothill Unity Center strengthens families, reduces the burden on emergency shelter systems, and contributes to a more resilient and housed San Gabriel Valley community.</p>	
3.	<p>Individuals and families lack access to financial support needed to meet basic needs and maintain economic stability.</p>	<p>Foothill Unity Center recognizes that access to financial support is critical for preventing crises and promoting long-term self-sufficiency. Our Economic Stability and Financial Support Program provides immediate relief while laying the groundwork for lasting economic resilience among low-income individuals and families.</p> <p>Through a coordinated suite of services, our case workers assist clients in accessing public and private financial resources, including one-time emergency cash aid, rental and utility assistance, and transportation vouchers. In addition to direct financial support, case workers offer personalized financial coaching, helping clients develop sustainable household budgets, understand debt management, and build financial literacy.</p> <p>Foothill Unity Center also participates in several work experience placement programs, connecting clients with hands-on opportunities that lead to industry-recognized certifications, increased employability, and long-term income growth. These placements are paired with career readiness workshops and access to job leads to help clients achieve living-wage employment.</p> <p>By meeting immediate financial needs while strengthening economic skills, this program reduces financial stress, stabilizes households, and promotes upward mobility. Clients are also encouraged to participate in complementary services—such as our food, healthcare, and housing programs—to maximize their overall financial stability.</p>	<p>FNPI 1.2 (Employment Income), SRV 5a</p>
4.	<p>Unemployed and underemployed individuals lack access to job training and development opportunities that lead to living-wage employment.</p>	<p>Foothill Unity Center’s Job Development Program provides a structured pathway for individuals to enter or re-enter the workforce and secure employment that promotes long-term economic security. The program supports both unemployed and underemployed clients with direct, hands-on assistance to overcome barriers to employment.</p> <p>In 2022, the Center provided 1,433 job development services to individuals in need of employment support.</p>	<p>FNPI 1.1, SRV 3e, SRV 3g</p>

		<p>Foothill Unity Center serves as a training site for the U.S. Department of Labor’s Workforce Innovation and Opportunity Act (WIOA) programs, offering marketable skills training in administrative services, food distribution, and warehousing. All staff and participants receive food handling and safety certification, with the option to earn forklift certification on-site.</p> <p>The Center supports field placements and practical experience for students pursuing careers in nursing, social work, and public health. In 2024, we hosted and supervised 120 nursing students, 32 work trainees, and 4 professional interns—contributing to workforce development while strengthening our own service capacity.</p>	
--	--	--	--

5.	<p>Children, youth, and adults lack equitable access to quality educational opportunities and resources that support long-term success.</p>	<p>Foothill Unity Center is committed to bridging the educational equity gap by supporting clients of all ages in accessing the resources and opportunities necessary for academic advancement and lifelong learning. Through targeted programs and community-based partnerships, the Center helps individuals overcome barriers to education and achieve personal growth and self-sufficiency.</p> <p>Each year, our Back-to-School Program provides thousands of students with new backpacks, grade-appropriate school supplies, shoes, uniforms, and personal hygiene kits to ensure they are equipped to begin the school year with confidence. In 2024, we supported over 2,000 children and youth across our service area.</p> <p>To promote continued academic and vocational achievement, we provide referrals to tutoring programs, GED and ESL courses, college and financial aid navigation, and career pathway workshops for youth and adults. Clients are connected to local educational institutions and nonprofit partners to access free or low-cost continuing education and skill-building opportunities.</p> <p>For adults seeking workforce advancement, our case workers assist with enrollment in job certification programs, vocational schools, and community college classes, removing barriers through scholarship referrals, transportation assistance, and financial literacy support.</p> <p>By supporting educational access from early childhood through adulthood, Foothill Unity Center strengthens community capacity, fosters upward mobility, and builds the foundation for long-term success.</p>	<p>FNPI 2.1, SRV 2a, SRV 2d</p>
----	---	--	---------------------------------

**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.

Foothill Unity Center, Inc., envisions a community where . . .

- All have their basic needs met, including the need to give
- All get the necessary support to become self-sufficient
- All are treated with love and dignity . . . all the time.

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

We help neighbors in crisis attain self-sufficiency by partnering with the community and using our resources wisely to provide vital support services with love and dignity.

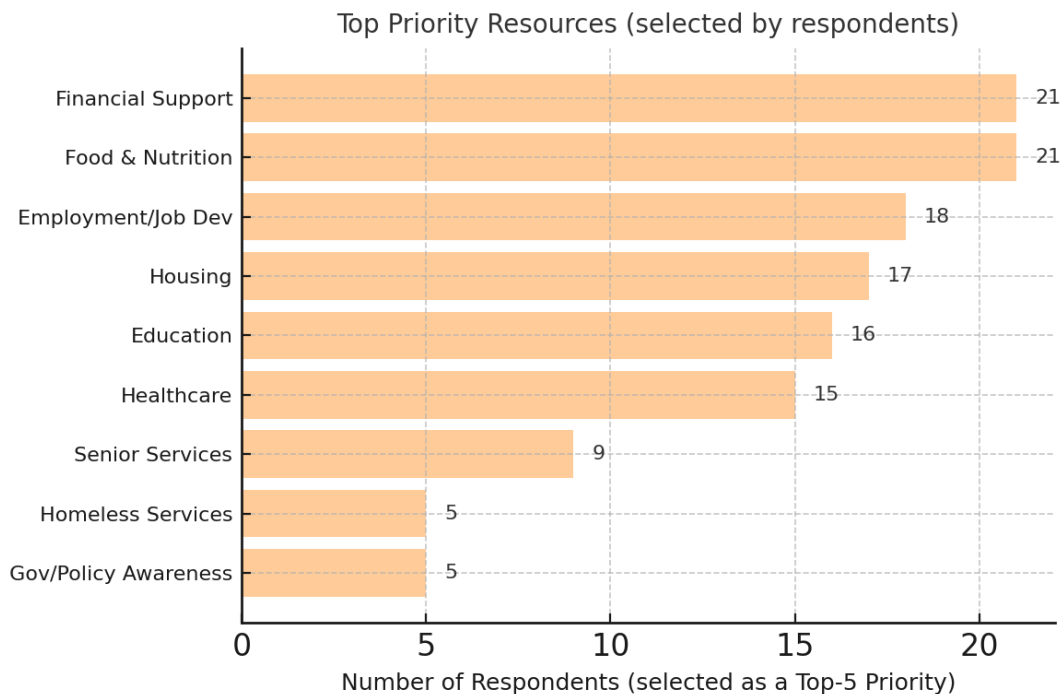
# Causes and Conditions of Poverty

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)

Our 2025 Community Needs Assessment gathered input from 277 low-income residents across the San Gabriel Valley Foothill communities. The survey asked residents to prioritize the types of resources or services most needed in their community over the next two years. Basic economic assistance and food security emerged as the top needs. Financial support resources (such as help with income, bills, or direct financial aid) and food/nutrition assistance were each selected by the greatest number of respondents as top priorities (each cited in the top-five lists of 21 respondents). Other high-priority needs included employment and job development resources (selected 18 times) and housing resources (17) – underscoring that job opportunities and affordable housing are pressing concerns. Education support (such as college or parent support programs) and healthcare services were also frequently prioritized, though by slightly fewer respondents (16 and 15 selections, respectively). In contrast, specialized needs like senior services, homeless services, and assistance with navigating government resources were ranked as top-five priorities by relatively few respondents, suggesting these were lower immediate priorities for most.

