



CONTRA COSTA COUNTY

AGENDA

Economic Opportunity Council

Thursday, April 9, 2026

6:00 PM

1470 Civic Court, Suite 200, Room 207,
Concord | Zoom:

<https://cccouny-us.zoom.us/j/841129701>

68 | Call in: 8882780254 | code: 7038773

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee

1. Call to Order and Welcome
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).
3. APPROVE the EOC Business Meeting Minutes of 3-12-26. [26-1407](#)
Attachments: [EOC Business Meeting Minutes of 3-12-26 DRAFT](#)
4. RECEIVE Fiscal Report for February 2026 for CSBG 2025 and 2026 Grants. [26-1408](#)
Attachments: [25F-6007 February Report](#)
[26F-5007 February Report](#)
5. RECEIVE Contra Costa County Audit for Year End June 2025. [26-1409](#)
Attachments: [County Audit April 2026](#)
6. APPROVE attendees at the CalCAPA and NCAP Conferences in 2026. [26-1410](#)
Attachments: [CalCAPA Annual Conference 2026](#)
[NCAP Annual Convention 2026](#)
7. DISCUSS EOC's 2026 Legislative Platform for Advocacy Day. [26-1411](#)
Attachments: [Legislation Adopted by the EOC for Advocacy Day 2026](#)
8. RECEIVE update on 2026 Community Action Month Activities - Board of Supervisors' Presentation and CSBG Subcontractor Roundtable. [26-1412](#)
Attachments: [CAM-Toolkit-2026_F](#)

9. Staff Report
10. EOC Chair Report
11. EOC Member Reports
12. Next Steps and Meeting Evaluation

The next meeting is currently scheduled for May 21, 2026 at 5:30 PM at 500 Ellinwood, Conference Rooms A and B, Pleasant Hill.

13. Adjourn

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 1470 Civic Court, Suite 200, Concord, during normal business hours. Staff reports related to items on the agenda are also accessible online at www.contracosta.ca.gov. If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting in person without remote access. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact: Christina Castle-Barber 925-608-8819



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1407

Agenda Date: 4/9/2026

Agenda #: 3.

Advisory Board: Economic Opportunity Council

Subject: APPROVE the EOC Business Meeting Minutes of 3-12-26.

Presenter: Victor Tiglao

Contact: Christina Castle-Barber 925-608-8819

Information:

APPROVE the EOC Business Meeting Minutes of 3-12-26.



CONTRA COSTA COUNTY

Committee Meeting Minutes - Draft

Economic Opportunity Council

Thursday, March 12, 2026

6:00 PM

1470 Civic Court, Suite 200, Room 207,
Concord | 10550 Wilshire Blvd. #105, Los

Angeles, CA 90024 | Zoom:

<https://cccounty-us.zoom.us/j/84112970168> | call

in: 8882780254 | code: 7038773

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee

Present

Karanbir Bal, Karen Coleman, Christian Dean, Ajit Kaushal, Buffie Lafayette, Janelle Lafrades, Nikki Lopez, Desire Medlen, Tu'Liisa Miller, Devlyn Sewell, Kanwar Singh, Victor Tiglao, and Renee Zeimer

Absent

Patricia Campbell, Jessica Cisneros, Monisha Merchant, and LaTonia Peoples-Stokes

1. Call to Order and Welcome

Chair Medlen called the meeting to order at 6:07 PM.

Quorum Established

Staff Present: Christina Castle-Barber, Roshunda Ward, Melissa Molina, Michael Morris

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).

No public present

3. APPROVE the EOC Business Meeting Minutes of 2-12-26.

[26-899](#)

Attachments:

[EOC Busines Meeting Minutes of 2-12-26 DRAFT](#)

A motion was made by Kaushal, seconded by Lopez, to approve the EOC Business Meeting minutes of 2-12-26. The motion carried by the following vote:

Motion: Kaushal

Second: Lopez

Aye: Bal, Coleman, Dean, Kaushal, Lafayette, Lafrades, Lopez, Medlen, Miller, Sewell, Singh, Tiglao, and Zeimer

Absent: Campbell, Cisneros, Merchant, and Peoples-Stokes

Result: Passed

4. RECEIVE the January 2026 Fiscal Reports for CSBG Grant #25F-6007.

[26-900](#)

Attachments: [CSBG January 2026 Fiscal Report](#)

Morris provided an explanation of the expenditures through January 2026. We are on target to spend down entirely.

This Discussion Item was received.

5. RECEIVE presentation on the CSBG Student Intern Program. [26-901](#)

Attachments: [Student Intern Orientation Manual 2025](#)
[Student Intern Orientation Checklist 2025](#)

Luis and Nayeli Roman, a brother-sister duo and current CSBG Student Interns shared their experiences in the program. Luis works in Business Systems and Nayeli in Alternative Payment programs. EOC members queried them about how they found out about the program, what skills they learned, and confirmed that their income changed for the better.

This Discussion Item was received.

6. RECEIVE presentation on the 2026 Community Assessment. [26-902](#)

Attachments: [CA 2026 Full Executive Summary 1.31.26](#)
[CA 2026 Key Findings 1.31.26](#)

Castle-Barber presented the 2026 Community Assessment, highlighting data pertaining to population, economy, health and safety, children and families, and education. Lopez asked about what the disability status of residents, noting rise in neuro-divergent diagnoses and asking what is currently being done, to which Castle-Barber replied that she will send out a document from the Disabilities Council.

This Discussion Item was received.

7. SELECT Legislative Platform for Advocacy Day. [26-903](#)

Attachments: [Adopted 2025-26 State Legislative Platform 25.01.21](#)
[EHSD Bills Tracked with Links 3.5.26](#)

Castle-Barber referenced the Board of Supervisors' state legislative platform for 2026 and the EHSD Bill Tracker in the agenda packet. She provided an overview of the Assembly Bills and Senate Bills that had the most impact on the four priority areas selected by the EOC in the Community Action Plan. The group voted by a show of hands to advocate for the following legislation on Advocacy Day in May: AB1996 California Child Poverty Reduction, AB 713 Opportunity for All Act, and SB 1422 Medi-Cal Access Restoration Act. Tiglao will create talking points, including fiscal impacts for the EOC delegation.

This Consent Item was adopted.

8. Staff Report

Castle-Barber reported that funding for all CSB programs is secure for the coming year. She also shared that former EOC Member Lauren Babb Tomlinson is running for Congress in Sacramento - unopposed! Molina suggested that the EOC participate in Week of the Young Child Activities in April.

9. Chair Report

Chair Medlen announced that the SNIP Bus is coming to Contra Costa County and is an excellent way for low income residents to get their animals neutered at low cost. She will provide a flyer to be shared. She also spoke to the protest on 3/28 and the human chain that will be forming from Sunvalley Mall to

Walnut Creek.

10. EOC Member Reports

Coleman provided the Policy Council report, stating that the agency achieved full enrollment. She shared the goals of the program with the EOC and explained her role as liaison.

Lopez shared that she is on the board for the California Area on Aging and spoke about the robust master plan. Castle-Barber requested and received a copy.

Zeimer spoke to the Head Start Advocacy letter that she signed on to and urged other to do the same. She spoke to Amplify and Align, that has translated the cost of the war on Iran to what that funding could do for Head Start.

Sewell spoke to difficulty reaching the unhoused population recently as they have gone into hiding in areas that are not easily accessible. She recently provided backpack to an unhoused woman and called 211 to have CORE check on her. She urged others to do the same.

11. Next Steps and Meeting Evaluation.

Next steps:

1. Reich to ask N. Roman to participate in week of the young child and sing
2. Reich to send Lopez data on special education in Coco County and what's being done.
3. Reich will request for a presentation from the African American Resource Hub
4. Molina will send Tiglao bills that were approved by EOC members.
5. Medlen will send SNIP bus flyer to Molina, who will then email it to EOC members.
6. Molina will send EOC members flyer for Head Start recruitment including teachers
7. Reich will email out Week of the young child calendar to EOC members and staff.

The next meeting is currently scheduled for April 9, 2026 at 6 PM.

12. Adjourn

Chair Medlen adjourned the meeting at 7:21 PM.

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 1470 Civic Court, Suite 200, Concord, during normal business hours. Staff reports related to items on the agenda are also accessible online at www.contracosta.ca.gov. If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting in person without remote access. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact: Christina Castle-Barber 925-608-8819.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1408

Agenda Date: 4/9/2026

Agenda #: 4.

Advisory Board: Economic Opportunity Council

Subject: RECEIVE Fiscal Report for February 2026 for CSBG 2025 and 2026 Grants.

Presenter: Michael Morris

Contact: Christina Castle-Barber 925-608-8819

Information:

RECEIVE Fiscal Report for February 2026 for CSBG 2025 and 2026 Grants.

Community Services Block Grant																	
Monthly Expenditures																	
2025 Contract #25F-6007																	
Term: Jan 1, 2025 through April 30, 2026																	
Line Item	Description	Ledger	Amended Budget	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	YTD Total	Balance	% Spent
1	Salaries and Wages	1011	16,599	-	7,166.36	4,538.70	-	-	-	-	-	-	-	2,714.20	14,419.26	2,179.74	87%
2	Fringe Benefits		10,125	-	4,811.09	3,011.58	27.93	27.74	-	61.95	-	86.35	61.71	1,804.55	9,892.90	232.10	98%
3	Other Costs-Indirect Costs		70,000	-	10,174.54	13,562.14	1,015.11	1,015.11	14,757.13	11,167.95	7,881.16	5,313.13	5,113.73	-	11,000.00	59,000.00	16%
	Indirect Costs	5022/2315/2316/1081 indirect	70,000		10,174.54	13,562.14	1,015.11	1,015.11	14,757.13	11,167.95	7,881.16	5,313.13	5,113.73		70,000.00	-	100%
	Total Administrative Costs		96,724	-	22,151.99	21,112.42	1,043.04	1,042.85	14,757.13	11,229.90	7,881.16	5,399.48	5,175.44	4,518.75	94,312.16	2,411.84	98%
	PROGRAM COSTS:																
1	Salaries and Wages	1011	263,989	2,021.64	18,666.58	22,750.73	13,163.58	14,482.87	15,556.87	46,424.84	24,505.45	34,616.90	25,406.34	26,535.93	244,131.73	19,857.27	92%
	Subtotal Program		203,989		11,822.50	16,643.71	7,154.44	7,154.44	7,154.44	37,348.54	17,219.14	26,846.24	17,656.74	19,649.73	168,649.92	35,339.08	83%
	Student Interns		60,000	2,021.64	6,844.08	6,107.02	6,009.14	7,328.43	8,402.43	9,076.30	7,286.31	7,770.66	7,749.60	6,886.20	75,481.81	(15,481.81)	126%
2	Fringe Benefits		129,863	13,121.11	8,488.68	12,224.57	6,261.01	6,416.40	6,542.89	25,607.39	12,739.82	19,414.27	13,658.60	14,333.20	138,807.94	(8,944.94)	107%
	Program Fringe Benefits		122,063	13,121.11	7,688.98	11,511.01	5,553.16	5,553.15	5,553.14	24,538.26	11,881.52	18,499.00	12,745.72	13,522.02	130,167.07	(8,104.07)	107%
	Student Interns Fringe Benefits		7,800		799.70	713.56	707.85	863.25	989.75	1,069.13	858.30	915.27	912.88	811.18	8,640.87	(840.87)	111%
3	Operating Expenses		38,586	4,397.39	6,961.19	986.27	162.28	503.25	1,031.67	1,648.30	281.55	3,733.40	826.94	6,283.97	26,816.21	11,769.79	69%
	Office Expense	2100/02	1,000		7.78	3.12	28.46	181.09					221.87		442.32	557.68	44%
	Communications	2110	1,000		31.74	263.70	106.98	109.63	491.18	75.22			102.31	99.22	1,279.98	(279.98)	128%
	Tel Exchange Service	2111	500		54.18	40.62		96.40	48.18						239.38	260.62	48%
	Membership Dues	2200	6,650								25.00			5,818.20	5,843.20	806.80	88%
	Local Travel Conferences/Training	2300/03	20,322	4,397.39	4,075.36	595.63	26.84	116.13	175.14	602.89	10.62	3,733.40	166.93		13,900.33	6,421.67	68%
	Meeting Meals	2150	3,420						317.17	970.19	158.04		335.83	335.83	2,117.06	1,302.94	62%
	Supplies for Outreach/Homeless	2479/90	5,694		2,792.13	83.20					87.89			30.72	2,993.94	2,700.06	53%
4	Out-of-State Travel		13,000	-		3,425.79			7,236.81	2,337.40					13,000.00	-	100%
5	Subcontractor Services		409,002	-	58,181.33	126,527.40	3,133.69	25,171.34	44,882.32	13,187.58	30,990.84	26,234.58	16,959.74	41,132.92	386,401.74	22,600.26	94%
1	Opportunity Junction, Inc	2310	37,182		4,098.50	12,295.50		4,098.50	4,098.50	4,098.50	4,098.50	4,098.50	295.50		37,182.00	-	100%
2	GRIP	2310	37,182		3,067.76	9,802.07		3,114.95	3,063.01	3,105.07	3,092.33	3,098.64	3,106.63	3,085.73	34,536.19	2,645.81	93%
3	Rising Sun Center For Opportunity	2310	37,182		3,282.81	9,801.18		6,507.24	3,159.95	2,413.14	1,941.96	1,836.78		6,122.78	35,065.84	2,116.16	94%
4	CC Interfaith (Hope Solutions)	2310	37,182		1,842.17	3,625.48	3,133.69	741.65	3,829.84		9,493.37	3,500.29	3,447.08	3,465.98	33,079.55	4,102.45	89%
5	Bay Area Legal Aid (BALA)	2310	37,182			21,038.20		-	7,031.28			3,269.34		3,684.08	35,022.90	2,159.10	94%
6	STAND!	2310	37,182		3,339.48	6,555.58		3,745.57	6,371.69		2,618.19	2,566.19	2,695.78	7,691.87	35,584.35	1,597.65	96%
7	Loaves and Fishes of Contra Costa	2310	37,182		11,993.53	25,187.42									37,180.95	1.05	100%
8	Monument Crisis Center	2310	37,182			9,295.53		3,098.51	6,197.02		6,197.02			6,197.02	30,985.10	6,196.90	83%
9	St. Vincent de Paul	2310	37,182		21,066.48	16,115.52		-							37,182.00	-	100%
10	Lao Family Community Development	2310	37,182		1,203.82	8,782.95		3,864.92				7,864.84	3,800.18	10,885.46	36,402.17	779.83	98%
11	Monument Impact	2310	37,182		8,286.78	4,027.97		-	11,131.03	3,570.87	3,549.47		3,614.57		34,180.69	3,001.31	92%
	Total Program Costs		854,440	19,540.14	92,297.78	165,914.76	22,720.56	46,573.86	75,250.56	89,205.51	68,517.66	83,999.15	56,851.62	88,286.02	809,157.62	45,282.38	95%
	Total Expenditures - BASE		951,164	19,540.14	114,449.77	187,027.18	23,763.60	47,616.71	90,007.69	100,435.41	76,398.82	89,398.63	62,027.06	92,804.77	903,469.78	47,694.22	95%
	PROGRAM COSTS (DISC)																
3	Local Travel Conferences/Training	2300/03	17,235							3,970.00	623.67				4,593.67	12,641.33	27%
3	Supplies for Outreach/Homeless	2479/90	3,970												-	3,970.00	0%
4	Out-of-State Travel		4,795							2,450.29					2,450.29	2,344.71	51%
	Total Expenditures - DISC		26,000	-	-	-	-	-	-	6,420.29	623.67	-	-	-	7,043.96	18,956.04	27%

Community Services Block Grant								
Monthly Expenditures								
2026 Contract #26F-5007								
Term: Jan 1, 2026 through April 30, 2027								
Line			Original	Feb	Mar	YTD		
Item	Description	Ledger	Budget	2025	2025	Total	Balance	% Spent
1	Salaries and Wages	1011	17,156	1,013.24	-	1,013.24	16,142.76	6%
2	Fringe Benefits		11,644	826.08	-	826.08	10,817.92	7%
3	Other Costs-Indirect Costs		70,000	20,908.02	-	20,908.02	49,091.98	30%
	Indirect Costs	5022/2315/23 16/1081 indirect	70,000	20,908.02		20,908.02	49,091.98	30%
	Total Administrative Costs		98,800	22,747.34	-	22,747.34	76,052.66	23%
	PROGRAM COSTS:						-	
1	Salaries and Wages	1011	272,149	-	-	-	-	0%
	Student Interns		80,000	-	-	-	-	0%
2	Fringe Benefits		119,627	-	-	-	-	0%
	Program Fringe Benefits		111,627			-	-	0%
	Student Interns Fringe Benefits		8,000			-	-	0%
3	Operating Expenses		32,890	-	-	-	-	0%
	Office Expense	2100/02	600			-	-	0%
	Communications	2110	1,300			-	-	0%
	Tel Exchange Service	2111	500			-	-	0%
	Membership Dues	2200	11,000			-	-	0%
	Local Travel Conferences/Training	2300/03	15,000			-	-	0%
	Meeting Meals	2150	3,420			-	-	0%
	Supplies for Outreach/Homeless	2479/90	1,070			-	-	0%
4	Out-of-State Travel		13,000	-	-	-	-	0%
5	Subcontractor Services		409,004	-	-	-	-	0%
1	Opportunity Junction, Inc	2310	45,445			-	-	0%
2	GRIP	2310	45,445			-	-	0%
3	CC Interfaith (Hope Solutions)	2310	45,445			-	-	0%
4	Bay Area Legal Aid (BALA)	2310	45,445			-	-	0%
5	STAND!	2310	45,445			-	-	0%
6	Loaves and Fishes of Contra Costa	2310	45,445			-	-	0%
7	St. Vincent de Paul	2310	45,445			-	-	0%
8	Lao Family Community Development	2310	45,445			-	-	0%
9	Monument Impact	2310	45,444			-	-	0%
	Total Program Costs		846,670	-	-	-	-	0%
	Total Expenditures - BASE		945,470	22,747.34	-	22,747.34	922,722.66	2%



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1409

Agenda Date: 4/9/2026

Agenda #: 5.

Advisory Board: Economic Opportunity Council

Subject: RECEIVE Contra Costa County Audit for Year End June 2025.

Presenter: Christina Castle-Barber

Contact: 925-608-8819

Information:

RECEIVE Contra Costa County Audit for Year End June 2025.

