

PROJECT CHARTER

1. General Project Information				
Project Name:	Community Action Plan 2026-2027			
Executive Sponsors:	Scott Thompson, Interim Director			
Division Sponsors	Christina Castle-Barber, Division Manager			
Project Manager	Roshunda Ward, ASA III			
Impact of project:	CSBG programming in informed by the needs of the community and makes a difference.			
2. Project Team				
Workgroup Team Members: (do not include subgroup)	Name	Working Title	Bureau	Division
	Christina Caslte-Barber	Division Manager	CSB	Community Action
	Roshunda Ward	ASA III	CSB	Community Action
	Melissa Molina	CSAM	CSB	Community Action
3. Stakeholders (e.g., those with a significant interest in or who will be significantly affected by this project)				
Economic Opportunity Council The Contra Costa County Board of Supervisors Contracts Unit Fiscal Unit Community-Based Organizations Low-Income Residents of Contra Costa County				
4. Project Scope Statement				
Project Purpose / Business Justification Describe the business need this project addresses				
<p>Public Law 105-285 (the CSBG Act) and the California Government Code require that CSD secure a CAP, including a CNA from each agency. Section 676(b)(11) of the CSBG Act directs that receipt of a CAP is a condition to receive funding. Section 12747(a) of the California Government Code requires the CAP to assess poverty-related needs, available resources, feasible goals, and strategies that yield program priorities consistent with standards of effectiveness established for the program. Although CSD may prescribe statewide priorities or strategies that shall be considered and addressed at the local level, each agency is authorized to set its own program priorities in conformance to its determination of local needs. The CAP supported by the CNA is a two-year plan that shows how agencies will deliver CSBG services. CSBG funds are by their nature designed to be flexible. They shall be used to support activities that increase the capacity of low-income families and individuals to become self-sufficient.</p>				
Objectives (in business terms)				
<ul style="list-style-type: none"> To prepare and submit a completed and approved Community Needs Assessment and Community Action Plan by no later than June 30, 2025 that is reflective of the true needs of low income families and individuals in our county. To operate a Community Action Program funded by CSBG that improves the lives of the low-income families and individuals as measured by the National Performance Indicators and guided by the information in the Community Action Plan and reflected in the 2026-27 RFP for community-based organization. 				

Deliverables *List the high-level "products" to be created (e.g., improved xxxx process, employee manual on yyyy)*

- A comprehensive Community Needs Assessment that includes all necessary data to make informed decisions around priorities by February 3, 2025.
- A minimum of 4 public hearings/listening sessions conducted around the county where low-income families and individuals gather by March 30, 2025.
- A strategic planning session with Lucy Hernandez, the Economic Opportunity Council, and CSBG staff to look at our vision and mission and other aspects of program planning to set the tone for the CAP planning by March 30, 2025.
- A Community Action Plan that is approved by both the EOC and the Board of Supervisors and submitted to CSD no later than June 30, 2025

Scope *List what the project will and will not address (e.g., this project addresses units that report into the Office of the Director. Units that report into the Bureau Directors are not included)*

This project addresses the work requirements of the CSBG program only. It will include staff to the Head Start Policy Council in the matter of a public hearing and selected subcontractors who will also host public hearings and does not include the work of the other units of the bureau.

Project Milestones *Propose start and end dates for Project Phases (e.g., Inception, Planning, Construction, Delivery) and other major milestones*

12/1/24—1-31/25 Community Needs Assessment Completed

1/15/25 – 2/5/25 Purchase giveaways and raffle prizes for Public Hearings

1/15/25 – 2/7/25 Public Hearing Dates and Locations Set

2/13/25 – EOC Signs up to facilitate Public Meetings and choses questions to be asked.

2/14/25 – 2/28/25 – Extensive outreach to community regarding hearings (emails, calls, social media, newsletters, postings, flyer distribution at community meetings.

3/4/25 – PUBLIC HEARING from 11:30 -12:30 at GRIP in Richmond.

3/6/25 – Strategic Planning Session with Lucy Hernandez on Zoom from 6-8 pm.

3/11/25 – PUBLIC HEARING from 4-5pm at Loaves and Fishes in Martinez. They will serve a special dinner for the participants.

3/13/25 – EOC Business Meeting to present key findings from the 2025 Community Assessment and to finalize mission and vision for Community Action Plan. Review of progress to date on CAP Plan.

3/19/25 – PUBLIC HEARING from 6pm to 6:20 pm at Head Start Policy Council Meeting in Pleasant Hill.

3/27/25 – PUBLIC HEARING at St. Vincent de Paul – 12:30-1:30 pm.

4/10/25 – EOC Business Meeting – approval of Community Action Plan!

Week of April 21 – Presentation of Community Action Plan to Marla Stuart and approval to proceed with Board of Supervisors Approval.

4/29/25 – Public Hearing on CAP from 4-5 pm on Zoom.

Week of May 5, 2025 – Submit board order for approval by BOS.

5/20/25 – Board of Supervisors approval of Community Action Plan

5/21/25 – SUBMIT CAP TO STATE!!!!

Major Known Risks (including significant Assumptions) *Identify obstacles that may cause the project to fail.*

Risk	Risk Rating (Hi, Med, Lo)
Poor attendance at Public Hearings	Hi
Difficulty securing timely inclusion on the Board Agenda.	Med
Inclusion of DEI information included in the CAP template given the Executive Orders.	Hi

Constraints *List any conditions that may limit the project team's options with respect to resources, personnel, or schedule (e.g., predetermined budget or project end date, limit on number of staff that may be assigned to the project).*

There are no constraints identified at this time as all resources, personnel, and budget has been secured.

External Dependencies *Will project success depend on coordination of efforts between the project team and one or more other individuals or groups? Has everyone involved agreed to this interaction?*

The project team will need to work with the Policy Council team, St. Vincent de Paul, Loaves and Fishes, Greater Richmond Interfaith Program, and the contracts unit. They have all agreed to this interaction.

5. Communication Strategy *(specify how the project manager will communicate to the Executive Sponsor, Project Team members and Stakeholders, e.g., frequency of status reports, frequency of Project Team meetings, etc.*

Executive Sponsor: C. Castle-Barber will provide written updates twice monthly at her regularly scheduled one-on-ones with S. Thompson

Project Team Members: Will meet as needed frequently to move the project along. Email will be used for this process, primarily.

Stakeholders: The EOC will receive formal updates at their regularly scheduled monthly meetings and during the Executive Subcommittee. Urgent updates and reminders will be sent out via email. The CSBG subcontractors will receive the formal public hearing notices and email reminders.

6. Charter Update

Name	Purpose of Update	Date (MM/DD/YYYY)

7. Notes