

CSBG Recovery Act Local Plan

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

Submit To:

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

Section I - Agency Information

Agency	San Benito County, Community Services & Workforce Development, a division of Health and Human Services Agency
Address	1111 San Felipe Road #108
City	Hollister, CA 95023

Agency Contact Person Regarding CSBG Recovery Act Local Plan

Contact Person	Enrique Arreola
Title	Deputy Director
Phone	(831) 637-9293
Fax	(831) 637-0996
E-mail Address	earreola@cswd.co.san-benito.ca.us

Section II - Certification

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

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

Board Chair

Date

Executive Director

Date

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Section III - DUNS Number

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

DUNS Number 784683757

Section IV - CCR Number

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

CCR Number 4D4A8

Section V - Verification of Public Inspection

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

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

Community Services & Workforce Development made the CSBG Recovery Act Local Plan available for public inspection through the following ways:

- 1) The Local Plan was made available on our department's website: <http://www.sbcjobs.org> (attached is the copy of the website page)
 - 2) An email blast was sent out to over 200 agencies and community partners informing them that the Local Plan is available for public inspection through the website and at our office (attached is the email blast)
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Section VI - General Plans

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

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

Our agency has been proactive in addressing economic growth and employment opportunities. Our department, Community Services & Workforce Development (CSWD) is also the County's recipient of WIA Recovery Act funding which also addresses economic growth and employment opportunities. We have identified two strategies for economic growth and employment opportunities; Summer Youth Employment Training for low-income and at-risk youth ages 14-24 and On-the-Job-Training for low-income unemployed adults. To date, staff has sent out over 300 summer youth packets to low-income youth. Staff is in the process of holding orientations, conducting intake, determining eligibility and hiring appropriate staff. The Summer Youth Program consists of 7 weeks starting June 22, 2009 through August 7, 2009. On-the-Job-Training (OJT) is scheduled to start on July 09 through September 2010. This program will subsidize 50% of the wages paid directly to the employer. Staff will develop and create job opportunities with our local employers with the goal to hire youth from our program. All eligible participants will go through a series of employment readiness workshops to better prepare them in their job. Staff will provide case management services to all participants for continued support and program success.

Community Services & Workforce Development, the One Stop Career Center and all of our collaborative partners directly contributes to the goals of the project and recognizes the importance of the proposed services and is committed to program leverage and sustainability. In an effort to sustain the project activities beyond the term of CSBG Recovery Act funding, staff and partners will work on resource development, to ensure program leverage, sustainability and secure funds for expansion. Resource development includes submitting grant proposals and holding and securing in-kind contributions from other funding sources. In addition, CSWD is the County's department that receives the Workforce Investment Act funding at the One Stop Career Center. These services will support and leveraged for program sustainability.

We have been successful in forming strong partnerships with the City, County and other community based organizations in San Benito County who provide services to our clients.

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

The Recovery Act services will be implemented in San Benito County. San Benito County is a rural community that is home to approximately 48,000 residents of which 18,148 are children ages 0-18. Of the children in the county, 1% are African American, 2% are Asian Americans, 63% are Latino, 32% are white and 3% are of multiple or other ethnicities (California County Scorecard, 2008). The Hollister School District student population is 5,740 with 62% of those from families on free and reduced lunch. Our service delivery system is set-up to serve low-income residents in San Benito County to address their workforce needs; to partner and provide support to our local employers and to stimulate the local economy by addressing the high unemployment rate and increasing the local workforce. Through the CSBG Recovery Act funding, we will create approximately 8-10 job slots for summer youth employment and approximately 28-33 job slots for on-the-job-training (OJT). In addition, participants will receive a free membership to the San Benito County One Stop Career Center where they would be able to conduct job search assistance, employment readiness workshops, enroll in other services, use the equipment such as fax, copier and telephones, use of the resource room and receive all of the services available to our community. Once participants receive their One Stop Career Center membership, they can receive core services, intensive services and access to training. Services will be provided in English and Spanish. The One Stop Career Center has TDD/TTY line access and meet the requirements of the Americans with Disabilities Act. Employment Development Department (EDD) services, including CAL Jobs, will be available at all participants.