County of Contra Costa, California
**Annual Comprehensive
Financial Report**

Fiscal Year Ended
June 30, 2025

Joanne M. Bohren, CPA
Auditor-Controller



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County of Contra Costa, California

**ANNUAL COMPREHENSIVE
FINANCIAL REPORT**

Fiscal Year Ended June 30, 2025

Joanne M. Bohren, CPA, Auditor-Controller

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COUNTY OF CONTRA COSTA
ANNUAL COMPREHENSIVE FINANCIAL REPORT
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June 30, 2025

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Introductory Section



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Office of the Auditor-Controller Contra Costa County

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December 22, 2025

Members of the Board of Supervisors and Citizens of Contra Costa County:

The Annual Comprehensive Financial Report (ACFR) of the County of Contra Costa (county) for fiscal year 2024-2025 is presented in compliance with California Government Code Sections 25250 and 25253, as applicable. The Office of the County Auditor-Controller is responsible for both the accuracy of the presented data and the completeness and fairness of its presentation, including all disclosures, prepared in this report. We believe the data, as presented, is accurate in all material respects, presented in a manner designed to fairly set forth the financial position and changes in financial position of the county and its various funds, and includes all disclosures necessary to enable the reader to gain maximum understanding of the county's financial affairs.

Management of Contra Costa County is responsible for establishing and maintaining a comprehensive system of internal controls to ensure that the assets of the county are protected from loss, theft, or misuse, and that accounting data is compiled to allow for the preparation of financial statements in conformity with accounting principles generally accepted in the United States of America. Internal controls are designed to provide reasonable, but not absolute, assurance that those objectives are met. The concept of reasonable assurance recognizes that: (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the evaluation of costs and benefits requires estimates and judgment by management.

For over 70 years, the policy of the county has been to require an annual audit of the financial statements of the county by independent, licensed certified public accountants. The Board of Supervisors selected the firm of Macias Gini & O'Connell LLP, to perform the fiscal year 2024-2025 audit.

The independent auditor concluded that the county's financial statements for the fiscal year ended June 30, 2025, are fairly presented in accordance with accounting principles generally accepted in the United States of America. The independent auditor's report is presented as the first component of the financial section of the ACFR.

The ACFR represents the culmination of all budgeting and accounting activities engaged in by the county during the year, covering all of its financial transactions. The accounting principles generally accepted in the United States of America require that management provide a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of the Management's Discussion and Analysis (MD&A), which is located after the independent auditor's report. The letter of transmittal is designed to complement the MD&A and should be read in conjunction with it.

The ACFR is organized into three sections:

- ☐ *The Introductory Section* is intended to familiarize the reader with the organizational structure of the county, the nature and scope of the services it provides, and the specifics of its legal operating environment.

- ⊘ *The Financial Section* includes the independent auditor’s report on the basic financial statements, MD&A, audited basic financial statements, note disclosures and supporting statements, and schedules necessary to provide readers with a comprehensive understanding of the county’s financial activities of the past fiscal year.
- ⊘ *The Statistical Section* provides the reader with additional historic perspective, context, and detail to assist in using the information in the financial statements. It provides information in five categories: financial trends; revenue capacity; debt capacity; demographic and economic information; and operating indicators.

Profile of the Government

The County of Contra Costa was incorporated in 1850 as one of the original 27 counties of the state. It is one of nine counties in the San Francisco-Oakland Bay Area. The county covers about 733 square miles: the western and northern shorelines are highly industrialized, while the interior sections are suburban/residential, commercial, and light industrial.

The county has a general law form of government. A five member Board of Supervisors (Board), each elected to four-year terms, serves as the legislative body. A County Administrative Officer is appointed by the Board and runs the day-to-day business of the county.

The county provides the full-range of services contemplated by statute. Those services include public protection, highways and street maintenance, sanitation, health and social services, planning and zoning, and general administrative services.

The county reporting entity includes all the financial balances and activities of the primary government as well as all of its component units. Component units are legally separate organizations for which the Board is financially accountable or other organizations whose nature and relationship with the county are such that exclusion would cause the county’s financial statements to be misleading or incomplete. Financial accountability is defined as the appointment of a voting majority of the component unit’s board, and either (i) the county’s ability to impose its will on the organization or (ii) there is potential for the organization to provide a financial benefit to or impose a financial burden on the county. For further information on component units, refer to Note 1.A in the “Notes to the Basic Financial Statements” in this report.

The reporting entity excludes certain separate legal entities that may have “Contra Costa” in their title, or that are required to keep their funds in the County Treasury, or receive their property tax apportionment from the county. Examples are school districts, the community college district, cities, successor agencies to city redevelopment agencies, the Bay Area Rapid Transit District, the Metropolitan Transportation Commission, and a variety of special purpose districts for cemeteries, mosquito abatement, recreation and parks, etc. Those entities are autonomous organizations that handle their own fiscal affairs and for which the Board has no oversight responsibility. Accordingly, they are not included in the accompanying basic financial statements except for their assets, principally cash and investments, which may be held by the County Treasurer.

The annual budget serves as the foundation of the county’s financial planning and control. The Board adopts a recommended budget prior to the start of the fiscal year. The budget is prepared by fund, function (e.g. public protection), department (e.g. Animal Services), and object level (e.g. salary and employee benefits). Department heads, with the approval of the County Administrator, may make transfers of appropriations within the department; however, transfers between departments require the approval of the Board. For further information on the budget, refer to the “Note to Budgetary Comparison Schedules” in the Required Supplementary Information (other than MD&A) section of this report.

Local Economy

As of January 1, 2025, the county's population was estimated at 1,158,225. This represents an increase of approximately 0.4% over the preceding five-year period since January 1, 2021.

Between July 2024 and June 2025, the county's unemployment rate increased from 4.7% to 5.1%, which was below the statewide averages of 5.3% and 5.8%, respectively (not seasonally adjusted). The county's economy is very diverse: major industries include petroleum refining, manufacturing, electronic equipment, and utilities. The county consistently ranks as a leader in both per capita and household income.

The following charts present pertinent available data for the last five years:

Population#		Median Price of Existing Homes Sold		
2021	1,153,854	2021	June	\$ 794,000
2022	1,151,798	2022	June	864,250
2023	1,145,274	2023	June	803,804
2024	1,158,249	2024	June	817,085
2025	1,158,225	2025	June	824,884

Retail Sales (Thousands)		Retail Sales Per Capita#	
2021	\$ 15,270,766	2021	\$ 13,235
2022	17,212,710	2022	14,944
2023	17,935,641	2023	15,661
2024	17,782,672	2024	15,353
2025	17,281,288	2025	14,920

#Data revised

Sources: California Department of Finance/Employment Development Department/Beacon Economics

The county's continued goal for fiscal year 2024-2025 was to adopt a General Fund budget that balanced annual expenses and revenues, preserved the fund balance, addressed revenue challenges, and continued the long-term strategy of prudent financial management of the county's finances. The county met those goals in fiscal year 2024-2025 and continues to be optimistic for the long-term given the Board and employees' commitment to continued fiscal stability and continued financial assistance from the federal government related to the COVID-19 pandemic.

Economic Challenges

The county has experienced several years of positive economic growth. This county is able to manage economic challenges due to the continued cooperation of the Board of Supervisors, department heads, employees, and the support of the citizens through the passing of Measure X, and by making prudent fiscal choices, living within its means, and continuing to focus on long-term financial planning.

The fiscal year 2025-2026 adopted budget assumed the following:

- ⊖ Growth of 4.0% assessed value/property taxes (actual increase was 4.18% for secured and unsecured taxes).
- ⊖ Increase from \$60 million to \$65 million in the amount of revenue budgeted for interest income to the General Fund.
- ⊖ Planned vacancy factor (assumed salary budget savings) in the amount of \$92.4 million across all funds.
- ⊖ Authorized 11,279.33 full-time employees, including a \$168.6 million net salary and benefit increase (including a planned 5% salary increase on July 1, 2025, for most employees).

During the fiscal year 2025-2026 budget development process, the County Administrator's Office reviewed the fiscal year 2024-2025 budget status. At the time of that review, departmental expenditures and revenues were within acceptable parameters given the Board's approved budget. The overall county budget including the General Fund budget continued to be balanced. This was accomplished, in part, due to appropriately planning for known cost increases.

Reserve Balance

The Board adopted a General Fund Reserve Policy that established specific goals regarding the county's total and unassigned General Fund budgeted balance (5% unassigned fund balance and 10% total fund balance as percentages of General Fund budgeted revenue). The county continues to exceed the minimum unassigned General Fund goal of 5% of each year's projected revenue and has achieved its informal goals of 10% and 20%, which are more prudent goals for a county the size of Contra Costa County. Ten years of data are available under the GASB 54 format and presented in the schedule of Fund Balances of Governmental Funds on page 202 of the Statistical Section. Restricted fund balance for the General Fund decreased by \$15.8 million, committed fund balance remained at \$1.1 million, non-spendable fund balance decreased by \$2.0 million, assigned fund balance increased by \$274.5 million, and unassigned fund balance decreased by \$143.1 million. The total General Fund fund balance increased by \$113.6 million in fiscal year 2024-2025, which increased the total fund balance as a percentage of total revenue from 46.9% to 48.2% (a 1.3% increase).

Relative Debt Burden

There are many measures of an entity's fiscal health in addition to reserve levels. Pursuant to the county's Debt Management Policy, the Debt Affordability Advisory Committee annually calculates key credit metrics and ratios maintained by Moody's Investors Service (Moody's) and S&P Global Ratings (S&P), and then publishes the results in the Annual Debt Report. The Annual Debt Report is released each year after publication of the county's Annual Comprehensive Financial Report (ACFR). The most recent Annual Debt Report available for reference is fiscal year 2023-2024 and the information below is sourced from that report.

Moody's Key Metrics, County Comparison to Prior Fiscal Year Performance

In rating the county, Moody's currently utilizes the principal methodology, "U.S. Cities and Counties" that was published in November 2022. Previously, Moody's relied on the "U.S. Local Government General Obligation Debt," rating methodology using a version published in January 2021.

The Moody's scorecard framework included in the new November 2022 methodology consists of a variety of different factor areas which are weighted for a combined total score of 100%. Each factor area is comprised of sub-factors of various ratios all of which are used to arrive at an indicative rating. For each sub-factor, Moody's provides a range of values which are representative of a rating of "Aaa" at best to "B & Below" at worst. The county tracks the following metrics based on the new 2022 methodology:

- ☐ Resident Income
- ☐ Full Value Per Capita (formerly known as Market Value Per Capita)
- ☐ Economic Growth
- ☐ Available Fund Balance Ratio
- ☐ Liquidity Ratio

Below is a summary of Moody's Metrics compared to each of the past three fiscal years and the running three-year average for the Full Value Per Capita (formerly Market Value Per Capita) and the fiscal year 2023-2024 figures for the new metrics:

	Moody's Metrics				
	Economy			Financial Performance	
	Resident Income ²	Full Value Per Capita ¹ (\$000s)	Economic Growth ²	Available Fund Balance Ratio ²	Liquidity Ratio ²
Moody's Highest Scoring = Aaa	≥ 120%	≥ \$180k	≥ 0%	≥ 35%	≥ 40%
Fiscal Year 2023-24 Results	135.41%	\$237,561	1.66%	36.39%	52.17%
Prior 3-Year Average	N/A	\$204,347	N/A	N/A	N/A
Fiscal Year 2020-21	N/A	\$190,660	N/A	N/A	N/A
Fiscal Year 2021-22	N/A	\$199,084	N/A	N/A	N/A
Fiscal Year 2022-23	135.47%	\$223,296	-0.86%	36.56%	53.22%

¹Moody's updated their US Cities and Counties Methodology. The Full Value Per Capita ratio was called Market Value Per Capita in previous county debt reports.

²New ratios first presented in FY 2022-23 Debt Report.

S&P Key Metrics, Ratios, and Outcomes

S&P utilizes the "U.S. Local Government General Obligation Ratings: Methodology and Assumptions" originally published in September 2013 that replaced the previously utilized criteria published in October 2006. In September 2020, S&P republished the 2013 methodology with nonmaterial changes.

The S&P scorecard framework consists of a variety of different rating criteria which are weighted for a combined total score of 100%. Some of the rating criteria are composed of specific ratios which are evaluated and assigned a score of 1 "Very Strong" to 5 "Very Weak." A local government's overall rating is based on the weighted-average score—the score of rating criteria multiplied by its percentage weighting. The county tracks the following metrics and has improved in each over the past year:

- ☐ Market Value per Capita

- ☐ Total Governmental Available Cash as a Percentage of Total Governmental Funds Debt Service
- ☐ Available Fund Balance as a Percentage of Expenditures
- ☐ Net Direct Debt as a Percentage of Total Governmental Funds Reserve
- ☐ Total Governmental Funds Debt Service as a Percentage of Total Governmental Funds Expenditures

Below is a summary of S&P Metrics compared to each of the past three fiscal years and the running three-year average:

	S&P Metrics				
	Market Value Per Capita (\$000s)	TGA Cash as a % of TGF Debt Service	Available Fund Balance as a % of Expenditures	Net Direct Debt as a % of TGF Revenues	TGF Debt Service as a % of TGF Expenditures
S&P Highest Scoring = 1	> \$195k	> 120%	> 15%	< 30%	< 8%
Fiscal Year 2023-24 Results	\$237,561	6128.59%	50.85%	16.34%	1.74%
Prior 3-Year Average	\$209,315	3461.70%	39.06%	14.39%	3.64%
Fiscal Year 2020-21	\$199,084	2079.72%	36.95%	15.00%	3.85%
Fiscal Year 2021-22	\$205,567	1672.66%	34.95%	20.11%	5.47%
Fiscal Year 2022-23	\$223,296	6632.71%	45.27%	8.05%	1.59%

S&P rated the county’s issuer credit rating (ICR) at the highest-possible level of “AAA,” a reflection of the county’s prudent management of finances. This achievement has been due to the county’s continued adherence to its financial management policies, the underlying strength of its wealth and assessed valuation demographics, and demonstrated track record in managing difficult economic cycles. S&P also rated the county’s existing lease revenue bonds and prior pension obligation bonds at its “AA+” and “AAA,” respectively. In addition, on February 16, 2021, Moody’s upgraded the county’s issuer rating to Aa1, its lease revenue bond rating to Aa2 and prior pension obligation bond rating to Aa3.

Long-Term Financial Planning

The county is committed to prudent fiscal management and engages in targeted long-term financial planning when possible and appropriate. Per Budget Policy, the fiscal year 2024-2025 budget process again included a strategic planning and financing process for facilities renewal, new construction projects (short and long-term capital budgets), and a comprehensive management program for the county’s general government real estate assets relative to acquisition, use, disposition, and maintenance. This process includes funding decisions for maintaining the county’s facility assets and allows the Board to consider funding decisions using credible information. Below is a listing of significant projects, listed by project budget, that were completed in fiscal year 2024-2025:

- ☐ Surgical lights at 2500 Alhambra Avenue, Martinez - Total project cost was \$1,042,000.
- ☐ Repairs to concrete apron at Fire Station 14 at 521 Jones Street, Martinez - Total project cost was \$1,048,000.

- ☐ Roof replacement at 255 Glacier Drive, Martinez - Total project cost was \$1,794,000.
- ☐ Lab automation at 2500 Alhambra Avenue, Martinez - Total project cost was \$2,317,000.
- ☐ Replacement of Contra Costa Regional Medical Center (CCRMC) cooling towers at 2500 Alhambra Avenue, Martinez - Total project cost was \$5,505,000.
- ☐ San Pablo microhousing at 2555 El Portal Drive, San Pablo - Total project cost was \$1,264,000.

County's Long-Term Liability for Other Postemployment Benefits (OPEB)

The Board's actions, to date, have had a significant impact on the county's original 2006 OPEB liability of \$2.57 billion and actuarially determined contribution of \$216.3 million. The reductions, which reflect health plan changes, caps on county contributions to healthcare premiums, and labor concessions using data from the most recent GASB 74/75 Actuarial Valuation report as of June 30, 2025, are summarized below (except as otherwise noted):

- ☐ Compared to the county's original OPEB valuation from 2006, the county's Net OPEB Liability has declined by 88.2% (from \$2.57 billion to \$304.3 million).
- ☐ The Fiduciary Net Position of OPEB Trust Assets has increased to \$540.9 million from \$487.1 million over the past year. This reflects an increase in the funded rate of the Total OPEB Liability from 60.9% to 64.1% over the past year.

In December 2010, the county authorized adoption of the Public Agencies Retirement Services (PARS) Post-Retirement Health Care Plan Trust Agreement to manage its OPEB irrevocable trust account and in 2011 began transferring assets into that trust. Upon reaching its minimum funding target in fiscal year 2021-2022, the county discontinued the annual contribution of \$20 million to the irrevocable trust but continues to fund the pay-as-you-go costs related to retiree healthcare.

GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions* (GASB 75), was established to improve the decision-usefulness of information in employer and governmental non-employer contributing entity financial reports and enhance its value for assessing accountability and providing interperiod equity by requiring recognition of the entire OPEB liability in the county's financial statements and a more comprehensive measure of OPEB expense.

Relevant Financial Policies

The Board has adopted a comprehensive set of financial management policies to provide for: (1) the annual adoption of a policy for the prudent investment of county funds; (2) establishing a Treasury Oversight Committee; (3) establishing and maintaining a General Fund reserve; (4) establishing formal fiscal policies regarding the adoption and maintenance of an annual balanced budget; and (5) establishing parameters for issuing and managing debt. Each of these financial management policies is described below.

Investment Policy. The county annually adopts an investment policy (the "Investment Policy") governing the county's investment of funds in the County Treasurer's Investment Pool, which as of June 30, 2025, held assets in the approximate amount of \$7.3 billion. The Board approved the most recent update to the Investment Policy on April 1, 2025. The Contra Costa County Investment Pool (Pool) was reviewed by S&P on September 30, 2024. The Pool has been assigned a fund credit quality rating of "AAAf" and a fund volatility rating of "S1+." The "AAAf" rating is S&P's highest fund credit quality rating with the "S1+" volatility rating reflecting extremely low sensitivity to changing market conditions. The Pool has maintained its high-quality "AAAf" and "S1+" ratings since first rated in November 2007.

Treasury Oversight Committee. The Treasury Oversight Committee is composed of seven members: the County Superintendent of Schools; a representative selected by a majority of the presiding officers of the governing bodies of the school districts and community college districts in the county; a representative selected by a majority of the presiding officers of the legislative bodies of the special districts in the county that are required or authorized to deposit funds in the County Treasury; a representative appointed by the Board; and three members of the public nominated by the County Treasurer-Tax Collector.

The Treasury Oversight Committee is responsible for conducting a quarterly review of the county investment portfolio and annually updating the Investment Policy.