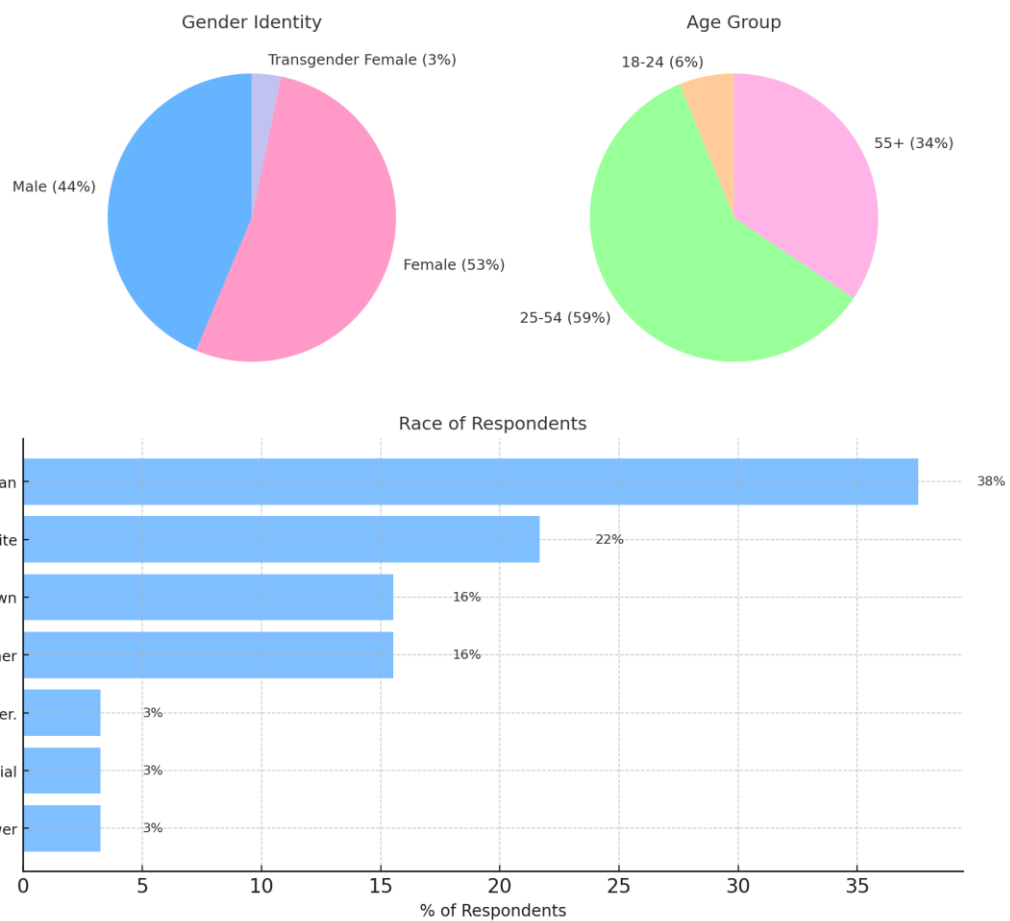


These results indicate that meeting basic material needs (food, financial help, housing) is the foremost concern for low-income individuals in the Foothill communities. It aligns with Organizational Standards 1.1 and 1.2, demonstrating that broad community input has identified critical needs. The emphasis on job development also highlights a desire for opportunities that can lead to self-sufficiency. Lower ranking of other categories does not mean they are unimportant, but rather that

immediate survival needs take precedence for most respondents. Notably, about three-quarters of respondents were current clients of Foothill Unity Center (see affiliation data in Section 5), so their priorities likely reflect areas where additional support beyond what they already receive is needed (e.g. more financial aid, more food support). These priority needs will guide the Center’s focus in planning services and community resource development.

**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)**

The demographic profile of survey participants was diverse, and the data suggest that poverty is widespread across different genders, ages, and racial/ethnic groups in the community. A slight majority of respondents identified as female (53% female vs. 44% male, with ~3% identifying as transgender female) and the remaining 0% identifying as other genders (no respondents identified as male-to-female transgender or non-binary in this survey). In terms of age, the largest share of participants (59%) were adults 25–54 years old, i.e. prime working age. However, a significant proportion (34%) were seniors 55 or older, and a small share (6%) were young adults 18–24. This spread indicates that poverty affects both working-age families and a considerable number of seniors in these Foothill communities.



Racially, the respondents came from a mix of backgrounds, illustrating that poverty in the San Gabriel Valley Foothills spans all major racial/ethnic groups. The largest racial group among

respondents was Asian (about 38% of respondents), followed by White (22%). Notably, 16% of respondents self-identified as “Brown,” and another 16% chose “Other” for race – these categories likely include individuals of Middle Eastern, South Asian, Latino (as a race), or other backgrounds not captured by the standard options. Smaller shares of respondents were Black or African American (3%), or biracial/multiracial (3%), and 3% preferred not to state their race. In terms of ethnicity, 44% of all respondents identified as Hispanic or Latino, while 56% were Non-Hispanic – indicating a substantial Hispanic presence among the low-income population. This diversity highlights that no single racial or ethnic group dominates the low-income demographic – instead, multiple communities (particularly Asian and Latino populations) are significantly represented among those facing economic hardship.

To understand poverty prevalence, participants were asked which statement best described their socio-economic status. Over half of respondents (52%) chose the statement “I/we lack sufficient money to live at a comfortable standard... (no economic opportunities, no assets, accumulated debt)”, effectively indicating they are struggling in poverty. About 26% described their status as having debt exceeding assets but with an expectation that investments (education, etc.) may improve future income – this suggests a precarious situation just above poverty or striving to escape poverty. Only 23% described being economically comfortable (having assets and owing less than they own). In other words, roughly four out of five respondents are either in poverty or facing significant financial strain, while only about one in five feel economically secure. This self-reported data illustrates a high prevalence of poverty in the surveyed group.

