



Maryland Community Action Partnership (MCAP) Onboarding Kit for New Employees

Updated July 2023



Welcome to the MCAP Team!
We are glad you are here.

MCAP Onboarding Kit

This self-guided kit was developed in a meaningful way to help you:

- 1) understand the MCAP organization and its culture
- 2) meet the MCAP Team
- 3) understand where your role fits into the organization
- 4) find the information you need to start your job successfully, and
- 5) complete review of materials and important onboarding activities

Important Note: Links to learning materials are included in this Onboarding Kit.

Some materials will be located in the online learning center, called MCAP Master Class. You will need to [create your own account](#).

Other materials are on a shared Google Drive or external partner sites.



Onboarding Introduction

Types of Available Learning Modules

MCAP Master Class

Pre-recorded self-paced modules that will provide history and a broader background on Community Action and operational programs.

MCAP Orientation

Facilitated by our team at MCAP during in-person orientation and via this onboarding kit.

CAP Essentials

Provides an overview of the Community Action Agencies' promises and insights for new staff. This is also great when in need of a refresher.

[Link to CAP Essentials Course can be found here.](#)



MCAP Master Class

Start by creating your online training account now!

Build your Community
Action knowledge with
online learning courses!

CREATE YOUR
ACCOUNT



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- Self-Sufficiency Standard and Calculator
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- MCAP Anti-Poverty Fund



Who We Are

About Us



Maryland Community Action Partnership (MCAP) is a non-profit (501c3) multi-regional association. MCAP advocates on behalf of Community Action Agencies and partnering organizations that serve individuals and families with low income who reside in Maryland, DC, and Delaware to ensure their voices are heard at the local, state, and national levels. MCAP supports the mission and activities of 17 CAA's in Maryland, 1 CAA in DC, and 1 CAA in Delaware. MCAP recognizes and adheres to the Community Action Code of Ethics.