Reserve Policy. The Reserve Policy requires the county to maintain a General Fund balance equal to a minimum of 10% of General Fund revenues and an unassigned fund balance equal to a minimum of 5% of General Fund revenues. Reserves exceeding the minimum are applied only to one time uses, such as additional reserves or capital projects, up to an amount equal to 1% of General Fund revenues. The reserves can only be used in emergencies and if accompanied by a Board-approved plan to restore reserves to the target levels. The county's audited basic financial statements for fiscal year 2024-2025 confirms compliance with the reserve policy: the total General Fund balance was 48.2% of General Fund revenues and the unassigned portion was 23.2%.

Budget Policy. The Budget Policy objectives are to establish best practices for the county's budget process and requirement for preparation of multi-year budget projections. Among other things, the Budget Policy requires the adoption of structurally balanced budgets and requires mid-year updates on budget status by department, with corrective actions presented to the Board within 30 days for any cost centers over budget.

Debt Management Policy. The Debt Management Policy formalized guidelines for the issuance and management of various types of debt instruments and other financial obligations. The Debt Management Policy provides that the county will undertake multi-year capital planning and sets forth guidelines for the term of debt issues, refunding savings targets, and other structural debt features.

The Debt Management Policy established a Debt Affordability Advisory Committee (DAAC) which evaluates the viability of any proposed debt-financing, monitors and evaluates the county's performance against key credit metrics and ratios established by Moody's Investors Service and S&P Global Ratings, and annually prepares a comprehensive debt affordability model report for the County Administrator. The Debt Management Policy was last updated by the Board of Supervisors on September 12, 2023.

Workers' Compensation. The Board maintains a Workers' Compensation Internal Service Fund funding policy. The objective of the policy is to establish a targeted minimum confidence level of 80%. The latest actuarial review as of June 30, 2025, reported trust assets of \$110.3 million, estimating that the program is funded between 70% to 80% confidence level, nearing the 80% target minimum funding level. For the Contra Costa County Fire Protection District, the actuarial review reported trust assets of \$41.2 million, estimating that the program is currently funded above the 95% confidence interval, and is projected to fall between the 85% and 90% confidence levels within three years.

Major Initiatives

Agriculture-Weights & Measures

The Department concluded the significant reclassification of multiple Biologist and Inspector positions into the consolidated classifications of Agricultural Biologist/Weights & Measures Inspector I and Agricultural Biologist/Weights & Measures Inspector II. This action helps resolve recruiting and cross-training challenges while increasing service flexibility, professional development for staff, and departmental succession planning.

In Fall 2024, the Department hosted a recycling event for empty pesticide containers, continuing the success of the 2023 event. Over 19,000 pounds of containers were collected, exceeding the prior year's amount.

Animal Services

Animal Services awarded \$750,000 in Measure X funding to two community partners to deliver low-cost spay/neuter services, free microchip and vaccine clinics, and pet retention services in the county's high-intake areas of Pittsburg/Bay Point, Richmond, and surrounding communities. To date, the funding has supported six clinics serving more than 850 animals, 278 spay/neuter surgeries, and pet retention assistance for 63 families. Participation spanned over 18 zip codes, with one-third of clients from the county's highest-intake areas.

In February 2025, the Department launched a Trap-Neuter-Return (TNR) program to manage feral cat populations. From February through June, 681 cats were spayed or neutered through partnerships with local TNR groups, increasing the daily average surgeries from 18 to 35, thanks to improved protocols and staff training. Offered free to the community, the program strategically alters entire colonies at once, reducing population growth and preventing increases in feral cat numbers in targeted areas.

Assessor's Office

A new updated valuation program for valuing large apartment complexes was created and put to use by the Office. The new program streamlines the user interface for the valuation of apartment complexes and includes a new sales comparison template for valuing apartment complexes. The new program has created consistency and efficiency and has helped reduce the amount of time required to do an apartment appraisal.

The Office completed its five-year statutory sample and survey by the California State Board of Equalization and passed with an exceptional average assessment ratio of 99.78% - one of the best in the State of California. This allows the county to continue to receive reimbursement of costs associated with administering supplemental assessments.

Contra Costa County Fire Protection District

The District received an award of \$1.4 million from FEMA for purchasing a Type 1 Heavy Rescue vehicle for use by the District's dedicated rescue company. This contract was executed in fiscal year 2024-2025.

The District received final LAFCO approval for the annexation of the Rodeo-Hercules Fire Protection District, effective July 1, 2025. This action will enhance services and increase safety for the community and first responders.

The District graduated the first cohort of paramedic students in partnership with Contra Costa Community College, with a second cohort that started classroom training in early 2025. This program allows the District to produce "homegrown" paramedics from firefighters already in the organization.

Clerk-Recorder-Elections

The Elections Division successfully conducted three elections during this fiscal year including the California Presidential General Election in November 2024 and Special Elections in May and June 2025, respectively.

Two new Elections Outreach Specialists immediately have added value to the Outreach Program by building new relationships with language minority community groups. 17 high schools were visited and registered and pre-registered over 500 students during the month of April 2025.

A sudden and damaging server room flood occurred on September 30, 2024, just weeks before the Presidential General Election. The Office acted swiftly to contain the impact and recover critical infrastructure. Emergency protocols were activated, with priority given to data protection and system stabilization. Servers were safely powered down and systems were migrated to another server room to maintain essential operations. Over the following days, damaged hardware was assessed, replaced, and restored, ensuring minimal downtime.

The Clerk-Recorder Division (Division) preserves centuries worth of history within the walls of its office building and the storage facilities that house additional records. As many of the Division's historical records are fragile and deteriorating (with some predating Statehood), it is imperative that they are stored safely to mitigate further damage. A 3,400 square foot warehouse space in Martinez, co-located with other county departments, with temperature and humidity controls, was leased starting July 1, 2024. Construction of a large high-density compression shelving unit (that had been in offsite storage for several years) began immediately, with the first deliveries of the Division's archives arriving the following month. Over the next few months, more than 5,000 large books of Official Records, Vital Records (birth, death, marriage certificates), 55,000 real property maps, 30,000 rolls of archival microfilm, and 500 file-storage boxes were safely and securely transferred to the new Records Archive Facility (RAF).

The Division hosted four unique events as part of the Destination Wedding program. In September 2024 and May 2025, a total of 24 ceremonies were performed above the clouds at the Summit of Mount Diablo. Marriage ceremonies are performed every day by Deputy Commissioners at the Clerk-Recorder's Office. The Division promotes certain events and dates for couples to take advantage of for their special day. This fiscal year, over 275 couples got married on one of these special days which included Valentine's Day (2/14), Pi Day (3/14), St. Patrick's Day (3/17), April Fool's Day (4/1), Summer Solstice (6/20) and Halloween "Scare-A-Monies" (10/31). This year also had many "Palindrome days" where the date is the same written forwards and backwards (5/2/25 and 5/20/25-5/29/25). The Division performed over 3,400 total ceremonies in fiscal year 2024-2025.

In August 2024, the Clerk-Recorder's "Records Within Reach" program made its annual appearance at the County Block Party, held in the quad area of Richmond City Hall. During the event, Records Within Reach provided a full range of vital statistics services, including unrestricted birth, death, and marriage certificates, along with general Clerk-Recorder information to the public in attendance, offering services in the community.

County Counsel

The Tort and Civil Rights Litigation Division of the County Counsel's Office resolved 100% of assigned cases with no liability findings and no adverse verdicts or judgments against the County. The General Law Division reviewed 1,285 standard form services agreements, with 99% of requests responded to within seven working days. The General Law Division provided 1,466 responses to written requests for complex transactional and advisory services, with 100% of those requests responded to within 30 days or within negotiated time targets. The Juvenile Dependency/Conservatorship Division appeared in 556 contested juvenile dependency matters, opened 371 new juvenile dependency cases, and filed 19 appeals on behalf of Children and Family Services and the Public Guardian.

To reduce litigation exposure and assist its clients, the County Counsel's Office provided 31 trainings to other county departments on various topics. General Law Division attorneys provided 18 trainings, including trainings on the Public Records Act, the Brown Act, and the powers and duties of the Grand Jury. Juvenile Dependency/Conservatorship Division attorneys provided 13 trainings, including trainings for social workers on assessing parentage of a child and reporting to the court, preparing petitions, and testifying in court.

Department of Child Support Services

The Department of Child Support Services collected more than \$71 million dollars with 91% of this amount sent directly to families. The child support team also enforces orders based on the Smith Ostler case which allows parents to contribute based upon bonuses and extra compensation payment. Via this legal precedent, the Department collected over \$5 million additional dollars for families.

Virtual interviews accounted for 22% of the Department's total interviews, saving parents time and money. The average wait time for an interview was 2 minutes and 82% of customer inquiries were responded to in 2 days or less. The Establishment Teams were honored with the 2025 Group Achievement Award by the Child Support Directors Association for their outstanding work in Business Process Optimization. Their efforts led to a 32% increase in new child support orders, a 97.7% case opening compliance rate, a 1.5% improvement in the court order establishment rate, and a significant reduction in caseloads—from 336 to 109 cases per worker under the new model.

Department of Information Technology

The Enterprise Systems Division advanced the county's artificial intelligence (AI) roadmap by developing a countywide AI policy, creating an AI strategy, and deploying Microsoft 365 Copilot as an authorized AI tool. The Division completed the migration of the Enterprise GIS infrastructure to the cloud and issued a Request for Proposal (RFP) to modernize the county's mainframe environment. It also initiated the upgrade of the county's Kronos Timekeeping application to the latest supported version. Furthermore, the team successfully integrated Contra Costa County Employees' Retirement Association's (CCCERA) new retirement system with the county's Human Resources and payroll data, completing a system-wide audit to ensure seamless data synchronization and efficiency.

The Information Security Division collaborated with the County Administrator's Office and stakeholders to develop and adopt the county's Information Security Policy. The Division implemented a vulnerability management process to quickly identify, evaluate, and respond to risks affecting county systems. It partnered with departments to consolidate email security vendor contracts and contracted with a third-party managed services provider for 24/7 security monitoring and remediation services.

Employment and Human Services

On August 23, 2024, the federal Office of Head Start awarded the county a new grant for 1,201 Head Start slots and annual funding of \$20,577,000. The Employment and Human Services Department delivers these services in partnership with KinderCare, Aspiranet, Mt. Diablo Unified School District, Tiny Toes, and the YMCA of the East Bay.

In October 2024, the California Department of Social Services (CDSS) conducted an audit of the Contra Costa County CalFresh program and recognized Contra Costa County as the most-improved county in the state compared to the previous year.

Health Services

The California Association of Public Hospitals and Health Systems (CAPH) and the California Health Care Safety Net Institute (SNI) awarded Contra Costa Health's (CCH) A3 program the 2024 Quality Leaders Award for Innovation in November 2024. The award showcases forward-thinking approaches in the state's public health care systems that address the health needs of communities. A3 is the county's behavioral health response team, providing 24-hour access to trained support for county residents experiencing behavioral health crises.

In July 2024, CCH celebrated the completion of El Portal Place, a 54-unit facility in San Pablo that expands housing and services for adults with disabilities who are experiencing homelessness.

CCH launched a new health permit that allows county residents to sell home-cooked food to the public in July 2024. The Microenterprise Home Kitchen Operation (MEHKO) permit opens the door for more small businesses and more nutritious dining options in areas where access to healthy food is limited.

The Contra Costa Regional Medical Center (CCRMC) earned an A grade from Leapfrog Group in November 2024, rating it among the safest hospitals in the nation in terms of preventing accidents, injuries, and infections.

Human Resources

Professional & Organizational Development (POD) advanced its goal of broadening impact by significantly expanding training offerings, retreats, and leadership development programs that reached departments across the county. With the growth of the team and the launch of new initiatives such as group coaching, county-wide trainings, and the upcoming launch of Leaders of Tomorrow series, POD has strengthened its foundation to expand services to external participants and generate future revenue.

The Americans with Disabilities Act (ADA) Title I Program added professional development training to enhance supervisor, manager, and ADA Coordinator skills. Added training included understanding work restrictions and essential job functions, how to prepare for an interactive process, and managing extended medical leave. In addition, training was provided individually to departments upon request. ADA Title I secured an ADA Tracking software program, Disclo, in April 2025.

The Pregnancy Disability Leave (PDL) and Baby/Child Bonding Guide was updated to include the new laws Pregnancy Workers' Fairness Act (PWFA) and Reproduction Loss Leave.

The Human Resources Information Systems (HRIS) team made strong progress by expanding the Merit Review and Onboarding processes while improving system reliability. The team successfully rolled out the Merit Review process across most departments and resolved key issues affecting data accuracy. Open Enrollment logic was clarified to ensure clean carrier file generation, and benefit program configurations were updated to ensure consistent benefit plan setup. Rate upload templates were fine-tuned, significantly reducing errors in the preparation process.

Library

The Design Development phase of the architecture plans for the new Bay Point Library was completed in March 2025. The Library, in partnership with Noll and Tam Architects, conducted ten key informant interviews, two surveys, four community discussion groups, and three community meetings to ensure the design of the new Library will be aligned with the community's needs and vision.

In July 2024, Sensource people counters were installed at all branch library locations. Sensource differentiates between in and out traffic and provides precise, real-time counts of patrons entering library branches. This improved people-counting technology will give more accurate, real-time counts that are transmitted automatically into reports and analyzed to better understand and visualize facility usage and patterns.

Message Bee, a text and email notification system that informs Library patrons when they have holds ready for pickup, items that are about to be due, overdue items, and expired accounts, was implemented in November 2024. Notices include graphics, including book covers of the referenced items.

Probation

Probation launched a Transitional Aged Youth (TAY) Service Network to connect young adults with equitable housing, behavioral health, mentorship, and employment opportunities. Gender and trauma responsive programming was also introduced for female-identifying clients in Pretrial Services, while a pilot program tested a less restrictive wrist-worn GPS device for youth. Juvenile intake services were restructured to streamline police referrals and increase opportunities for service engagement and less restrictive resolutions.

Client-focused services expanded through partnerships with county stakeholder agencies, online therapy providers, culturally competent community clinicians, and continued spiritual care programs for youth and families. The Department also introduced the Probation Community Associate (PCA) classification, integrating lived experience into service delivery for both youth and adults.

The Department invested in community initiatives, including expanding foundation mini grants for East County nonprofits and advancing a countywide Restorative Justice Initiative with Measure X funding. A \$1.15 million award launched a youth violence prevention pilot in East County schools, and \$1.18 million in federal funding supported evidence-based training for law enforcement to strengthen officer-youth interactions and community trust.

Public Defender

The Public Defender continued to provide high quality legal services to indigent individuals charged with crimes in the county. The Department handled nearly 13,000 case referrals for legal representation in criminal court and in various specialized legal areas including conservatorship, immigration court, and the newly launched CARE Court.

In December 2024, the county launched CARE Court, and the Office of the Public Defender was chosen as the county's legal service provider for those served by CARE Court. The Community Assistance, Recovery and Empowerment (CARE) Court is a new statewide approach to assisting individuals with mental health and substance use disorders by providing them with community-based support and care. The primary objective of CARE Court is to connect individuals with local mental health and housing resources to stabilize them in the community to prevent homelessness, hospitalization, or incarceration.

The Public Defender created an interdisciplinary CARE Court team that includes an attorney, a social worker, a client services specialist, and a legal assistant. The team works in a collaborative court setting with other partners, including Behavioral Health and County Counsel to advocate for the needs of the community members participating in CARE Court. The CARE Court team represented just over 40 clients in the first year of the program and the CARE Court clients had many successful outcomes.

Public Works

The Airports focused on operational safety, revenue growth, and cost control. Staff advanced entitlements for a 16-acre ground-lease development at Buchanan Field, maintained 100% hangar occupancy to maximize revenue, completed hangar inspections to ensure FAA and Airport standard compliance, coordinated with a Flight Based Operator on an unleaded fuel option at Buchanan Field Airport, partnered with Maintenance and Flood Control to maintain a regional drainage ditch that prevents flooding of airport property and nearby roads, and completed waterproofing and ventilation upgrades for the control tower.

The capital portfolio moved forward with 163 building projects in delivery. Facilities remained reliable and responsive, with 54,173 work requests completed and 509 emergency requests addressed. Real Estate Services optimized space and service delivery by executing 14 new leases and 25 renewals/amendments; the portfolio under management includes 165 leased and 188 County-owned buildings.

The Department completed construction of two bridges on Marsh Creek Road and delivered neighborhood safety through traffic-calming speed humps in Bay Point under the Neighborhood Traffic Management Process. The Department secured \$25 million with the SR4 Bypass Authority for Vasco Road Safety Phase 2 (construction expected in fiscal year 2026-2027) and extended pavement life with the Surface Treatment Program in Bay Point, Pacheco, Contra Costa Centre, and Kirker Pass Road.

Print & Mail and Purchasing delivered high-volume, cost-efficient support across county operations. By routing mail at presort first-class rates, Print & Mail avoided \$482,311.44 in postage costs while producing 29,405,370 digital prints to meet program and statutory timelines. Purchasing kept projects supplied and on schedule, processing 2,208 purchase orders with an average of 8.96 days from requisition to delivery.

Fleet, Energy Management, and Custodial Services sustained reliable operations. Fleet supported countywide service delivery with 1,753 vehicles, including 336 alternative-fuel units, and maintained strong customer satisfaction (90% for repairs; 88% for preventive maintenance). Energy Management advanced efficiency and electrification through controls optimization and lighting/HVAC upgrades, supporting the transition to cleaner operations. Custodial Services promoted healthy facilities and environmental stewardship by using 91% green supplies in daily maintenance.

Risk Management

The Board of Supervisors approved Administrative Bulletin 144, "Information Security Policy" on October 1, 2024, which includes cybersecurity training requirements. Both the Risk Management Compliance Training and the Department of Information Technology Security Division continue to collaborate to track countywide employee training. As of November 12, 2024, there were a total of 1,847 completed trainings in fiscal year 2023-2024 and 2024-2025, with 64% completed between October 1, 2024, to November 12, 2024.

Sheriff-Coroner

The Sheriff's Office made significant advancements in emergency preparedness, infrastructure, and technology.

The Emergency Services Division (ESD) trained over 200 participants, including more than 30 local, state, and federal agencies, in a two-day simulated earthquake response. ESD also developed pioneering emergency plans for extreme weather conditions and the Local Hazard Mitigation Plan, setting a statewide standard.

The Emergency Services Support Unit (ESSU) logged 31,486 volunteer hours, providing 24/7 logistical support for search and rescue, mutual aid, and crime scene operations. Meanwhile, the Community Warning System (CWS) expanded public safety outreach, adding over 5,000 new emergency alert resident sign-ups through bilingual materials and community events.