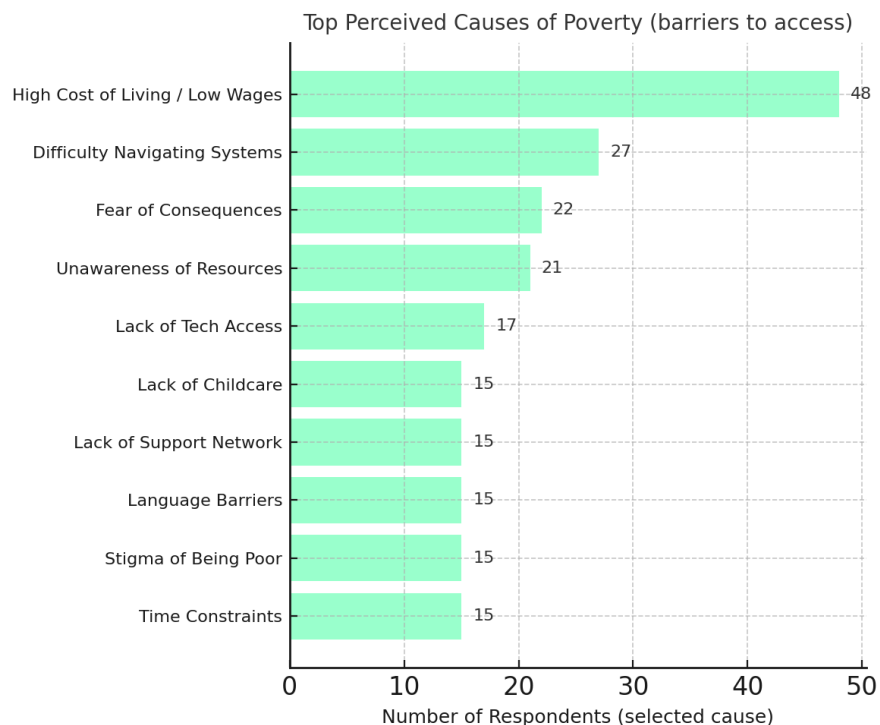
Crucially, this prevalence spans gender, age, and race/ethnicity. For instance, female respondents outnumbered males in the survey, which aligns with research showing women often experience higher poverty rates than men. Given that a majority of respondents of all backgrounds reported insufficient finances, we can infer that women constitute a significant portion of those in poverty locally (reflecting the survey’s 53% female makeup). Similarly, the fact that one-third of respondents are seniors and many of them likely fell into the “insufficient money” category means senior poverty is an important issue in these communities (older adults living on fixed incomes may be struggling as costs rise). The large Asian and Latino representation among respondents indicates that poverty is hitting these communities particularly hard in the Foothills area – consistent with broader Los Angeles County trends where Latino and certain Asian subpopulations have elevated poverty rates. In summary, poverty is prevalent across demographic lines: working-age adults, seniors, women, and communities of color all are deeply affected, which underlines the need for inclusive, targeted anti-poverty efforts. (This fulfills Org. Standard 3.2, analyzing how poverty impacts gender, age, and racial/ethnic groups.)

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)

When asked about the causes or reasons that poverty is perpetuated – essentially the barriers that prevent people from attaining self-sufficiency or accessing opportunities – respondents highlighted a range of systemic and personal barriers. By far the most frequently cited cause was economic: the high cost of living combined with low or stagnant wages. Nearly every respondent who answered this question (approximately 88%) selected “Cost of living is high, wages are low” as a

key reason poverty persists. This overwhelming response underscores that insufficient income relative to the local cost of housing, food, and essentials is seen as the number one driver of ongoing poverty.

Beyond that, a majority of respondents also pointed to difficulties in accessing or navigating support systems. Half of the respondents (50%) said “difficulty navigating systems” – meaning there are too many bureaucratic hurdles or complexity in accessing resources – is a major barrier. In a similar vein, lack of awareness of available resources was cited by 38%. Together, these indicate that information and bureaucratic barriers are keeping people from getting help: programs may exist, but people either don’t know about them or find the enrollment processes cumbersome and discouraging.



Social and cultural barriers also featured prominently. Notably, 41% of respondents identified “fear of consequences of using resources” as a reason poverty continues – for example, fear that seeking help could lead to negative repercussions such as immigration-related actions (public charge concerns), involvement of child protective services, or other authorities. This fear can deter eligible individuals from accessing aid like food stamps, healthcare, or other programs, thus perpetuating hardship. Similarly, stigma was a concern: 28% mentioned that stigma associated with being poor or needing help makes it hard to ask for assistance, which can keep people from improving their situation. Additionally, distrust of service providers was noted by about 19% – a smaller but notable segment of respondents feel that organizations and agencies might not have their best interests at heart (perhaps seeing them as “part of the system”), which can be a hurdle to seeking help.

Several practical and logistical barriers were identified as causes of poverty as well. About 31% pointed to lack of access to technology or ability to navigate technology (the digital divide), reflecting that many low-income individuals struggle to use online platforms or lack internet/devices, which today are often necessary for job applications, information, and even

accessing benefits. Likewise, time constraints were cited by 28% – for example, if social services have limited hours that conflict with people’s work schedules, working poor individuals can’t utilize those resources. Lack of childcare was mentioned by 28% as well, indicating that without affordable childcare, parents (especially single parents) are limited in working or attending training that could lift them out of poverty. About 28% also noted language barriers as a cause – in a diverse area like SGV, not speaking English fluently can prevent individuals from accessing jobs or services, thereby reinforcing poverty. Lack of support networks (family, community, or professional support) was another barrier (28%): those without a safety net or mentoring may struggle more to find opportunities or recover from setbacks.

Less commonly (but still by a noteworthy minority), respondents mentioned issues within institutions and services: 16% selected “lack of positive customer service experiences”, implying that unhelpful or discouraging interactions at agencies or service providers can prevent people from getting the assistance they need. A similar proportion (19%) pointed to “lack of diversity within systems that look like the community being served” – meaning the staff and decision-makers in organizations don’t reflect the population (in terms of culture, race, gender, etc.), which can lead to cultural disconnects or bias that make services less accessible or trustworthy to those in need. Additionally, 16% cited policies, laws or rules within systems that create barriers – for instance, strict eligibility rules, work requirements, or other policy-level issues that keep people trapped in poverty. Finally, a small number of respondents (only about 3%) chose “unreliable transportation” as a factor – interestingly low, which might indicate that in these communities transportation (while a challenge for some) is not as widespread a barrier as other factors, or perhaps other issues loom larger in people’s minds.

In summary, the community identifies a complex web of causes perpetuating poverty: fundamentally inadequate income (wages vs. cost of living) combined with structural barriers (complex systems, restrictive policies, poor outreach) and social barriers (fear, stigma, lack of trust). Practical daily-life issues (childcare, time, technology, language) further compound the difficulty of escaping poverty. These insights (Org. Standard 3.4) point to areas where interventions are needed – e.g., advocating for higher wages and lower living costs, simplifying access to services, doing more outreach in multiple languages, building trust in communities, and providing supports like childcare and tech access. Tackling these root causes and barriers is crucial for helping low-income individuals move toward self-sufficiency.