MCAP Mission Vision and Promise

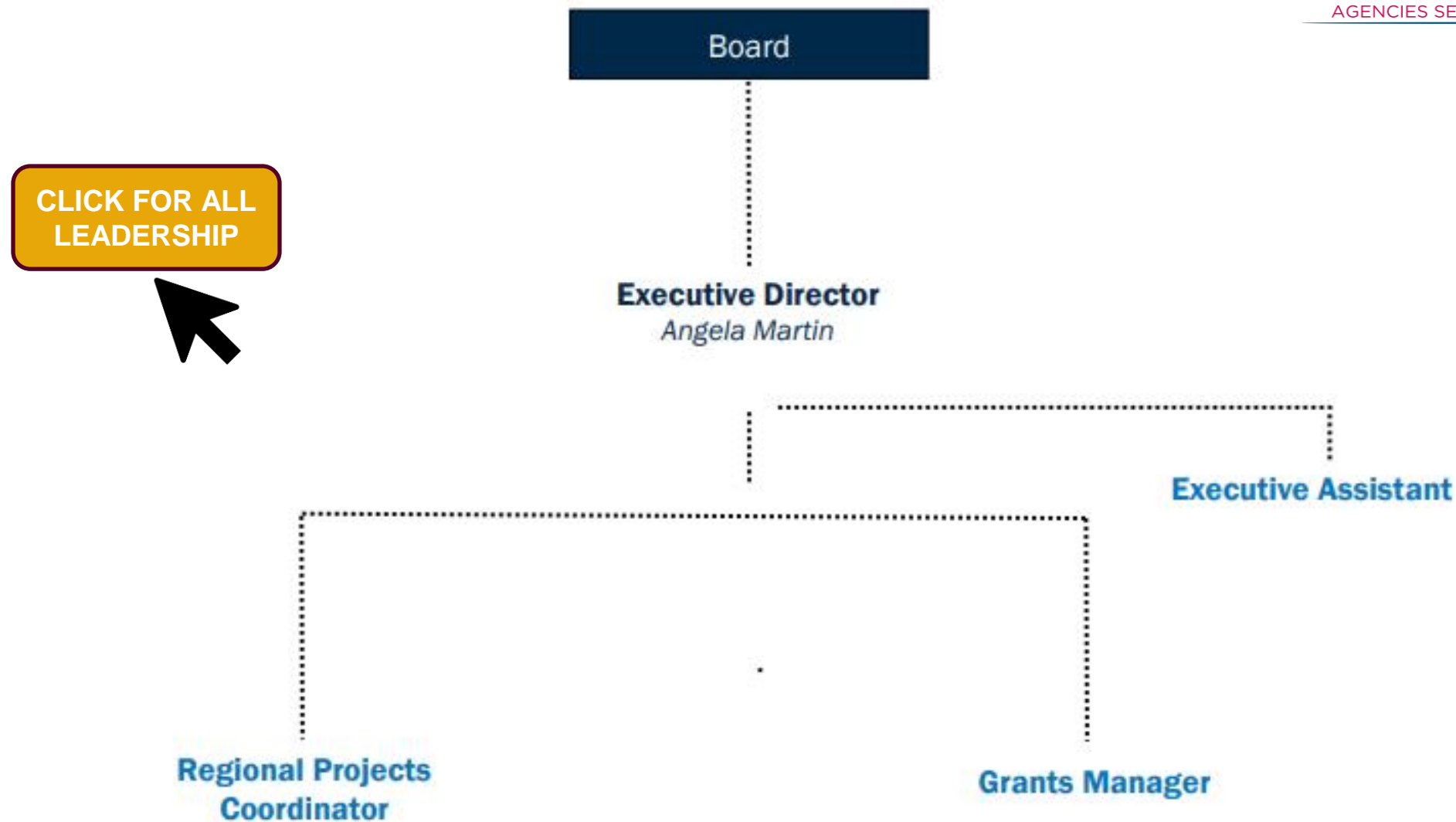


MCAP Mission – MCAP strengthens members’ capacity to provide quality services and opportunities that empower individuals and families to achieve economic stability.

MCAP Vision – MCAP envisions all individuals and families are stable, economically secure, and live in safe and thriving communities.

Our Promise – 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.

