

REPORT

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: June 4, 2013

CAO File No. 0220-01024-2737

Council File No. 13-0640

Council District: All

To: The Mayor
The Council

From: Miguel A. Santana, City Administrative Officer *MS*

Reference: Community Development Department Transmittal dated May 15, 2013; Referred to the City Administrative Officer on May 24, 2013

Subject: **COMMUNITY DEVELOPMENT DEPARTMENT/LOS ANGELES HOUSING DEPARTMENT: 2014-15 COMMUNITY ACTION PLAN FOR THE COMMUNITY SERVICES BLOCK GRANT**

SUMMARY

The Community Development Department (CDD) requests authority to submit the City's Community Action Plan (CAP/Action Plan) for the two-year period beginning January 1, 2014 through December 31, 2015 for Community Services Block Grant (CSBG) funds to the State of California's Department of Community Services and Development (CSD). The Federal government is the originating source for CSBG funds. The CSD administers the CSBG program and allocates funds through an existing network of Community Action Agencies (CAA) and other eligible entities. The CDD is the current designated CAA for the City. The 2014-15 Action Plan is due to CSD by June 27, 2013.

California State law (Government Code 12747) requires eligible entities in each service area to develop an Action Plan using processes that will assess poverty-related needs, available resources, feasible goals and strategies to prioritize services provided to low-income populations that promote self-sufficiency among these populations.

The 2013-14 Adopted Budget (C.F. 13-0600) transfers the administration of CSBG to the Los Angeles Housing Department (LAHD). Effective July 1, 2013, LAHD will administer the grant and will request approval from the Council and Mayor for authority to accept future grant awards, make necessary amendments and allocate funding for program and administrative costs. The CDD has notified CSD and the CAA designation will be changed to LAHD.

This report provides a summary of the CAP and a recommendation for CDD to submit the necessary documents to CSD on behalf of the City, subject to the review of the City Attorney as to form and legality.

Community Services Block Grant Program

The CDD administers CSBG funds through its Family Services Delivery System, FamilySource Program (FSP) and network of 21 FamilySource Centers (FSCs). The CDD will use its FSP to support and achieve self-sufficiency for the participants. The services provided through the FSP are designed to comply with CSBG funding requirements. Each FSC provides core services through co-located partner agencies. These core services include case management, pre-employment and employment support, parenting

classes, financial literacy, adult education, computer literacy, tutoring, mentoring, youth leadership, college access activities, recreational activities, cultural activities, supportive services, legal services, multi-benefit screening, and information and referral.

The CSBG program provides approximately one-third of the funding for the FSCs to support the range of services to assist low-income individuals and families in attaining the skills, knowledge and motivation to achieve self-sufficiency. The program also provides low-income individuals and families with immediate life necessities such as food, shelter and healthcare needs.

The CSBG award for the current program year (January 1, 2013 through December 31, 2013) is \$6,200,586 and was approved by Council in March 2013 (C.F. 13-0206). Of this amount, \$1,924,868 was approved for administrative costs and \$4,275,718 for program costs. The appropriations for administrative costs are approved in LAHD's 2013-14 Adopted Budget. The CDD leverages CSBG funds with Community Development Block Grant, Workforce Investment Act and other grant funding to create economic, social and employment opportunities for individuals, families and neighborhoods in need.

Community Action Plan

The CAP serves as the City's application for CSBG formula funding for the two-year period beginning January 1, 2014 through December 31, 2015. The CAP details the City's proposed use of CSBG funds and explains how the City will comply with federal and state regulations concerning CSBG funding. The CAP is reviewed and approved by the City's Community Action Board (CAB). The CAB is an advisory body comprised of elected community members and representatives from the public and private sector nominated by the Council and Mayor. The CAB provides oversight on CSBG funding and programs in conformance with the CSBG Act. The CAB approved the proposed 2014-15 CAP on May 3, 2013.

The CDD used several sources of information to determine the needs of lower-income residents and to develop the CAP, including data from the 2010 United States Census, 2006-2011 American Community Survey, various studies and publications and comments from public hearings, surveys and CAB members.

Eligible entities are required to conduct a public hearing in conjunction with the CAP and provide documentation of the hearing and address the concerns expressed at these hearings in the CAP. The CDD conducted public hearings in December 2012, April 2013 and May 2013. In addition, CDD designed a survey on the needs of City residents that live at or below the poverty level in March 2013 to solicit public comment. Over 1,000 community surveys were received.

The key components of the 2014-15 CAP are as follows:

- Vision and Mission Statements;
- Community Information Profile;
- Local Needs Assessment and Statewide Priorities;
- Compliance with Federal and State Mandates;
- Public Hearing Documentation;
- Monitoring and Evaluation Plan; and,
- National Performance Indicators (NPI) Report for Compliance with CSBG goals.

Details on these key components are discussed in the transmittal from CDD, dated May 15, 2013 (Transmittal) and the attachment to the transmittal (the CAP application and appendices and community survey results). A summary of the NPIs and the targeted number of participants for the 2014-15 CSBG Action Plan is provided as an attachment to this report.

We recommend approval for CDD to sign and submit the 2014-15 CAP for CSBG funding to CSD by June 27, 2013. Upon the notification of CSD, LAHD will request approval from the Council and Mayor for authority to accept CSBG grants for 2014 and 2015, make necessary amendments and allocate the funding for program and administrative costs. The proposed action complies with the City's Financial Policies in that the services identified in the CAP will be funded by federal grant funds. Additional information on the CAP is provided in the CDD Transmittal, which is available on the City's Internet site at cityclerk.lacity.org, Council File Management System, C.F. 13-0640.

RECOMMENDATION

That the Council, subject to the approval of the Mayor, authorize the General Manager, Community Development Department, or designee, to sign and submit the 2014-15 Community Action Plan for the Community Services Block Grant to the State of California Department of Community Services and Development on behalf of the City by June 27, 2013, subject to the review of the City Attorney as to form and legality.

FISCAL IMPACT STATEMENT

There is no additional General Fund impact. The 2013-14 Adopted Budget approved approximately \$1.5 million for administrative costs: \$1.2 million for direct costs and \$0.3 million for indirect costs to be funded by the Community Services Block Grant (CSBG). The recommended action in this report is in compliance with the City's Financial Policies in that the services in the Community Action Plan for CSBG will be fully funded by federal grant funds.

MAS:BLT:02130144

Attachment

**Summary of National Performance indicators
2014-2015 Community Services Block Grant Community Action Plan**

National Performance Indicator	Number of Participants to Achieve Outcome
Employment:	
Unemployed and obtained a job	500
Obtained pre-employment skills and competencies required for employment and received training program certificate or diploma	400
Completed Adult Basic Education/General Education Diploma and received certificate or diploma	20
Enrolled children in "before" or "after" school programs in order to acquire or maintain employment	3000
Obtained health care services for themselves or a family member in support of employment stability	160
Economic Asset Enhancement and Utilization:	
Participated in tax preparation program and received tax credit	2,700
Obtained court-ordered child support payments	160
Opened a savings account and increased savings and the total amount of savings	200
Increased Academic Achievement:	
Youth increased academic, athletic or social skills for school success by participating in "before" or "after" programs	2,800
Parents and other adults learn and exhibit improved parenting skills	2,000
Emergency Assistance:	
Food	5,500
Fuel/Energy Bill (funded by Low Income Home Energy Assistance Program)	3,000
Temporary Shelter	1,500
Protection From Violence	1,500
Legal Assistance	1,500
Transportation	1,500
Clothing	1,000