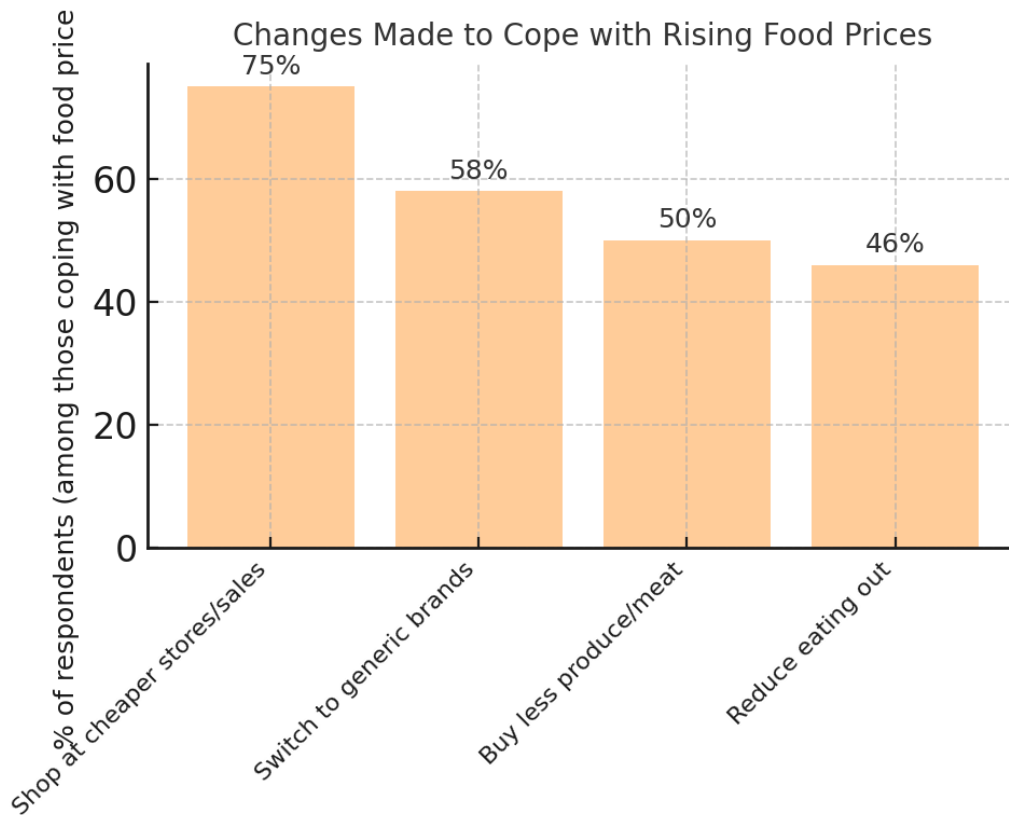
4. “Conditions of poverty” are the negative environmental, safety, health and/or economic conditions that may reduce investment or growth in communities where low-income individuals live. After review and analysis of your needs assessment data, describe the conditions of poverty in your agency’s service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

The survey findings also shed light on the current conditions that people in poverty are experiencing, particularly those that limit community growth or investment. Several questions focused on basic necessities and the impact of economic changes (like inflation) on low-income households. The results reveal serious challenges in areas of food security, housing affordability, and cost of living, which can be considered conditions resulting from or accompanying poverty. While the survey did not directly ask about crime or environmental blight, it captured data on health and safety in terms of access to food and stable housing. These conditions illustrate the day-to-day hardships that can hold a community back.

Food insecurity is a major condition of poverty among respondents. When asked about their food situation, approximately 75% of respondents worried that their food would run out before they had money to buy more, and fully 80% reported that the food they purchased did run out at least some of the time in the past 30 days. Alarming, over half of all respondents (around 46% for the worry question, and 52% for the food running out question) said this happened “Often true” in the last month – indicating chronic food insecurity. Only one-quarter did not worry about running out of food, and only one-fifth said they never ran out of food in the past month. These statistics underscore an acute level of food hardship in the community: most low-income households are struggling to afford enough food, with many frequently running short on groceries.

The implications of this are significant for community health and growth. High food insecurity means adults and children are likely experiencing hunger or malnutrition at times, which can affect health, ability to work or study, and overall quality of life. It also reflects that incomes are so strained that even the most basic need – food – is not assured. Households may be turning to food pantries and charities (indeed, many respondents are Foothill Unity Center clients, which provides food), but the data suggests the need far outstrips current resources. This condition can limit community growth because children in food-insecure families may struggle in school, workers may be less productive, and healthcare costs may rise due to poor nutrition outcomes. Moreover, widespread hunger is a sign of underinvestment in the social safety net at the community level.

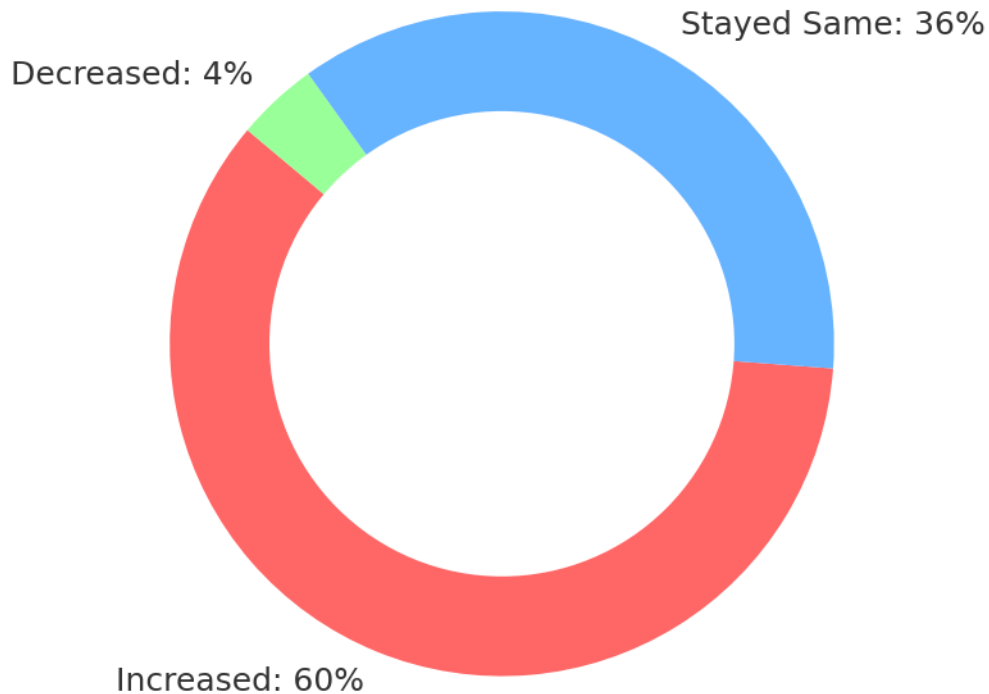
The survey also asked how people are coping with the recent increases in food prices (a specific economic condition affecting everyone, but especially burdensome for low-income families). The majority of respondents have had to adjust their behavior in ways that could have long-term impacts on health and well-being. About 75% of those who answered said they now shop at cheaper stores, hunt for sales, or use coupons to manage food costs. 58% are switching to generic brands instead of name brands. These strategies indicate resourcefulness, but also that people are constrained to prioritize cost over preference or perhaps quality.



Importantly, about 50% reported they are purchasing less fresh produce and meat due to high prices. This means half of the respondents are likely cutting back on nutritious food like fruits, vegetables, and proteins, which can lead to poorer diet quality (another health-related poverty condition). Additionally, 46% said they are eating out less or ordering less takeout – while dining out less often can be positive for budgets, for some it might mean reduced social engagement or convenience when time is scarce. Overall, these measures show households adapting to inflation by reducing food quantity/quality and altering shopping habits, which can strain local businesses (less spending at restaurants, for example) and harm health outcomes.

Another critical condition of poverty evident in the results is the impact of housing cost increases. In the past 12 months, 60% of respondents reported that their rent or mortgage has increased. Only about 36% said their housing costs stayed the same, and a fortunate 4% saw a decrease (which is very rare). This means a large majority of low-income households have faced even higher housing expenses in the last year – during a time when many were already stretched thin. The Foothill communities, like much of the region, have seen rising rents and property costs, and low-income residents are bearing the brunt of this trend. An increase in rent can force families to make impossible choices (pay rent or buy food?), lead to overcrowding (taking on roommates or moving in with family), or even result in displacement and homelessness if they cannot afford the new rent.