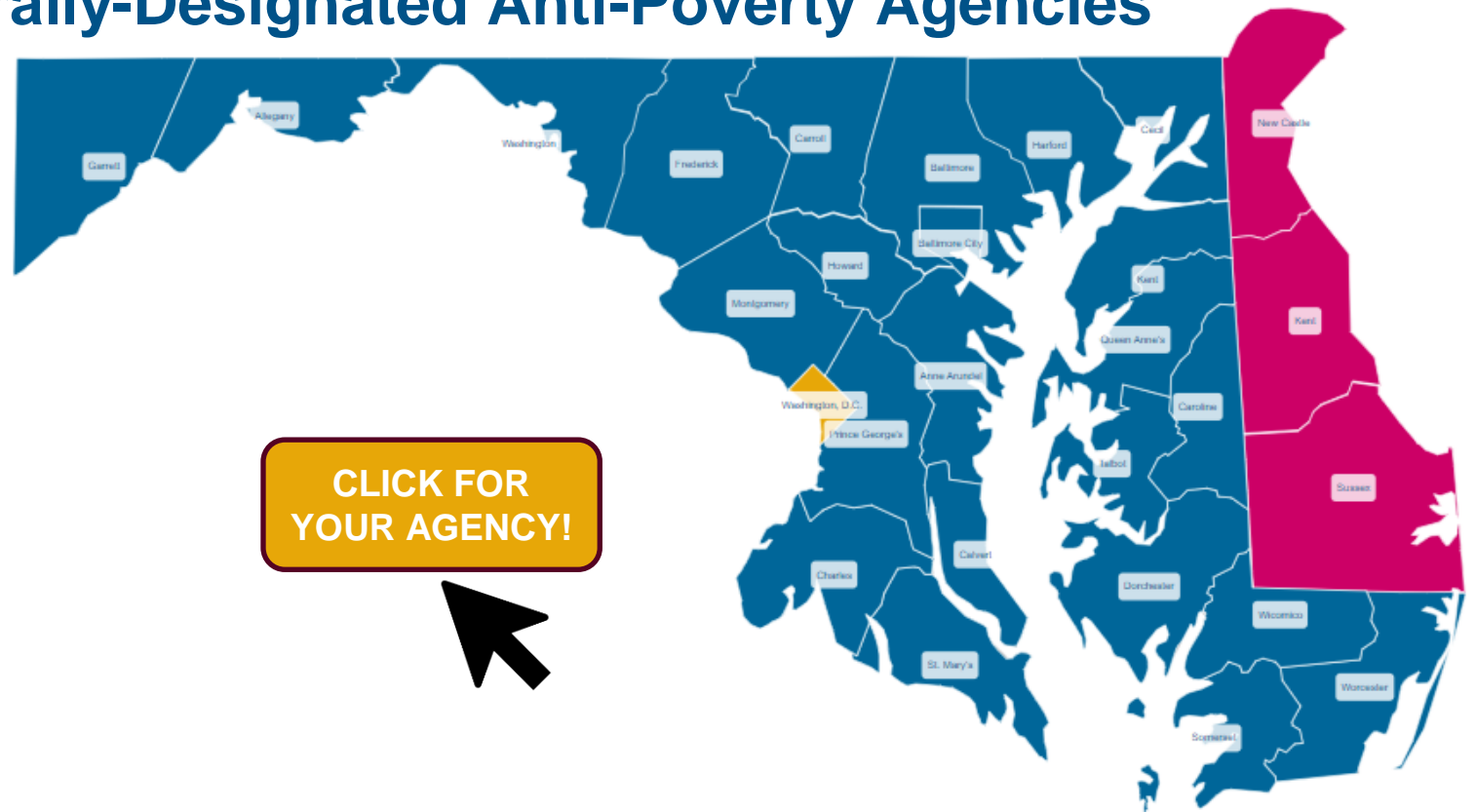
MCAP Structure



Member Agencies

MCAP's Network of Federally-Designated Anti-Poverty Agencies

MCAP Community Action Agencies are located statewide, serving Maryland, Delaware, and the District of Columbia. Click to explore the interactive member agency map:



(<https://maryland-cap.org/find-your-agency>)

What We Do



MCAP Goals & Strategic Direction



To advocate and build the capacity of community action agencies in our regional areas; to empower families and enhance services.

Advocacy - To ensure a robust advocacy agenda working with partners for anti-poverty legislation.

Capacity Building/Training - Create year-round training and technical assistance to members, including peer-to-peer learning and implementation. Build the capacity of association staff.

Promote - the mission of MCAP and CAAs.

SEE STRATEGIC
PLAN NOW



(See a link to MCAP's most recent Strategic Plan)

Community Action Network

MCAP Network

MCAP makes up 19 Community Action Agencies (CAA) serving Maryland, Delaware, and the District of Columbia.

Community Action

A Community Action Agency (CAA) is a local organization with the mission of reducing poverty through locally designed and delivered programs and services, targeted to the specific needs of the community. In the United States and its territories, Community Action Agencies (CAA) are local private and public non-profit organizations that carry out the Community Action Program (CAP), which was founded by the 1964 **Economic Opportunity Act** to fight poverty by empowering the poor as part of the **War on Poverty**. CAAs exist in virtually every county in the U.S., numbering more than 1,000 nationwide.

CSBG

The Community Services Block Grant (CSBG) is a federally funded block grant in the Office of Community Services, Administration for Children and Families, United States Department of Health and Human Services that provides funds to support services that alleviate the causes and conditions of poverty in under resourced communities. Tribes, territories, and 1,000+ local Community Action Agencies provide CSBG funded services and activities including housing, nutrition, utility, and transportation assistance; employment, education, and other income and asset building services; crisis and emergency services; and community asset building initiatives, and more.

Over 9 million+ individuals are served by CSBG-funded programs annually.



Important Note:

The below video is a very helpful summary of the network.



**CLICK TO
WATCH VIDEO**



Community Action Network

Watch this video to get a detailed explanation of the network and how it all works together:



CLICK TO
WATCH VIDEO



MCAP Partners



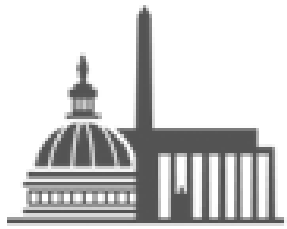
The National Community Action Partnership (NCAP) is a national, 501(c)3 nonprofit membership organization that provides technical assistance, training, and other resources to Community Action Agencies, nonprofit, public groups and state associations.