Treasurer-Tax Collector

The Office of the Treasurer-Tax Collector issued over 380,000 secured tax bills for approximately \$3.7 billion in revenue. As of June 30, 2025, 98.89% of the property taxes had been collected. The Office mailed approximately 45,000 unsecured bills for nearly \$111 million in revenue. The Office mailed 22,000 new supplemental bills totaling \$71 million in revenue and 4,000 delinquent supplemental bills were mailed. The Office's efforts toward promoting more electronic services resulted in over 289,000 online transactions for more than \$1.49 billion in tax revenue. As of June 30, 2025, there were a total of over 43,000 telephone calls and 2,300 live chats related to property tax items handled by staff over the course of the fiscal year.

The Office completed \$51.4 billion in banking transactions, processed \$11.9 billion in deposits, and funded \$11.7 billion in expenses. The Treasurer's Investment Pool received an AAf/S1+ rating, S&P Global Ratings highest credit quality rating. The fund's AAf rating indicates the pool's portfolio holdings provided extremely low sensitivity to changing market conditions. As of June 30, 2025, the weighted average maturity of the Investment Pool was managed around 277 days to provide the pool participants with appropriate liquidity. The assets under management of the Treasury Investment Pool was \$7.18 billion. The Pool earned just over \$284 million in interest revenue for fiscal year 2024-2025.

Office of the County Administrator

The Office of the County Administrator successfully supported the Board of Supervisors in recruitments for the following critical vacancies: Director of Contra Costa Health Services, the Auditor-Controller, Child Support Services Director, and is in the process of recruiting for a Risk Management Director.

The County became a first-time "Triple Crown" winner, joining a short list of counties to earn all three top honors from the Government Finance Officers Association (GFOA) in financial reporting. The designation combines three national GFOA awards: the Certificate of Achievement for Excellence in Financial Reporting, the Distinguished Budget Presentation Award, and the Award for Outstanding Achievement in Popular Annual Financial Reporting. The County worked tirelessly to earn and maintain awards for budgeting and financial reporting. The Office led the successful effort to develop a new, more approachable Annual Report to supplement required financial reports.

The Clerk of the Board implemented Wordly, an AI tool that provides real-time translation into any language at public meetings, further expanding public access to meetings of the Board of Supervisors. The Clerk of the Board also updated the County Administration Records Retention Schedule to enhance compliance and operational efficiency.

The Office's Capital Projects and Planning unit had 11 active construction projects under way with a total value of \$436.2 million. Of these, projects of note include the West County Re-Entry, Treatment, and Housing (WRTH) Facility at the West County Detention Facility in Richmond supporting existing inmate patients with updated infrastructure. This upgrade enhanced inmate patient services by decompressing existing facilities and relocating some patients from Martinez Detention Facility to the new WRTH facility with its 272-bed capacity and space for medical, dental, mental health, and other healthcare for high-security patients. The goal of the WRTH facility is to provide access enhanced medical services for high-security inmates, promote re-entry services and workforce readiness programs, and promote family visitation and reunification.

Office of the Auditor-Controller

The Office of the Auditor-Controller provides essential services to county departments, county employees, local jurisdictions, and most importantly through the performance of those services to the citizens of Contra Costa County during fiscal year 2024-2025.

Fiscal year 2024-2025 marks the second full fiscal year that the county's new finance system has been live. During this time, the Office of the Auditor-Controller has been working on post-implementation stabilization and enhancements. Additionally, new and updated custom reports have been made available to county departments and support has been offered to department users through responding to Help Desk tickets.

To aid in the fiscal year-end closing process, the Office of the Auditor-Controller produced an updated fiscal year-end closing manual for the departments and provided training sessions. The updated manual contained updated processes and reports in relation to the new finance system.

The Office of the Auditor-Controller received the State Controller's "Award for Achieving Excellence in Financial Reporting." This award serves to recognize that the county submitted an accurate and timely financial report for the fiscal year ended June 30, 2024. The Office of the Auditor-Controller's reporting excellence helps the State Controller's Office publish accurate and useful local government financial data in the Counties Annual Report. Policymakers and other interested parties throughout California rely on the quality of this uniformly reported information.

The Government Finance Officers Association of the United States and Canada awarded a Certificate of Achievement for Excellence in Financial Reporting to Contra Costa County for its annual comprehensive financial report for the fiscal year ended June 30, 2024. This was the forty-third consecutive year the county has received this prestigious award. To be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized annual comprehensive financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

The preparation of this report could not be accomplished without the efficient and dedicated services of the entire staff of the Office of the Auditor-Controller. I would like to express my appreciation to all members of the Office who assisted and contributed to its preparation. I would also like to thank the members of the Board of Supervisors and the County Administrator for conducting the financial operations of the county in a fiscally responsible manner.

Respectfully submitted,



Joanne M. Bohren, CPA

Auditor-Controller

COUNTY OF CONTRA COSTA

PUBLIC OFFICIALS

June 30, 2025

ELECTED OFFICIALS

Supervisor, District 1	John M. Gioia
Supervisor, District 2	Candace Andersen
Supervisor, District 3	Diane Burgis
Supervisor, District 4	Ken Carlson
Supervisor, District 5	Shanelle Scales-Preston
Assessor	Gus S. Kramer
Auditor-Controller (effective August 11, 2025)	Joanne M. Bohren, CPA
Clerk-Recorder	Kristin B. Connelly
District Attorney	Diana Becton
Sheriff-Coroner	David O. Livingston
Treasurer-Tax Collector	Daniel M. Mierzwa

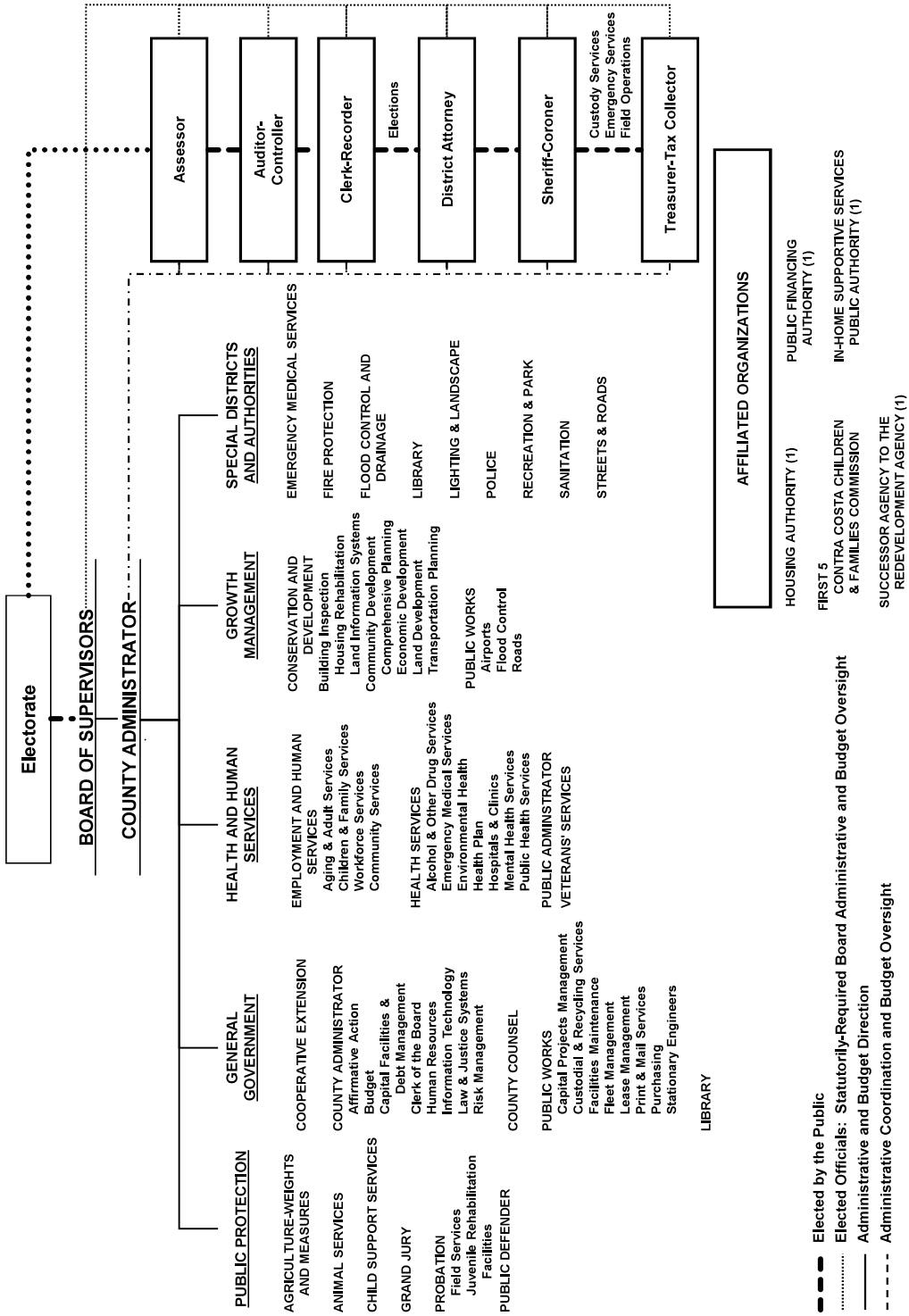
APPOINTED OFFICIALS

County Administrator	Monica Nino
County Counsel	Thomas L. Geiger
County Librarian	Alison McKee
County Probation Officer	Esa Ehmen-Krause
Director of Animal Services	Ben Winkleblack
Director of Child Support Services	Matthew Brega
Director of Conservation and Development	John Kopchik
Director of Cooperative Extension	Frank McPherson
Director of Employment and Human Services-Public Administrator	Marla Stuart
Director of Health Services (effective August 19, 2025)	Dr. Grant Colfax
Director of Human Resources	Ann Elliott
Director of Public Works	Warren Lai
Agricultural Commissioner-Director of Weights and Measures	Matthew Slattengren
Chief Information Officer	Marc Shorr
Public Defender	Ellen McDonnell
County Veterans Service Officer	Joshua Zebley
Contra Costa County Fire Protection District	Chief Lewis Broschard
Crockett-Carquinez Fire Protection District	Chief Dean Colombo

AFFILIATED ORGANIZATIONS

Executive Director, First 5 Contra Costa Children and Families Commission	Ruth Fernandez
Executive Director, Housing Authority of the County of Contra Costa	Joseph Villarreal
Executive Director, County of Contra Costa Public Financing Authority	Monica Nino
Executive Director, Successor Agency to the Contra Costa County Redevelopment Agency	Monica Nino
Executive Director, In-Home Supportive Services Public Authority	Elizabeth Dondi

Organizational Chart of Contra Costa County



(1) Authority/Agency Board is the Board of Supervisors



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**County of Contra Costa
California**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

June 30, 2024

Christopher P. Morill

Executive Director/CEO



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1410

Agenda Date: 4/9/2026

Agenda #: 6.

Advisory Board: Economic Opportunity Council

Subject: APPROVE attendees at the CalCAPA and NCAP Conferences in 2026.

Presenter: Melissa Molina

Contact: Christina Castle-Barber 9925-608-8819

Information:

APPROVE attendees at the CalCAPA and NCAP Conferences in 2026.

Register Now

2026 CalCAPA Annual Conference

October 27, 2026 – October 29,
2026

**Margaritaville Resort Lake
Tahoe**

📍 4130 Lake Tahoe Boulevard
South Lake Tahoe, CA 96150

[Already registered?](#)

Countdown to the Event

205

Days

20

Hours

28

Minutes

34

Seconds

Register By
October 16, 2026

Register
Now

Contact Us

[Already registered?](#)

Registration Items

Standard

[CSBG-MEMBER]

This option is for CSBG-focused CAAs/organizations that are up-to-date with their CalCAPA membership dues. To determine if your CAA/organization is good standing, please email CalCAPA at info@calcapa.org.

Standard

[CSBG-NONMEMBER]

This option is for CSBG-focused CAAs/organizations that are ***not*** up-to-date with their CalCAPA membership dues. To fulfill your membership dues, please email CalCAPA at info@calcapa.org.

Standard

[ENERGY-MEMBER]

This option is for Energy Agencies or Energy-focused staff only. CalCAPA membership **is** required to register under this option.

To determine if your organization is up-to-date with their CalCAPA membership dues, please contact CalCAPA at info@calcapa.org.

Standard

[ENERGY-NONMEMBER]

This option is for Energy Agencies or Energy-focused staff from organizations that are ***not*** up-to-date with their CalCAPA membership dues. To fulfill membership dues, please email CalCAPA at info@calcapa.org.

Sponsor - Summit

[SUMMIT]

Summit Sponsorship is the highest level sponsorship and includes the following:

- Logo recognition on website and event signage
- (3) Conference registrations
- Full page ad in conference program book
- Social media highlights
- Exhibitor table in high traffic area

- Verbal Recognition in opening general session
- Video ad– Up to 1 min.
- Access to discounted room block and all provided meals

Sponsor - Ridge

[RIDGE]

Ridge Sponsorship is the second highest level sponsorship and includes the following:

- Logo recognition on website and event signage
- (2) Conference registrations
- Half page ad in conference program book
- Social media highlights
- Exhibitor table in high traffic area
- Verbal Recognition in opening general session
- Access to discounted room block and all provided meals

Sponsor - Trailhead

[TRAILHEAD]

Trailhead Sponsorship is the third level sponsorship and includes the following:

- Logo recognition on website and event signage
- (1) Conference registration
- Quarter page ad in conference program book
- Social media highlights
- Exhibitor table in high traffic area
- Verbal Recognition in opening general session
- Access to discounted room block and all provided meals

Sponsor - Basecamp

[BASECAMP]

Basecamp Sponsorship is the base level sponsorship with the option of building a custom sponsorship package. andThe base package includes the following:

- (1) Conference Registration
- Logo recognition in printed conference material
- Access to discounted room block and all provided meals

Complimentary

This registration option is intended for additional guests accompanying Sponsors. It must be approved by CalCAPA and reflected in sponsorship contracts prior to utilizing. Any registrations made under the Complimentary option without approval from CalCAPA will be canceled.

Speaker

Speaker

This registration is reserved for **APPROVED** and **CONFIRMED** Speakers. A signed Speakers Agreement must be received by CalCAPA in order to be qualified for this registration option.

In the case you are not approved and have registered under this option, your registration will be refunded and registration will be voided.






Drop In

Drop In

This option is intended for Drop-In Speakers that are only attending the conference for their training sessions. Individuals must have approval from CalCAPA prior to registering under this option.

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2026 ANNUAL CONVENTION



2026 Annual Convention

St. Louis, MO | September 2–4 (Pre-Con: Aug. 31–Sept. 1)

Join us for our **2026 Annual Convention**, taking place **September 2–4** in **St. Louis, Missouri!**

ABOUT THE EVENT

Community Action Agencies (CAAs) and other human services providers are trusted, and they have both the expertise and dedication it takes to serve families and communities best. Agencies in attendance at **NCAP's Annual Convention** will have the opportunity to learn from their peers' innovative efforts and receive updates on the latest federal standards.



What's more, the Annual Convention will provide CAAs and other human services providers with timely information, training, and resources to increase their efficiency and impact. The Convention acts as a learning hub to share approaches and access proven strategies to move families and communities forward – with topics ranging from education to job training that assists the whole family to advance together.

Everyone should be able to take care of their families and have an opportunity at success. NCAP's Annual Convention supports CAAs and other human service providers as they work to ignite economic growth and ensure hard working families can move into the middle class.

LOCATION

Hyatt Regency St. Louis at the Arch

RATES

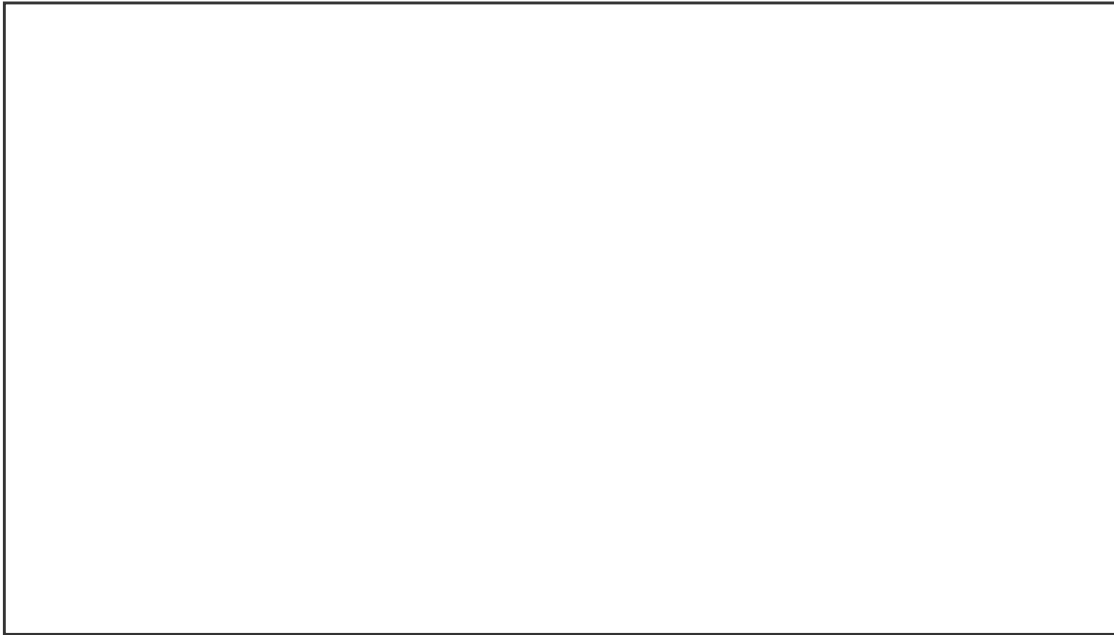
[Click Here to Register](#)

[How to Register](#)

Hotel Information

NCAP's 2026 Annual Convention will take place at the Hyatt Regency St. Louis at The Arch, overlooking the iconic Gateway Arch right in the heart of downtown St. Louis.

[Book a Room](#)



Sponsorship, Exhibit and Advertising Opportunities

Extend your brand identity and marketing capabilities with a strong and visible presence at the National Community Action Partnership's events. Take advantage of the opportunity to tie your brand identity not only to NCAP, but also to the culture of innovation and excellence that is cultivated at our events. NCAP can also customize a unique multievent sponsorship package just for your organization!

NCAP's events are capacity-building opportunities unmatched anywhere else. Presented by and for professionals who truly understand the potential of Community Action and the challenges they face, these events provide relevant and unmatched information, training, and technical assistance

[Brochure/Packages](#)

[How to Register](#)

Event Code of Conduct

NCAP event participants are expected to foster an environment where all are welcomed, open dialogue is encouraged, and all perspectives are appreciated.