## Change in Rent/Mortgage in Last Year



The condition of rapidly rising housing costs, coupled with static or low incomes, severely limits community stability and growth. Families paying more of their income toward rent have less to spend on local goods, education, or saving for the future. In the worst cases, they may be pushed into moving out of the community in search of cheaper housing, which can erode community bonds and workforce availability. It can also increase homelessness in the area if people cannot keep up with rent – indeed, the need for homeless services, while not the top priority in the survey, was still identified by some respondents, indicating that homelessness is a present condition for certain individuals. High housing costs discourage community investment; for example, a family struggling to pay rent is unlikely to invest in home improvements or local businesses. Additionally, if a large portion of the population is on the brink of homelessness or displacement, outside investors and businesses may be wary of investing in those neighborhoods, perceiving economic instability.

Health conditions: While the survey did not directly measure health status, some data point to health-related conditions of poverty. The fact that “Healthcare resources (medical, dental, mental health, etc.)” was one of the categories in the needs ranking (and was selected by some respondents) suggests that many low-income individuals lack access to affordable healthcare, which is a typical condition associated with poverty. Lack of preventive care and untreated health issues can reduce individuals’ ability to work and participate in the community, thereby limiting growth. Mental health conditions can also be exacerbated by the stress of poverty – for instance, the high levels of fear, worry, and stigma reported indicate emotional stress that is prevalent in the

community. Environmental conditions like substandard housing or pollution were not explicitly covered in the survey, but these often go hand-in-hand with poverty (e.g., low-income families may live in older buildings with mold or in areas with higher pollution). We can infer that addressing poverty would also improve environmental and safety conditions, as families gain the means to secure better living environments.

In summary, the conditions of poverty in the Foothill communities are characterized by material hardship and instability: widespread food insecurity, adjustments to rising costs that undermine health (diet quality) and economic participation, and increased housing burdens that threaten housing security. These conditions create a climate where community growth is stifled – people are forced to focus on survival rather than education, entrepreneurship, or civic engagement. Addressing these conditions (through food assistance, rent relief or housing programs, inflation-responsive policies, etc.) is essential to allow the community and its low-income members to thrive. (These findings satisfy Org. Standard 3.4 by identifying key environmental/economic conditions associated with poverty in the community.)

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

Customer (client) satisfaction with Foothill Unity Center's services can be gleaned indirectly from the survey, even though a dedicated satisfaction question was not explicitly shown in the aggregated results. A large majority of respondents (78%, or 216 individuals) identified themselves as current clients/participants of Foothill Unity Center programs (accessing food, health, job development, housing, or case management services). The very high response rate among clients suggests a level of engagement that is a positive sign – clients cared enough about the Center's work to provide feedback. This implies trust and connection between clients and the organization, which is often correlated with satisfaction.

Additionally, the survey probed barriers and causes of poverty, including experiences with service providers. Notably, only a small fraction of respondents (around 16%) selected "lack of positive customer service experiences" as a barrier keeping people in poverty. In other words, poor service or treatment by agencies was not a common complaint among those surveyed. This is an encouraging indirect indicator that most low-income clients feel they are treated well and served respectfully by organizations (including Foothill Unity Center). If many clients were unhappy with the Center's services, we might expect to see more people pointing to negative service experiences as an issue. The low incidence of that response suggests that the majority of customers are relatively satisfied with how services are delivered.

On measures of service impact, many clients by virtue of being involved with Foothill Unity Center have their basic needs partially addressed (e.g., food pantry access). The fact that food and financial help still came out as top needs implies that while clients value what they receive, the scale of need is still greater than any one agency can fill – so their "satisfaction" may be high in terms of service quality, but they clearly express desire for more services or broader assistance. For instance, a client might be satisfied with the monthly food box they get, yet they still worry about food running out – meaning they appreciate the service (high satisfaction) but have remaining unmet needs.

To summarize the customer satisfaction findings: clients appear to be generally satisfied with Foothill Unity Center's services and how they are treated. Participation in the survey itself and the minimal criticism of service quality indicate positive sentiment. The organization meets crucial needs, and clients' priority lists suggest they rely on and value those services. Any areas of improvement implied by the survey might be in expanding service quantity or range (since key needs like financial aid, more food, housing support are highlighted) – essentially, clients may be saying, "We're happy with what we get; we just need more of it or additional types of help." Ongoing collection of direct customer satisfaction feedback (Org. Standard 1.3) will be important, but these assessment results provide reassurance that Foothill Unity Center is on the right track in customer relations. Stakeholders can be confident that client satisfaction is solid, and efforts to deepen resources in the high-need areas identified will likely be met with even greater client approval and community impact.

## 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 Center's Tripartite Board of Directors is structured to ensure equitable representation of low-income individuals, community and faith-based organizations, and public officials in its governance. The Board's Nominating Committee, in collaboration with staff, is responsible for identifying, cultivating, and maintaining Board members in accordance with this tripartite model. Low-income individuals are encouraged to participate in the nomination process by self-nominating, nominating others, or submitting a petition in support of their preferred candidate. To broaden outreach, leaders from local government, community-based organizations, and service providers are invited to assist in identifying qualified low-income candidates. The Nominating Committee then reviews all submissions and recommends qualified nominees to the full Board for approval.

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

## 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)

Foothill Unity Center follows a two-tiered client intake process to ensure services are tailored to the needs of each household.

For clients requesting food services only, the intake process requires valid identification for each household member, proof of local residency, and verification that the household income falls at or below 150 percent of the Federal Poverty Level. This process allows families to access food assistance in a timely and efficient manner.

For clients or households seeking additional support, including case management and financial assistance, a more detailed intake process is required. Clients must provide valid identification, proof of local residency, and documentation verifying household income. Acceptable forms of documentation include recent pay stubs, Social Security award letters, verification of public benefits, bank statements, tax returns, zero-income declarations, unemployment insurance letters, rent receipts, lease or mortgage agreements, and proof of enrollment in other need-based programs.

In urgent cases or for new clients who do not have the necessary documents at the time of intake, Foothill Unity Center may provide emergency food assistance up to three times while the client gathers the required information.

Following the Eaton Canyon Fire and during other emergency situations, the Center temporarily allows self-certification of eligibility to address the increased need for services and ensure an immediate response. This approach may be used again in the event of future disasters.

All client eligibility records are securely stored in physical case files and entered into the Center's Client Services Management System. Services are delivered directly by staff and through collaborations with community partners located at both Foothill Unity Center service sites.

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?

The poverty data related to gender, age, and race/ethnicity referenced in Part II: Causes and Conditions of Poverty, Question 2 will play a critical role in shaping Foothill Unity Center's service delivery and strategic planning over the next two years. This disaggregated data allows us to more

precisely identify which populations are disproportionately impacted by poverty and tailor our programs to meet their unique needs.

For example, the data indicates that there are a higher rate of single mothers and women-headed households experiencing higher rates of poverty. We will expand services that directly support women, such as access to diapers, feminine hygiene products, childcare resources, and job readiness programs that align with flexible schedules.

