



# COUNTY OF SAN DIEGO

## AGENDA ITEM

### BOARD OF SUPERVISORS

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First District

JOEL ANDERSON  
Second District

TERRA LAWSON-REMER  
Third District

MONICA MONTGOMERY STEPPE  
Fourth District

JIM DESMOND  
Fifth District

**DATE:** May 06, 2025

**06**

**TO:** Board of Supervisors

### SUBJECT

**AUTHORIZE ACTIONS RELATED TO THE 2026-2027 COMMUNITY ACTION PLAN  
AND APPROVE REVISED BY-LAWS (DISTRICTS: ALL)**

### OVERVIEW

As the region's designated Community Action Agency, the County of San Diego (County) is eligible to receive an annual allocation of federal Community Services Block Grant (CSBG) revenue. CSBG funds local programs that increase economic security for individuals and families, as well as supports civic engagement in low-income communities across all of San Diego County, particularly around addressing barriers to economic inclusion. CSBG revenue is available to California Community Action Agencies each year through a revenue agreement with the California Department of Community Services and Development (CSD), pending the submission of a two-year Community Action Plan. On June 13, 2023 (5), the San Diego County Board of Supervisors (Board) authorized the Clerk of the Board to execute the CSBG revenue agreements for calendar years 2024 and 2025, and any amendments in alignment with the Plan for those same years.

Today's proposed action requests the Board to authorize submission of the 2026-2027 Community Action Plan (Plan) to CSD and accept approximately \$3,550,000 annually in CSBG funding for the periods of January 1, 2026, through December 31, 2026, and January 1, 2027, through December 31, 2027. Today's proposed action also requests Board authorization to execute CSBG revenue agreements and any amendments, and to pursue additional funding opportunities to address barriers to economic inclusion and promote civic engagement in the region's low-income communities. Lastly, today's proposed action requests the Board to approve updates to the Community Action Board By-laws.

The programs outlined in the 2026-2027 Plan support the County vision of a just, sustainable, and resilient future for all, specifically for communities and populations in San Diego County that have been historically left behind, as well as our ongoing commitment to the regional *Live Well San Diego* vision of healthy, safe, and thriving communities. Allowing the continuation of CSBG-funded programs helps to improve lives by strengthening economic inclusion and civic engagement in low-income communities throughout the region.

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**RECOMMENDATION(S)**

**CHIEF ADMINISTRATIVE OFFICER**

1. Authorize submission of the calendar years 2026 and 2027 Community Action Plan and acceptance of approximately \$3,550,000 annually of Community Services Block Grant funding from the California Department of Community Services and Development, for the periods of January 1, 2026, through December 31, 2026, and January 1, 2027, through December 31, 2027.
2. Authorize the Clerk of the Board, upon receipt, to execute all required revenue agreement documents, including any annual extensions, amendments, and/or revisions thereto that do not materially impact or alter the services or funding level.
3. Authorize the Deputy Chief Administrative Officer, Health and Human Services Agency, to apply for future funding, including grants, supplemental funding and other funding opportunities for programs or projects that address barriers to economic inclusion and promote civic engagement in the region's low-income communities.
4. Approve the revised By-laws for the Community Action Board that incorporates clarifying language for a clear democratic selection process for the representatives of the low-income sector and incorporates Assembly Bill 2449 limited teleconferencing scenarios.

**EQUITY IMPACT STATEMENT**

The County of San Diego (County) Health and Human Services Agency, Department of Strategy and Community Engagement (DSCE) strives to enhance community engagement and collaboration and devote efforts to meet the needs of underserved communities. The County Community Action Partnership (CAP), within DSCE, is the locally designated Community Action Agency for San Diego County, and addresses identified issues of poverty through Community Services Block Grant (CSBG) funding. CSBG-funded programs advance equity and opportunity for economically disadvantaged communities through the DSCE mission of creating innovative and strategic solutions with our partners for collective impact in creating healthy, safe, and thriving communities.

To utilize CSBG funding, CAP is required to gather community input through a Community Needs Assessment every two years, which utilizes data and information collected to be incorporated into program design and service delivery, to reflect the needs and priorities of the community. Strategies for expanding input during this process include utilizing existing meetings consisting of stakeholders from various sectors, such as the Resident Leadership Academy Council and Regional Community Leadership Team Meetings, leveraging a text messaging campaign supported through County Self-Sufficiency Services for CalFresh recipients, and a series of needs assessment presentations to gather feedback. CSBG funding advances equitable opportunities as information collected through the Community Needs Assessment is made available to community stakeholders for their own use in developing and enhancing programs and services addressing similar needs.

**SUSTAINABILITY IMPACT STATEMENT**

Today's proposed action supports the County Sustainability Goal #1 of engaging the community, Sustainability Goal # 2 of providing just and equitable access, and Sustainability Goal #4 to protect the health and well-being of everyone in the region. This will be accomplished by engaging the public and providing residents with opportunities for self-sufficiency through the Community

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Action Board meetings, which facilitate discussion regarding program development and oversight of the biennial Community Needs Assessment. These programs serve to remove barriers from low-income families seeking crisis stabilization services, provides opportunities for equitable access to health resources, and reduces the demand on other County and community services.