The following services will be available at all One-Stop Centers to individuals with the right to work in the USA:

- Outreach, intake, profiling, and orientation to the One-Stop Center
- Initial assessment of skill levels, aptitudes, abilities, and support services
- Labor Market Information
- Consumer reports and performance information
- One-Stop partner services and supportive services
- Information on filing UI claims
- Resource Room usage
- Groups Workshops (employment readiness, financial literacy...etc.)
- Job Referral and Registration into Cal Jobs
- Internet browsing to find career, employment and training information
- Assistance in establishing eligibility for additional assistance including WIA intensive and training services, Welfare-to-Work, and non-WIA training and education services.

Specific services available to job seekers who are unable to find employment include:

- Individual assessment
- Job search workshops
- Job resource centers with computers, phones, fax machines, and employment information
- Career counselors
- Basic skills training/English as a Second Language (ESL)
- Job placement assistance
- Training/retraining in demand occupational skills through individual training accounts, work experience, customized training, and On-the-Job Training
- Employment Development Department services
- Access to child care, transportation, and other support services
- Individual service strategies/Individual Re-adjustment Plan/Case Management
- Entrepreneurial training
- Follow up services for 1 year

Access to these services is provided through a three-tier delivery system that ranges from self-directed low-cost services to intensive services that require an assessment of need, a longer term financial commitment and more extensive participation on the part of the customer.

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

The goal behind the use of Recovery Act Funds is to spend it now and spend it wisely in our efforts to stimulate our local economy by creating jobs and supporting our local residents and employers. These funds will support the short-term and long-term economic and employment needs of individuals, families and communities. In addressing their short term goal, we will create meaningful subsidized employment opportunities to low-income residents who are unemployed for both adults and youth ages 14-24. The youth enrolled in the Summer Youth Employment Program would be paid directly from the County for up to 400 hours. Employers will be reimbursed at least a 50% of the wages for 400 hours. As the long-term goal, participants would obtain meaningful employment where they would apply their skills for growth in the company or apply these skills at other meaningful employment opportunities. It is our goal that these families become self-sufficient in high paying occupations. We believe this is possible in partnering with our local employers and other organizations.

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

Partnering with local organizations to provide the additional support required to meet identified gaps in services is a crucial component to our service delivery strategy. Each participant placed will have an Employment Counselor who will work with them one-on-one to provide the additional support and to refer them as needed. For example, if a participant is in need of food, we will refer them to our partner the Community Food Bank of San Benito County. If a participant is in need of counseling services, we will refer them to the Behavioral Health Division. Over the years, we have created many partnerships with local organizations in our efforts to provide optimum services. The Employment Counselor will also provide work with their employer to help troubleshoot when necessary. Our primary goal is the well being of our participants and at the same time, to provide the necessary support systems for them.

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

The County's Community Services and Workforce Development is the department that is also managing the implementation of the Workforce Investment Act ARRA funding. As the recipient, we manage the Workforce Investment Board (WIB) and the implementation of services. The San Benito County One Stop Career Center is co-operated and managed in full partnership with the Employment Development Department. All services are coordinated with numerous partners including Gavilan College, The San Benito County Office of Education, the San Benito High School District, CA Department of Rehabilitation, National Council on Aging, Economic Development Corporation, South County ROP, GoKids, Inc., and other community partners. Through our coordinated efforts and our monthly One Stop Partner's meetings, we ensure that there is proper communication and no duplication of services and supplanting of funds and positions. CSWD has been implementing these type of services for over 20 years and has developed the proper steps to ensure optimum and well coordinated services.

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

Staff has been working aggressively with community partners with different focus areas to support innovative initiatives. Staff has begun outreach to our local community organizations to create job openings such as the Community Food Bank of San Benito County, Community Services Development Corporation, the Family Resource Center and Social Services. The Community Food Bank of San Benito County provides food to low-income residents; the Community Services Development Corporation builds affordable housing for low-income families and operates their transitional housing; the Family Resource Center provides an array of services to low-income residents; and the Social Services provides family support systems to at-risk and low-income families. Our goal is to create meaningful employment to serve low-income individuals residing in San Benito County.