Similarly, as we have seen for the second community needs assessment in a row, there is a significant percentage of clients experiencing poverty are older adults. We have expanded our homebound delivery through a Door Dash program with LA Regional Food Bank and a Dial-A-Ride partnership with the City of Pasadena. targeted outreach to reduce social isolation, increased access to transportation services

Overall, this demographic data will inform a more targeted, inclusive, and equitable strategy. It ensures that limited resources are directed where they are needed most and helps the agency develop new partnerships, advocate for structural changes, and adapt programming to respond to the lived experiences of our diverse client base.

## 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)

Foothill Unity Center does not subcontract any services and does not coordinate funding with other providers with CSBG funding.

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)

To address the needs identified in our Community Needs Assessment survey, Foothill Unity Center maintains active Memorandums of Understanding (MOUs) and/or coordinated service partnerships with a wide range of organizations, including:

### **Food and Nutrition Services:**

- Los Angeles Regional Food Bank
- Food Forward

### **Higher Education and Health Services:**

- Azusa Pacific University
- California State University, Los Angeles – School of Nursing
- Citrus College
- Occidental College

### **Homelessness and Housing Services:**

- Union Station Homeless Services
- Los Angeles Homeless Services Authority

- Volunteers of America
- City of Pasadena – Housing Department
- City of Monrovia - FASS

**Workforce and Adult Education:**

- South Bay Workforce Development Board
- Foothill Workforce Development Board

**Transportation and Accessibility:**

- Immediate Needs Transportation Program (International Institute of Los Angeles)
- City of Pasadena – Transportation Department

**Regional and Local Government:**

- San Gabriel Valley Council of Governments

**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)**

Foothill Unity Center, Inc. actively cultivates strong working relationships with a wide range of service providers to prevent unnecessary duplication of services and to enhance a coordinated, community-centered approach to service delivery. Through consistent participation in local meetings, councils, commissions, associations, and conferences, our staff identifies emerging community needs and service gaps, allowing us to strengthen our direct service offerings and expand strategic linkages with partner organizations.

For example, Foothill Unity Center collaborates with key entities such as the Los Angeles Department of Public Health (LADPH), Los Angeles County Department of Mental Health (LACDMH), Los Angeles Homeless Services Authority (LAHSA), Pasadena Partnership to End Homelessness, Friends in Deed, Union Station Homeless Services, Los Angeles Regional Food Bank, Workforce Innovation and Opportunity Act (WIOA) programs, and CalWORKs, among others.

Our ongoing engagement in community meetings ensures that local partners remain informed about our services and can make timely referrals to the Center. We receive referrals from a broad spectrum of stakeholders including healthcare providers, school districts, law enforcement agencies,

and local government representatives. In addition, our team regularly participates in school events, city functions, and outreach fairs to connect directly with low-income populations and raise awareness of available resources.

As an active participant in the Coordinated Entry System (CES) and LA County Community Health Improvement Plan (CHIP), Foothill Unity Center supports the regional Continuum of Care to ensure individuals experiencing homelessness are efficiently connected to appropriate services and housing interventions.

We also maintain a strong presence online and through digital communication. Services and updates are regularly shared via social media, our website, and a weekly email newsletter, helping ensure easy access to information for individuals and families in need. When clients visit the Center seeking food, housing, or health-related assistance, staff provide printed resource materials and guidance on additional services available through both the Center and our partner organizations.

To better understand and respond to community needs, our staff routinely reviews monthly service reports and call volume data from both individual clients and partner agencies. This process helps assess patterns in service demand and informs program planning.

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

Foothill Unity Center strategically leverages a diverse array of non-CSBG funding sources to expand and sustain its service capacity across all core program areas. A significant portion of the food we distribute is secured through in-kind donations and community partnerships, allowing us to provide comprehensive food assistance without reliance on CSBG funds.

For example, we conduct weekly food pickups from the Los Angeles Regional Food Bank, which includes USDA commodities and other donated or low-cost items. We also maintain a regular partnership with Food Forward, receiving fresh produce from local farms. As a designated regional food recovery hub by the San Gabriel Valley Council of Governments (SGVCOG), Foothill Unity Center plays a critical role in the regional food system by mitigating food waste from local restaurants and redistributing excess food to those in need throughout the San Gabriel Valley.

Annual community food drives further enhance our inventory. Each May, we participate in the National Association of Letter Carriers' Stamp Out Hunger Food Drive, receiving more than 30,000 pounds of non-perishable food from two local post offices—providing essential supplies for our emergency food programs.

In addition to food resources, Foothill Unity Center leverages public funding streams to expand housing navigation and supportive services. We are certified by the Los Angeles Homeless Services Authority (LAHSA) and have been awarded funding through LAHSA, the City of Pasadena (CESH and HEAP programs), and the Emergency Food and Shelter Program (EFSP). These funds enable us to provide housing stabilization services that complement and extend the reach of CSBG-funded

initiatives. We also maintain a strong funding partnership with the City of Monrovia, which supports services specifically for residents and individuals with strong community ties to Monrovia.

To support long-term sustainability and growth, the Center engages in robust annual fundraising activities, including a high-impact awards gala that secures individual contributions and sponsorships from local businesses, community members, and municipal partners. Additionally, we leverage digital platforms, including our website, social media channels, and a weekly email newsletter, to promote services, strengthen donor engagement, and broaden community outreach.

During the response to the Eaton Canyon Fires, Foothill Unity Center rapidly expanded its service footprint through strategic partnerships. We collaborated with local kitchens to deliver meals directly to affected households, worked with clothing brands such as Carter's, Patagonia, and Operation Warm to distribute essential clothing, and partnered with local banks to provide direct financial support to those impacted

Through these varied efforts, Foothill Unity Center effectively harnesses a wide range of resources and partnerships to build organizational resilience, expand service delivery, and reduce dependency on any single funding source. This multi-faceted approach ensures we remain responsive to the evolving needs of the communities we serve.

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

Foothill Unity Center has built a robust and diversified base of support from foundations, corporations, individual donors, faith-based groups, civic organizations, educational institutions, and other community stakeholders. These supporters contribute funding for both core services and specialized programs, helping to ensure the Center's long-term sustainability and responsiveness to community needs.

The Center's Development Department actively pursues grants from private foundations, corporate philanthropic programs, and public agencies, with requests focused on both programmatic support and capital improvements to expand infrastructure and organizational capacity. In addition, we engage in annual fundraising events, such as our signature awards gala, to attract sponsorships and direct donations from local businesses and community members.

To further broaden our donor pipeline, we have recently launched a legacy giving program, offering individuals the opportunity to include Foothill Unity Center in their estate planning. This long-term strategy is designed to secure financial sustainability beyond annual giving cycles. We also continue to explore recurring donation models, donor-matching programs, employee giving campaigns, and online crowdfunding platforms to diversify and expand revenue streams.