**FISCAL IMPACT**

Funds for this request are included in the Fiscal Year (FY) 2025-26 CAO Recommended Operational Plan for the Health and Human Services Agency. If approved, this request will result in costs and revenue of approximately \$1,775,000 in FY 2025-26, costs and revenue of approximately \$3,550,000 in FY 2026-27 and cost and revenue of \$1,775,000 in FY 2027-28. The funding source is the Community Services Block Grant from the California Department of Community Services and Development. Funds for subsequent years will be included in future Operational Plans. There will be no change in net General Fund cost and no additional staff years.

**BUSINESS IMPACT STATEMENT**

N/A

**ADVISORY BOARD STATEMENT**

The 2026-2027 Community Action Plan and associated requests were approved by the Community Action Board at the meeting on March 13, 2025.

**BACKGROUND**

The federal Community Services Block Grant (CSBG) funds programs to increase economic security for individuals and families, and supports civic engagement in low-income communities, particularly around addressing barriers to economic inclusion. The California Department of Community Services and Development (CSD) allocates CSBG revenue to Community Action Agencies according to the census count of persons with incomes below the federal poverty level. As a Community Action Agency, the County of San Diego (County), Department of Strategy and Community Engagement (DSCE) Community Action Partnership (CAP) is eligible to receive CSBG allocations based on the submission of a two-year Community Action Plan (Plan). The Plan outlines the local service priorities for low-income communities informed by a Community Needs Assessment and the CAP strategies to provide responsive services to those priorities.

Since 1975, the County has received CSBG revenue, which has been used to provide a range of services to assist low-income families and individuals attain the skills, knowledge, and motivation necessary to achieve self-sufficiency, impacting the lives of the most vulnerable populations. Most recently, on June 13, 2023 (5), the San Diego County Board of Supervisors (Board) authorized the Clerk of the Board to execute the latest CSBG revenue agreements, and any amendments associated with the 2024-2025 Plan and programming, which is projected to serve over 50,000 individuals/households by the end of 2025.

In 2024, 18,109 unduplicated individuals were served countywide through CAP administered contracts. Individuals received a combined total of 49,085 services, which included crisis stabilization services, voter education, employment and education services, and housing support. CAP contractors also distributed 6,319 prepared meals to individuals experiencing homelessness to address food insecurity in the region. Furthermore, 65 households received rental assistance,

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which provided crucial support for housing stability. These efforts underscore CAP's dedication to supporting vulnerable populations in San Diego County.

**Recommendations 1 and 2: Authorize Submission of the Calendar Years 2026-2027 Plan and Acceptance of Funding; Authorize the Execution of the CSBG Revenue Agreement for 2026-2027**

The 2026-2027 Plan serves as a two-year roadmap of how CAP plans to deliver services funded by CSBG. Through the Community Needs Assessment, the 2026-2027 Plan identifies and assesses poverty-related needs and resources in the region, and outlines goals and priorities for programs that are responsive and not duplicative of other resources in the community.

CAP completed a Community Needs Assessment from October to December 2024 designed to refresh its understanding of service priorities in low-income communities in San Diego County. Community-based organizations were identified as subject matter experts, along with Health and Human Services Agency Regional Chiefs, to administer the Community Needs Assessment. The assessment included:

- Identification and analysis of key community indicators important to the description of the regional factors related to poverty;
- Targeted outreach to low-income residents and other key stakeholders in the HHSA Service Regions to provide direct input regarding needs and priorities of low-income communities. Input was solicited through online and paper surveys offered in the County threshold languages, and public forums. Additionally, CAP tapped into the County Self-Sufficiency Service's text messaging capabilities to share survey link to CalFresh customers, resulting in 10,598 responses obtained. An additional 194 residents were able to attend in-person regional focus groups; and
- Analysis of quantitative and qualitative data collected as part of the Community Needs Assessment by CAP staff and obtaining approval of findings by the Community Action Board.

A complete record of this cycle's Community Needs Assessment process is included in the 2026-2027 Plan and provides results of the survey (countywide and by HHSA Service Region) and participation records for each of the regional public forums (Attachment A).

The 2026-2027 Plan outlines programs CAP will provide that: 1) are responsive to the priorities informed by the Community Needs Assessment findings; 2) align with the national goals associated with CSBG revenue; 3) support the County vision of a just, sustainable, and resilient future for all, as well as the regional *Live Well San Diego* vision of healthy, safe, and thriving communities; and 4) enhance and leverage other services available in the community that increase economic inclusion. The 2026-2027 Plan also addresses how CAP follows national CSBG Organizational Standards, as well as meets required State and federal assurances.

Based on the Community Needs Assessment, which is incorporated into the 2026-2027 Plan, CSBG revenue of approximately \$3,550,000 annually will be utilized to continue providing a variety of services and programs countywide to the most vulnerable populations as described below.