Every event participant is expected to act in a professional, responsible, and respectful manner while engaged in NCAP events and activities. Unprofessional behavior, including disparaging comments and unwelcome conduct will not be tolerated.

If any event participant engages in unprofessional behavior, NCAP leadership may take any action it deems appropriate, ranging from a simple warning to the offender to expulsion from current and future activities. NCAP's intent is to foster the respectful behavior embodied in the Code of Conduct.

NCAP staff will be happy to help event participants with Code of Conduct concerns. You may reach out to NCAP staff at registration@communityactionpartnership.com.

CONTACT

1020 19th Street NW, Suite 700
Washington, DC 20036

(202) 265-7546

info@communityactionpartnership.com

COMMUNITY ACTION PROMISE

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

This website is supported by Grant Number 90ET0502 from the ACF Office of Community Services, Community Services Block Grant within the Administration for Children and Families, a division of the U.S. Department of Health and Human Services. Neither the Administration for Children and Families nor any of its components operate, control, are responsible for, or necessarily endorse this website (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided). The opinions, findings, conclusions, and recommendations expressed are those of the author(s) and do not necessarily reflect the views of the Administration for Children and Families and the ACF Office of Community Services, Community Services Block Grant.

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CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1411

Agenda Date: 4/9/2026

Agenda #: 7.

Advisory Board: Economic Opportunity Council

Subject: DISCUSS EOC's 2026 Legislative Platform for Advocacy Day.

Presenter: Victor Tiglao

Contact: Christina Castle-Barber 925-608-8819

Information:

DISCUSS EOC's 2026 Legislative Platform for Advocacy Day.

ASSEMBLY BILLS

California Assembly Bill 713 (2025-2026), titled the "[Opportunity for All Act](#)" and authored by Assemblymember Luz Rivas, seeks to prohibit the University of California (UC), California State University (CSU), and California Community Colleges from denying on-campus student employment based on a lack of federal work authorization. The bill aims to allow undocumented students to work in campus jobs.

Key Aspects of AB 713:

- **Purpose:** The bill ensures that public colleges and universities in California do not disqualify students from, or deny them, employment opportunities simply because they cannot provide federal proof of work authorization.
- **Target Institutions:** The legislation applies to the University of California, California State University, and California Community College systems.
- **Status:** As of early 2026, the bill has passed the Assembly Higher Education Committee and the Assembly Appropriations Committee, and is moving forward in the legislative process.
- **Background:** This is a continuation of efforts to allow undocumented student employment, which was previously vetoed in a similar form. The bill argues that federal prohibition on hiring undocumented workers does not apply to state government entities.

In the 2025–2026 California Legislative Session, **Assembly Bill 1996 (AB 1996)** proposes the establishment of the **California Child Poverty Reduction Advisory Council**. Introduced by Assemblymember Mia Bonta on February 17, 2026, the bill aims to create a dedicated structure to reduce child poverty in the state by 50% within 10 years.

Key Provisions of AB 1996 (2025–2026)

- **Structure and Leadership:** The bill proposes housing a 18-member council within the California Health and Human Services Agency (CalHHS), co-chaired by the CalHHS Secretary and the Director of Social Services, incorporating members with lived experience of poverty.

LEGISLATION ADOPTED BY THE EOC FOR ADVOCACY DAY

3-12-26

- **Duties and Reporting:** The council would evaluate policies for their impact on children, provide budget analyses on child well-being, and submit reports, with the first report due by July 1, 2027.

SENATE BILL

In the 2025–2026 legislative session, **Senate Bill 1422 (SB 1422)** is known as the **Medi-Cal Access Restoration Act**. Introduced by State Senator Maria Elena Durazo and Assemblymember Joaquin Arambula on February 20, 2026, the bill aims to reverse recent cuts to healthcare for undocumented residents.

Key Provisions

- **Restoring Enrollment:** It would end the current freeze on Medi-Cal enrollment for undocumented Californians aged 19 and older, allowing all income-qualifying residents to enroll regardless of immigration status.
- **Full-Scope Coverage:** The bill seeks to restore full-scope Medi-Cal coverage beginning **January 1, 2027**.
- **Remaining Limitations:** While it expands enrollment, it currently does **not** propose reversing limits on dental benefits or eliminating the \$30 monthly premium for certain populations scheduled to start in July 2027.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1412

Agenda Date: 4/9/2026

Agenda #: 8.

Advisory Board: Economic Opportunity Council

Subject: RECEIVE update on 2026 Community Action Month Activities - Board of Supervisors' Presentation and CSBG Subcontractor Roundtable.

Presenter: Christina Castle-Barber

Contact: 925-608-8819

Information:

RECEIVE update on 2026 Community Action Month Activities - Board of Supervisors' Presentation and CSBG Subcontractor Roundtable.



COMMUNITY ACTION MONTH TOOLKIT 2026

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Community Action Month welcome

Hello, Community Action!

Spring is almost here, which means it's time to start preparing for Community Action Month this May – a time when folks throughout the network come together to lift our visibility, celebrate our successes, and showcase the collective power and strength of nearly 1,000 Community Action Agencies working every day to help hardworking American families achieve economic independence.

Over the past year, we've remained steadfast and resilient in the face of much uncertainty. Throughout the network, Community Action Agencies are working on solutions that help families find success. This work is worthy of recognition, and Community Action Month provides a great opportunity to celebrate these triumphs. We encourage you to take advantage by sharing your success stories, promoting your great programs, and engaging with your community about the importance of Community Action. Need help crafting your message? We have an entire section filled with the latest sample messaging from the National Community Action Foundation, along with sample social media posts, graphics, press release and proclamation templates, and a wealth of other resources to help you spread the word.

As you highlight your success stories, please consider submitting a nomination for one of NCAP's annual awards. Criteria and nomination details can be found on page 54 of the toolkit. Now is the time to nominate a customer, volunteer, leader, and others who have transformed their lives or are making an impact within Community Action. We will also award two scholarships during our upcoming Annual Convention, which will be held September 1–4 in St. Louis, Missouri. Please consider nominating a board member or staff member.

Community Action Agencies across the country are getting ready. So, how will you celebrate Community Action Month this May? Whether you decide to issue a Community Action Month proclamation, publicize a story with local media, host a site visit, launch a fundraising campaign, or simply engage on social media, this toolkit has guidance and resources that can help. Don't know where to start? Check out our calendar on page 9 for daily activities, themes, and tools available to assist you in your efforts.

On behalf of the National Community Action Partnership's Board of Directors and staff, let me be the first to wish you a happy Community Action Month. I look forward to celebrating with you this May!



Denise Harlow, CCAP
NCAP Chief Executive
Officer



The Promise of Community Action



Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live.

We care about the entire community, and we are dedicated to helping people help themselves and each other.

About the Toolkit

The purpose of the 2026 Community Action Month Toolkit is to provide resources to promote your Community Action Agency and to raise awareness of Community Action Month. It is a great opportunity to showcase your great work and successes in connecting families to opportunity.

To those ends, this toolkit contains sample tweets and social media graphics, press release and government proclamation templates, fundraising ideas, video production tips, branding guidance, and event and activity information that your agency can use to increase your visibility!



North Coast Opportunities

How to Use the Toolkit

We encourage you to use the templates, tips, and other resources in this toolkit and to customize them to fit your agency, region, and audience. When communicating with individuals in your community, especially the press and elected officials, be sure to specifically address the concerns and conditions present in the area you serve. That will help your agency receive the most attention and make people feel personally invested in your work. Statistics related to your region and stories from individuals and families that your agency has served will best engage your local supporters and stakeholders.

However, even as you customize the resources in this toolkit and add your own creativity and ideas to them, we encourage you to also be aware of the leverage that comes from associating with our national network. When we come together nationally, we amplify our message of being a voice for opportunity.

Community Action Month Activities

Community Action Month 2026 is stacked with things to do! Below are some highlights to watch out for, but there's so much more in store. Check out our calendar on page 9 for the full list of activities.

2026 Annual Convention Awards and Scholarships: Wouldn't it be fun to see a staff member, volunteer, or customer from your agency accept an award honoring their hard work at NCAP's 2026 Annual Convention in St. Louis? See page 50 for details!

Recite the Promise of Community Action (Friday, May 1): Post a video of you and your staff reciting the Promise of Community Action on social media. See page 4.

Color the Huggy Heart (Thursday, May 14th): Here's a coloring activity your Head Start kids are sure to love! See page 10 to print a copy.

Sunday Success (May 3rd and 17th): Share a customer, staff, or volunteer success story on social media using the hashtag [#SundaySuccess](#). Sample messaging provided – see page 12.

Impact Wednesday (May 6th and 20th): NCAP has developed a brand-new collection of Impact Wednesday graphics and social media messages, promoting a range of Community Action programs and services (see our Social Media Outreach section on page 12). Share these directly to social media and/or use our customizable template to promote your local impact!



*Community Action
Alger Marquette*



Rooftop of Virginia CAP

Community Action Month Activities

Throwback Thursday (May 7th and 21st): Celebrate the past while having fun on Throwback Thursday! We're talking baby pictures, newspaper clippings, photos of your office back in 19—who-knows-when!
#TBT

CCAP Celebration Week (May 17th – 23rd): If you're a Certified Community Action Professional, now's your time to shine! So, CCAPs, show yourself some love. Congratulate your CCAP colleagues. Shout them out on social media. Celebrate their achievement and commitment to the network!

Celebrate National Pizza Party Day (Friday, May 15th): A good, productive week of work sometimes deserves a nice reward. So why not throw your team a pizza party? Because who doesn't love the chance to socialize, take pictures, and silently pass judgement on your colleagues' taste in pizza toppings?

Head Start's Birthday (Monday, May 18th): How has Head Start touched the lives of children and families in your community? Share your Head Start success stories on social media or host a celebration in honor of your Head Start families and staff!

Give Thanks on Social Media (Thursday, May 28th): It's been a great month for the network. Let's give thanks to all the folks who helped us celebrate this May. Just use this quick and easy tool. Insert a photo of your team into the template, and voila, your thank-you post is Facebook ready. For instructions, see page 27.



*Northern
Kentucky
Community
Action
Commission*



Ozarks Area Community Action Corporation



Community Action Month Activities



Ashtabula County Community Action Agency



*Hidalgo County
Community Service Agency*



Bucks County Opportunity Council



“I Love Community Action” Selfies (Friday, May 29th): May is almost over! Have you had a chance to post a really dynamite photo of yourself in honor of Community Action Month? If you haven’t, here’s your chance. And if you have, well, no one’s keeping count! So, don’t be shy. Because, on Friday, May 30th, it’s time to bust out your Community Action swag and join us in celebrating the last **#FunFriday** of the month by posting your beautiful face to social media with our “I Love Community Action” selfie sign! See page 30 for a printable PDF.

Raising Visibility with the Local News Media: Community Action Month is an excellent opportunity to work with your local news media to garner coverage of your programs, services and events! This toolkit provides excellent tips on interviewing, a sample press releases template, and more.

Other Activities: Check out the calendar on the next page to see what events, themes, holidays, and hashtags we have planned. Follow along or get creative and come up with your own unique event or activity! And please be sure to tag us on social media so we can track what you’ve been up to!

#CommunityActionMonth

MAY 2026

CCAP CELEBRATION WEEK

(May 17 - 23)

Celebrate your agency's Certified Community Action Professionals on social media.

3
sunday success
Celebrate your customer success stories on social media. Sample messaging provided. #SundaySuccess

Mission Monday
Use the customizable social media template to promote your agency's mission. #MissionMonday

4
Star Wars Day
Sample graphic provided. #MayThe4thBeWithYou

5
NATIONAL TEACHER'S DAY
Honor your Head Start teachers. Sample graphic and post provided.

Impact Wednesday
Promote Community Action's national impact with our collection of social media graphics and messages or use our customizable template to promote your agency's local impact. #ImpactWednesday

6
National Nurses Day
Honor nurses on social media. Sample graphic and posts provided.

7
Throwback Thursday
Share our sample graphic honoring Sargent Shriver and/or post your own #TBT photo.

State Association Day
Honor and promote your Community Action State Association with group board and/or staff photos and highlights from Association services.

10
Happy Mother's Day
Celebrate the mothers of Community Action. Sample graphics and messaging provided.

Monday Motivation
Start your week off with an inspirational quote from lifelong Community Action champion, Lois Carson. Sample graphic and #MondayMotivation

11

12
TRAINING TUESDAY
Promote Community Action training programs that help equip families for success. Sample graphics and posts provided. #TrainingTuesday

13
Weatherization Wednesday
Promote the importance of Community Action weatherization services. Sample graphic and posts provided.

14
HUGGY HEART DAY
Color the Huggy Heart and post to social media.

15
National Pizza Party Day
Promote the importance of family well-being in our communities. Sample graphic and posts provided.

International Day of Families

16
Armed Forces Day
Honor our members of the Armed Forces. Sample graphic and post provided.

17
sunday success
Celebrate your customer success stories on social media. Sample messaging provided. #SundaySuccess

18
Head Start's Birthday
Celebrate the legacy and impact of the Head Start and Early Head Start programs. Sample graphic and posts provided.

CCAP CELEBRATION WEEK
Celebrate your agency's CCAPs on social media.

TRANSFORMATION TUESDAY
Let folks know how your CAA is transforming lives in your community. Sample graphics and posts provided. #TransformationTuesday

19

20
A Home for Every Child
Share ways that your CAA supports families and prevents their engagement with the child welfare system. Sample post provided.

Impact Wednesday
Promote Community Action's national impact with our collection of social media graphics and messages or use our customizable template to promote your agency's local impact. #ImpactWednesday

21
THROWBACK THURSDAY
Post a throwback photo from your agency or staff. #TBT

CCAP CELEBRATION WEEK
Share your digital badge on social media.

22
FACT FRIDAY
Sample graphic and messaging provided. #FactFriday

23
Saturday Houtout
Shoutout local partners on social media.

24
Give recognition and raise awareness about issues facing older adults. Sample graphic and posts provided.

Older Americans Month

63

25
MEMORIAL DAY
A day to honor and mourn military personnel who have died while serving our country.

TUESDAY TESTIMONIAL
Have a great customer testimonial to share? Post it to social media! Sample messaging provided. #TuesdayTestimonial

TRAINING TUESDAY
Promote Community Action training programs that help equip families for success. Sample graphics and posts provided. #TrainingTuesday

27
Weatherization Wednesday
Promote the importance of Community Action weatherization services. Sample graphic and posts provided.

28
Thankful Thursday
Give thanks to those who make a difference and inspire us - board members, staff, customers, and the Community Action Network at large. Sample messaging provided. #ThankfulThursday

29
FUN FRIDAY
Post a photo of yourself to social media with our **I LOVE COMMUNITY ACTION** selfie sign. #FunFriday

30
Shoutout local partners on social media.

1
The Promise
Recite the Promise of Community Action on social media. Sample graphic provided.

2
BABY DAY
Share our graphic and messaging or spotlight your Early Head Start or Whole Family Approach initiatives.

8
PROVIDER APPRECIATION DAY
Give recognition to childcare providers on social media. Sample graphic and messaging provided.

FUN FRIDAY
Post a photo of yourself to social media with our "I Love Community Action" selfie sign. #FunFriday

9
saturday spotlight
Spotlight a program or service provided by your CAA or State Association. #SaturdaySpotlight

15
National Pizza Party Day
Promote the importance of family well-being in our communities. Sample graphic and posts provided.

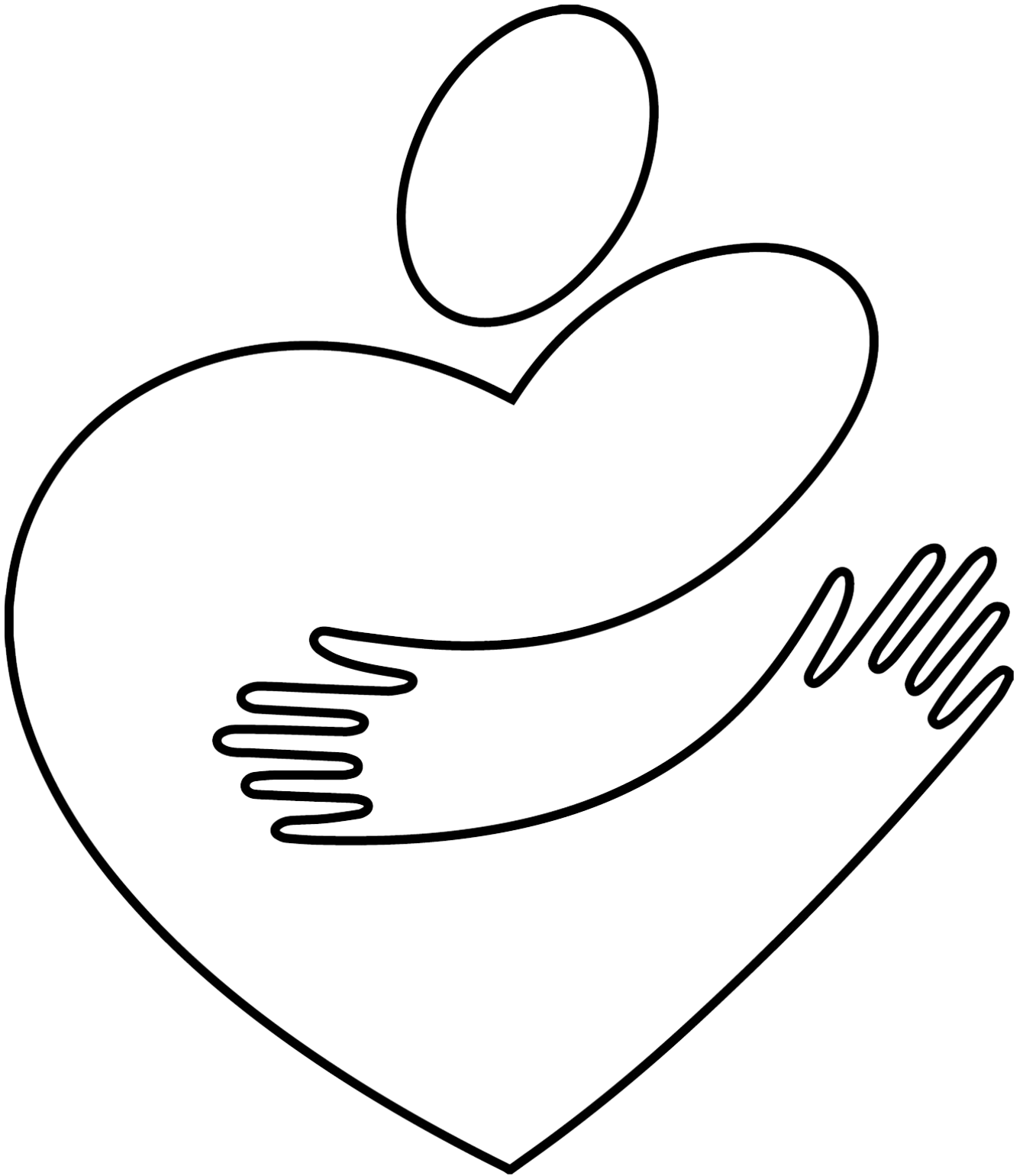
16
Armed Forces Day
Honor our members of the Armed Forces. Sample graphic and post provided.