[Visit \[www.communityactionpartnership.com\]\(http://www.communityactionpartnership.com\).](http://www.communityactionpartnership.com)



CAPLAW is a member organization and the **national legal expert for the Community Action network**. Through consultations, training and resources, we equip Community Action Agencies (CAAs) with the knowledge and tools to operate as accountable and effective change agents. They also provide guidance to federal, state and national Community Action partners on legal and financial issues affecting CAAs. [Visit \[www.capl原因.org/\]\(http://www.capl原因.org/\)](http://www.capl原因.org/)

MCAP Partners



NASCSP

National Association For State Community Services Programs

The National Association for State Community Services Programs (NASCSP) is the sole national association charged with advocating for State leaders in the administration of the CSBG and Weatherization Assistance Program (WAP), including data collection. [Visit www.nascsp.org/](http://www.nascsp.org/).

OFFICE OF COMMUNITY SERVICES

An Office of the Administration for Children & Families

The **Office of Community Services (OCS)** is the Federal Office responsible for administering the CSBG Standards and part of the US Health and Humans Services Department. They partners with states, tribes, territories, and non-profit and community-based organizations. And they offer social service and community development programs. [Visit www.acf.hhs.gov/ocs](http://www.acf.hhs.gov/ocs).

MCAP Partners



The Maryland Department of Housing and Community Development is proud to be at the forefront in implementing housing policy that promotes and preserves homeownership and creating innovative community development initiatives to meet the challenges of a growing Maryland. [Visit **www.dhcd.maryland.gov/**](http://www.dhcd.maryland.gov/).

The National Community Action Foundation, founded in 1981 and based in Washington, DC, is a leading voice on federal anti-poverty policy and serves as the federal advocate for the nationwide Community Action network, comprised of Community Action Agencies and their state and federal partners. They focus on lobbying efforts. NCAF is a 501(c)(4) non-profit membership organization that does not receive Federal funding. [Visit **www.ncaf.org/**](http://www.ncaf.org/)



Community Action Stories

CLICK FOR
MORE STORIES!

<p>HIGHLIGHTED INITIATIVES</p> <p>Here are a few examples of agency programs that exemplify innovation and excellence, bringing about positive change.</p>	<p>Harford County Food Pantry</p> <p>Emergency supplemental food source. Families receive enough wholesome fresh / canned fruits, vegetable, meats, milk products, and/or breads and pastries for 3-4 days, based on household size.</p> <p>Click for more details.</p>		<p>HIGHLIGHTED INITIATIVES</p> <p>Our agencies share best practices across network to replicate successes across the region. MCAP facilitates training sessions throughout the year for these opportunities.</p>	<p>Dorchester County Change Multigenerational Center</p> <p>The Harry and Jeanette Weinberg Intergenerational Center at Chesapeake Grove Intergenerational Center will provide experiences designed to enhance the lives of adults and children through shared experiences.</p> <p>Click for more details.</p>	<p>Anne Arundel Returning Citizens</p> <p>Serves adults exiting the correctional system who reside in high-poverty, high-crime communities. This program assists citizens in becoming productive members of society.</p> <p>more...</p>
	<p>ShoreUp!, Inc. Multi-County Early Head Start Program</p> <p>Focuses on children ages six weeks to three years. Development, social and education, are our primary focus areas, which enhances the families' ability to also focus on goals and self-sufficiency.</p> <p>more...</p>	<p>Southern Tri-County Transportation</p> <p>Southern Maryland Tri-County Community Action Committee offers Commercial Driver's Licenses (CDL) training. It provides a strategic pathway for individuals seeking a career and long-term sustainability.</p> <p>more...</p>	<p>Howard County Weatherization</p> <p>CAC's Weatherization Assistance Program permanently reduces energy bills by making the home more energy efficient. Assists low-to-moderate income families and individuals.</p> <p>more...</p>	<p>Garrett County Senior Housing</p> <p>Senior Housing and Support initiative, Garrett County created an environment where senior residents will have shelter, food, access to health care, and support/advice on life skills, as appropriate.</p> <p>more...</p>	

