

Alameda County – Oakland Community Action Partnership



2020-2021 Community Action Plan

California Department of Community Services and Development

Community Services Block Grant



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Contents

Purpose	3
Compliance with CSBG Organizational Standards	3
State Assurances	3
Federal Assurances and Certification	3
2020/2021 Community Action Plan Checklist.....	4
Cover Page and Certification	5
Vision Statement.....	6
Mission Statement	6
Tripartite Board of Directors	6
Documentation of Public Hearing(s).....	7
Community Needs Assessment	8
Community Needs Assessment Process.....	9
Community Needs Assessment Results.....	31
Service Delivery System	34
Linkages and Funding Coordination.....	37
Monitoring	42
Data Analysis and Evaluation.....	44
Appendix A	46
Organizational Standards	46
Appendix B	48
State Assurances	48
Appendix C	49
Federal Assurances and Certification	49
Appendices (Optional).....	53

Purpose

The Community Action Plan (CAP) serves as a two (2) year roadmap demonstrating how Community Services Block Grant (CSBG) agencies plan to deliver CSBG services. The CAP identifies and assesses poverty related needs and resources in the community and establishes a detailed plan, goals and priorities for delivering those services to individuals and families most affected by poverty. CSBG funds may be used to support activities that assist low-income families and individuals, homeless families and individuals, migrant or seasonal farm workers and elderly low-income individuals and families by removing obstacles and solving problems that block the achievement of self-sufficiency. Community Action Plans must comply with Organizational Standards and state and federal laws, as outlined below.

Compliance with CSBG Organizational Standards

As described in the Office of Community Services (OCS) [Information Memorandum \(IM\) #138 dated January 26, 2015](#), CSBG agencies will comply with implementation of the Organizational Standards. CSD has identified the Organizational Standards that provide guidance for the development of a comprehensive Community Needs Assessment. The following is a list of Organizational Standards that will be met upon completion of the CAP and CNA. This section is informational only, and narrative responses are not required in this section. Agencies are encouraged to utilize this list as a resource when completing Organizational Standards annually (Appendix A).

State Assurances

As required by the CSBG Act, Public Law 105-285, states are required to submit a state plan as a condition to receive funding. Information provided in the CAP by agencies is included in California's State Plan. Alongside Organizational Standards, the state will be reporting on [State Accountability Measures](#) in order to ensure accountability and improve program performance. The following is a list of state assurances that will be met upon completion of the CAP. This section is informational only, and narrative responses are not required in this section (Appendix B).

Federal Assurances and Certification

Public Law 105-285, s. 676(b) establishes federal assurances agencies are to comply with. CSD, in its state plan submission, provides a narrative describing how the agencies in California will comply with the assurances. By completing and submitting this Community Action Plan, your agency certifies that it will comply with all Federal Assurances and any other laws, rules, and statutes in the performance of the activities funded through this grant. [\(Federal Assurances can be found in the CSBG Act Section 676\)](#)

The following is a list of federal assurances that will be met upon completion of the CAP. This section is informational only, and narrative responses are not required in this section (Appendix C).

2020/2021 Community Action Plan Checklist

The following is a check list of the components to be included in the CAP. The CAP is to be received by CSD no later than June 30, 2019:

- Cover Page and Certification**
- Vision Statement**
- Mission Statement**
- Tripartite Board of Directors**
- Documentation of Public Hearing(s)**
- Community Needs Assessment**
- Community Needs Assessment Process**
- Community Needs Assessment Results**
- Service Delivery System**
- Linkages and Funding Coordination**
- Monitoring**
- Data Analysis and Evaluation**
- Appendices (Optional)**

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**COMMUNITY SERVICES BLOCK GRANT (CSBG)
2020/2021 Program Year Community Action Plan
Cover Page and Certification**

Submission Date:

Agency Contact Person Regarding the Community Action Plan:

Name:	Estelle Clemons
Title:	AC-OCAP Program Director
Phone:	510-238-3597
Email:	EClemons@oaklandca.gov

Certification of Community Action Plan and Assurances

The undersigned hereby certify that this agency complies with the Assurances and Requirements of this FFY 2020/2021 Community Action Plan (CAP) and the information in this CAP is correct and has been authorized by the governing body of this organization.

Gladys Green _____
Board Chair (printed name) Board Chair (signature) Date

Executive Director (printed name) Executive Director (signature) Date

**Certification of ROMA Trainer
(If applicable)**

The undersigned hereby certifies that this organization's Community Action plan and strategic plan document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle or comparable system (assessment, planning, implementation, achievement of results, and evaluation).

N/A _____
NCRT/NCRI (printed name) NCRT/NCRI (signature) Date

CSD Use Only:

Date CAP Received:	Date Accepted:	Accepted By:

Vision Statement

Provide your agency's Vision Statement below:

To end poverty within the City of Oakland and throughout Alameda County

Mission Statement

Provide your agency's Mission Statement below:

To improve our community by creating pathways that lead to economic empowerment and prosperity

Tripartite Board of Directors

(Organizational Standards 5.1, 5.2, CSBG Act Section 676(b)(10))

Section 676B of the Community Services Block Grant Reauthorization Act of 1998 requires that, as a condition of designation, private nonprofit entities and public organizations administer their CSBG program through tripartite boards that *“fully participate in the development, planning, implementation, and evaluation of the program to serve low-income communities.”*

1. Describe your agency's procedures for establishing adequate board representation under which a low-income individual(s), community organization, religious organizations, or representative of low-income individuals that considers its organization or low-income individuals to be inadequately represented on the board (or other mechanism) of the agency to petition for adequate representation. Please place emphasis on the *low-income individuals* on your board.

(Organizational Standards 5.2, CSBG Act Section 676(b)(10))

The AC-OCAP Board is made up of representatives of private groups and interests (Oakland Rotary, Alameda County Social Services, and United Seniors), elected officials or their representatives (City of Oakland Mayor, three Oakland City Council Members, and two Alameda County Supervisors), and nine representatives from the low-income community (seven low-income residents from Oakland, two from Alameda County).

AC-OCAP regularly reviews its by-laws to ensure that appointments, terms of office and selection criteria allow for adequate representation. AC-OCAP also has an established procedure that allows the community-at-large to address inadequate representation on the board, if applicable. AC-OCAP low-income board members are democratically elected/selected through a petition/application process and are required to reside in the area served.

2. Please describe how the individuals on your Advisory or Governing Board are involved in the decision-making process and participate in the development, planning, implementation and evaluation of programs funded under CSBG to meet the requirements listed above.
(Organizational Standard 5.1)

As a public agency, the Alameda County's Community Services Block Grant (CSBG) funding is administered by the City of Oakland's Human Services Department (HSD) through the Community Action Agency's Governing Board (Oakland City Council) and the federally mandated Tripartite Alameda County – Oakland Community Action Partnership (AC-OCAP) Administering Board which includes nine (9) community members who represent the low-income community and are democratically selected, six (6) elected officials or their designees, and three (3) members who represent other groups and interests that serve the low-income community.

To ensure maximum feasible participation, the AC-OCAP staff and Administering Board holds monthly board meetings and a board retreat every other year to assist the agency in its strategic planning and on-going community engagement process. As a part of the Board's planning process, funding priorities are determined through data analysis and data collection concerning the needs of Alameda County's low-income residents. Every three year, the agency releases its Request for Partnership (RFP) process where the tripartite Administering Board has the primary responsibility for the development and approval of all funding priorities for the AC-OCAP program.

In addition, the Administering Board receives regular updates on programming at every monthly meeting, through mid-year and annual outcomes reports, and participates in on-site monitoring visits with grantees.

Documentation of Public Hearing(s)

[California Government Code 12747\(b\)-\(d\)](#) requires all agencies to conduct a public hearing in conjunction with their CAP. In pursuant with this Article, **agencies must prepare and present the completed CAP for public review and comment.** The public hearing process must be documented to include how the hearing was advertised and all testimony presented by the low-income and identify whether the concerns expressed by that testimony are addressed in the CAP.

The agency shall conduct at least one public hearing and provide for a public comment period.

Note: Public hearing(s) shall not be held outside of the service area(s)

1. The agency has made (or will make) the plan available for review using the following process:

Public Hearing

Date:

June 10, 2019

Location: Oakland City Hall; 1 Frank Ogawa Plaza, HR. 3

Oakland, CA 94612

Public Comment Period

Inclusive Dates for Comment: May 31, 2019 – June 14, 2019

2. When and where was/will be the Public Hearing Notice(s) published or posted? List the dates and where below:

Date	Where (name of newspaper, website, or public place posted)
4/22/2019	Save the date sent via Constant Contact & posted on AC-OCAP's website, www.AC-OCAP.com
4/23/2019	Save the date posted to AC-OCAP's Facebook page
5/13	Public Hearing Announcement: sent through Constant Contact, emailed directly to AC-OCAP grantees and posted to social media
5/21/19 – 5/30/19	Posted at libraries (5/21), sent to OFCY & Measure Z Oversight Committees, DHS list-serve and City of Oakland list-serve (5/24)
6/7/19	Help Me Grow Listserv – approximately 3,400 recipients
5/30	Constant Contact; grantee reminder; social media
6/4 (scheduled)	Constant Contact, social media

***Submit a copy of published notice(s) with the CAP Application for documentation purposes.**

Community Needs Assessment

As part of the CNA process, each organization will analyze both qualitative and quantitative data to provide a comprehensive “picture” of their service area. To assist the collection of quantitative data, CSD has provided a link to a dashboard with the latest Census data with easily available indicators at the county level.

https://public.tableau.com/profile/benjamin.yeager#!/vizhome/Cap_Assessment/CAPData

The link gives agencies access to the five-year American Community Survey (ACS) data for every county in the state. By clicking on a county, the user will have access to quantitative data such as the poverty rate, median income information, and unemployment rate.

Helpful Resources		
United States Census Bureau Poverty Data click here	State of California Department of Justice Statistics by City and County click here	U.S. Department of Housing and Urban Development Homelessness Assistance click here
Employment Development Department Unemployment Insurance Information by County click here	California Department of Education Facts about California Schools Using DataQuest click here	California Department of Public Health Statistical Data click here
Bureau of Labor Statistics Labor Data click here	California Department of Finance Various Projections/ Estimates click here	Community Action Partnership Community Action guide to develop a CNA click here
A Comprehensive Community Needs Assessment (CCNA) Tool Statistical Data to assist CNA development click here		

Community Needs Assessment Process

(Organizational Standards 1.1, 1.2, 1.3, 2.2, 3.2, 3.3, 3.4, 3.5)

The CNA captures the problems and conditions of poverty in the agency's service area based on objective, verifiable data and information gathered through various sources. Identified problems and conditions must be substantiated by corroboration through public forums, customer questionnaires, surveys, statistical data, evaluation studies, key informants, and/or other reliable sources. The CNA should be comprehensive and serve as the basis for the agency's goals, and program delivery strategies as reported on the CSBG Annual Report. The CNA should describe local poverty-related needs and be used to prioritize eligible activities offered to low-income community members over the next two (2) years.

Please indicate which combination of activities were used in completing the CNA, including when and how these activities occurred in the spaces below. If the activity was not used, please type N/A or Not Used.

Focus Groups	N/A
Asset Mapping	N/A
Surveys	Community survey – administered in person at the Alameda County Fatherhood Summit (March 16, 2019) and Head Start Day & Community Resource Fair (May 8, 2019); available online March 10, 2019 through May 31, 2019.
Community Dialogue	N/A
Interviews	N/A
Public Records	N/A

Date of most recent completed CNA: _____

Date CNA approved by Tripartite Board (most recent): June 26, 2019 – Date of Final Approval by AC-OCAP Executive Committee (Organizational Standard 3.5.)

Alameda County – Oakland Community Action Partnership - Overview

The Alameda County-Oakland Community Action Partnership (AC-OCAP) is committed to addressing poverty and its effect on the City of Oakland and throughout Alameda County. AC-OCAP continuously strives to support the County’s underserved low-income communities by identifying existing and emerging needs through activities such as community surveys, civic engagement, monthly public meetings, and community forums. Through these processes of assessing the community’s needs, AC-OCAP is able to identify and address issues, barriers, lack of access, and gaps in services that directly prevent Alameda County’s underserved low-income communities from thriving. Gathering information about the community’s needs and its resources is essential to ensuring that AC-OCAP’s programs and services continue to meet the diverse needs of Alameda County’s low-income population.

AC-OCAP uses its strategic planning process to foster internal and external reflections and to adapt and respond to new information and data from key stakeholders and community members. In an effort to assess the emerging needs of Alameda County’s underserved low-income population, AC-OCAP conducts a comprehensive community needs assessment every two years to keep its community profile current. Responses from partner agencies’ need assessments, data published by the U.S. Census, and various other reports are utilized to build the community profile.

Who Lives in Alameda County – US Census

Population: Per the 2013-2017 American Community Survey (ACS) 5-Year Estimates, Alameda County’s total population is estimated at **1,629,615** residents, a 7.9% increase from the 2010 census report. The City of Oakland has **417,442** residents, an increase of 6.8%. The 18 surrounding cities in the County, excluding Oakland and Berkeley, have experienced an 8.4% increase with **1,091,994** residents as compared to the 2010 census in Table 1.