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

Community Services & Workforce Development (CSWD) and the Community Action Board (CAB) conducted a community-needs assessment a few months ago to over 200 community residents. Residents were asked to rank the issues/priorities they feel are the most important to them including 1) Gang Issues in San Benito County; 2) the need for food assistance; 3) Migrant Center Projects/Labor Camp; 4) Transitional Housing; 5) Jobs: Support to securing employment; 6) Housing Foreclosure Prevention Assistance and 7) Homeless issues. Here are the results from this survey in priority ranking: #1: Jobs; #2: Gang Issues; #3: Homeless Issues; #4: Food; #5: Housing Foreclosure; #6: Transitional Housing; and #7: Migrant Center/Labor Camp. Given the high unemployment rate of 16.2% in San Benito County, it is with no surprise that Jobs ranked as the #1 priority for our community.

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

The Recovery Act services will be implemented in San Benito County. San Benito County is a rural community that is home to approximately 48,000 residents of which 18,148 are children ages 0-18. Of the children in the county, 1% are African American, 2% are Asian Americans, 63% are Latino, 32% are white and 3% are of multiple or other ethnicities (California County Scorecard, 2008). The Hollister School District student population is 5,740 with 62% of those from families on free and reduced lunch. Community Services and Workforce Development has in place the eligibility enrollment criteria to identify eligible participants and families in Federal, State, and local benefit programs. Specifically, participants must meet the following eligibility criteria:

For Youth participating in the Summer Youth Employment Program:

- Not less than 14 years nor more than age 24;
- Be a low-income resident in accordance to the 2009 Federal Poverty Guidelines

For adults participating in on-the-job-training:

- Individual is age 18 or older and
- Be a low-income resident in accordance to the 2009 Federal Poverty Guidelines

In addition, individuals enrolled in programs such as CalWORKS, TANF, Independent Living Skills (ILP), foster youth and probation department will be given priority to register in the program.

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

Community Services & Workforce Development (CSWD) has taken a pro-active approach to advertise and market the Recovery Act services and outcomes. The Freelance local newspaper wrote an article on their April 9th issue on our employment services including the Summer Youth Employment Training Program, on-the-job training and individual training accounts. In addition, staff made a presentation at the San Benito County Board of Supervisor's meeting which is televised and seen by our local community. Staff also sent over 300 invitations to youth and has been very busy conducting orientations on the services being provided in the upcoming months. Over 50 employer packets have also been sent recently in our effort to create job openings for low-income residents. Furthermore, we have outreached at the San Benito One Stop Career Center, to our One Stop Career Center partners, at the San Benito Workforce Investment Board, at City and County Departments, at the local School Districts and with community based organizations. With over 20 years experience in managing workforce services, the community has recognized CSWD as the County's workforce department. Staff will continue to promote the Recovery Act services to the low-income community.

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Section VII - Energy Coordination

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

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

Community Services & Workforce Development has met with our local energy provider, Central Coast Energy Services to strategize on how we can work together to create meaningful employment opportunities to low-income residents. We have both mutually agreed to refer eligible participants for the Summer Youth Employment Program. The employer packet has been provided and will be submitted by May 15, 2009 with the job descriptions, site agreement, and other required information. Furthermore, Central Coast Energy Services is also interested in hiring adults as part of the on-the-job-training and individual training accounts. We were happy to hear that Central Coast Energy Services is working closely with the local college to coordinate a Weatherization Training Program for eligible participants starting in August/September. As time approaches, we will refer participants interested in this training. Upon successful completion of the training, participants may apply for a Weatherization position with the agency or work in with other Weatherization Programs. Once we receive the job order and site service agreement, participants interested in working at Central Coast Energy Services will be referred to them. They will arrange an interview with the goal to hire 3-6 participants. We are very excited to establish this partnership with Central Coast Energy Services as it is our goal to coordinate our efforts with local energy programs with employment and job placement.

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

As stated above, Community Services & Workforce Development has begun to actively coordinate with our local energy program in our efforts to provide employment and training opportunities to eligible participants. We have both mutually agreed to hire up to 3-6 participants during the summer months and have agreed to hire adults as part of the on-the-job training which may take place during or after they receive training. Furthermore, they will also provide classroom and hands-on training to participants interested in Weatherization Training. Those that complete the training may be hired directly by them or can apply with other energy providers. Staff will continue to actively work with this agency to solidify our agreement starting with our Summer Youth Employment Training Program.