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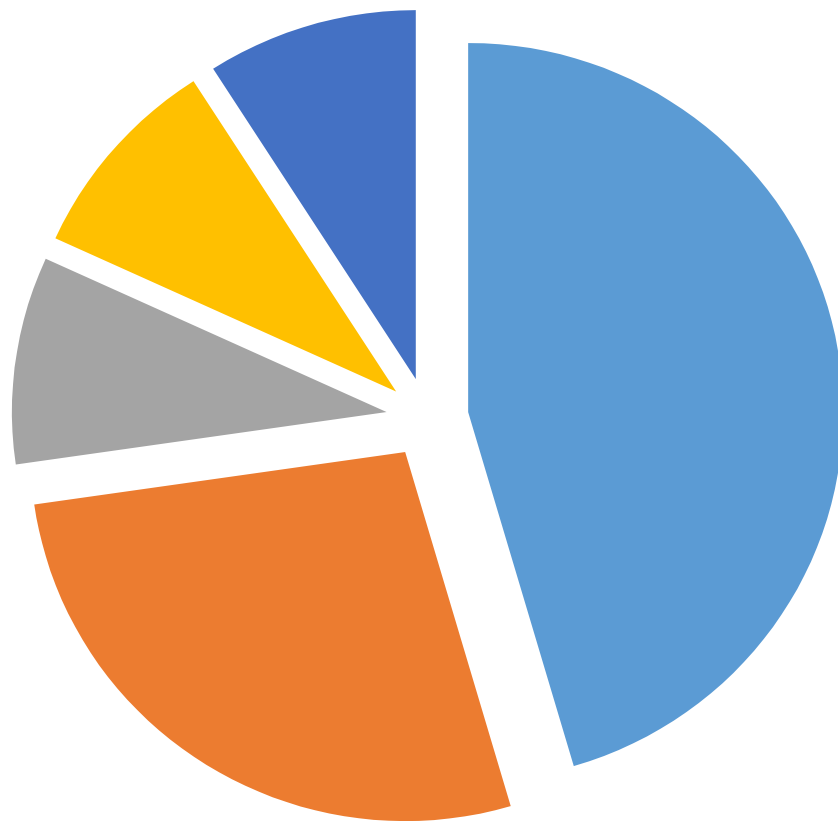
Every Community Act Counts Video



CLICK TO
WATCH VIDEO



Member Benefits



-  **Networking with other Executive Directors**
-  **Best Practice Sharing**
-  **United Front/Advocacy**
-  **Training Opportunities**
-  **CAA Updates**



Operations and Functions

Board of Directors (BOD)

The executive directors of member agencies become voting members of the MCAP BOD, which meets every other month and presents a unique networking opportunity for executive directors to share agency best practices, tips and concerns.

MCAP organizes the Maryland, D.C., & Delaware area's Human Services Conference every May, during Community Action Month. The conference, in addition to year-round training, provides endless professional development opportunities for agency staff of all levels of management and departments. The training provided by MCAP is distinct in that Community Action-specific updates are provided in addition to the human services training. The conference also creates an annual opportunity for other agency staff to share best practices, network with each other, and share agency training opportunities; particularly regarding staff that cannot attend national conferences.

The BOD is comprised of several sub committees that dive deeper into Community Action issues: Membership Committee, Executive Committee, Nominating Committee, Conference & T/TA Committee, Legislative Committee, and the Finance Committee. One committee in particular, the Legislative Committee, is an arena where executive directors can set the legislative priorities for Community Action Agencies and drive targeted initiatives to elected officials specific on behalf of all Community Action Agencies in the Maryland, D.C. & Delaware area.

BOD Meetings and Structure

MCAP host monthly BOD meetings every other month on Wednesday with dues-paying members. The locations and time vary, are set by the Executive Director and announced no later than two weeks prior to the meeting.

The goal is to have a quorum at each meeting which consists of 1/3 of total voting memberships. We currently have 19 members, and six members would establish a quorum.

Officers of the BOD consist of the President, Vice President., Secretary and Treasurer.

MCAP Funding

MCAP funding is generated from various sources including but not limited to the following:

- Membership Dues
- Conference/Events
- Fee for Services
- Grants and Sponsorships
- RPIC

Regional Performance and Innovation Consortia (RPIC)—Region III



In 2011, the **Office of Community Services (OCS)**, as part of the Administration for Children and Families (ACF), established 11 RPIC in the nation to enhance state, regional, and national T/TA (training and technical assistance) strategy for collaboration, capacity-building and exemplary practices in the CSBG network.

MCAP is the lead organization for Region III which includes Maryland (DC & Delaware), West Virginia, Virginia, and Pennsylvania. The RPIC's consist of state associations grouped by regions.

MCAP hosts monthly calls with national partners to stay abreast of updates and current happenings within the network. State Associations also report out on these calls to update regional and national partners on proposed goals and objectives submitted in the RPIC proposal.