22
FACT FRIDAY
Sample graphic and messaging provided. #FactFriday

23
Saturday Houtout
Shoutout local partners on social media.

29
FUN FRIDAY
Post a photo of yourself to social media with our **I LOVE COMMUNITY ACTION** selfie sign. #FunFriday

30
Shoutout local partners on social media.



HELPING PEOPLE
CHANGING LIVES

Social Media Outreach

Social media is a great way to get the word out about Community Action, especially during Community Action Month! Through social media, your agency can control your messages and enlist your followers as ambassadors who share your content with their own networks. Social media also helps supporters engage with your agency and helps you reach new people who may not know about the excellent work that Community Action is doing. Plus, social media lets you be creative and innovative as you experiment with different content (images, photos, articles, events, videos, infographics, etc.).

In this section of the toolkit, we have sample social media messages and graphics that you can use all throughout May. We encourage you to use these resources to elevate your visibility, emphasize the impact of our network and unify our national voice during Community Action Month.

We also hope that you will put your own unique spin on these resources and share your ideas with us on Facebook, X, and Instagram. Use the hashtag **#BeCommunityAction** all year round on social media to emphasize the ways that your agency is taking action to fight poverty. During May, use the hashtags **#CommunityAction**, **#CommunityActionMonth** and **#CommunityActionWorks** to join the nationwide conversation and celebration in honor of Community Action Month.

Follow NCAP on
social media for more!

[Facebook](#) | [X](#) | [Instagram](#) | [Threads](#)

Sample Social Media Posts

FRIDAY, MAY 1

The Promise of Community Action: Share our sample graphic or post a video of your staff reciting the Promise of Community Action.

[#CommunityActionMonth](#)

SATURDAY, MAY 2

Baby Day: Share our graphic celebrating Baby Day. Sample social media message provided:

- It's National [#BabyDay!](#) [\[NAME OF AGENCY\]](#) remains committed to helping infants and families thrive. [#CommunityActionMonth](#)

SUNDAY, MAY 3 and 17

Sunday Success: Celebrate your customer success stories on social media. Sample post provided. [#SundaySuccess](#)

- We're celebrating [#CommunityActionMonth](#) today with an incredible customer success story! It's stories like these that embody the hope and dedication of [#CommunityAction](#) and inspire [\[NAME OF AGENCY\]](#) in everything we do. Read the story: [\[LINK TO CUSTOMER SUCCESS STORY\]](#) [#SundaySuccess](#)

MONDAY, MAY 4

Mission Monday: Use the customizable Mission Monday Template to promote your agency's mission. [#MissionMonday](#)

Star Wars Day: Use the force to promote the impact of Community Action! Sample graphic provided. [#MayThe4thBeWithYou](#)

TUESDAY, MAY 5

National Teacher Day: Share our graphic or post a tribute to your Head Start teachers on social media. [#NationalTeacherDay](#)

- In honor of National Teacher Day, we'd like to give thanks to all our hardworking and dedicated teachers serving the wonderful children enrolled in our [#HeadStart](#) program. Thank you for all you do! [#NationalTeacherDay](#) [#CommunityActionMonth](#)

WEDNESDAY, MAY 6

Impact Wednesday: Promote Community Action's national impact with our collection of sample graphics and messages or use our customizable template to promote your agency's local impact. [#ImpactWednesday](#)

- Helping hardworking families get ahead, that's what [#CommunityAction](#) is all about! We provide high-quality job skills training and financial coaching programs designed to help hard-working American families achieve long-term economic independence. [#ImpactWednesday](#)
- [#CommunityAction](#) gets results! Our programs achieve positive, long-term outcomes that enhance local assets and infrastructure, support local entrepreneurs, advance self-sufficiency for working families, and bring a strong return on investment to our communities. [#ImpactWednesday](#)

Sample Social Media Posts

- Wherever there are local needs, **#CommunityAction** delivers solutions! Whether it's affordable housing, helping working families build assets, tax prep services, you name it. Community Action Agencies are highly adaptable and tailored to meet community needs. **#ImpactWednesday**
- How does **#CommunityAction** support private sector growth? We work with local partners to launch small business loan programs for entrepreneurs, build commercial properties, and create other economic development opportunities that create jobs and strengthen the local economy.
- **#CommunityAction** – a trusted pillar in communities all across America! We take pride in engaging with local residents who volunteer their time and expertise to help us advance local progress, support working families, and contribute to lasting community success. **#ImpactWednesday**

National Nurses Day: Share our graphic honoring nurses. **#NationalNursesDay**

- It's National **#NursesDay!** Please join us in giving back by extending some love and recognition to all our dedicated nurses for the generosity, kindness and support they provide day after day. We thank you for your service! **#ThankYouNurses**

THURSDAY, MAY 7

Throwback Thursday: Share our Sargent Shriver graphic and/or post your own Throwback Thursday photo. **#TBT**

State Association Day: Honor and promote your Community Action State Association with group board and/or staff photos and highlights from Association services.

FRIDAY, MAY 8

Provider Appreciation Day: Share our sample graphic and/or honor your own childcare providers on social media.

#ProviderAppreciationDay

- Did you know it's Provider Appreciation Day? Please take a moment today to appreciate and give thanks to all our caring and dedicated childcare providers. The work you do is so important, and we thank you! **#ProviderAppreciationDay**
#CommunityActionMonth

Fun Friday: Post a photo of yourself to social media with our "I <3 Community Action" selfie sign. **#FunFriday**

Sample Social Media Posts

SUNDAY, MAY 10

Mother's Day: Give thanks to mothers everywhere by sharing our sample Mother's Day graphic.

Mothers of Community Action: In honor of Mother's Day, NCAP has produced a special series of social media graphics that give recognition to the dedicated women who have helped shape the Community Action Network! Pair any of the provided graphics with the following message:

- We're proud to honor the incredible mothers who have helped strengthen the impact of the #CommunityAction Network with their outstanding leadership and influence. Happy #MothersDay!

MONDAY, MAY 11

Monday Motivation: Set the tone for the week ahead by sharing our sample social media post featuring an inspirational quote from lifelong Community Action champion, Lois Carson.

#MondayMotivation

- Today we're drawing inspiration from the late Lois Carson. We honor and remember Lois as a dedicated human service leader, a lifelong champion for #CommunityAction, and a dear friend to many throughout our network.
#MondayMotivation #BeCommunityAction #CommunityActionMonth

TUESDAY, MAY 12

Training Tuesday: Choose from any of our sample social media graphics. Sample messaging provided below. #TrainingTuesday

- #CommunityAction promotes economic independence with employment training, small business support, and financial education to help families build skills and achieve long-term financial freedom.
#TrainingTuesday #CommunityActionMonth
- Did you know? #CommunityAction Agencies provide workforce development services such as jobs skills training and employment coaching to help people find pathways to prosperity and success! Just one more reason why #CommunityActionWorks!
#TrainingTuesday #CommunityActionMonth
- #CommunityAction Agencies like ours are proud to help hardworking families achieve long-term self-sufficiency with financial skills training to equip them for sustained success in the middle class.
#TrainingTuesday #CommunityActionMonth

Sample Social Media Posts

WEDNESDAY, MAY 13

Weatherization Wednesday: Share our Weatherization Wednesday graphic and/or select any of the following social media messages promoting Community Action weatherization services.

#WeatherizationWednesday

- Because the **#Weatherization** Assistance Program (WAP) ensures low-income homes have reasonable energy use, more utility customers are able to keep up with their bills. **#WeatherizationWednesday**
#CommunityActionMonth
#WeatherizationWorks
- The **#Weatherization** Assistance Program (WAP) efficiently retrofits below standard low-income homes, greatly improving residents' utility costs and health outcomes. **#WeatherizationWednesday**
#CommunityActionMonth
#WeatherizationWorks
- The **#Weatherization** Assistance Program (WAP) offers good local jobs and training needed to secure stable private sector work. **#WeatherizationWednesday**
#CommunityActionMonth
#WeatherizationWorks

- **#Weatherization** maintains and improves home value for seniors and supports inter-generational economic mobility. **#WeatherizationWednesday**
#CommunityActionMonth
#WeatherizationWorks



Ozarks Area Community Action Corporation

Sample Social Media Posts

THURSDAY, MAY 14

Huggy Heart Day: Color the Huggy Heart and post to social media.

FRIDAY, MAY 15

International Day of Families: Share our International Day of Families graphic and/or choose from any of the following sample posts:

- **#CommunityAction** Agencies connect families to approaches that help them succeed – including high quality education programs for children, job retraining for adults, stable and affordable housing for families and more. **#InternationalDayofFamilies**
- **#CommunityAction** Agencies provide millions of families with life-changing services and programs like **#HeadStart**, healthy food assistance, literacy programs, childcare and so much more! **#InternationalDayofFamilies**

SATURDAY, MAY 16

Armed Forces Day: Share our graphic honoring our members of the Armed Forces.

SUNDAY, MAY 17

Sunday Success: See sample post on page 12.

MONDAY, MAY 18

Head Start's Birthday: Share our graphic celebrating Head Start and/or choose from any of the following sample posts:

- Happy birthday, Head Start! **#HeadStart** provides comprehensive early childhood education, health, nutrition, and parent involvement services to children and families. **#HappyBirthdayHeadStart** **#CommunityActionMonth**
- Why is **#HeadStart** necessary? Access to high-quality early childhood education is critical for working families, providing children with a strong educational foundation while enabling parents to pursue employment and career growth. **#HappyBirthdayHeadStart** **#CommunityActionMonth**
- Because of **#CommunityAction** Agencies' ability to address family stability, career potential of parents, and early childhood education, **#HeadStart** children have the absolute best chance of achieving the American dream! **#HappyBirthdayHeadStart** **#CommunityActionMonth**

Sample Social Media Posts

TUESDAY, MAY 19

Transformation Tuesday: Promote Community Action programs that have transformed lives.

#TransformationTuesday

- Community Action Agencies transform communities by expanding resources such as public facilities, local businesses, and critical community infrastructure, ensuring sustainable economic growth and positive long-term outcomes. #TransformationTuesday #CommunityActionMonth
- Whether it's financial coaching services that help families achieve stability or Whole Family Approaches that help kids and parents thrive, #CommunityAction is helping families transform their lives and reach their full potential. #TransformationTuesday #CommunityActionMonth
- Families from coast to coast have transformed their lives with the help of #CommunityAction services, such as workforce development, early childhood education, small business support, family coaching and much more! #TransformationTuesday #CommunityActionMonth

CCAP Celebration Week (May 17 – 23): Take the opportunity to celebrate your agency's Certified Community Action Professionals on social media. #CelebrateCCAP

WEDNESDAY, MAY 20

A Home for Every Child: Show support for the US HHS Administration for Children and Families' "A Home for Every Child" initiative by sharing ways that your CAA supports families and prevents their engagement with the child welfare system. Sample graphic and post provided.

- We proudly support ACF's A Home for Every Child initiative! We're committed to providing critical services, such as job support, parenting education and housing assistance, which promote family stability and help keep kids from entering the child welfare system.

Impact Wednesday: See sample posts on page 12.

THURSDAY, MAY 21

Throwback Thursday: Share a throwback photo or newspaper clipping about your agency.

CCAP Celebration Week (May 17 – 23): Share your digital badge on social media.

Sample Social Media Posts

FRIDAY, MAY 22

Fact Friday: Sample graphic and messaging provided. [#FactFriday](#)

- It's a fact: [#CommunityAction](#) programs are highly popular and effective! Whether it's Meals on Wheels for seniors, Volunteer Income Tax Assistance (VITA), or support services for veterans, our work is necessary for the success and prosperity of our communities.

SUNDAY, MAY 24

Older Americans Month: Give recognition and raise awareness about issues facing older adults. Sample graphics and posts provided.

- [#CommunityAction](#) Agencies are proud to offer a wide variety of services aimed at improving quality of life for seniors, such as meal delivery, transportation, in-home assistance, grocery shopping, meal prep and more. [#CommunityActionWorks](#) [#OlderAmericansMonth](#)
- For seniors, socialization is vital in maintaining independence and quality of life. [#CommunityAction](#) Agencies everywhere create opportunities for seniors to develop stronger social networks, helping them live longer, healthier lives. [#OlderAmericansMonth](#)

TUESDAY, MAY 26

Tuesday Testimonial: Share a customer testimonial on social media. Sample post provided. [#TuesdayTestimonial](#)

- We love receiving customer feedback! Here's a recent testimonial that really lifted our spirits. We're always happy to do our part to help our families and communities succeed! [\[INSERT LINK TO TESTIMONIAL\]](#) [#TuesdayTestimonial](#)

Training Tuesday: See sample posts on page 14.

WEDNESDAY, MAY 27

Weatherization Wednesday: See sample posts on page 15.

THURSDAY, MAY 28

Thankful Thursday: Give thanks to those who make a difference and inspire you – board members, staff, customers, and the Community Action Network at large. Sample social media message provided:

- [\[NAME OF AGENCY\]](#) is thankful to be part of America's network of Community Action Agencies, working to provide life-changing services that build pathways to opportunity! [#ThankfulThursday](#) [#CommunityActionMonth](#)

FRIDAY, MAY 29

Fun Friday: Post a photo of yourself to social media with our "I <3 Community Action" selfie sign. [#FunFriday](#)

Sample Social Media Graphics

Click the graphics to download.



The Promise
Friday, May 1



Baby Day
Saturday, May 2



Star Wars Day
Monday, May 4



National Teacher Day
Tuesday, May 5

Sample Social Media Graphics

Click the graphics to download.



Impact Wednesday

Wednesday, May 6 & Wednesday May 20



Impact Wednesday

Wednesday, May 6 & Wednesday May 20



Impact Wednesday

Wednesday, May 6 & Wednesday May 20



Impact Wednesday

Wednesday, May 6 & Wednesday May 20

Sample Social Media Graphics

Click the graphics to download.



Impact Wednesday

Wednesday, May 6 & May 20



National Nurses Day

Wednesday, May 6



Throwback Thursday

Thursday, May 7

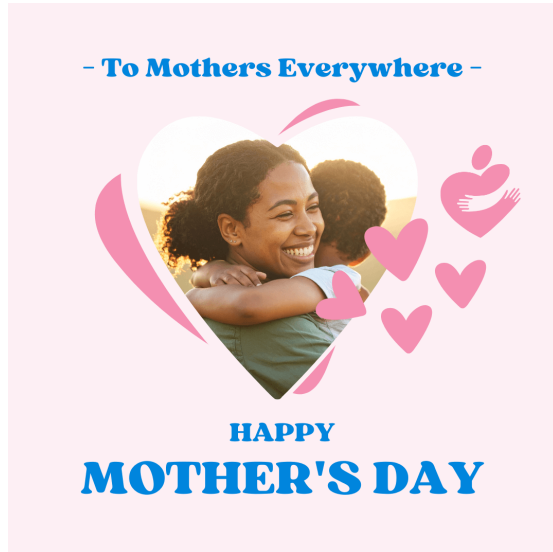


Provider Appreciation Day

Friday, May 8

Sample Social Media Graphics

Click the graphics to download.



Mother's Day

Sunday, May 10



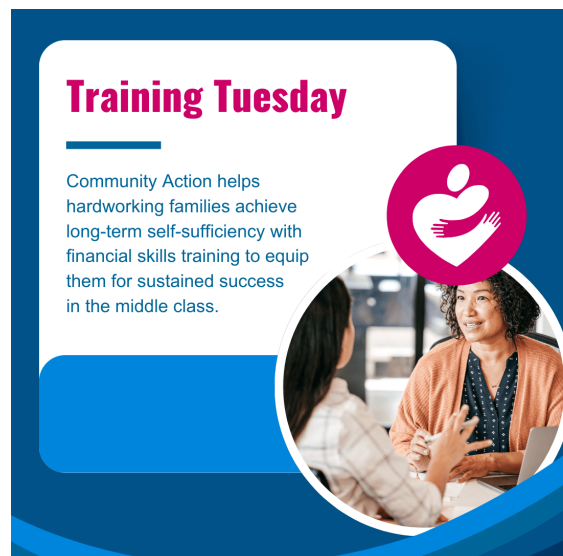
Motivation Monday

Monday, May 11



Training Tuesday

Tuesday, May 12 & May 26

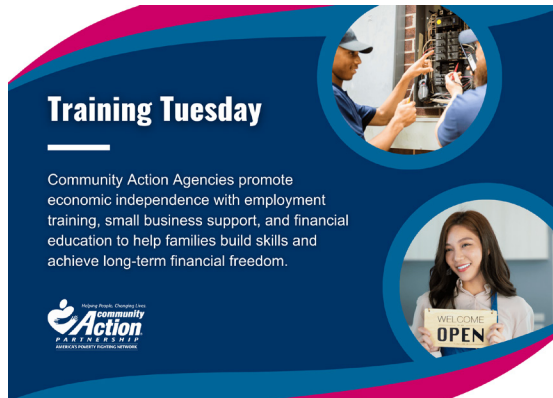


Training Tuesday

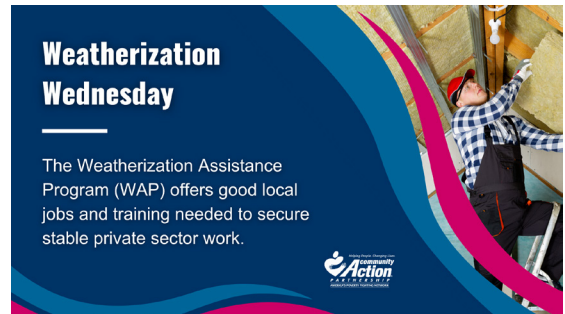
Tuesday, May 12 & May 26

Sample Social Media Graphics

Click the graphics to download.



Training Tuesday
Tuesday, May 12 & May 26



Weatherization Wednesday
Wednesday, May 13 & May 27



Weatherization Wednesday
Wednesday, May 13 & May 27



Weatherization Wednesday
Wednesday, May 13 & May 27

Sample Social Media Graphics

Click the graphics to download.