Table 1: Alameda County Population

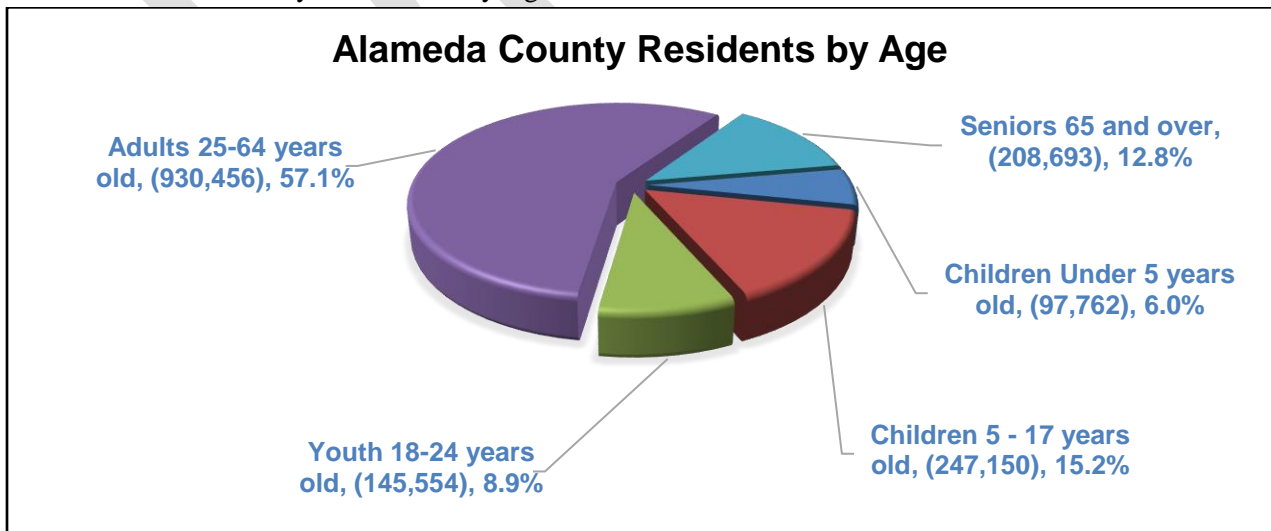
	2000 Population	2010 Population	2013-2017 Population	Percent Change
Alameda County	1,443,741	1,510,271	1,629,615	+7.9%
Berkeley	102,743	112,580	120,179	+6.7 %
- Oakland	399,484	390,724	417,442	+6.8%
- 18 Other Alameda County Cities	941,514	1,006,967	1,091,994	+8.4%
AC-OCAP Service Areas in Alameda County	1,340,998	1,397,691	1,509,436	+8.0%

Source: US Census Bureau 2000, 2010, American Community Survey 5-Year Estimates – 2013-2017

Births: In October 2018, The Alameda County Public Health Department updated its 2016 Maternal, Infant, and Young Child Health Indicators report. This updated report stated that the birth rate in Alameda County in 2016 was 12.1 per 1,000 population, but Latinos, Pacific Islanders, and Asians had birth rates greater than 13.4 per 1,000. There were 19,551 live births in 2016 with Asians giving birth to 6,162 babies, Latinos with 5,126, Whites with 4,513, and Blacks with 1,585.

Age: The 2013-2017 ACS reports that the median age in Alameda County is **37.3**. Of the 1,629,615 residents, **6%** (97,762) are children under 5 years of age; **15.2%** (247,150) are youth between 5 and 17; **8.9%** (145,554) are young adults between 18 and 24 years of age; **57.1%** (930,456) are adults between the ages of 25 and 64; and seniors, 65 years and older, account for **(12.8%)** 208,693 as shown in Table 2. Alameda County population has increased by 47,993 (2.9%) from the 2011-2015 ACS report to the 2013-2017 ACS report and seniors 65 years and older accounted for 35% (16,910) of the population increase. The number of Oakland residents increased by 8,553 (2.0%) in the reports and seniors 65 and older accounted for 44.7% (3,821) of the population increase.

Table 2: Alameda County Residents – By Age

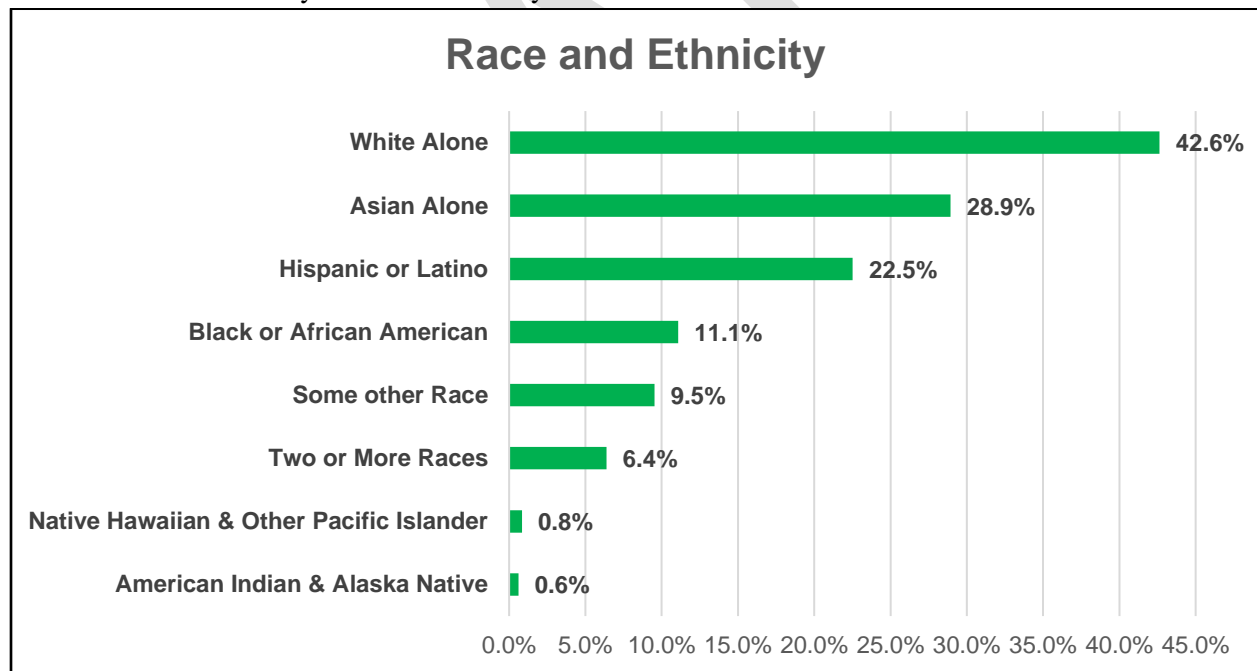


Source: U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates - S0101

Nativity and Language: The 2013-2017 ACS reports that **32.1%** (499,517) of the people living in Alameda County, excluding Berkeley, **are foreign-born**, and not U.S. citizens at birth. Of the foreign-born population in Alameda County, excluding Berkeley, **62.0%** (309,909) are from Asia; **26.5%** (132,609) are from Central and South America; **5.4%** (27,026) are from Europe; and **3.0%** (14,765) are from Africa. For the foreign-born residents five years and older, **89%** (463,167) speak a language other than English at home and 11% speak English only. An Asian or Pacific Island language is spoken by **43.3%** (225,628) of the foreign-born Alameda County residents that speak a language other than English; **24.8%** (129,140) speak Spanish; **17.6%** (91,355) speak an Indo-European language, and **3.3%** (17,044) speak some other language.

Race/Ethnicity: Alameda County is one of the most diverse counties in the nation. According to the 2013-2017 ACS report in Table 3, **42.6%** (694,720) of Alameda County’s population are White; **28.9%** (471,335) are Asian; **22.5%** (367,041) are Hispanic/Latino; **11.1%** (180,446) are African American; **9.5%** (155,248) identified as “Some other race” that was not included in the White, Asian, Black, American Indian, or Native Hawaiian race groups; **6.4%** (104,062) identified themselves as part of “Two or more of the five race groups”; **0.8%** (13,652) are Native Hawaiian and Other Pacific Islander (NHPI); and **0.6%** (10,152) are American Indian/Alaska Native (AIAN).

Table 3: Alameda County Race and Ethnicity



Source: US Census Bureau, 2013-2017 ACS 5-Year Estimates – B02001 - Race

The population breakdown of each city in Alameda County in Table 4 below shows that the largest percentages of Whites reside in some of the more affluent areas in the County - unincorporated Sunol (88.6%), Livermore (78.6%), and Piedmont (73.3%). Fremont has the largest share of Asians at 57.4%; Union City has 53.2%; and Dublin has 40.0%. The largest percentages of Hispanic/Latino population reside in the unincorporated cities of Cherryland at 54.6%, Ashland at 46.7%, San Lorenzo at 43.3%, and the city of Hayward at 40.4%. The

largest percentages of African Americans live in the county's largest urban area, the City of Oakland at 24.3%, followed by the unincorporated cities of Fairview at 18.0% and Ashland at 17.8%.

Table 4: Cities in Alameda County – Racial Breakdown

Cities	Total pop	White	Asian	Hispanic /Latino	Black / AA	Am Indian /AN	NHPI	Other races	Two or more races:
Alameda city	78,246	48.1%	31.5%	11.5%	7.5%	0.4%	0.6%	4.4%	7.5%
Albany	19,682	51.8%	26.8%	13.0%	4.2%	1.0%	0.9%	6.7%	8.6%
Ashland*	24,477	44.4%	20.8%	46.7%	17.8%	1.5%	0.5%	11.1%	3.8%
Berkeley	120,179	60.2%	19.7%	11.0%	8.6%	0.5%	0.5%	3.6%	7.1%
Castro Valley*	63,625	55.3%	25.4%	16.8%	8.4%	0.7%	0.7%	3.4%	6.1%
Cherryland*	15,999	55.2%	12.3%	54.6%	12.6%	0.6%	0.7%	14.4%	4.2%
Dublin	57,022	45.9%	40.0%	9.8%	4.7%	0.4%	0.4%	2.4%	6.3%
Emeryville	11,524	47.1%	28.2%	9.1%	14.9%	0.3%	0.4%	3.9%	5.2%
Fairview*	10,222	50.0%	14.7%	24.8%	18.0%	0.1%	0.2%	5.9%	11.1%
Fremont	230,964	24.9%	57.4%	13.5%	3.0%	0.4%	0.9%	7.8%	5.5%
Hayward	156,917	39.9%	26.0%	40.4%	10.2%	0.7%	2.3%	14.5%	6.5%
Livermore	88,232	78.6%	10.7%	20.2%	1.2%	0.2%	0.4%	3.1%	5.9%
Newark	45,554	33.4%	30.6%	33.8%	5.0%	0.4%	0.8%	22.2%	7.6%
Oakland	417,442	36.7%	15.9%	27.0%	24.3%	0.9%	0.6%	14.7%	7.0%
Piedmont	11,296	73.3%	17.8%	4.6%	1.6%	0.2%	0.1%	0.4%	6.7%
Pleasanton	79,341	59.2%	31.6%	8.7%	2.0%	0.3%	0.5%	1.8%	4.6%
San Leandro	89,910	39.0%	33.4%	27.6%	11.6%	1.0%	0.9%	7.9%	6.2%
San Lorenzo*	25,101	51.7%	23.5%	43.3%	4.1%	1.5%	0.4%	13.3%	5.5%
Sunol*	967	88.6%	6.7%	7.9%	0.4%	0.0%	0.3%	3.5%	0.4%
Union City	74,354	21.0%	53.2%	20.9%	5.0%	0.5%	1.6%	12.4%	6.2%

* unincorporated cities

Source: US Census Bureau, 2013-2017 ACS 5-Year Estimates – B02001 - Race

Households: As reported in the 2013-2017 ACS, there are **569,070 households** in Alameda County and the average household size is **2.81** individuals. Single female heads of household are **11.9%** of the households and single male heads of household account for **5.1%**. Notably, **31.0%** (176,451) of Alameda County's households reported having children of their own under the age of 18 that are living with them, and **8.7%** (**49,509**) reported having someone in the household 65 years and over.

In Oakland, there are **159,448** households in the ACS 2013-2017 report and the average household size is **2.58** individuals. Single female heads of household make up **14.4%** of the households and single male heads of household account for **5.8%**. Households with children of

their own under the age of 18 were reported in **24.8%** of the Oakland households (39,509) and **10.2%** (16,264) reported having someone in the household 65 years and over.

Families: There are **379,405 families** in the County according to the 2013-2017 ACS and **74.5%** (282,759) are married couples; **17.8%** (67,667) are single female heads of household; and **7.6%** (28,979) are single male heads of household. There are **88,221 families** in Oakland and **63.4%** (55,965) are married couples; **26.0%** (22,969) are single female heads of household; and **10.5%** (9,287) are single male heads of household.

Seniors: The 2013-2017 American Community Survey estimates that there are 208,693 residents 65 years and older living in Alameda County, **51.7%** (107,769) are married, **24.4%** (49,395) live alone, and **13.4%** (28,043) are Veterans. Women account for **56.4%** (117,641) of the seniors in the County and **60.2%** of the 67,808 people that reported to have a disability. In Oakland, there are 52,382 seniors 65 years and older, **42.7%** (22,365) of them are married, **31.9%** (16,265) live alone, and **23.4%** of the 28,043 Alameda County Veterans live in Oakland. Women account for **56.0%** of the seniors and **59.2%** of the 20,195 people that reported to have a disability.