In preparation for any potential reductions in CSBG funding, Foothill Unity Center is committed to preserving the most critical services that meet the highest priority needs of our low-income clients. While reduced funding may necessitate difficult decisions regarding staffing and program scale, the

Center will prioritize continuity of essential programs such as emergency food distribution, housing navigation, and case management 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)

Foothill Unity Center (FUCI) is committed to addressing the needs of youth in low-income communities through a range of youth development programs supported by strong community coordination and partnerships. In collaboration with the Foothill Workforce Development Board and the City of Duarte's Work Investment Network, FUCI supports youth employment through summer jobs programs that provide meaningful work experience and job readiness training. Court-referred youth are given opportunities to fulfill their community service hours by volunteering in FUCI's food distribution and warehouse operations, fostering responsibility and civic engagement. Local high school students also regularly volunteer with the Center, gaining hands-on experience and developing a deeper understanding of community service.

FUCI's annual Back-to-School Program supports approximately 1,000 children and youth from low-income households by providing essential school supplies, clothing, haircuts, manicures, and health screenings. In the most recent year, FUCI significantly increased health screening participation through family-based incentives. The Center also hosts an annual Toy Distribution, serving around 800 children with toys, clothing, and books to support enrichment and well-being during the holidays.

In addition to direct youth programming, FUCI maintains strong partnerships with local school districts to support students and their families beyond the classroom. Through these collaborations, FUCI provides fresh produce distributions to families in need, case management services for referrals to additional support programs, and access to clothing and other essential resources for students facing hardship.

These efforts are part of a broader, collaborative strategy to address the educational, economic, and social barriers faced by youth in underserved communities. By fostering strong cross-sector partnerships and implementing targeted, community-informed programs, FUCI remains dedicated to empowering young people with the tools, opportunities, and support they need to thrive.

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)

Foothill Unity Center (FUCI) strengthens community-wide coordination and collaboration by working closely with a diverse network of public agencies, school districts, workforce entities, and nonprofit

organizations to address the needs of youth in economically disadvantaged communities. These partnerships are central to FUCI's approach in developing and implementing youth-centered initiatives that encourage personal development, long-term stability, and expanded opportunity.

Through collaborative efforts with the Foothill Workforce Development Board and the City of Duarte's Work Investment Network, FUCI facilitates summer job programs that offer local youth paid work experience, foundational employment skills, and professional development. Additionally, youth referred by the courts are given meaningful opportunities to complete community service hours by volunteering in FUCI's food distribution and warehouse operations. These experiences foster accountability, promote civic engagement, and provide a structured, supportive environment. High school students from surrounding communities also participate as volunteers, gaining practical skills and a deeper understanding of service and leadership.

Beyond youth employment and volunteerism, FUCI maintains strong relationships with local school districts to extend support directly to students and their families. These collaborations include the distribution of fresh produce to food-insecure households, targeted case management services for referrals to partner agencies, and the provision of clothing and other essential resources. These services help alleviate key barriers that can hinder a student's educational success and overall well-being.

Although FUCI does not currently operate formal violence-free zones, mentoring, or entrepreneurship programs, the organization's strong foundation in youth engagement, coupled with its history of effective collaboration, creates a solid platform for future expansion. FUCI remains committed to exploring and investing in new strategies—such as after-school care, mediation services, and life skills training—that further enrich youth development and align with community needs.

With a longstanding presence in the region and a reputation for trusted service delivery, FUCI continues to evolve its role in youth development. By cultivating cross-sector relationships and piloting responsive programming, FUCI works to ensure that young people in underserved communities have access to safe spaces, positive experiences, and the tools needed to thrive.

**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)**

In alignment with the definitions outlined in Section 3 of the Workforce Innovation and Opportunity Act [29 U.S.C. 3102], Foothill Unity Center coordinates a range of employment and training activities that support individuals with barriers to employment and promote equitable access to career pathways. As a private nonprofit organization rooted in community service, the Center maintains formal, non-monetary agreements with both the Foothill Workforce Development Board (FWDB) and the South Bay Workforce Development Board to support GAIN placements and broader workforce

development efforts.

These partnerships have proven effective in creating work-based learning opportunities for youth, seniors, dislocated workers, and displaced homemakers—many of whom are low-income, unemployed, or lack foundational skills in reading, writing, and computing. Foothill Unity Center provides hands-on, on-site training aligned with labor market demand in areas such as clerical support, customer service, food handling, warehouse operations, facilities maintenance, and community outreach (ambassadorship). These training opportunities are supported by case-managed career planning that incorporates the use of technology, access to education providers, and referrals to industry-specific certifications.

A key component of our employment programming is the provision of supportive services that address barriers to workforce participation. Participants receive access to food assistance, healthcare navigation, housing support, and other critical resources based on individualized needs assessments conducted by case workers. These services help ensure participants are stabilized and ready to engage in workforce opportunities with confidence and support.

Foothill Unity Center also maintains structured collaborations with additional workforce partners to enhance training capacity. This includes partnerships with the National Asian Pacific Center on Aging (NAPCA) and SER-Jobs for Progress to support older adults and seniors seeking re-entry into the workforce.

Through these coordinated efforts, Foothill Unity Center continues to deliver accessible, community-based workforce development services consistent with WIOA's vision, creating pathways toward meaningful employment for individuals who face systemic and socioeconomic barriers.

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)

Foothill Unity Center, Inc. provides a comprehensive range of emergency supplies, nutritious food, and supportive services to counteract conditions of hunger, starvation, and malnutrition among low-income individuals and families. The Center's food programs are designed to address both immediate emergency needs and long-term food insecurity, with a focus on offering healthy, culturally appropriate, and accessible food options.

Our Family Food Program ensures that households receive a monthly supply of food, including canned goods, dry staples, frozen and refrigerated items, bakery products, dairy, and fresh produce. USDA commodities are also included to meet federal nutrition guidelines. Families may return once per week for additional perishable items such as bread, dairy, and produce to maintain access between monthly distributions.

To meet the urgent needs of individuals experiencing homelessness or those without access to kitchen facilities, the Bag Lunch Program provides ready-to-eat meals three times per week. Each

bag contains enough food to last approximately two days and includes sandwiches, canned meats, fruit, snacks, drinks, and canned items with easy-open lids. Toiletries, clothing, and blankets are also distributed weekly, based on availability, to help support hygiene and health.

Through the Homebound Grocery Delivery Program, Foothill Unity Center delivers food monthly to the homes of seniors and individuals with disabilities who cannot access food distributions in person. These deliveries are critical in preventing malnutrition and social isolation for some of our most vulnerable clients.

The Older Adult Food Box Program provides seniors aged 60 and older with monthly boxes tailored to support their dietary needs and overall health. This targeted program helps reduce food insecurity and ensures access to balanced nutrition for older adults.

To further support household stability, the Center also provides diapers to families with young children, offering sizes ranging from newborn through size six. In addition, adult-sized diapers are available for seniors or adults in need.

To expand access, Foothill Unity Center offers several wraparound services. Through our partnership with DoorDash, we provide weekly home deliveries of groceries to individuals who are unable to travel. We also work with Dial-A-Ride to ensure older adults have reliable transportation to attend food distribution events.

The Center also shares surplus food with other nonprofit and faith-based partners through our Food Forward Program. By redistributing excess produce and food items to organizations such as community kitchens and local group homes, we reduce waste and increase access to healthy food throughout the region.