MCAP reports on progress of the above focus areas by submitting reports as the current RPIC lead and a final report at duration.

Theory of Change



CLICK FOR
MORE INFO!



MCAP Culture



Excellence

Excellence is defined as giving 100% of who we are to what we are doing. This translates to responsiveness to the needs of our members, effective, informative communication, and fostering cohesiveness among our partners and members.

Trust includes the following behaviors:

- Communicate consistently, honestly, and openly
- Treat others as we would like to be treated
- Demonstrate behavior that is consistent with what has been communicated
- Demonstrate Integrity in all aspects of work

MCAP Standards

Integrity – Honesty: Doing the right thing at all times.

Timeliness – Being timely in our response to our members and punctual during meetings.

Positivity – Possessing a positive attitude and willingness to go over and beyond the call of duty to accomplish the task at hand.

Service – Have the best interest of our members in mind. Saying what we will do and doing what we've said.

Thoroughness – Conscientiousness in performing all aspects of a task.

Virtual Workplace Wellness Commitment



A workplace that is “well” is one in which:

- Personal and professional boundaries are respected
- People’s social, physical, and mental well-being are protected and safeguarded
- People are productive and supported in their work
- MCAP policies and practices advance equity, inclusion, diversity, and accessibility

Operational Tools We Use

Below are our key technology tools:

- Google Suite (email, calendar, file management)
- Asana (project management)
- Constant Contact (email communications)
- Survey Monkey (surveys)
- Doodle (collaborative scheduling)
- Zoom (virtual meetings and events)
- And More



Highlighted Programs

Active and Developing

CAP Essentials Series

2-Generation Approach (“Whole Family”)

Regional Performance and Innovation Consortia (RPIC)

Diaper Distribution (DDDRP)

Self-Sufficiency Standard and Calculator

Impact Dashboards

MCAP Anti-Poverty Fund

Highlighted Programs

Active and Developing

Community Action Program ("CAP") Essentials

The Must-Have Skills



**GO TO THE
COURSE**



2-Generation Approach

See this course in the CAP Essentials Section of MCAP Master Class

Two-generation (2Gen) approaches build family well-being by intentionally and simultaneously working with children and the adults in their lives *together*. 2Gen approaches center the whole family to create a legacy of educational success and economic prosperity that passes from one generation to the next.

CLICK TO
LEARN MORE!



MARYLAND COMMUNITY ACTION PARTNERSHIP
A NETWORK OF COMMUNITY ACTION AGENCIES SERVING MD, DC & DE

A Path to Economic security, tailored for you.

Health & Well-Being

Early Childhood Education

Social Capital

Economic Assets

2-Generation
Empowering Communities with
2-G Whole Family Approach

maryland-cap.org

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Regional Performance and Innovation Consortia (RPIC)



The RPIC is a regional program that focuses on regional strategies, partnerships, and best practice models.

MCAP is the lead on Region 3 efforts with PA, WV, VA, DC, MD, and DE.

As a part of the Human Capacity & Community Transformation grant, these activities bring together leaders from the Community Action Network to discuss transformation while building resiliency.

The **Center of Excellence on the National Community Action Partnership** website hosts related RPIC Best Practices.

CLICK FOR
MEDIA KIT



**REGION III
COMMUNITY
ACTION**

Helping People
Changing Lives

Diaper Distribution (DDDRP)



One in three families in the US does not have enough diapers to meet the needs of their babies and toddlers.

Diapers, alone, can cost 8% of a person's total income if they are making federal minimum wage, and parents and caregivers who do not have enough diapers often cannot drop their children off at child care.

MCAP participates in this Federal Program to address related needs of local families.

CLICK TO
LEARN MORE!



CLICK FOR
VIDEO CLIP



**Diaper Distribution Demonstration
and Research Pilot**

Self-Sufficiency Standard

One in three families in the US does not have enough diapers to meet the needs of their babies and toddlers.

The Self-Sufficiency Standard is a measure that calculates how much income a family must earn to meet basic needs.

Along with The Self-Sufficiency Standard, MCAP is releasing an accompanied calculator tool. The online tool allows people to calculate how much income is required to support their unique living structure or family composition and where they live. Giving people the ability to privately self-assess their living conditions compared to the poverty level gives them the knowledge to start planning for a better future.