Poverty in Alameda County

Poverty: The U.S. Census Bureau uses income thresholds that vary by family size and composition to determine who is living in poverty. When the total income for a family falls below the relevant poverty threshold, then the family (and every individual in it) is considered to be living in poverty. Based on the 2019 federal poverty guidelines in Table 5, the income threshold for an individual living in poverty is \$12,490 annually (around \$6.00 per hour). The federal minimum wage is \$7.25 per hour, California’s minimum wage is \$12.00 per hour, and Oakland’s minimum wage is \$13.80 per hour.

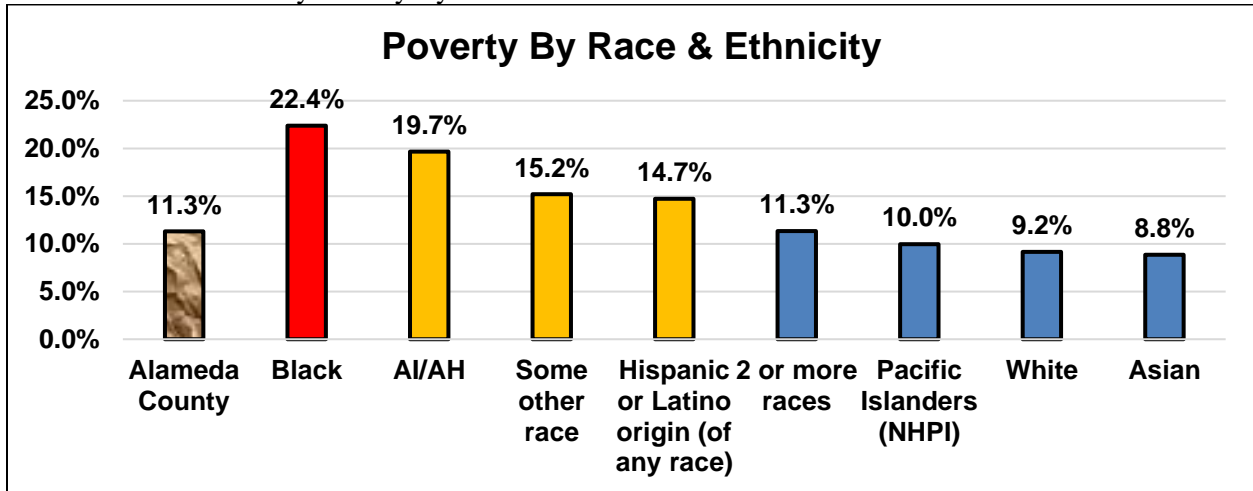
Table 5: CSBG 100% Poverty Guidelines (January 1, 2019 to December 31, 2019)

Size of Family Unit or Number in Household	Monthly Poverty Guideline	Annual Poverty Guideline
1	\$1,041	\$12,490
2	\$1,409	\$16,910
3	\$1,778	\$21,330
4	\$2,146	\$25,750
5	\$2,514	\$30,170
6	\$2,883	\$34,590
7	\$3,251	\$39,010
8	\$3,619	\$43,430
For Family units with more than 8 members, add \$4,180/year for each additional member		

Source: 2019 U.S. Dept. of Health & Human Services Poverty Guidelines <https://aspe.hhs.gov/poverty-guidelines>

The 2013-2017 American Community Survey (ACS) estimates that **11.3%** (181,194) of Alameda County residents live below the federal poverty level. When race and ethnicity are factored in (see Table 6), African Americans account for 22.4% (39,521); American Indian/Alaska Native are 19.7% (1,954); “Some other Race” is 15.2% (23,165); Hispanic/Latinos are 14.7% (53,094); and “Two or More Races” are 11.3% (11,620).

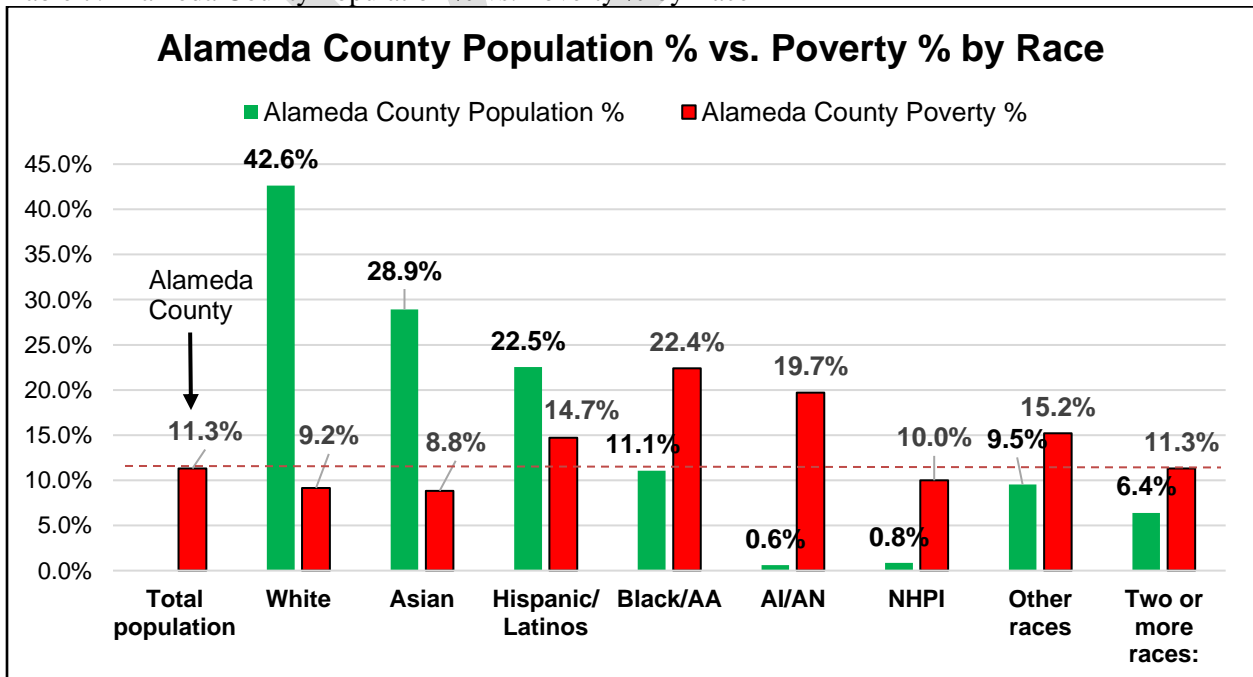
Table 6: Alameda County Poverty By Race



Source: U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates S1701

When race is further analyzed by poverty in relation to population, the chart below (Table 7) shows that the percentage of people living in poverty for African Americans, American Indian/American Native, Native Hawaiian, Other Races, and Two or more races exceeds the population percentage. It is worth noting, that while African Americans account for only 11.1% of the County's population, **22.4%** (39,521) live in poverty. This is nearly double the County's poverty percentage and more than twice the percentage of Whites at 9.2% (who are 42.6% of the county population) or Asians at 8.8% (who are 28.9% of the county population).

Table 7: Alameda County Population % vs. Poverty % by Race

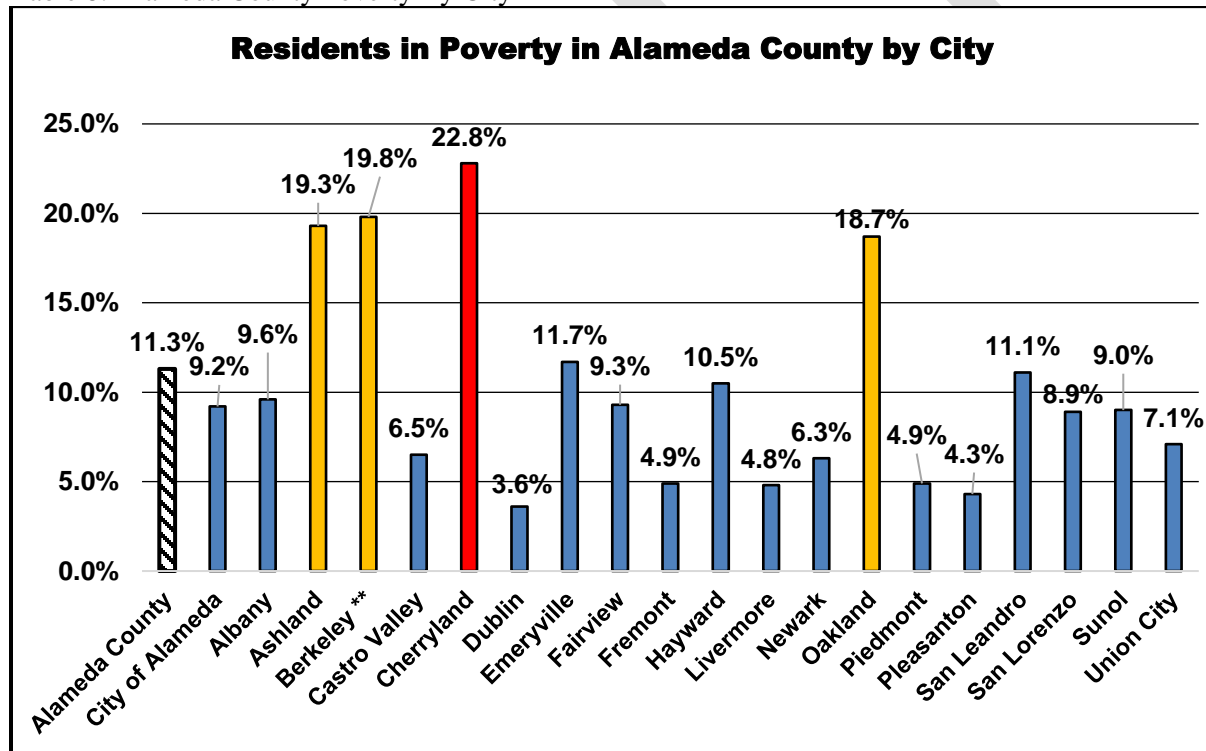


Source: US Census Bureau, 2013-2017 American Community Survey 5-Year Estimates - S1701

To further analyze where those who live-in poverty resides, Table 8 below highlights the percentage of residents living below the federal poverty level for each city within Alameda County. The unincorporated neighborhood of Cherryland has the highest poverty rate in the County at **22.8%**, followed by Berkeley at **19.8%**, unincorporated Ashland at **19.3%**, and Oakland at **18.7%**. Seniors 65 years and older living below the poverty level account for **22.7%** of the 1,188 seniors living in Cherryland, **15.5%** of the 1,822 seniors in Ashland, and **15%** of the 7,705 seniors in Oakland. Youth under 18 years of age living below the poverty level account for **32.9%** (1,354) of the 4,117 youth living in Cherryland, **26.4%** (21,623) of the 82,015 youth living in Oakland, and **25.7%** (1,738) of the 6,767 youth living in Ashland.

The city of Oakland has **77,347** residents living in poverty, which is **42.7%** of the 181,194 Alameda County residents living in poverty. There are more residents living in poverty in Oakland than in the four cities with next highest numbers - Berkeley has **21,422** (19.8%) which includes many college students; Hayward has **16,259** (10.5%); Fremont has **11,165** (4.9%); and San Leandro has **9,931** (11.1%).

Table 8: Alameda County Poverty By City



Source: US Census Bureau, 2013-2017 American Community Survey 5-Year Estimates - S1701
 ** - Note: Berkeley poverty is overstated due to the number of college students

Youth: Children are overrepresented among Alameda County’s poor. Nearly **one in every eight (44,382)** of the 340,749 children under 18 years of age live in poverty in Alameda County per the 2013-2017 ACS survey. *Hispanic/Latino children make up 46.7% (20,735) of the children living below the poverty level – that’s almost half.* White children account for **30.1%** (13,337); African American children **24.9%** (11,032); Some other races **19.2%** (8,526) and two or more races **11.2%** (4,955).

Nearly **49%** (21,623) of the 44,382 children living in poverty in Alameda County reside in Oakland. Within Oakland, children of color make up the largest racial percentages with Hispanic/Latinos children at **47%** (10,166); African Americans at **34.2%** (7,394); and Some other race at **27.3%** (5,898).

Seniors: According to the ACS 2013-2017 report, 19,201 of 208,693 (**9.4%**) seniors 65 and older live below the poverty level in Alameda County. The cities with the highest percentage of seniors living in poverty reside in Cherryland (**22.7%**), Ashland (**15.5%**), Oakland (**15.0%**), Emeryville (**13.6%**), San Lorenzo (**10.1%**), and San Leandro (**10.0%**). Asians make up the largest number of seniors living in poverty in the County at 7,651 (39.8%), followed by Whites at 6,841 (35.6%), African Americans at 3,198 (16.7%), and Hispanic/Latino at 2,171 (11.3%).