Weatherization Wednesday

Wednesday, May 13 & May 27



International Day of Families

Friday, May 15



Armed Forces Day

Saturday, May 16

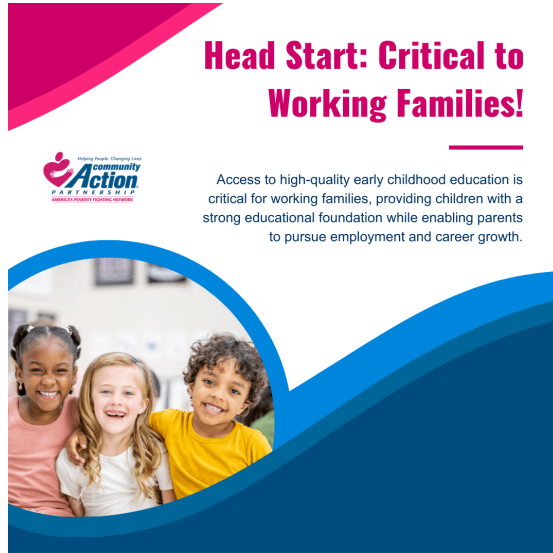


Head Start's Birthday

Monday, May 18

Sample Social Media Graphics

Click the graphics to download.



Head Start: Critical to Working Families!

Access to high-quality early childhood education is critical for working families, providing children with a strong educational foundation while enabling parents to pursue employment and career growth.


Head Start Program
community Action PARTNERSHIP
AMERICA'S EARLIEST LEARNING EXPERIENCE

Head Start Program
community Action PARTNERSHIP
AMERICA'S EARLIEST LEARNING EXPERIENCE

A circular inset image shows three young children of diverse backgrounds smiling together.

Head Start's Birthday

Monday, May 18



Head Start Children Achieve the American Dream!

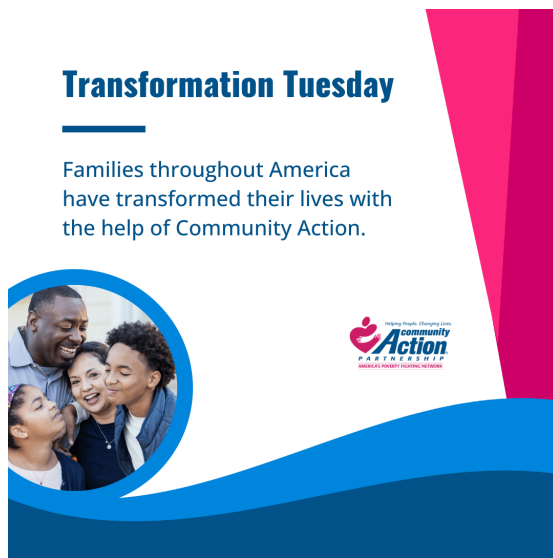
Because of Community Action Agencies' ability to address family stability, career potential of parents and early childhood education, Head Start children have the absolute best chance of achieving the American dream.

Head Start Program
community Action PARTNERSHIP
AMERICA'S EARLIEST LEARNING EXPERIENCE

A circular inset image shows a woman and two children looking at a globe together.

Head Start's Birthday

Monday, May 18



Transformation Tuesday

Families throughout America have transformed their lives with the help of Community Action.

Head Start Program
community Action PARTNERSHIP
AMERICA'S EARLIEST LEARNING EXPERIENCE

A circular inset image shows a family of four smiling together.

Transformation Tuesday

Tuesday, May 19



COMMUNITY ACTION MONTH

Transformation Tuesday

Families throughout America have transformed their lives with the help of Community Action.

Head Start Program
community Action PARTNERSHIP
AMERICA'S EARLIEST LEARNING EXPERIENCE

A circular inset image shows a family of four smiling together.

Transformation Tuesday

Tuesday, May 19

Sample Social Media Graphics

Click the graphics to download.





A Home for Every Child



We're committed to providing critical services, such as job support, parenting education and housing assistance, which promote family stability and help keep kids from entering the child welfare system.

A Home for Every Child

Wednesday, May 20



COMMUNITY ACTION

Is Highly Popular and Effective!

Whether it's Meals on Wheels for seniors, support services for veterans, or Volunteer Income Tax Assistance, our work is necessary for the success and prosperity of our communities.

Fact Friday

Friday, May 22

Community Action Month



Older Americans Month

Community Action is proud to offer a wide variety of services aimed at improving quality of life for seniors.

Older Americans Month

Sunday, May 24

Customizable Graphics Creator

On **Monday, May 4th**, use our [Mission Monday Template](#) to create a graphic promoting your agency's mission. On **Thursday, May 28th**, use our [Thank-You Template](#) to design a graphic expressing gratitude to those who make a difference and inspire you – board members, staff, customers, and the Community Action Network at large.

Mission Monday Graphic Instructions

1. Open the PowerPoint file and click "Enable Editing."
2. Copy/paste your agency's mission into the text placeholder in the middle of the graphic. Choose which font and size works best for you. Then center the text box. Once the text is positioned, click anywhere on the slide to deselect the text box.
3. Click the "Insert" tab and select "Pictures" then select "This Device." Find and select your agency's logo (should be in .JPG or .PNG format). Resize your logo and position it in the bottom left corner of the slide. Once your logo is positioned, click anywhere on the slide to deselect the logo image.
4. Click "Save As" and select .PNG file. PowerPoint will then ask you which slides you would like to export. Select "Just This One."



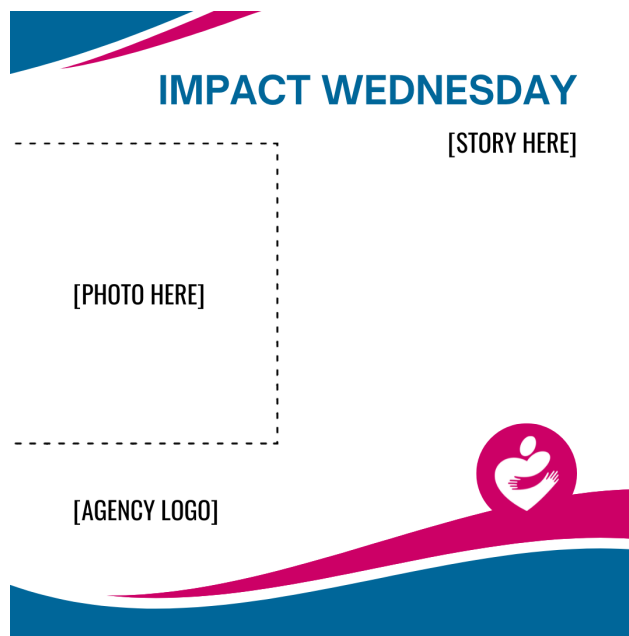
Thank-You Graphic Instructions

1. Open the PowerPoint file and click "Enable Editing."
2. Click the "Insert" tab and select "Pictures" then select "This Device." Find and select your staff photo (should be in .JPG or .PNG format). Resize your image and position it in the middle of the slide. Once your photo is positioned, click anywhere on the slide to deselect the photo.
3. Click the "Insert" tab and select "Pictures" then select "This Device." Find and select your agency's logo (should be in .JPG or .PNG format). Resize your logo and position it in the bottom left corner of the slide. Once your logo is positioned, click anywhere on the slide to deselect the logo image.
4. Click "Save As" and select .PNG file. PowerPoint will then ask you which slides you would like to export. Select "Just This One."

Impact Wednesday Graphic Instructions

On **Wednesday, May 6th and 20th**, use our [Impact Wednesday Template](#) to create a graphic promoting your agency's local data and/or success stories.

1. Open the PowerPoint file and click "Enable Editing."
2. Copy/paste your Impact Wednesday story into the text placeholder on the left side of the graphic. Choose which font and size works best for you. Click anywhere on the slide to deselect the text box.
3. Click the "Insert" tab and select "Pictures" then select "This Device." Find and select your Impact Wednesday photo (should be in .JPG or .PNG format). Resize your image and position it on the right side of the slide. Once your photo is positioned, click anywhere on the slide to deselect the photo.
4. Click "Save As" and select .PNG file. PowerPoint will then ask you which slides you would like to export. Select "Just This One."



Other Social Media Suggestions

I Love Community Action Selfies

Show your love for Community Action by taking a selfie of yourself and your staff with one of our “I Love Community Action” selfie signs. A sample selfie sign is available on the next page.



Social Media Posts about Activities and Programs

Your work is important and vital to the families you serve, and a great way to increase your social media visibility is to promote the impact of your work in the community. Therefore, when looking for social media content, a great place to start is your agency’s regular activities and programs. Take photos and videos of your staff and customers participating in the activities suggested in the toolkit as well as in your programs or at the events your agency is hosting during Community Action Month. (Make sure that you get written permission from your customers and/or your customers’ legal guardians before posting any photos or videos of them.)

Be sure to use the hashtags **#CommunityActionWorks** and **#CommunityActionMonth** to connect your posts to a broader audience. We also encourage you to tag @CAPartnership on X, and/or e-mail Johnny Eudaly, Senior Associate for Communications and Branding, at jeudaly@communityactionpartnership.com so that NCAP can share your posts, promote your success stories, and elevate the great work you’re doing in your community.

I ❤️ COMMUNITY ACTION

Social Media Tips and How-To Resources

- [Best Times to Post](#)
- [List of Social Media Scheduling Tools](#)
- [Graphic Design Tips for Non-Designers](#)
- [Getting Started with the Canva Graphic Design Tool](#)
- [How to Use Facebook Live](#)
- [How to Use Instagram Stories](#)



Branding with NCAP



Brand Logos

Looking for simple ways to connect your CAA to the national brand? Adding the [national brand](#) logo to your agency's website footer and/or homepage creates a strong visual connection to both NCAP and the network at large. We even have a special variation of the Huggy Heart logo that tells your audience that your CAA or State Association is a proud member of the Community Action Network. You could post this graphic to your website and/or social media accounts, include it in your print materials, etc. Feel free to use it however you see fit.

We have an entire collection of logos available, along with fonts and color palettes. [Click here](#) to access our collection of logos and branding elements.

Sample Language

Another easy way to brand with NCAP is to incorporate some of the following sample language into your agency's print publications, website, and social media accounts:

- [\[NAME OF AGENCY\]](#) is a member of the National Community Action Partnership, which is the national hub that links the nation's 1,000+ local Community Action Agencies and State Associations to each other and to leaders looking for solutions that connect families to greater opportunity.
- We are a proud member of the National Community Action Partnership.
- [\[NAME OF AGENCY\]](#), a Community Action Agency.

Branding with NCAAP



Tag Lines

The following taglines are used by many CAAs and State Associations. Even if your logo doesn't incorporate the NCAAP branding, adding these taglines to your websites, t-shirts, business cards, letterhead, etc. is a great way to tie your agency to the network.

- Helping People, Changing Lives
- America's Poverty Fighting Network

Hashtags

Social media hashtags are an effective way to connect to a larger audience, other Community Action Agencies, and our network at large. Here is a list of popular hashtags used by our network:

- [#BeCommunityAction](#)
- [#CommunityAction](#)
- [#CSBGWorks](#) or [#CommunityActionWorks](#)
- [#WeatherizationWorks](#)

Other Resources

- Is your CAA or State Association strategic about the messages it relates? Help unify our network's collective voice by incorporating the latest messaging from the National Community Action Foundation (NCAF). See page 36 for NCAF's sample talking points, which cover the Community Services Block Grant (CSBG), Community Action, the Weatherization Assistance Program (WAP), the Low-Income Home Energy Assistance Program (LIHEAP), and Head Start.
- Looking for logos, fonts, and color palettes? [Click here](#).

The Promise

How does your Community Action Agency use the Promise? Is it posted on your website? Maybe it's included in some of your publications or printed on a banner in your office? The Promise of Community Action is one of the most adopted national branding tools throughout the network because it tells folks who we are, what we do, and why we do it.

Publicizing Community Action Month in the Press

The press loves good stories. Reporters at newspapers, radio and television stations, and online news sites are always looking for fresh content. In particular, local press outlets are looking for compelling, emotionally driven, and useful content with a local angle. As an active and integral part of the community, your Community Action Agency is uniquely positioned to provide these stories and serve as experts on poverty and related social and economic problems. Positive press coverage can show the wider community the value of Community Action's important work, encourage local engagement with your agency, and promote your events and services.

Whether your agency has already fostered relationships with reporters, or you're just getting started in your press outreach, Community Action Month is a great opportunity for you to reach out to the media and strengthen your relationships with the press. This section of the toolkit will give you concrete tips and templates for publicizing your agency in the press.

Tips for Pitching Stories and Responding to Reporters

- **Be Specific** — Reach out to reporters who cover topics and areas related to your agency's geographic scope and program issues.
- **Be Creative** — Find unique hooks or angles that make your story interesting.
- **Be Responsive** — Reporters work on tight deadlines and appreciate prompt replies and follow-ups, especially for interview requests.
- **Be Knowledgeable** — Present yourself as an expert on your agency's programs and on issues of poverty in your community.
- **Be Prepared** — When suggesting a story to reporters or doing an interview, have relevant talking points, facts, and anecdotes on hand.
- **Be Personable** — Public relations is about building and maintaining ongoing, mutually beneficial, positive relationships with reporters.

Tips for Interviewing with the Press

Know the Facts

Have a list of facts and statistics on Community Action and how your agency creates opportunities in your region as part of your talking points. (See the list below.)

Tell Stories

In your talking points, also include anecdotes about individuals and families served by your agency that can illustrate your points.

Speak Clearly

In an interview, enunciate, be direct, and use words and terms that the reporter and general public can easily understand.

Practice Interviewing

Doing interviews is a learned skill, and practicing regularly can help you feel more at ease and feel more prepared.



Sample Talking Points

The following section contains sample talking points provided by the National Community Action Foundation, which cover the Community Services Block Grant (CSBG), the Weatherization Assistance Program (WAP), the Low-Income Home Energy Assistance Program (LIHEAP), and Head Start.

COMMUNITY SERVICES BLOCK GRANT (CSBG)

Advancing Economic Independence and Strengthening Local Communities

A Trusted, Locally Driven Solution

The Community Services Block Grant (CSBG) is a locally-led approach that receives limited federal investment and helps hard-working American families achieve economic independence while ensuring taxpayer dollars are put to good use. Managed by State and Community Action Agencies (CAAs), CSBG empowers local communities by cutting red tape, reducing government dependency, and driving private-sector job creation. With strong accountability and a commitment to financial prudence, CSBG delivers measurable results, keeping decisions in local hands where they belong.

Aligning with American Values

- *Promoting Economic Independence:* CSBG provides job training, financial education, and small business support, helping families build skills to achieve long-term financial freedom.
- *Local Control, Local Solutions:* CSBG ensures state and local authorities have the freedom to develop targeted solutions, rather than relying on one-size-fits-all federal programs.
- *Supporting Small Business & Workforce Development:* CSBG invests in private-sector job creation and career training, ensuring that communities grow through free-market solutions rather than expanding government assistance.
- *Financial Prudence & Accountability:* CSBG maintains responsible administrative oversight and publishes regular performance reviews, demonstrating fiscal responsibility and measurable impact.

Sample Talking Points

Aligning with American Ideals

- *Empowering Families, Not Expanding Government:* CSBG helps families achieve economic independence rather than keeping them reliant on government assistance.
- *Boosting Local Economies & Private-Sector Growth:* CSBG strengthens local businesses and entrepreneurs, promoting private-sector job creation.
- *A Responsible, Performance-Based Investment:* CSBG ensures that every taxpayer dollar is strategically used to create long-term economic opportunity.
- *Preserving State and Local Authority:* CSBG respects state and local governance, ensuring that solutions are tailored to local community needs instead of being dictated by Washington.

Why Experience Matters

CSBG is not another federal handout—it is a community-driven initiative that upholds self-reliance, personal responsibility, and economic freedom. Unlike top-down government programs, CSBG operates through State and Community Action Agencies that understand local needs and invest in practical solutions that work.

- *Locally Led, Not Bureaucratically Driven:* CSBG operates at the state and local level, ensuring accountability, transparency, and responsiveness to community needs.
- *Results-Driven Approach:* CSBG agencies undergo regular audits and data-driven performance evaluations, ensuring measurable outcomes and strong taxpayer return on investment.

Conclusion

The Community Services Block Grant (CSBG) is a high-impact, fiscally responsible investment that aligns with American values of self-reliance, free enterprise, and local decision-making. By continuing to support CSBG through State and Community Action Agencies, we ensure that hard-working American families have access to the opportunities they need to thrive, while also promoting local economic growth and reducing government dependency.

Sample Talking Points

WEATHERIZATION ASSISTANCE PROGRAM (WAP)

- The Weatherization Assistance Program (WAP) efficiently retrofits below standard low-income homes, greatly improving residents' utility costs and health outcomes.
- WAP offers good local jobs and training needed to secure stable private sector work.
- All materials – materials, trucks, appliances – are purchased locally.
- By updating low-income homes, WAP helps preserve the local stock of affordable housing.
- Because WAP ensures low-income homes have reasonable energy use, more utility customers are able to keep up with their bills.
- (If talking to a Democrat): WAP reduces low income households' energy consumption.

LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

- The Low Income Home Energy Assistance Program (LIHEAP) is a proven, results-driven initiative that helps hard-working American families afford essential heating and cooling services.
- LIHEAP ensures energy security, prevents utility shutoffs and protects vulnerable households, including seniors, veterans and families with young children.
- LIHEAP is a fiscally responsible investment that prevents costly energy-related emergencies reducing the need for emergency assistance programs.
- LIHEAP payments go directly to local utility companies, ensuring that businesses remain stable while keeping families focused on building financial independence.



Sample Talking Points

HEAD START

- When a Community Action Agency (CAA) runs a Head Start program, families receive needed assistance that addresses the stability and future economic prospects of the household, helping not just the hardworking family and the child, but also contributing to the long-term community and school stability.
- Access to high-quality early childhood education is critical for working families, providing children with a strong educational foundation while enabling parents to pursue employment and career growth
- Through workforce development programs and household stabilizing programs, CAAs assist parents in gaining financial independence, ultimately leading to stronger, more self-sufficient communities.
- Based on a regular Community Needs Assessment, Community Action Agencies have the ability to develop social enterprises such as nutrition programs, affordable housing initiatives and workforce development opportunities that help families of Head Start students achieve their economic goals.
- Because of Community Action Agencies' ability to address family stability, career potential of parents and early childhood education, Head Start children have the absolute best chance of achieving the American dream.