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- Regional Leadership Academy (RLA) Coordination Services support regional academies. These academies offer training and professional development to community leaders to help build effective leadership abilities, foster collaboration, and improve their capacity to address regional challenges among residents to promote community leadership. Coordination services support regional efforts through quarterly convening of RLA practitioners, as well as their ongoing technical assistance and training.
- Communities in Action (CinA) programs offer support to individual, family, and community well-being by assessing household needs, providing stabilization support for crisis situations, navigating income support services, providing financial literacy services and education/development classes, and hosting RLA.
- Earned Income Tax Credit Coordination Services offers tax filing assistance for low-income residents.
- Keep Em' Safe program offers child passenger safety training and distribution of car seats to low-income families.
- Live Well Exchange and Work Readiness Exchange, offers targeted training to at-risk populations regarding conflict management and collaborative communication, as well as facilitating community dialogues around priority issues.
- Whole Family/2 Generation (WF2G) aims to establish a lasting legacy of economic security across generations in historically disadvantaged communities, and focuses on youth programs, poverty reduction, self-sufficiency, and health equity in underserved areas of Southeastern San Diego.

Today's actions request authorization to submit the 2026-2027 Plan and accept approximately \$3,550,000 annually in CSBG funding from CSD for the periods of January 1, 2026, through December 31, 2026, and January 1, 2027, through December 31, 2027; and authorize the execution of CSBG revenue agreements and any amendments.

**Recommendations 3: Authorize the Application for Future Funding Opportunities**

CAP administers multiple contracts related to the programs and services outlined in the 2026-2027 Plan. Beyond CSBG, CAP also pursues funding from other sources to enhance and leverage other community services that increase economic inclusion.

Today's action requests authorization for the Deputy Chief Administrative Officer, HHSA, to apply for future funding opportunities, including grants, supplemental funding, and other funding sources, to support programs or projects that address barriers to economic inclusion and promote civic engagement in low-income communities within the region. These efforts will be guided by the priorities identified in the Community Needs Assessment, in alignment with the national goals associated with CSBG revenue.

**Recommendation 4: Approve the revised By-laws for the Community Action Board, which clarify the democratic selection process for low-income sector representatives and incorporate Assembly Bill 2449 teleconferencing provisions.**

CAB serves as the advisory body for programs operated under CAP and directly appoint the public sector representatives to serve on their board. CAB also confirms appointments for representatives of the Economically Disadvantaged and Private sectors and approves the CAB By-laws. These

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updates incorporate changes as directed by CSD. Proposed changes to the By-laws incorporate a clear democratic selection process for the representatives of the economically disadvantaged sector and would leverage Regional Community Leadership Teams as regional nominating committees.

The County has five Regional Community Leadership Teams that represent six of HHSA regions – South, Central, East, North Central, and North Inland and North Coastal combined. These teams are made up of key local partners and provide a collaborative space and can serve as a nominating committee in the CAB’s democratic selection of representatives for the Economically Disadvantaged sector. This ensures every region has a voice in selecting CAB members, fostering a more equitable and inclusive approach to CAP’s decision-making and programs.

Additionally, the CAB By-laws are being updated as well to incorporate Assembly Bill 2449 (AB 2449), which was signed into law on September 13, 2022. This bill modifies the Ralph M. Brown Act to allow local agency legislative bodies to conduct public meetings via teleconference under specified conditions, which support greater accessibility and participation in CAB proceedings.

Through the revisions proposed by the CAB By-Law Ad-Hoc Committee, the CAB approved the following changes on March 13, 2025.

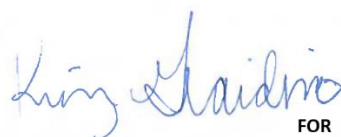
- Revised the selection and nomination process of low-income sector representatives to require forming a regional nominating committee to interview and vote on candidate advancement in that respective region. These changes ensure better alignment with regulatory standards and strengthen the democratic process in compliance with CSBG Regulation 45CFR96 from the Office of Community Services, Administration for Children and Families, United States Department of Health and Human Services.
- Revisions to the organization procedures in alignment with Assembly Bill 2449 to incorporate limited teleconferencing during the monthly CAB Meetings under specified circumstances including “just cause,” such as childcare or family caregiving, communicable illnesses, physical or mental disabilities, or travel on official public business.

Today’s proposed action requests Board approval to the proposed revisions to the CAB By-laws in alignment with state and federal guidelines, and in doing so, support CAB and its ability to meet and advise on programs that impact the health, safety, and well-being of low-income communities.

**LINKAGE TO THE COUNTY OF SAN DIEGO STRATEGIC PLAN**

Today’s proposed action supports the County 2025-2030 Strategic Initiatives of Sustainability (Resiliency), Equity (Economic Opportunity), and Community (Quality of Life). This is accomplished by strengthening economic inclusion and civic engagement in low-income communities throughout the region through administering programs that address barriers to economic inclusion and promote civic engagement in the region’s low-income communities.

Respectfully submitted,



FOR

EBONY N. SHELTON

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Chief Administrative Officer

**ATTACHMENT(S)**

Attachment A – 2026-2027 Community Action Plan

Attachment B – Community Action Board By-laws – Clean

Attachment C – Community Action Board By-laws – Strikethrough