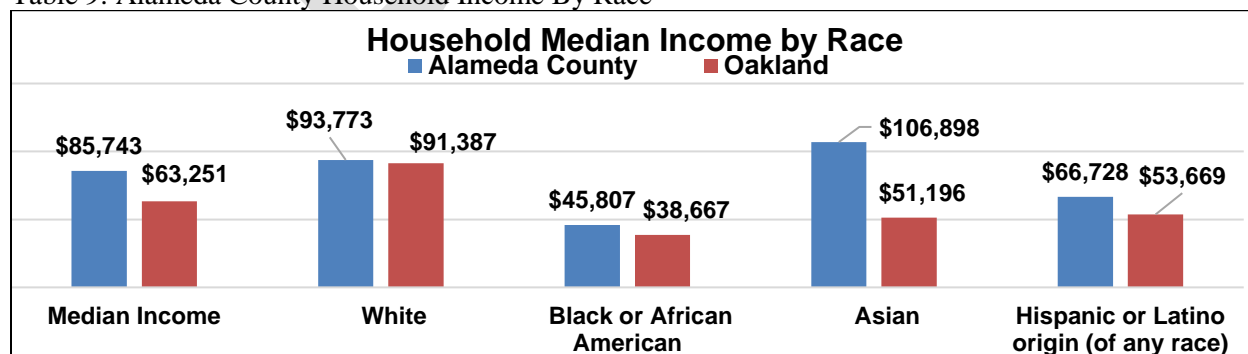
Immigrants: The 2013-2017 ACS indicates that **11.6%** (60,004) of Alameda County foreign born residents live below the poverty level, while **21.8%** (24,956) of foreign born residents in Oakland live below the federal poverty level. According to the Migration Policy Institute, there are approximately 109,000 unauthorized immigrants in Alameda County. Mexico accounts for the largest number of unauthorized immigrants at 52,000, followed by China at 9,000, and India, Philippines, and El Salvador at 7,000.

Indicators of Poverty within Alameda County

Poverty is deeply rooted in a number of social issues including unemployment and low-wages, inadequate or unaffordable housing, poor health, lack of food security, inadequate access to medical and social services, low educational attainment, and criminal victimization. As part of a comprehensive effort to gauge the community’s well-being, the Alameda County-Oakland Community Action Partnership reviews the following community indicators (**Organizational Standard 3.5**).

Income: According to the 2013-2017 ACS, the estimated median household income in **Alameda County** is **\$85,743**, a 13.4% increase from the 2011-2015 estimate of \$75,619. As shown in Table 9 below, Asians earn a median income of \$106,898 and Whites earn \$93,773, while Hispanics earn \$66,728 and African Americans earn \$45,807. The median incomes for Oakland residents are much lower; Asians earn \$51,196 and Whites earn \$91,387, while Hispanics earn \$53,669 and African Americans earn \$38,667.

Table 9: Alameda County Household Income By Race

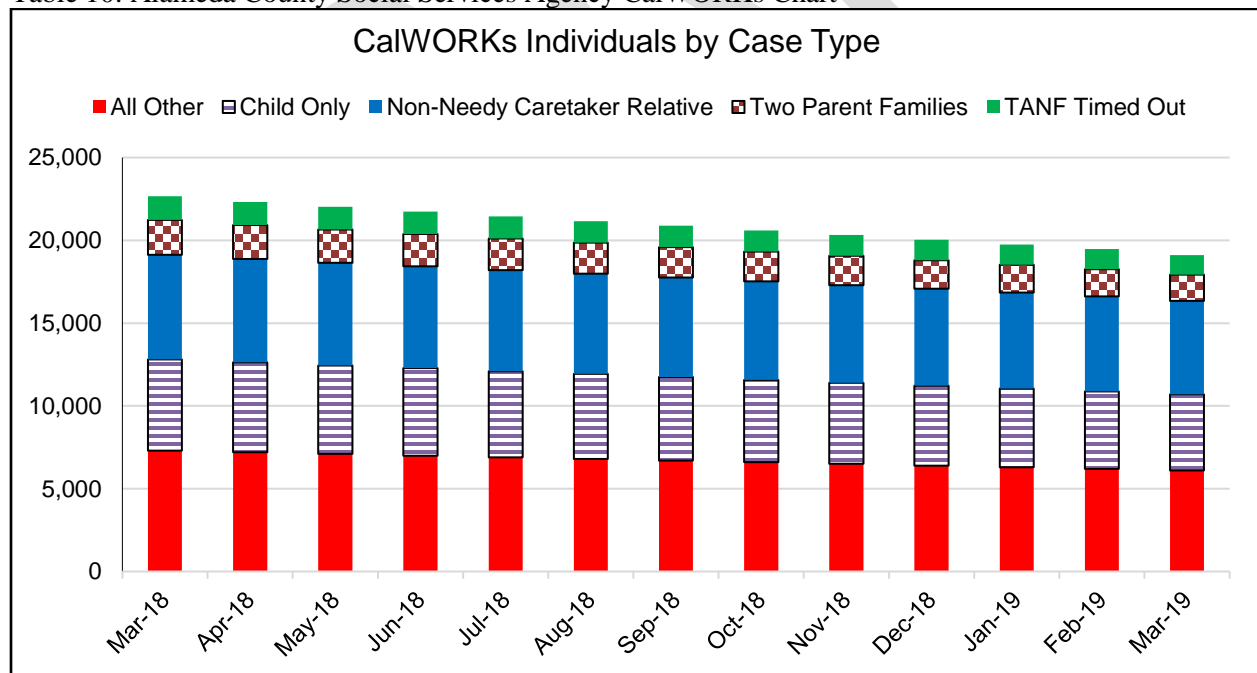


Source: US Census Bureau, 2013-2017 American Community Survey 5-Year Estimates – S1903

An annual income of less than \$24,999 is earned by **15.2% (86,536)** of Alameda County households; **40.3%** of single female-headed households with children under the age of 5 have incomes below the poverty level. An estimated 135,722 households receive social security, averaging about \$18,276 per year, while 87,777 households receive retirement income averaging about \$33,490 per year. In addition, 32,964 households receive supplemental social security income (SSI) averaging about \$10,199 per year; 20,117 households receive cash public assistance, averaging about \$4,613 per year, and 39,639 households report receiving Food Stamps/Supplemental Nutrition Assistance Program (SNAP) benefits.

In the **City of Oakland**, the estimated median household income is **\$63,251**, a 15.8% increase from the 2011-2015 ACS of \$54,618. The data further shows that **22.6% (35,955)** of Oakland's households have an annual income of less than \$24,999 and *40.3% of female-headed households with children under the age of 5 have incomes below the poverty level*. An estimated 35,765 households receive social security, averaging about \$16,454 per year, while 21,264 households receive retirement income averaging about \$32,443 per year. In addition, 14,116 households receive supplemental social security income averaging about \$10,416 per year; 6,955 receive cash public assistance, averaging about \$4,355 per year; and 17,684 households report receiving Food Stamps/ Supplemental Nutrition Assistance Program (SNAP) benefits within the past 12 months. Table 10 provides a snap shot of Alameda County's CalWORKs caseload by type and depicts the steady decline in the number of families receiving assistance.

Table 10: Alameda County Social Services Agency CalWORKs Chart



Source: Alameda County Social Services Agency April 2019 Report

A closer look at household median income by race shows the economic disparity that exist amongst Alameda County's residents.

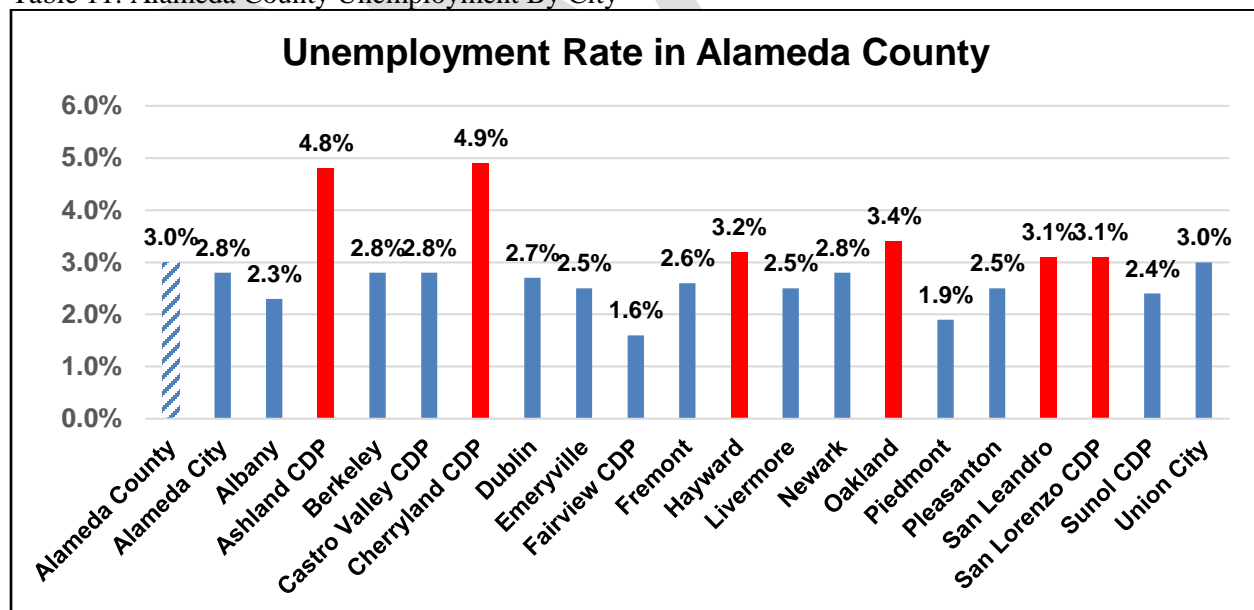
The Insight Center for Community Economic Development’s (ICCED) Family Needs Calculator, formerly the Self-Sufficiency Standard, for all California counties state that for 2018 in Alameda County, a family of three, consisting of one adult with one preschooler and one school-age child, would need an annual household income of **\$99,446** to meet their basic needs. This would require a 40-hour per week job earning **\$47.09** per hour to meet the Alameda County Self-Sufficiency Standard, which is nearly five times the \$21,330 (\$10.25 per hour) federal poverty level for a family of three.

The California Elder Economic Security Standard Index (Elder Index) is a county-specific measure of the minimum income needed for older adults to meet their basic needs. For a single senior renting a one bedroom apartment in Alameda County, they would need \$29,160 to meet their basic annual expenses for housing, utilities, food, transportation, health care, and miscellaneous expenditures (**Organizational Standard 3.2**), which is more than double the federal poverty level of \$12,490 for a family of one.

Unemployment: As of April 2019, the California Employment Development Department (EDD) reports Alameda County’s revised annual average March 2018 Benchmark unemployment rate at **3.0%** (25,400), compared to **4.3%** (901,500) statewide. Out of the **848,200** individuals currently documented as being in the labor force in Alameda County, **25,400** are unemployed. Between March 2018 and 2019, the total number of jobs in the East Bay counties of Alameda and Contra Costa increased by 18,000 jobs.

The graph below (Table 11) shows the unemployment rate for cities and unincorporated areas in Alameda County. The highest unemployment rates above Alameda County’s rate of 3.0% as of March 2018 are in Cherryland at **4.9%**, Ashland CDP at **4.8%**, Oakland at **3.4%**, Hayward at **3.2%**, and both San Leandro and San Lorenzo CDP at **3.1%**.

Table 11: Alameda County Unemployment By City



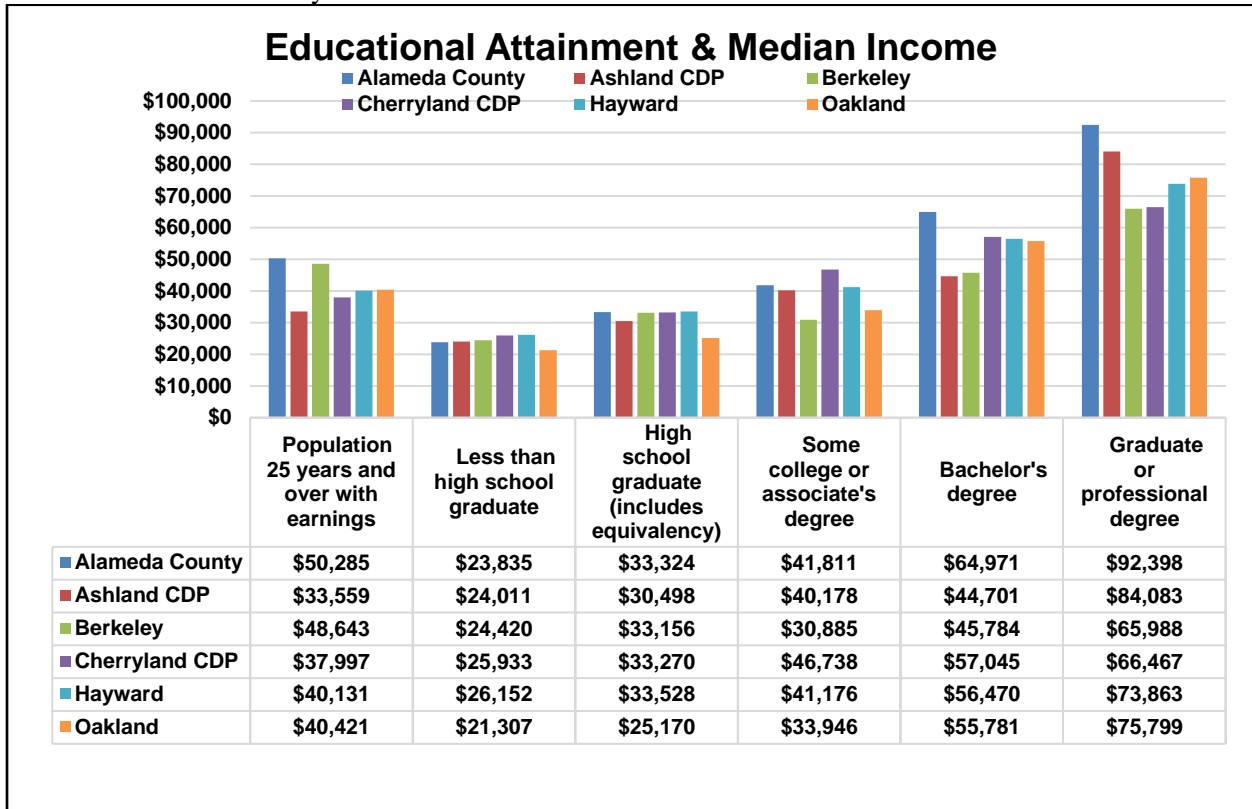
Source: Employment Development Department March 2018 Benchmark

Education: According to the California Department of Education, the students in Alameda County continue to show improvement in their educational achievements. The Four-Year Adjusted Graduation rate among Alameda County high school cohorts in the 2017-2018 academic year was 86.8%, an increase of 1.1% from the 2015-2016 academic year's rate of 85.7%. Nearly 57% of the 15,189 graduates met the University of California and California State University eligibility requirements versus the state average of 49.9%. More Hispanic/Latino students earned diplomas than any other group at 4,665, which represents 80.2% of their graduating students. Asian students earned 3,959 diplomas and had the highest graduation rate at 94.2% while African American students had a graduation rate of 78.7% for their 1,533 students. Fremont Unified School District had the largest number of graduates, a cohort graduation rate of 93.9%, and 1,604 of their 2,415 graduates (66.4%) met the UC/CSU requirements. Hayward Unified had a graduation rate of 79.5% and 356 of their 1,104 graduates (32.2%) meet the UC/CSU requirement. The County's high school dropout rate has fallen from **8.6%** in 2015-16 to **7.4%** in 2017-18, its lowest rate on record.