CLICK TO
LEARN MORE!

What does
it take
to meet basic
needs for
ourselves
and those in
our lives?



Self-Sufficiency Calculator

The Maryland 2023 Self-Sufficiency Standard

The Self-Sufficiency Standard defines the amount of income necessary to meet the basic needs of working-age families in Maryland without public or private assistance.

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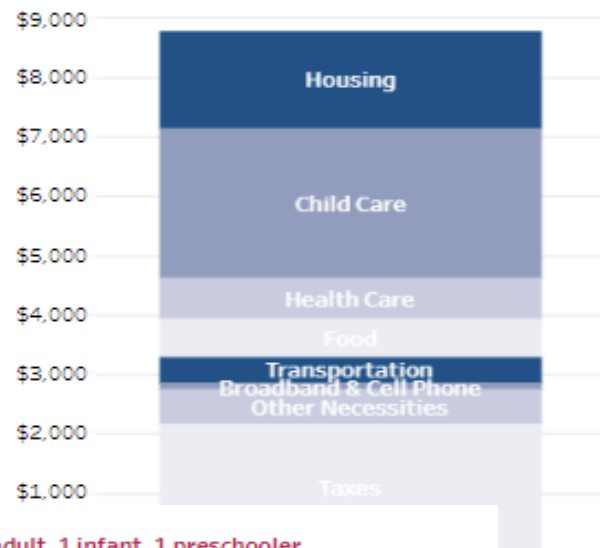
Explore How Much is Enough	The Standard Varies by Family Type	The Standard Varies by County	Compare the Standard to Other Benchmarks	The Standard Over the Years
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Exploring the Self-Sufficiency Standard by County in Maryland

County	Adults	Infants	Preschoolers	Schoolagers	Teenagers
Charles County	1	1	1	0	0

Monthly Cost of Basic Needs in Charles County

Housing	\$1,636
Child Care	\$2,508
Health Care	\$696
Food	\$641
Transportation	\$429
Broadband & Cell Phone	\$111
Other Necessities	\$591
Taxes	\$2,156
Child Care Tax Credit (-)	(\$100)
Child Tax Credit (-)	(\$333)



Self-Sufficiency Wage in Charles County for a family of 1 adult, 1 infant, 1 preschooler