Community Action Month Press Release Template

[AGENCY LOGO]

Community Action Network Celebrates Community Action Month This May

For Immediate Release

Contact: [CONTACT NAME, PHONE NUMBER & E-MAIL ADDRESS]

([CITY, STATE] May 1, 2026) – The Community Action Network is a robust state and local force that helps empower hardworking families to achieve economic independence rather than keeping them reliant on government assistance. There are nearly 1,000 agencies across the country working every day to create economic opportunity, strengthen local communities, and help families find pathways to prosperity. This year, [AGENCY], a proud member of the Community Action Network, commemorates [YEARS IN SERVICE] helping families throughout [SERVICE AREA].

“Each May, during Community Action Month, we reflect on the impact [AGENCY] and our network has had on families,” said [EXECUTIVE DIRECTOR] of [AGENCY]. “Last year alone, we served [TOTAL NUMBER OF PEOPLE] in [COMMUNITY/COUNTY], and over 15 million across the country with services like job training, financial education, and small business support, helping families build skills to achieve long-term financial freedom.

Community Action Agencies ensure that hard-working American families have access to the opportunities they need to thrive, while also promoting local economic growth and reducing government dependency. All agencies are locally controlled with boards of directors composed of local elected officials, private and public sector representatives, and engaged community residents. “We are proud of our communities’ participation in the development and oversight of our programs,” said [ED LAST NAME]. “Their engagement helps us to be more effective in our approach by determining what [SERVICE AREA] needs.”

To celebrate the continued success of Community Action and raise awareness throughout the [SERVICE AREA], [AGENCY] will host [INSERT DETAILS/DATE/TIME/LOCATION/WHO SHOULD COME/WHY IS IT IMPORTANT].

###

[AGENCY] is a member of the National Community Action Partnership and the Community Action Network. [AGENCY OVERVIEW/ MISSION STATEMENT, WEBSITE]

Video Production Tips

How to Shoot Videos

Cinematography and videography are the art of visual storytelling. Anyone can set a camera on a tripod and hit record, but the artistry of cinematography comes into play when you control what the viewer sees (or doesn't see) and how the image is presented.

Shot sizes, angles, and movements are the heart of exceptional camerawork, and when coupled with good lighting, it enhances emotions, forming the essence of cinematography. They provoke, inspire, frighten, relieve, and amaze us.

Your opening shot, often referred to as an establishing shot, is usually a long shot. It establishes the general location of where the action will follow. Video producers and editors often showcase something moving toward the camera. For example, in a movie, you might see a person walking toward the camera or something coming into frame.

Be sure to shoot plenty of B-roll. "B-roll" refers to supplemental footage, basically anything that isn't the primary action or interview. These shots will be spliced into your video to help tell the story. Imagine filming a school play. In addition to filming the actors on the stage, you would want to capture B-roll of guests outside or walking into the school, faces of the audience members, cast members hiding in the wings, or costume and set details. Shots like these can be used to establish a scene, add context or meaning, create visual interest, or produce smooth transitions by providing supporting visuals that enhance the story without being the main focus. B-roll can be an excellent tool to help you bridge the gap from one scene to the next. It is wise to plan ahead with a shot list to ensure you obtain the right kind of B-roll that will best help you tell your story.

The end of your video always works nicely if you provide a closing shot or sequence. You might shoot something moving away from the camera to subliminally signify the end. For example, in a love story the subject of the story may walk off into the sunset holding the hand of their romantic love interest. You only see their backs and not their faces. This signifies that the story is ending.

Video Production Tips

Important Video Tips

1. Depending upon which social media platform you use, the length of your video will need to fit within their guidelines. For example, Twitter supports the MP4 video format. You can upload videos as large as 512 MB and up to 2 minutes and 20 seconds in length. Facebook has different parameters. Per Facebook: Videos should be less than 240 minutes long and smaller than 10 GB. The longer your video, the larger its file size. This may affect the quality of the video. Keep in mind that most people don't watch videos longer than 2 minutes.
2. Use a tripod or other method to stabilize the camera. (Unless you're going for a certain creative look, it is highly recommended that you stabilize your camera or video recorder.)
3. Make sure the recording environment is quiet and there is no background noise in your video.
4. Use a plain background for your video and ensure that your subject doesn't blend into or clash with your background (solid walls or brick walls work well).
5. Avoid busy patterns in clothing and jewelry and stay away from shirts or patterns with stripes.
6. Make sure there is plenty of light and that the subject's face is well lit in the recording.
7. Shoot more footage than you think you'll need. Include shots that enhance the story or set the scene.



Video Production Tips

More Important Video Tips

Before you begin, check the lighting and sound. Say a few lines for the camera and then review the footage. Does your lighting need to be adjusted? How does your shirt look against the background? Is your video inviting and appropriate or unflattering and amateurish? Can you be easily heard on a laptop computer with the volume at a normal level? You might have to experiment a bit to get the lighting, the sound, and the colors of your wardrobe just right.

Placing your subject slightly off center, so there is space on the left or right side is preferred in videography and photography. Try to stay away from filming people in the center of your frame. If the person is on the right side, angle their body inward. If the person is on the left, also have them turn their body slightly inward. These are common videography and photography tips that even the pros follow.

Editing Tips

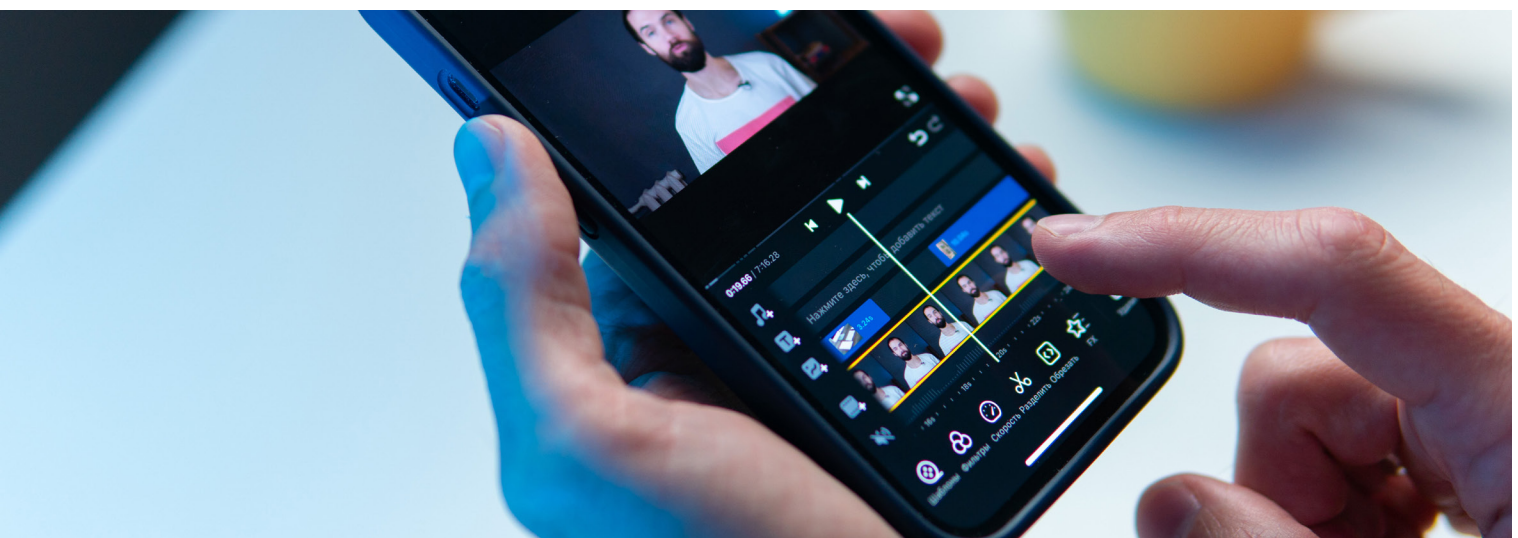
When choosing a video editor, it's all about control. Do you need something simple? If so, iMovie or the YouTube Video Editor work well. To use YouTube Video Editor, select "YouTube Studio" from your account menu in the top right corner. Next, select "Content" from the menu on the left, find the video you want to edit, then click the edit icon. Last, select "Editor" from the menu on the left. For guidance on how to use YouTube Video Editor, watch this tutorial.

If you need something more robust and polished, you should use Adobe Premiere Pro or Final Cut Pro. Keep in mind, these take longer to learn.

Additional Resources

[Video Editing Tips for Beginners](#)

[Top Ten Video Editing Mistakes to Avoid](#)



Sample Community Action Month Proclamation

[AGENCY LOGO]

WHEREAS, Community Action creates pathways to prosperity by helping hardworking families achieve economic independence rather than keeping them reliant on government assistance; and

WHEREAS, Community Action is built on innovative, responsive, and efficient programs that are uniquely tailored to meet local needs; and

WHEREAS, Community Action delivers high-impact, cost-effective results that generate a significant return on investment for local communities; and

WHEREAS, Community Action invests in private-sector job creation and career training, ensuring that communities grow through free-market solutions; and

WHEREAS, Community Action Agencies are trusted pillars of the community that engage volunteers who donate their time to advance local progress, support working families, and contribute to lasting community success; and

WHEREAS, Community Action programs are both necessary and popular—delivering effective, high-quality assistance that strengthens community resilience and fosters local prosperity; and

NOW, THEREFORE, I [NAME & TITLE] of [CITY AND/OR STATE], do hereby proclaim May 2026 as Community Action Month in recognition of the hard work and dedication of all [CITY AND/OR STATE] Community Action Agencies.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of [CITY AND/OR STATE], on this day of [DAY st/th] of [MONTH], 2026.

SIGNATURE OF: [OFFICIAL SIGNATURE]

BY THE: [TITLE] OF: [CITY AND/OR STATE]

ATTEST: [NAME] [POSITION]

Conduct a Site Visit with Elected Officials

Another way to educate your elected officials about the excellent work your Community Action Agency is doing is to invite them to a site visit to observe one of your programs. A site visit provides an opportunity to see first-hand how vital Community Action is to families and constituents in their jurisdiction.

Site Visits

- Plan ahead and consider the goals of the site visit. Do you want more support from elected officials? Do you want to showcase your program's successes? All of the above? How best can you achieve those goals?
- Craft an agenda and identify key players to participate in the site visit, including staff and program customers who can best showcase the successes of the program and who are willing and eager to be involved. The agenda will also ensure that the event remains on topic and on task so that the site visit remains focused on your goals.
- Keep the event small and be respectful of everyone's time. The Weatherization Assistance Program Technical Assistance Center advises having no more than 10 guests and keeping the site visit to one hour.
- Perform a dry run or dress rehearsal of the site visit the day before the event.
- Allow time for questions at the end of the site visit. Prepare and review talking points about the program in advance.

Fundraising

During Community Action Month

Community Action Month is a great opportunity to reach out to your donors and other supporters and stakeholders with a fundraising appeal letter or email. We recommend that you begin your letter by introducing Community Action Month – what it is and why we celebrate – and then share a little bit about how your Community Action Agency has been helping connect individuals and families in your community to greater opportunity. Supporters who are inspired by the dedicated efforts of your staff and volunteers in helping people find pathways to success may then wish to offer their support for your programs by making a donation to your agency.

A good fundraising appeal tells the story of an agency and the individuals it serves. It uses specific examples of success stories to illustrate the needs in the community and explicitly states how your Community Action Agency is meeting those needs. While fundraising can often seem intimidating, once you make your initial ask, you'll often find that there are many people in your community who are motivated and happy to contribute to your cause

Community Action Month is also a great time to thank your donors, both individuals in the community who have contributed to your work as well as foundations, businesses, and government grant makers who support your agency and its anti-poverty programs. You might also take the opportunity to express your gratitude to the volunteers who give their time and talents and who may further along also be motivated to give financially. People always appreciate thank-you notes, and by showing your appreciation for your donors and volunteers, you can strengthen and affirm your relationships with them.

Thank You!!

A hand-drawn graphic featuring the text "Thank You!!" in a casual, handwritten font. Below the text are two parallel, slightly curved lines that serve as a decorative underline. To the right of these lines is a simple smiley face icon consisting of a circle with two dots for eyes and a curved line for a mouth.

Fundraising Tips

Emphasize the need in your community — Inform your donors about the community needs your agency is working to address. Using specific facts and statistics about poverty in your region can be helpful in demonstrating the urgency and importance of your work.

Emphasize your agency's role in solving the problem — After you've shown the need in your community, make sure that your donors clearly understand how your agency is addressing and meeting that need. Present data that demonstrates the difference you are making, whether it's the number of individuals you served last year, the number of individuals who have successfully completed your programs, or the number of individuals who are self-sufficient because of your help.

Emphasize individual stories — There's a saying in fundraising that people give to people. Pick one or two customer stories that showcase how their lives have been significantly and positively changed by your work. What was their situation before they found Community Action? What programs did they participate in and what do their lives look like now that they have completed these programs? How did they feel before they found Community Action and how do they feel now? Just make sure that you have your customers' permission to use their stories.

Emphasize the ask — Don't be shy about directly asking your donors for money. Your fundraising appeal should include a section where you ask donors to give a gift. You may even want to provide suggested donation amounts, which should be appropriate to your audience. (You probably don't want to ask former customers for large donations, and you probably don't want to ask wealthy philanthropists in your community for small donations.)



Sample Fundraising Letter/E-mail

Dear [NAME OF INDIVIDUAL],

We are excited to announce that May is Community Action Month, a celebration of the accomplishments of America's Community Action Agencies. These trusted, locally led organizations help hard-working Americans achieve financial independence while working to strengthen community resilience and promote local economic growth. As a Community Action Agency, [NAME OF AGENCY] is committed to the Promise of Community Action: to change people's lives, embody the spirit of hope, improve communities, and make America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

In the past [MONTH/YEAR], [AGENCY] served [NUMBER] of families with low-income and transformed their lives by helping them become self-sufficient. We are particularly excited to share the story of [NAME OF CLIENT], who participated in [NAME OF PROGRAM]. [Insert brief anecdote about how the person was helped by the program and give a tangible example of how his/her life has improved.] But [CLIENT] is not the only person positively impacted by [AGENCY]. [Insert relevant facts that demonstrate your agency's success to show how you are having a positive impact on the region.]

As [AGENCY] improves the lives of people in our community, we also need our community to help us. We request that you make a special Community Action Month gift of [INSERT SUGGESTED AMOUNT/ LINK TO ONLINE DONATION FORM]. Your generosity will allow us to continue to change people's lives in [COMMUNITY].

We very much appreciate your generous contribution!

Yours Truly,
[NAME OF BOARD PRESIDENT] Board President
[NAME OF AGENCY]



NCAP'S 2026 ANNUAL CONVENTION

St. Louis, MO | September 2–4
Pre-Con: Aug. 31–Sept. 1

NCAP's Annual Convention is designed to equip Community Action Agencies and human services providers with timely information, training, and resources to maximize efficiency and impact. Learn amongst your peers, receive the latest network updates, and access proven strategies to move families and communities forward!



Save the Date! 103



National Community Action Partnership Awards Descriptions and Criteria

Submission Deadline: Friday, May 8th

To Submit Nominations, [Click Here](#).

FROM THE FIELD: COMMUNITY LEADERS

National Community Action Personal Achievement Award

This award recognizes individuals who have changed their lives, embody Community Action's spirit of hope, and are now working to make America a better place to live. These individuals, with the assistance of Community Action, have achieved economic stability and are now working to assist others in doing the same.

To nominate an individual, applicants are required to submit a narrative documenting reasons for nomination along with letters of support and local/state press coverage. Nominations remain active for three (3) years from the date of submission.

The award winner will receive an award plaque and a \$1,000 travel stipend to attend the Annual Convention Awards Gala.

National Community Action Volunteer Recognition Award

This award recognizes individuals working hand in hand with a Community Action Agency to pursue individual, family, and community-wide solutions to barriers holding families back from success. These individuals have shown outstanding dedication to Community Action and have made extraordinary contributions to a Community Action Agency.

To nominate an individual, applicants are required to submit a narrative documenting reasons for nomination along with letters of support and local/state press coverage. Nominations remain active for three (3) years from the date of submission.

The award winner will receive an award plaque and a \$1,000 travel stipend to the Annual Convention Awards Gala.

FROM THE NETWORK: COMMUNITY ACTION LEADERS

National Community Action Leadership Award

This award recognizes Community Action practitioners whose expertise on what works to promote greater economic opportunity for children and families is known and respected at the national, state, and local level. These practitioners have led their Community Action Agency in connecting a significant number of children and families to greater opportunity, transforming their lives and making their communities a better place to live.

To nominate an individual, applicants are required to submit a narrative documenting reasons for nomination along with letters of support and local/state press coverage. Nominations remain active for three (3) years from the date of submission.

The award winner will receive an award plaque and a \$500 travel stipend to attend the Annual Convention Awards Gala.

The Promise in Action Award

This award recognizes Community Action Agencies that have been diligently caring for the entire community and remain dedicated to helping people help themselves and each other amidst a catastrophe. These agencies are working to build resilient communities.

To nominate a Community Action Agency (CAA), applicants are required to submit a narrative documenting reasons for nomination along with letters of support and local/state press coverage. Nominations remain active for three (3) years from the date of submission.

The Executive Director of the CAA award winner will receive an award plaque. All CAA staff present during the Annual Convention will be recognized at the Awards Ceremony.

Questions? Contact membership@communityactionpartnership.com.



National Community Action Partnership Scholarships Descriptions and Criteria

Submission Deadline: Friday, May 8th

To Submit Nominations, [Click Here](#).

The **Avril Weisman Annual Convention Scholarship** honors Avril Weisman, a longtime employee of NCAP. For more than 28 years, Avril dedicated herself to building the capacity of Community Action Agencies. For many years, Avril's primary responsibility was the coordination and implementation of the NCAP Annual Convention. The Annual Convention brings together over 1,000 Community Action leaders and volunteers from across the country for several days of learning, networking, and sharing best practices. These scholarships reflect Avril's passion for Community Action as well as her dedication to ongoing learning, professional enrichment, and the Community Action brand.

Two scholarships will be awarded. The scholarship consists of complimentary registration and a \$750 travel stipend. A scholarship will be given to a Community Action Agency or State Community Action Agency Association **staff member** and a Community Action **board member** each year. ***Please note, Executive Directors and Senior Management Team leaders are not eligible for the scholarship.***

To apply or nominate an individual, a narrative demonstrating how the applicant meets the scholarship criteria, summary of any (non-required) training attended while employed or serving on the board, and a letter of support from an executive director or supervisor are required. Confirmation of permission and ability to travel to attend the full convention must also be provided. Nominations remain active for three (3) years from the date of submission.

Questions? Contact membership@communityactionpartnership.com.

NCAP

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