The Four-Year Adjusted Graduation rate for Oakland Unified School District high school cohorts in the 2017-2018 academic year is **73.1%**, an increase of 8.2% from the 2015-2016 academic year's rate of 64.9%. Nearly **49%** of the 1,838 graduates met the UC/CSU requirements. Hispanic/Latino (710) and African American/Blacks (536) students earned two-thirds of the Oakland diplomas and had graduation rates of 74.7% for Blacks and 65.4% for Hispanics/Latinos. Oakland's dropout rate has fallen from **20.3%** in 2015-16 to **12.8%** in 2017-18, its lowest rate on record.

The level of education attainment also influences the median earnings for Alameda County residents as noted in Table 12 below. The 2013-2017 ACS reports that Alameda County residents 25 years or older who had **less than a high school degree** had median earnings of **\$23,835**; individuals with a **high school degree or equivalent** had median earnings of **\$33,324**; individuals with **some college** had median earnings of **\$41,811**; individuals with a **bachelor's degree** had median earnings of **\$64,971**; and individuals with a **graduate or professional degree** had median earnings of **\$92,398**.

Table 12: Alameda County Educational Attainment & Median Income



Source: US Census Bureau, 2013-2017 American Community Survey 5-Year Estimates – S1501

Child Care: According to Kidsdata.org, California Child Care Resource and Referral Network reported that Alameda County residents pay more for child care than the state average. Finding affordable high quality child care in Alameda County is very difficult and beyond the reach even for families who receive a subsidy. Insight Center for Community Economic Development reports that the annual cost in 2018 to care for an infant in a child care center was \$21,888, up from \$16,092 in 2014, while the cost of caring for a preschooler at a child care center increased to \$18,312 from \$12,972. Child care service providers contracted to provide child care are reimbursed at rates so low that they cannot cover their full costs, which results in fewer children receiving subsidized care.

Health Coverage: The ACS 2013-2017 reports that **29.6%** (478,542) of the population in Alameda County receive public health insurance coverage via Medicare, Medicaid, or VA health care coverage alone or in combination with other coverages. Nearly **40%** (190,488) of them are seniors 65 years and older. The ACS report also shows that **6.9%** (111,621) of the County residents are uninsured, 56.1% are male, and 94.2% report having no disabilities. Fortunately, nearly 98% of all seniors in Alameda County have health insurance coverage.

In Oakland, **37.2%** (154,506) of the residents receive public health insurance coverage from Medicare, Medicaid, and/or VA health care and **31.0%** (47,910) of them are seniors 65 years and older. Uninsured residents account for **10.8%** (44,971) of the Oakland residents and 1.3% (585) are seniors 65 years and older.

The Alameda County Public Health Department’s Community Assessment, Planning, and Evaluation (CAPE) Unit report titled “A Look at Health Inequities in Oakland and Alameda County” dated March 2017, explored the pressing health concerns facing County residents of color. The report notes how communities of color, the uninsured, and socioeconomically disadvantaged communities continue to rank poorly in regards to overall health. Table 13 documents the leading cause of death in high impoverished areas and Table 14 shows life expectancy by race.

Table 13: Alameda County Public Health Department’s Health Inequities Chart

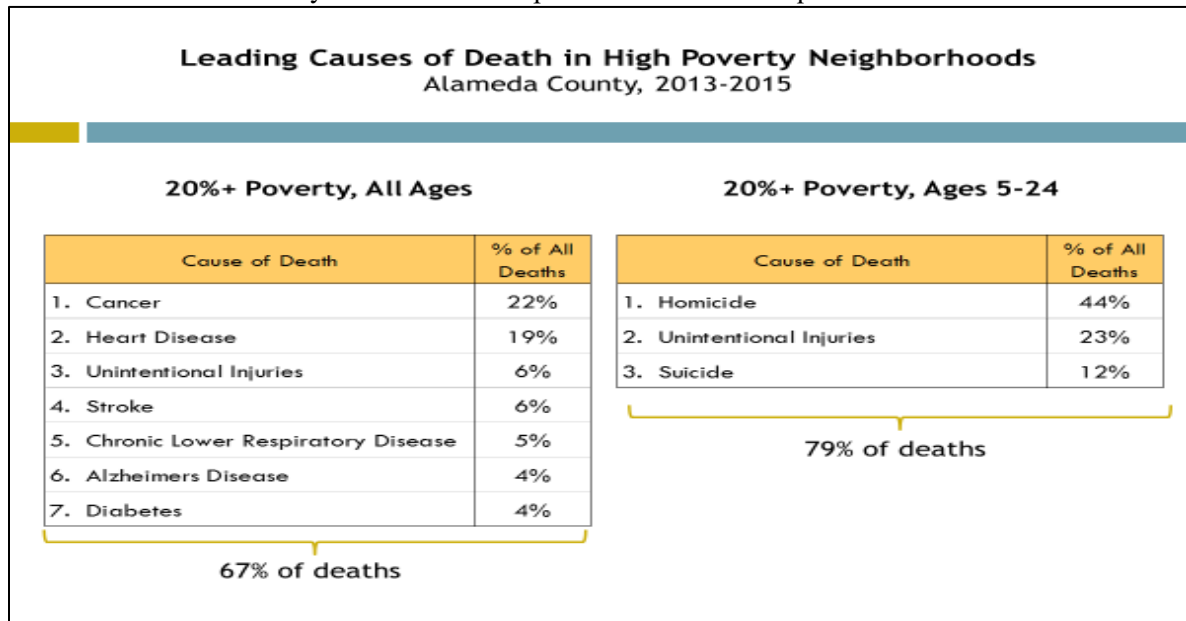
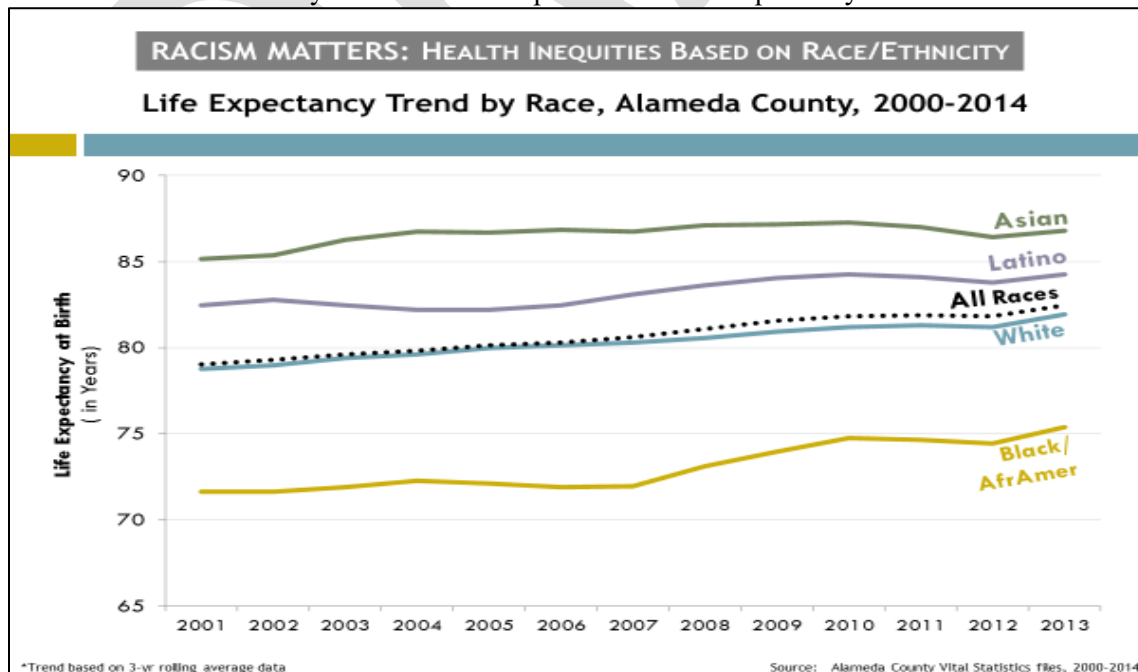


Table 14: Alameda County Public Health Department’s Life Expectancy Chart



The report also found that health habits are closely associated with socioeconomic status, noting that low-income adults are more likely to smoke than high-income adults; low-income individuals are less likely to consume fruits and vegetables than high income individuals; and low-income adults are twice as likely to have high blood pressure than adults in high-income neighborhoods in Alameda County. In addition, women, people of color, seniors, individuals with low educational attainment, and those living in poverty areas are more likely to report fair or poor health. In essence, the report uncovered that where one lives, in correlation with poverty, impacts ones' health.

Food Security: The Alameda County Community Food Bank (ACCFB), reports that it serves 1 out of every 5 Alameda County residents, 2 out of 3 residents are seniors or children. According to the California Department of Education, during the 2016-17 school year, **42.6% (96,769)** of Alameda County students enrolled in kindergarten through 12th grade received free and reduced price meals. In 2017-18, **43.9% (100,280)** received free and reduced price meals, an increase of 3,511 (3.6%) more students. In Oakland for 2017-18, **74.4%** (37,348) of Oakland's students received free or reduced price meals.

Despite the efforts to improve food security in Alameda County, issues of availability and accessibility to healthy food choices, the lack of participation in supplemental nutrition food programs, and issues of hunger and malnutrition continue to plague many County neighborhoods. In an October 2016 press release, the Alameda County Social Services Agency revealed that only 59% of Alameda County residents who are eligible for CalFresh, California's food stamp program, are enrolled and receiving benefits. This is the lowest CalFresh enrollment rate in the state. In 2017, Alameda County stated around 106,140 individuals received CalFresh/SNAP benefits, 7,130 were seniors and 46,390 were children.

Affordable Housing: In Alameda County, where the cost of housing is among one of the highest in the nation, finding affordable housing continues to be a challenge for low-income families. Population growth in the region, coupled with low levels of housing production contribute to Alameda County's high housing costs and the spike in homelessness. Since the recession in 2008, housing production has been at half the demand rate, vacancy rates have dropped to 3.2%, and average rents have increased significantly.

The National Low Income Housing Coalition's *Out of Reach 2018: California* report states the Fair Market Rate (FMR) in Alameda County is \$2,329 per month, which is a 10.7% increase over 2016 FMR of \$2,103. Essentially, a family would need 4.0 full-time minimum wage earners (annual household income of \$93,160) to afford a two-bedroom fair market rent apartment in Alameda County.

According to the 2013-2017 ACS, Alameda County **renters-occupied 47.0%** of the available housing units. Of the 267,403 rentals available, nearly 50% require renters to pay 30% or more of their household income to cover the median monthly rental cost of \$1,547. Once housing costs (rent or mortgage payment, insurance, taxes, and utilities) exceed 30% of the household's total income, the household is considered to be cost burdened. When households spend more than 50% of their income on housing costs, they are severely cost-burdened. This makes it

especially difficult for low-income Alameda County residents to find a suitable place to live where they do not have to choose between paying the rent and buying groceries.

Homelessness: On January 30th, 2017, EveryOne Home estimated that **5,629** individuals were homeless in Alameda County, a **39% increase** from 2015. EveryOne Counts, the Alameda County 2017 homeless point-in-time count and survey by EveryOne Home and the Alameda County Public Health Department notes that 86% of the estimated people experiencing homelessness are single adults, and 69% are unsheltered or living in a place not designed or ordinarily used as a regular sleeping accommodation for humans. Men account for 58% of the people counted, women 41%, and transgender 1%. Forty-nine percent (49%) of the people counted are African American, 30% are White, and 17% are Latino. *The 2017 survey also reports the significant growth in the number of Transition Age Youth experiencing homelessness. Their numbers increased 122% from 414 in 2015 to 919.* Veterans accounted for 531 of the homeless people counted, a 21% decrease from 2015. Money issues were recorded as the primary cause for homelessness, while rent assistance, employment assistance, benefits/income, and mental health services were reported as solutions that might have prevented homelessness.