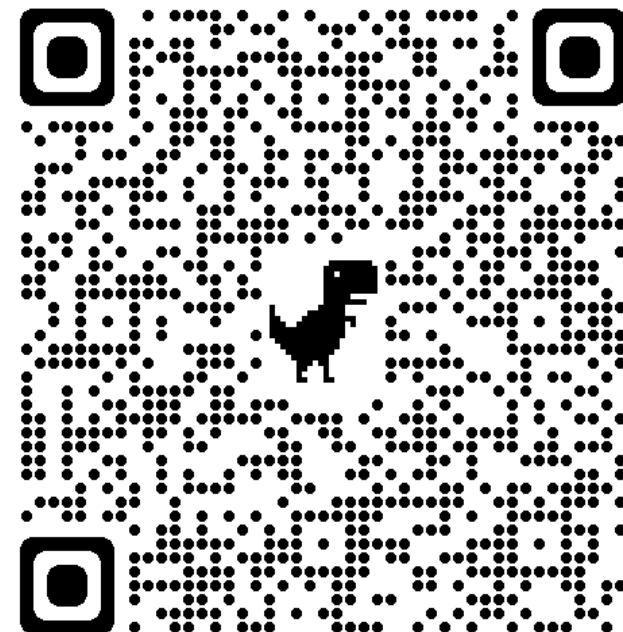
Hourly
\$49.82

Monthly
\$8,769

Annual
\$105,229

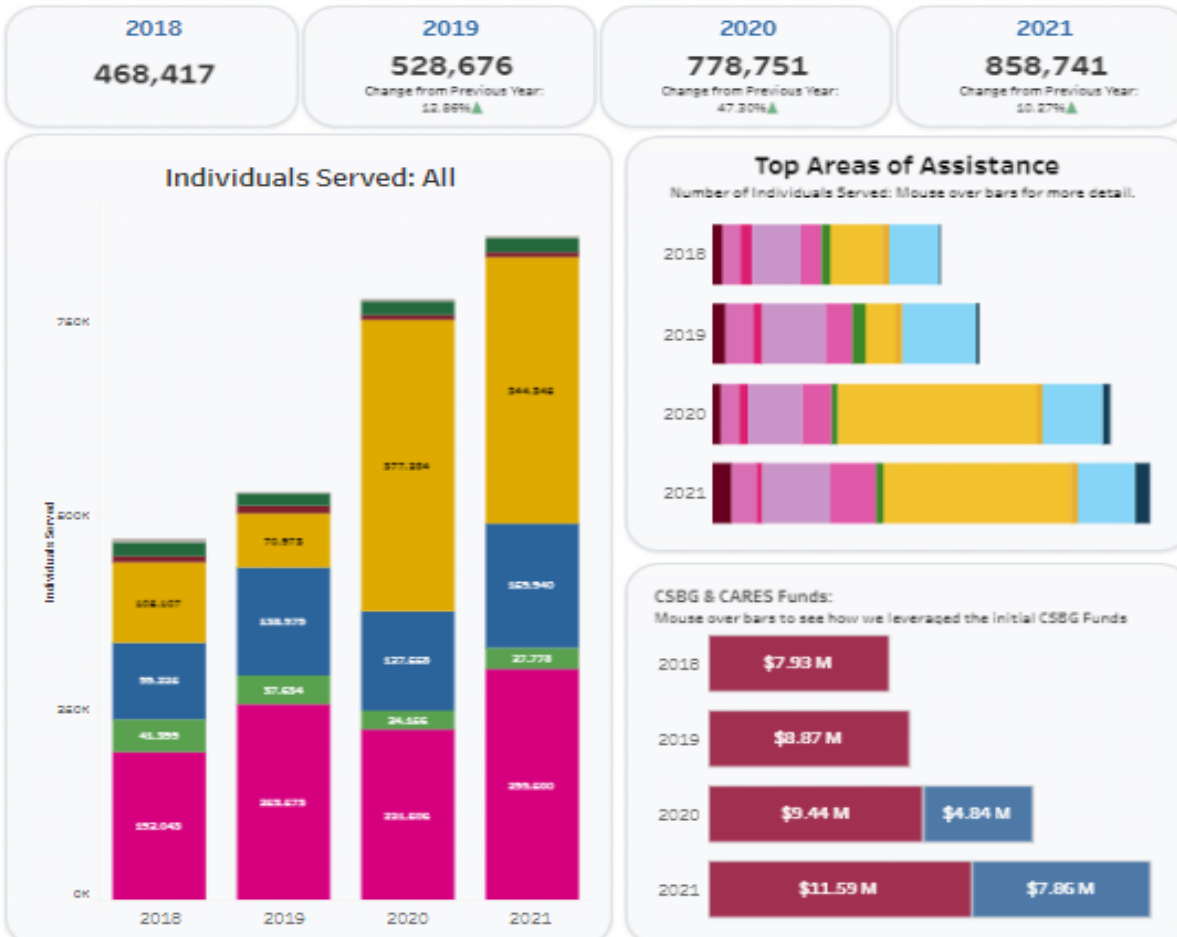
Source: The cost of basic needs are based on the Self-Sufficiency Standard for Maryland 2023 calculated by the University of Washington Center for Women's Welfare.

CLICK TO TRY IT NOW!



MCAP's Impact Dashboard

Interactive with the data to learn more about impact by service or year.



CLICK TO SEE VIDEO

CLICK TO VISIT DASHBOARD



MCAP's Anti-Poverty Fund



Maryland Community Action Partnership

ANTI-POVERTY FUND

2024

The Maryland Community Action Partnership ("MCAP") was established in 1986. MCAP is a non-profit, multi-regional association advocates on behalf of Community Action Agencies ("CAAs") and partnering organizations that serve individuals and families with low incomes who reside in Maryland, Delaware, and the District of Columbia to ensure their voices are heard at the local, state, and federal levels.

A commitment to the Community Action Anti-Poverty Fund is a commitment to economic mobility and support for equitable economic opportunity that alleviates barriers for historically marginalized and oppressed communities. The Community Action Fund supports the work of Community Action Agencies across Maryland to offer competitive wages, meet the rising demand for services, and revitalize communities through housing and community development.

CLICK TO
LEARN MORE!





Let's Make A Difference Together!
Stronger Families, Stronger Communities