Foothill Unity Center is committed to enhancing its emergency response capacity and is actively exploring the steps needed to become a designated emergency response site during times of crisis or disaster. Our ongoing goal is to ensure that vulnerable populations have consistent access to nutritious food, essential items, and supportive services, especially during periods of heightened need. Through these integrated efforts, we continue to combat the impact of food insecurity, hunger, and malnutrition in the communities we serve.

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?

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)

Foothill Unity Center, Inc., a grassroots organization deeply embedded in the communities it serves, leverages CSBG funding to implement and expand innovative, neighborhood-based initiatives that strengthen families and promote effective parenting. Through a holistic, family-centered approach, the Center offers programs designed to support caregivers, improve family health and stability, and create pathways to long-term self-sufficiency for both adults and children.

With support from CSBG, Foothill Unity Center delivers several forward-thinking community initiatives that address the interconnected needs of families and youth. These include mobile pop-up health clinics and mental health workshops, which increase access to care for underserved populations, as well as a community gardening program that promotes nutrition education, food sustainability, and opportunities for family engagement. The Center also operates a pet food bank, recognizing the importance of companion animals to family emotional well-being, and a diaper bank that helps alleviate economic stress for parents of young children.

In partnership with Azusa Pacific University's School of Nursing, Foothill Unity Center hosts an annual Health, Wellness, and Job Fair. This event provides families with access to preventive healthcare screenings, employment resources, and social service connections in a welcoming, multilingual environment. These efforts are particularly impactful for low-income households facing barriers to transportation, childcare, and health coverage.

These initiatives are intentionally designed to reach families at the neighborhood level and respond to specific community-identified needs. They serve as entry points for deeper engagement, including case management, parenting support, and referrals to programs that address housing, employment, and behavioral health. By focusing on family well-being as a foundation for community stability, Foothill Unity Center's programs help mitigate the effects of poverty while fostering resilience, empowerment, and intergenerational opportunity.

These efforts are especially critical in a region like the San Gabriel Valley, where more than 5,100 individuals experience homelessness, many of whom are part of family units or are youth aging out

of care. The rising cost of living, limited affordable childcare, and insufficient access to healthcare have placed enormous strain on parents and caregivers. By using CSBG funding to support creative, family-first solutions, Foothill Unity Center is actively addressing these challenges and reinforcing the essential role of families in breaking the cycle of poverty.

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)

Foothill Unity Center, Inc. is dedicated to providing individuals and families with seamless access to the comprehensive supports necessary to achieve stability and long term well-being. When service needs extend beyond the scope of our internal programming, we ensure continuity of care through a robust network of referrals, personalized case management, and coordinated follow up services.

Referrals are available both in person and by phone to any community member in need. Our case workers and front facing staff are trained to assess individual needs and connect clients with appropriate resources from our trusted network of local, county, and nonprofit partners. Educational materials, including flyers and brochures addressing housing, health, mental health, and other essential services, are regularly distributed, especially during food distributions and community outreach events.

Through our comprehensive case management program, clients receive tailored support that includes goal setting, service coordination, appointment scheduling, and, when needed, direct accompaniment to ensure successful service linkage. Follow up consultations are conducted to monitor progress, confirm service delivery, and identify any additional unmet needs. This client centered approach enhances the effectiveness of referrals and reinforces sustained engagement.

To further reduce access barriers, Foothill Unity Center hosts a variety of service providers on site. These partnerships include mental health professionals from the LA County Department of Mental Health, public health nurses from California State University Los Angeles and Azusa Pacific University, mobile dental clinics, veterinarians at pet wellness events, and career counselors at workforce fairs. By co-locating services and fostering strong collaborative relationships with regional partners, we address critical service gaps and streamline support for our clients.

This integrated model combining referrals, individualized case management, and on site partner engagement ensures that clients are not only connected to services but are supported throughout the entire process. As a result, we improve client outcomes, promote self sufficiency, and contribute to a more responsive and resilient community support system.

## 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.

## 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)

Foothill Unity Center evaluates the effectiveness of its programs and services through a structured Results-Oriented Management and Accountability (ROMA) framework. This includes both quantitative and qualitative performance measures to assess how well programs meet identified community needs and contribute to family and community-level outcomes.

### Measurement Tools:

- Client Services Management System (CSMS): Used to track individual- and household-level service delivery, outcomes, and progress over time.
- Client Satisfaction Surveys: Administered regularly to capture qualitative feedback and identify areas for program improvement.
- Community Needs Assessment (CNA): Conducted biennially to guide service alignment and resource allocation based on emerging needs and community trends.

### Data Sources and Collection Procedures:

- Client Intake and Case Management Files: Caseworkers collect demographic and needs-related data at intake and update records throughout the service engagement.
- Partner and Stakeholder Reports: Collaborative data from healthcare providers, school districts, and housing partners are reviewed to validate outcomes and track external referrals.
- Surveys and Focus Groups: Used to collect participant perspectives and evaluate program relevance, access, and impact.

## Frequency of Data Collection and Reporting:

Ongoing Data Entry: CSMS data is updated in real time by program staff.

Daily Internal Reports: Data coordinator review service counts and outcome progress daily to track goal alignment and flag trends.

Monthly Program Reviews: Leadership evaluates key performance indicators (KPIs), ROMA NPIs, and client feedback to inform course correction and resource shifts.

Annual Review and Strategic Planning: Year-end summaries, including CSBG Annual Report (Modules 3 and 4), guide strategic planning and budget alignment for the following year.

## 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)

Selected Need: Low-income households experience limited access to affordable, nutritious food, increasing food insecurity and related health risks.

Implementation Plan: Foothill Unity Center addresses this need through its Food and Nutrition Program, which combats hunger among low-income, unhoused, and food-insecure populations across the San Gabriel Valley. The program operates six weekly food distributions between our Monrovia and Pasadena sites, providing a consistent supply of nutritious groceries including fresh produce, dairy, meat, and shelf-stable goods. Bagged meals are distributed to unhoused individuals, while seniors and homebound clients receive home-delivered food boxes. Nutrition education, healthy recipes, and seasonal produce demonstrations are offered to promote healthier eating habits.

Foothill Unity Center will continue to build on its role as a produce hub in partnership with the Los Angeles Regional Food Bank and Food Forward, supporting other food pantries across the region and contributing to California's statewide food recovery goals under SB 1383. As part of our comprehensive approach to meeting basic needs, hygiene items are distributed alongside food whenever available.

Monitoring Progress: The program's outputs are tracked using the Client Services Management System (CSMS), where staff record participation, frequency of services, household demographics, and special dietary or medical needs. Distribution volumes, pounds of food recovered, and delivery records are monitored weekly. Metrics include:

- Number of unduplicated households served
- Total meals provided

- Number of seniors/homebound clients receiving deliveries
- Pounds of produce recovered and redistributed

Evaluation Plan: The program is evaluated quarterly by reviewing both service data and participant feedback. Staff assess trends in food access, gaps in distribution coverage, and opportunities for improvement. Post-service surveys are distributed at select events to gather feedback on food quality, nutritional value, and satisfaction. Indicators such as SRV 5ii (Food Boxes) and FNPI 6.3 (Improved Nutrition) are used to report measurable outcomes to funders and within the CSBG Annual Report.

Program performance is reviewed annually as part of strategic planning to assess alignment with community needs and to guide improvements in food sourcing, volunteer coordination, and education efforts.

### 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.

### 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