Public Safety: According to the State of California Department of Justice (DOJ), Alameda County had **9,923 violent crimes** in 2017 versus 9,679 in 2015, and 10,356 in 2014. In 2017, the County had 88 homicides, a 26.1% decline from the 119 in 2015, 810 forcible rapes, a 42.6% increase from the 568 in 2015, 4,817 robberies, and 4,206 aggravated assaults. The latest DOJ report shows that Alameda County had 1,684 juvenile arrests in 2017, a 25.9% decrease from 2,274 juvenile arrests in 2014. Juvenile felony arrests fell from 982 in 2014 to 823 in 2017 and misdemeanors declined by 34.5%. Violent offenses accounted for 40% of the felony offenses and property offenses accounted for 37.5%. The juveniles were placed on probation in 81% of the felony cases. Other probationary reasons include weapon offenses at 17% and drug offenses at 3.4%.

The chart below (Table 15) shows the distributions of reported violent crimes in Alameda County in 2017. The top four reporting areas include Oakland, Berkeley, Hayward, and San Leandro.

Table 15: Alameda County Crimes Data 2017

Jurisdiction	Violent Crimes	Homicides	Forcible Rapes	Robbery	Aggravated Assaults
County Totals	9,923	88	810	4,817	4,206
Alameda	253	0	16	133	104
Alameda BART	264	0	4	192	68
Alameda Co. Sheriff's Department	675	8	28	227	412
Alameda E. Bay Mun. Util. Dist.	0	0	0	0	0
Alameda E. Bay Reg. Park Dist.	42	0	6	16	20
Albany	36	0	1	28	7
Berkeley	666	1	83	364	218
CA Highway Patrol - Alameda	13	0	0	2	11

CSU East Bay	6	0	3	2	1
Dublin	85	0	9	23	53
Emeryville	151	1	5	105	40
Fremont	431	2	68	187	174
Hayward	563	5	70	306	182
Livermore	166	0	30	48	88
Newark	88	1	15	48	24
Oakland	5,521	69	400	2,676	2,376
Piedmont	14	0	7	3	4
Pleasanton	99	0	13	53	33
San Leandro	524	0	21	292	209
UC Berkeley	71	0	16	29	26
Union City	255	1	15	83	156
Union Pacific RR - Alameda	0	0	0	0	0

Source: State of California Department of Justice, Crime and Clearances Data, 2017

Alameda County Needs Assessment

Public law 105-285 requires the state to secure from each agency, as a condition to receive funding, a CAP which includes a Community Needs Assessment (CNA) for the community served. Additionally, state law requires each CSBG agency to develop a CAP that assess poverty-related needs, available resources, feasible goals and strategies, and that yields program priorities consistent with standards of effectiveness established for the program (*California Government Code 12747(a)*).

Your responses to the questions below should describe how the agency ensures that the CNA reflects the current priorities of the low-income population in the service area, beyond the legal requirements for a local public hearing of the CAP.

1. For each key sector of the community listed below, summarize the information gathered from each sector and how it was used to assess needs and resources during the needs assessment process (or other planning process throughout the year). These sectors should include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.
(Organizational Standard 2.2)

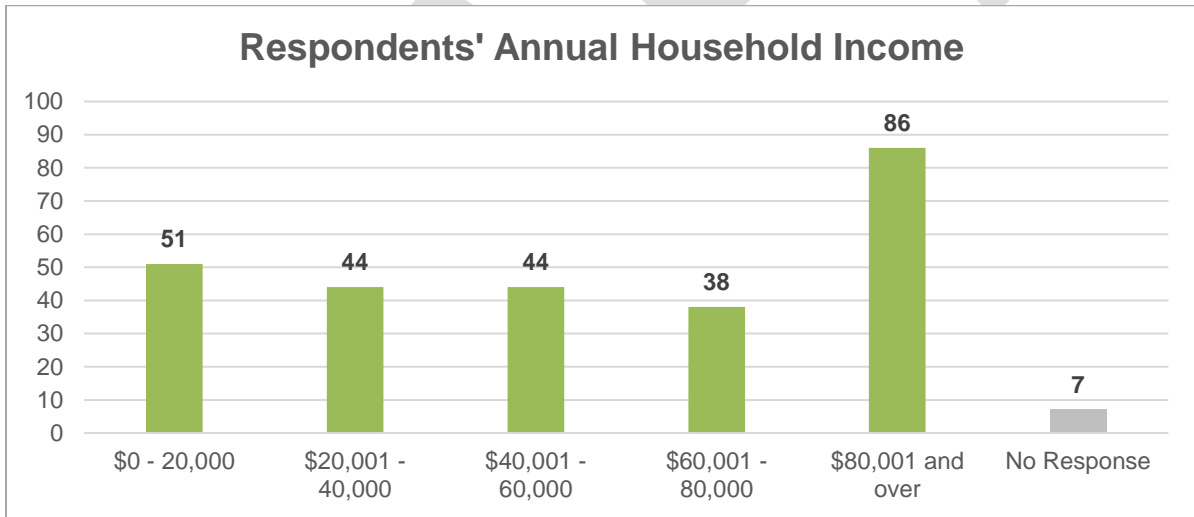
In 2019, AC-OCAP developed and conducted an agency community survey with its current and former grantees, program participants, members, and network of agency partners. The survey was available online to the community at large and was sent directly to 828 individuals, including:

- 325 individuals representing community-based organizations
- 19 individuals representing faith-based organizations
- 272 individuals representing the private sector

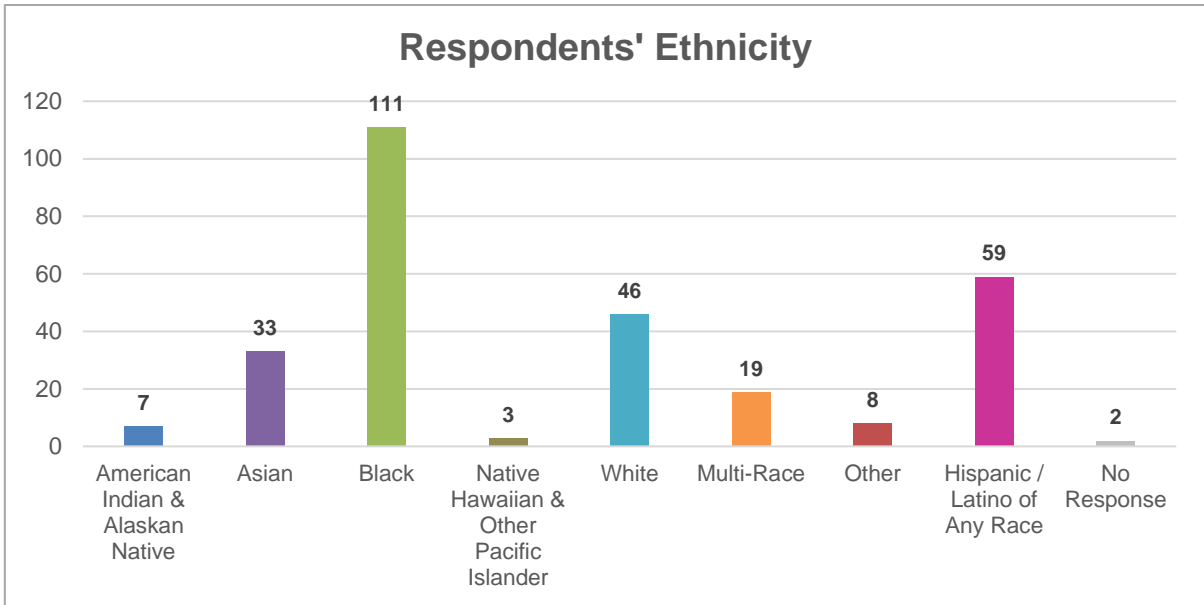
- 150 individuals representing public sector
- 29 individuals representing educational institutions
- 4 individuals representing financial/banking institutions
- 21 individuals representing health services organizations

AC-OCAP participated in two targeted community events to ensure a broad range of participation. On Saturday, March 16th AC-OCAP administered the survey at the first Alameda County Fatherhood Summit with over 600 participants in attendance. On Wednesday, May 8th AC-OCAP administered the survey at the Oakland Head Start Resource Fair with 1,600 participants in attendance. Individuals surveyed at these events include program participants as well as service providers.

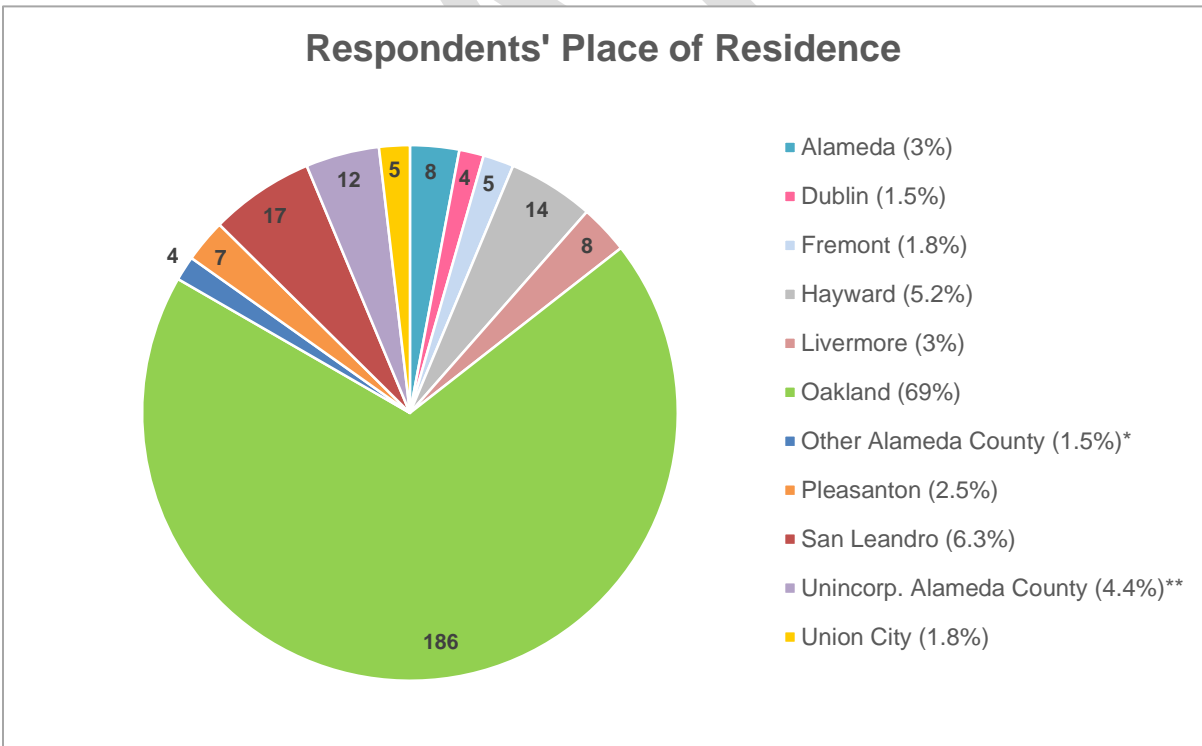
270 individuals participated in the survey. The average household size of all the respondents is 3, ranging from a household size of 1 to 8. Fifty-one percent (51%) of the respondents (**139 respondents**) have household incomes below **\$60,000**. Thirty-five percent (35%) of the respondents (**95 respondents**) have household incomes below **\$40,000**. Nineteen percent (19%) of the respondents (**51 respondents**) have household incomes below **\$20,000**.



Of the 268 respondents who answered the ethnicity question, 83% (222 respondents) identified themselves as an ethnicity other than White. In addition, 22% (59 respondents) identified themselves as Hispanic or Latino of any race.



186 respondents resided in the City of Oakland (69%), and 84 (31%) resided elsewhere in Alameda County.