Section VIII - Workforce Development Projects and Activities

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

A.1) Project/Activity #1

Title	Summer Youth Employment Program
Cost	\$20,709
Est. # of Jobs	<input type="checkbox"/> *Created # 8 to 10 <input type="checkbox"/> Retained #
Description	The Summer Youth Employment Training Program is designed to assist youth with full-time or part-time employment during the summer months. The program is designed to expose our young workforce with employment opportunities where they can acquire skills and work ethic. The program is set-up for 7 weeks starting on June 22, 2009. All participants will receive 24 hours of employment readiness where they will receive a certificate of completion and an employment portfolio consisting of labor market information, copies of resumes, sample applications, etc.

A.2) Project/Activity #2

Title	On-the-Job Training
Cost	\$62,128
Est. # of Jobs	<input type="checkbox"/> *Created # 28-33 <input type="checkbox"/> Retained #
Description	Participants learn job skills while working in meaningful employment where they can acquire new skills. Employers are provided pre-screened employees at no cost. Length of training varies from 3-6 months depending on the number of hours participants work. Wages, as well as other fringe benefits, are paid by the employer. Employers are reimbursed up to 50% of the employee's wages.

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A.3) Project/Activity #3

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

A.4) Project/Activity #4

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

A.5) Project/Activity #5

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

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

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

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

B.2) Subcontractor Project/Activity #2

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

B.3) Subcontractor Project/Activity #3

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

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B.4) Subcontractor Project/Activity #4

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

B.5) Subcontractor Project/Activity #5

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

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

N/A

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

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

<i>NPI</i>	<i>Project or Activity</i>	<i>Description</i>
NPI 1.1 Employment: The number and percentage of low-income participants in community action employment initiatives who get a job or become self-sufficient	Summer Youth Employment Training Program	The Summer Youth Employment Training Program is designed to assist youth with full-time or part-time employment during the summer months. The program is designed to expose our young workforce with employment opportunities where they can acquire skills and work ethic. The program is set-up for 7 weeks starting on June 22, 2009. All participants will receive 24 hours of employment readiness where they will receive a certificate of completion and an employment portfolio consisting of labor market information, copies of resumes, sample applications, etc.
NPI 1.1 Employment: The number and percentage of low-income participants in community action employment initiatives who get a job or become self-sufficient	On-the-Job-Training	Participants learn job skills while working in meaningful employment where they can acquire new skills. Employers are provided pre-screened employees at no cost. Length of training varies from 3-6 months depending on the number of hours participants work. Wages, as well as other fringe benefits, are paid by the employer. Employers are reimbursed up to 50% of the employee's wages.

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

There are no planned infrastructure investments with funds made available under the Recovery Act.

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

Yes, our agency will use a PORTION of the Recovery Act funds for administrative costs.

Yes, our agency will use ALL of the Recovery Act funds for administrative costs.

No, our agency will NOT use any of the Recovery Act funds for administrative costs.

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

The funds allocated for administrative costs are designed to result in specific, measurable, attainable and results-orientated outcomes. Documentation, including the number of youth's served between ages 14-24, number of hours worked will link with the cost data and produce information that, over time, will show service utilization and changes in costs which will give the agency information crucial to management and planning.

Cost data is derived from staff Personnel Activity Reports, actual wages and benefits, supplies and equipment. Personnel Activity Reports reflect administrative tasks performed which will provide a stronger link to support the anticipated outcome of the program.

Section IX - Required Disclosures

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

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

None

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

The agency is not involved in any legal proceedings.

Section X - Barriers

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

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

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The agency is equipped with the resources including experienced staff that will facilitate a successful program and a very experienced fiscal department. In addition, our department has over 20 years experience running effective employment and training programs and has co-operated the San Benito One Stop Career Center for over 8 years. At the moment, we are aggressively recruiting participants and employers for the proposed activities. We have also taken the necessary marketing steps to inform our community of the services being provided under the Recovery Act funding. We are confident in the steps we have taken that will lead to a successful program. The potential barrier I have encountered in the last few weeks is the belief that there are not enough employers in the county in need of hiring positions for their company. To overcome this, we are taking a pro-active approach to creating partnerships with different sectors with our goal to have community buy-in and create as many jobs as possible for our low-income community. Thus far, we have received excellent response and are confident that we will have a successful program.