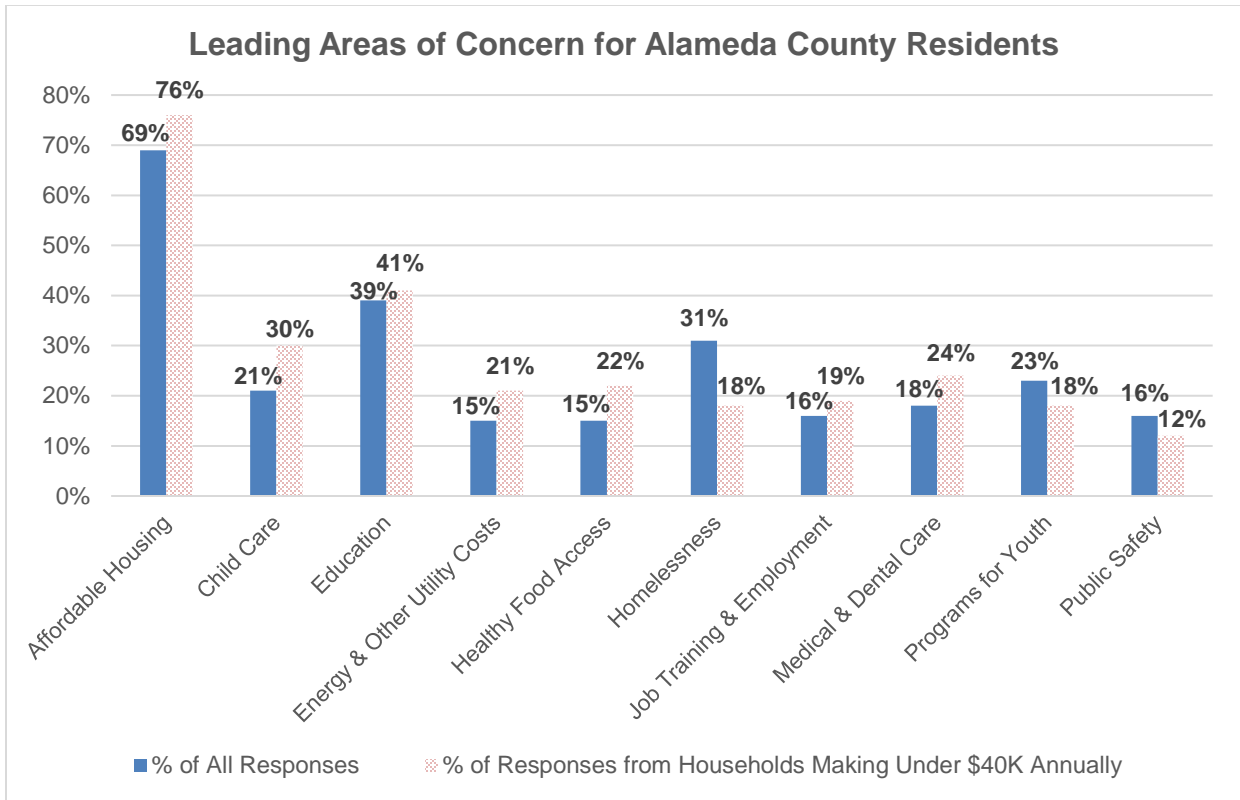


*Other Alameda County includes 2 Newark (0.74%), 1 Albany (0.37%), 1 Emeryville (0.37%)

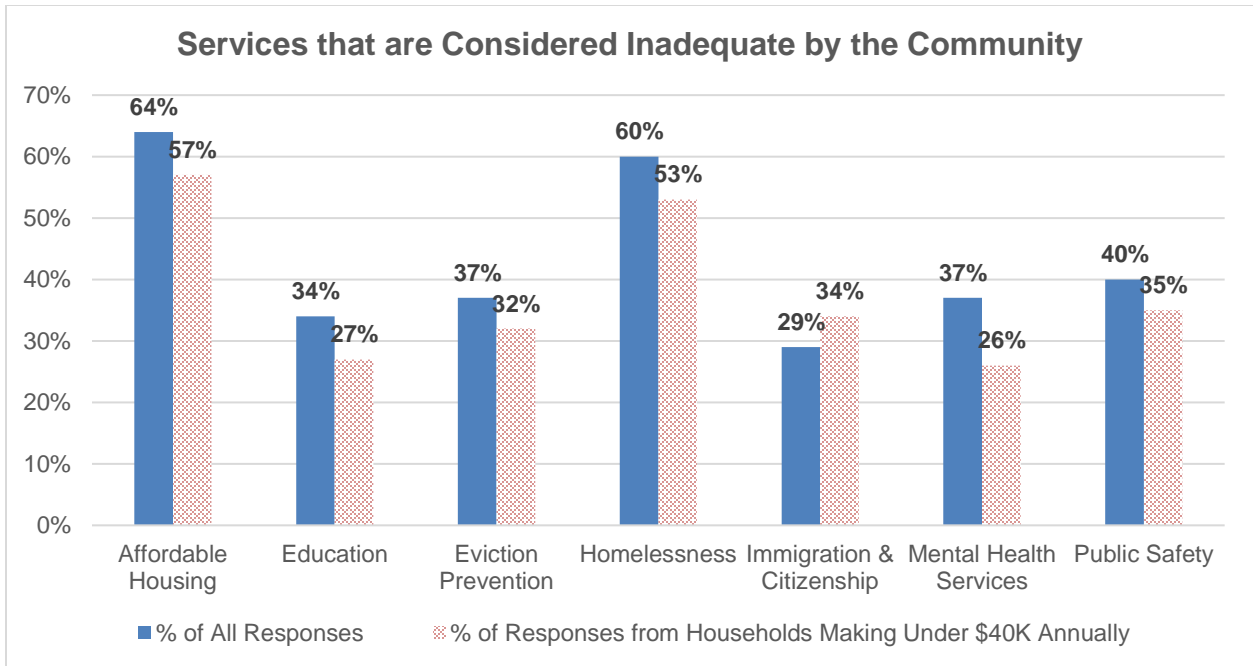
**Unincorporated Alameda County includes 1 Ashland (0.37%), 6 Castro Valley (2.22%), and 4 San Lorenzo (1.48%)

Respondents were asked to provide demographic information and rank their *top areas of concern* regarding various social issues such as homelessness, childcare, housing, training, education, etc. An analysis of the data revealed that the *leading areas of concern* are: **1)**

Affordable Housing (69%); 2) Education (39%); 3) Homelessness (31%); 4) Programs for Youth (23%); 5) Child Care (21%); 6) Medical & Dental Care (18%); 7) Job Training & Employment Placement, and Public Safety (16%).



Survey participants were also asked to provide feedback on *inadequate services* in their community. The following services were identified: **1) Affordable Housing (64%); 2) Homelessness (60%); 3) Public Safety (40%); 4) Eviction Prevention, and Mental Health Services (37%); 6) Education (34%).**



- Describe the causes and conditions that contribute to poverty affecting the community in your service area.
(Organizational Standard 3.4)

Alameda County has and continues to experience rapid economic growth - given its proximity to Silicon Valley; however, this growth has left a significant portion of Alameda County's residents behind. The lack of pathways for less skilled workers, livable wages, and high housing cost continue to impact the quality of life for Alameda County's low-income residents. The continued inequality and disparity with each new development has been marked by major demographic changes within the county. This disparity has been heightened because basic living expenses in Alameda County continue to increase, resulting in more families and seniors being unable to make ends meet. Today, nearly all neighborhoods where the majority of residents are low-income and people of color are at risk of gentrification and displacement.

- Describe your agency's approach or system for collecting, analyzing, and reporting customer satisfaction data to the governing board.
(Organizational Standard 1.3)

Sixty-seven (67%) of AC-OCAP's grantees administer client or customer satisfaction surveys. These surveys are submitted with agencies' mid-year and annual progress reports, which are analyzed and presented to the AC-OCAP Administering Board. In addition, AC-OCAP conducts a customer satisfaction survey with its grantees as well.

- Describe how your agency collected and included current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for your service area.
(Organizational Standard 3.2)

AC-OCAP uses the American Community Survey data as the first dive into the county and city data specific to poverty, gender, age, race/ethnicity, and households. Other data collected is gathered from the state Employment Development Department, Department of Education, Department of Justice, Alameda County Public Health Department, Alameda County Community Food Bank, Lucile Packard Foundation's Kidsdata.org, etc. This data is then analyzed to see how poverty breaks down by race, cities and age. Social economical disparities and racial patterns become evident when looking at cities where higher concentrations of low-income people reside.

5. Briefly summarize the type of both qualitative and quantitative data collected and analyzed as part of the needs assessment process.
(Organizational Standard 3.3)

The qualitative data was collected and analyzed in an effort to provide meaning and to determine which pieces of the Needs Assessment data have value. Since poverty is the focus of the analysis, the questions to be answered centered around who lives in poverty, where do they live, what data substantiates the who and where questions, and have the changes over the past few years made things better or worse. Patterns were analyzed to identify important relationships and attempts were made to find explanations from the data.

After identifying the quantitative data, the different scales of data from the state versus the county versus the cities was compared against each other and against the medians. Significant differences between populations, races, and historical patterns are correlated to see if implied causation can be identified.

6. Describe how the agency analyzes information collected from low-income individuals as part of the community needs assessment process.
(Organizational Standard 1.1, 1.2)

The data collected and analyzed from the low-income individuals comes primarily from two sources, the AC-OCAP grantee programs and the community surveys. The 16 grantees that received CSBG funding provided demographic information on 4,680 low-income individuals in Housing and Community Development and Job Training and Placement programs. The demographic/characteristics report provides information about participant's sex, age, race, education, household size and income sources. The community surveys provided information about where survey participant's live, income level, and issues and concerns that impact Alameda County's low-income population.

Community Needs Assessment Results

(Organizational Standard 3.4, 4.2, 4.3, CSBG Act Section 5.76(b)(12))

Utilize the table below to list the needs identified in your Community Needs Assessment. If additional space is needed, insert a new row.

Needs Table

Needs Identified	Integral to Agency Mission (Yes/No)	Currently Addressing (Yes/No)	Agency Priority (Yes/No)
TBD			

Needs Identified: list the needs identified in your most recent Needs Assessment.

Integral to Agency Mission: indicate yes/no if the identified need aligns with your agency mission.

Currently Addressing: indicate yes/no if your agency is already addressing the identified need.

Agency Priority: indicate yes/no if the identified need will be addressed either directly or indirectly.

For needs marked “no” in “Agency Priority”, please describe how the gap was identified, (CNA, surveys, focus groups, etc.) and why the gap exists (Federal rules, state rules, lack of funding/resources, etc.) Explain how your agency plans to coordinate services and funding with other organizations to address these service gaps. Include how you ensure that funds are not used to duplicate services. If you will not be coordinating services to address the service gaps, please explain why.
(CSBG Act Section 676b(3)(B),(5), State Assurance 12760)

Refer to Needs Table. For needs marked “yes” in “Agency Priority”, please stack rank according to priority, and complete the table below. If additional space is needed, insert a new row.

Priority Ranking Table

Agency Priorities	Description of programs/services /activities	Agency/Community/Family & Individual	Indicator/Service Category (CNPI, FNPI, SRV)
1. TBD			
2.			
3.			
4.			
5.			

Agency Priorities: Stack rank your agency priorities with the top priority ranking #1.

Description of programs/services/activities: Briefly describe the program, service or activity that your agency will directly provide to address the need. Identify the number of clients to be served or the number of units offered, including timeframes for each.

Agency/Community/Family & Individual: Identify if the need is agency, community, or family/individual level.

Indicator/Service Category (CNPI, FNPI, SRV): Indicate which indicator or service will be reported in annual report.

Reporting Strategies Table

Utilize the table below to identify the reporting strategies for each Indicator/Service Category as identified in the Priority Ranking Table. If additional space is needed, insert a new row.

Indicator/Service Category (CNPI, FNPI, SRV)	Measurement Tool	Data Source, Collection Procedure, Personnel	Frequency of Data Collection and Reporting
TBD			

Indicator/Service Category: Refer to Indicator/Service Category in last column of the Priority Ranking Table.

Measurement Tool: Identify the type of tool used to collect or measure the outcome.

Data Source, Collection Procedure, Personnel: Describe the source of data, how it is collected, and staff assigned to the task(s). Be specific and provide detail for activity both internal and external to the agency.

Frequency of Data Collection and Reporting: Describe how often data is collected and reported internally and externally. Include documentation available.

Service Delivery System

(CSBG Act Section 676(b)(3)(A))

Describe the overall Service Delivery System for services provided with CSBG funds and describe your agency's services enhance and/or differ from those offered by other providers, i.e. bundled services— please include specific examples.

1. Please describe the agency's service delivery system. Include a description of your client intake process or system. Also specify whether services are delivered via direct services or subcontractors, or a combination of both.

AC-OCAP administers a Request for Partnership (RFP) funding process to solicit outcome-based programs and services to leverage the existing service delivery system for Alameda County's low-income residents. AC-OCAP solicits services that focus on building self-sufficiency in the areas of Entrepreneurship/Job Training and Employment Placement; Low-Income Housing; and Supportive Services. The selected AC-OCAP agencies are subcontractors and represent a unique Community Economic Opportunity (C.E.O) network of anti-poverty service providers working collectively to improve self-sufficiency among Alameda County's low-income community.

C.E.O service providers manage their own intake processes, which AC-OCAP reviews during site visits which occur at least once every funding cycle. C.E.O providers are also required to describe their client intake process in the RFP.

2. Please list your agency's programs/services/activities funded by CSBG, including a brief description, why these were chosen, how they relate to the CNA, and indicate the specific type of costs that CSBG dollars will support (examples: staff salary, program support, case mgmt., T/TA, etc.)

The programs described below in AC-OCAP's Community Economic Opportunity Network were selected based on their alignment with the Board's service area priorities: job training & employment placement, housing & community development, and wrap-around supportive services including legal assistance, food security, financial empowerment, and information and referral.

AC-OCAP Community Economic Opportunity (CEO) Network		
Partner	Program Description	Costs Supported
Entrepreneurship/Job Training & Employment Placement		
AnewAmerica Corporation	AnewAmerica provides targeted microenterprise development and asset building services to low-income families in Oakland and throughout Alameda County. This includes wraparound microenterprise support	Staff salaries & benefits - \$52,196 Other Direct Costs (Facility Rental, Office

	through financial education, business planning trainings, and one-on-one technical assistance.	Supplies/Program Materials, Travel) - \$5,004 Indirect Costs - \$7,800 Total: \$65,000
Civicorps	<i>Civicorps' Professional Pathway</i> lifts families out of a life of poverty by providing an employment-focused program that includes paid job training, complete with a high-school diploma program, and trauma-informed wraparound services for low-income Oakland young adults age 18-26.	Staff salaries & benefits - \$20,900 Duplicating/Copying - \$479 Student Stipends - \$14,621 Student Food Program - \$4,000 Total: \$40,000
Downtown Streets, Inc.	<i>Downtown Streets Team</i> empowers unhoused low-income men and women in Alameda County to rebuild their lives. Team Members participate in volunteer work-experience projects, receive a basic needs stipend, job success and life skills support, and a 'hand-up' to achieve goals through case management and employment services.	Team Member Stipends - \$35,714 Indirect Costs - \$4,286 Total: \$40,000
Center for Media Change, dba Hack the Hood	<i>Hack the Hood Boot Camp and Membership Program</i> provides low-income youth in Oakland and throughout Alameda County ages 16-25 with technology and professional training, coaching, and support necessary to access higher education and highly-paid technology-related jobs.	Staff salaries & benefits - \$48,713 Travel/Transportation - \$3,000 Student Stipends - \$9,000 Indirect Costs: \$3,091 Total: \$68,854
Southern Alameda County Comite for Raza Mental Health, DBA La Familia	<i>The La Familia Reengagement Academies</i> are 16-week cohort-based programs for low-income disconnected Alameda County students ages 16-24 to progress towards GED completion, gain Career Technical Education (CTE) credits towards a certificate, participate in a 60-hour paid internship, and learn skills to create a Sector-Specific Career Pathway Plan resulting in entry to an industry with a family-sustaining wage.	Staff salaries & benefits - \$35,714 Indirect Costs - \$4,286 Total: \$40,000
Roots Community Health Center	<i>The Roots Emancipators Initiative</i> increases self-sufficiency and workforce opportunities through wraparound support, job-training, and living wage job placement for low-income, reentry or marginalized residents of Oakland and Alameda County. Participants who enroll in job training also receive a stipend and support in obtaining and maintaining a living-wage job.	Staff salaries & benefits - \$25,630 Travel/Transportation - \$1,000 Participant Stipends - \$33,462 Indirect Costs - \$5,908 Total: \$65,000
Rubicon Programs, Inc.	<i>Rubicon's Eden Area America's Job Center of California</i> provides low-income Alameda County residents experiencing significant barriers to employment an array of workforce development and education services. The AJCC supports jobseekers access employment in industries that drive regional employment in Alameda County.	Staff salaries & benefits - \$33,678 Travel/Transportation - \$2,050 Indirect Costs - \$4,272 Total: \$40,000
The Youth Employment Partnership	<i>The Oakland Firefighters Youth Academy</i> offers low-income Oakland youth age 16+ the opportunity to gain basic job skills, career exposure, and build relationships with local firefighters through hands-on weekend academy and summer employment at Oakland firehouses.	Staff salaries & benefits - \$6,000 Program Materials & Supplies - \$3,650 Travel/Transportation - \$1,000 Participant Stipends - \$26,950 Total: \$40,000

Low-Income Housing

Family Emergency Shelter Coalition (FESCO)	<i>FESCO</i> provides transitional housing and emergency shelter to low-income homeless families in Alameda County. Participants receive wraparound services including housing assistance, case management, life skills/parenting classes, employment training and job search assistance, mental health assessments, children's activities, and linkages to benefits and mainstream resources.	Staff salaries & benefits - \$32,000 General Office & Program Supplies - \$8,000 Total: \$40,000
Satellite Affordable Housing Associates (SAHA)	<i>SAHA's Lakeside Senior Apartments</i> provides permanent affordable housing with wraparound services that connect low-income and formerly homeless Oakland residents age 55+ with resources and mainstream benefits that allow residents to gain income and social supports to age in place.	Staff salaries & benefits - \$40,000
Spanish Speaking Unity Council of Alameda County, DBA Unity Council	<i>The Unity Council's Housing & Financial Connection Program</i> works with low-income Alameda County residents to strengthen their economic self-sufficiency and housing stability to reduce their likelihood of becoming displaced or under-housed. Services include housing clinics, case management, financial coaching and follow-up.	Staff salaries & benefits - \$56,748 Program Materials & Supplies - \$446 Travel/Transportation - \$300 Participant Stipends - \$300 Total: \$65,000
St. Mary's Center	<i>St. Mary's Center's Senior Homeless Services</i> provide critical basic needs to low-income Oakland residents age 55+ including: winter shelter, health assessments, psychiatric care, an outpatient addiction recovery program, a daily meal, social stimulation, and permanent supportive housing.	Staff salaries & benefits - \$36,360 Program Materials & Supplies - \$3,040 Indirect Costs - \$600 Total: \$40,000
Supportive Services – Food Security		
Oakland Hunger / Summer Lunch Program	<i>Hunger Free Initiative</i> - Provide nutritious and delicious meals to low-income families and school-age children.	\$20,000 program support for holiday food distribution at school sites and summer lunch program
Supportive Services – Legal Assistance		
Bay Area Legal Aid	<i>The Bay Area Legal Aid Alameda County Legal Safety Net Project</i> provides access to free legal services in the areas of housing, economic benefits, domestic violence, sexual assault, and healthcare for Alameda County's low-income residents.	Staff salaries & benefits - \$30,000
Supportive Services – Financial Empowerment		
Alameda County Earned Income Tax Credit (EITC) Coalition	The EITC coalition promotes the use of the Earned Income Tax Credit (EITC) for eligible taxpayers and provides access to free tax preparation assistance.	\$25,000 in program support for marketing and information and referral services to promote EITC
Housing and Economic Rights Advocate (HERA)	<i>HERA</i> assists low-income Alameda County residents with debt collection, credit report and access to credit issues including: collections abuses, achieving affordable repayment plans, credit reporting errors, analysis and counseling.	Staff salaries & benefits - \$20,000
Supportive Services – Information & Referral		
Eden Information and Referral, Inc.	Eden I&R's 2-1-1 Service provides information and referral telephone services for social services, and EITC to low-income Alameda County residents.	\$10,000 flat-rate fee for services

Linkages and Funding Coordination

(Organizational Standards 2.1-2.4)

(CSBG Act Section 676b(1)(B), (1)(C), (3)(C), (3)(D), (4), (5), (6), (9))

(State Assurance 12747, 12760, 12768)

1. Describe how your agency coordinates funding with other providers in your service area. If there is a formalized coalition of social service providers in your service area, please list the coalitions by name, who participates, and methods used by the coalition to coordinate services/funding.

(Organizational Standard 2.1, CSBG Act Section 676(b)(1)(C),(3)(C))

AC-OCAP will continue to coordinate and mobilize public and private resources to maximize the leveraging capability of CSBG funds as a public community action agency. AC-OCAP's Director is a member of various local poverty alleviation efforts such as Alameda County's All In Commission, Tri-Valley Anti-Poverty Collaborative, and United Way of the Bay Area RISE Together collaborative. The AC-OCAP Director is also the chair of the Alameda County EITC Coalition.

2. Provide information on any memorandums of understanding and/or service agreements your agency has with other entities regarding coordination of services/funding.

(Organizational Standard 2.1).

Sub-Grantees - Contracts

Entrepreneurship/Job Training & Employment Placement:

- **AnewAmerica Community Corporation**
- **Center for Media Change, Inc., DBA Hack the Hood**
- **Civicorps**
- **Downtown Streets, Inc.**
- **Roots Community Health Center**
- **Rubicon Programs, Inc.**
- **Southern Alameda County Comite for Raza Mental Health, DBA La Familia**
- **Youth Employment Partnership**

Low-Income Housing:

- **Family Emergency Shelter Coalition**
- **Satellite Affordable Housing Associates**
- **Spanish Speaking Unity Council of Alameda County, DBA The Unity Council**
- **St. Mary's Center**

Information & Referral:

- **Eden Information & Referral, Inc.**

Financial Empowerment:

- **Housing & Economic Rights Advocates**

Memorandums of Understanding

- **Safe Passages (Food Security)**

- City of Oakland Department of Human Services Community Housing Services Division (Food Security)
- Oakland Summer Food Program (Food Security)
- Alameda County and Oakland Workforce Development Board (Workforce Development)

Community Partners – As Needed Partnerships

In order to help AC-OCAP address the needs of Alameda County’s underserved low-income communities, AC-OCAP works diligently to establish and build strong partnerships with other organizations aimed at alleviating poverty within Alameda County’s low-income communities. Community partners include:

- Rise Together’s mission is to cut Bay Area poverty in half by 2020.
- All In Alameda County employs proven strategies that combine self-reliance, community engagement and government support to end poverty.
- Alameda County Community Food Bank distributes 380,000 meals a week by its network of 275 nonprofit agencies throughout Alameda County.
- Alameda County First Five supports the comprehensive development of children from 0 to 5. Passed by voters in 1998, Proposition 10 added fifty cents to cigarettes to fund early childhood care for Alameda County children, otherwise known as First 5 Alameda County.
- Alameda County Public Health Department provides health assessments, disease prevention, community outreach, policy development, education, and access to quality medical and health care services.
- Alameda County Social Services Agency is responsible for promoting the economic social well-being of residents and families in Alameda County.
- EASTBAY Works a public workforce development network of job centers, economic developers, support service providers and educational entities. The network and its partners provide benefits and services to employers, job seekers and youth, aged 16-24 – at no cost.
- Alameda County Workforce Investment Board ensures that Alameda County’s workforce development system benefits employers and job seekers through quality jobs, high skills, and high wages.
- Oakland Workforce Investment Board oversees the implementation of Oakland’s Federal workforce training and employment program.
- Oakland Fund for Children and Youth (OFCY) was established in 1996 as a voter approved program to support direct services to youth under 21 years old.
- Oakland Head Start focuses on early child development, fostering social skills and school readiness for low-income families.
- Oakland’s Office of Park and Recreation aims to encourage educational excellence through recreational experiences.
- Oakland Unite is a Violence Prevention initiative approved by Oakland voters in 2004, to fund violence prevention programs, additional police officers, and fire services for the City of Oakland.
- Tri-Valley Anti-Poverty Collaborative supports a community where struggling residents across the region can achieve a basic standard of living in housing, health care, nourishment, education and sustainable financial resources.

3. Describe how your agency utilizes information gathered from key sectors of the community:

- a. Community-Based
- b. Faith-Based
- c. Private sector (local utility companies, charitable organizations, local food banks)
- d. Public Sector (social services departments, state agencies)
- e. Educational Institutions (local school districts, colleges)

Throughout the year, the AC-OCAP Administering Board, uses its monthly board meetings to invite key stakeholders and partners to make presentations and provide updates on programming and issues that impact Alameda County’s low-income population. In addition, in 2019 AC-OCAP developed and conducted an county-wide community survey that gathered information from key sectors in the community, including:

- a. 325 individuals representing community-based organizations
- b. 19 individuals representing faith-based organizations
- c. 272 individuals representing the private sector
- d. 150 individuals representing public sector
- e. 29 individuals representing educational institutions

This survey gathered information about the leading areas of concern for Alameda County low-income residents, and services that are considered inadequate by the community. This information feeds directly into the Needs Assessment and determines funding priorities for the agency’s RFP cycle.

Describe how your agency will coordinate and partner with other organizations in your service area. (Organizational Standard 2.2, CSBG Act Section 676(b)(3)(C), (9))

The organizations listed on the preceding pages (Item 2, “Linkages and Funding Coordination”) are all part of AC-OCAP’s Community Economic Opportunity (CEO) network that works collectively to provide programming and services that aid Alameda County’s low-income communities in improving their social and economic well-being.

- 4. Describe how services are targeted to low income individuals and families and indicate how staff is involved, i.e. attend community meetings, I&R, etc. Include how you ensure that funds are not used to duplicate services.
(CSBG Act Section 676(b)(3)(C), 676(b)(9), State Assurance 12760)

As a public agency, AC-OCAP is aware of services funded by other local and state funders within Alameda County. As an additional safeguard, AC-OCAP’s Request for Partnership (RFP) funding application requires potential partners to identify all other sources of funding and grants secured to ensure equity and efficiency of services delivered to Alameda County’s low-income community. The Community Economic Opportunity Network is a network of partners that are working together to end poverty in Alameda County. AC-OCAP, through its collaborations and relationship with the County Board of Supervisors, City Council, and Mayor’s office, serves as the liaison for the major initiatives specifically targeted at helping Alameda County’s low-income population attain a level of self-sufficiency such as the Alameda County Earned Income Tax Credit (EITC) Campaign, Oakland Hunger Free Summer Campaign, Alameda County Fatherhood Initiative, and Oakland’s Promise Brilliant Babies College Savings Initiative.

5. If your agency is a Migrant and Seasonal Farmworker (MSFW) agency, describe how you will coordinate plans and activities with other agencies funded by the department to avoid duplication of services and to maximize services for all eligible beneficiaries. If your agency is not a MSFW, please mark N/A.
(State Assurance 12768)

N/A

6. Describe how your agency will leverage other funding sources and increase programmatic and/or organizational capacity. Describe your agency's contingency plan for potential funding reductions.
(State Assurance 12747)

In AC-OCAP's continuous effort to plan and respond to reduced federal funding, the agency will continue, as part of its infrastructure and governance, to implement and revise its fund development plan. Since AC-OCAP is embedded within the City of Oakland's Department of Human Services, AC-OCAP uses its funding to leverage additional programming and services specifically aimed at addressing the identified needs and gaps in services that impact Alameda County's low-income population. As part of this comprehensive strategy, AC-OCAP will continue to seek opportunities to collaborate with other organizations and agencies in order to leverage existing funds, expand capacity, and increase efficiencies of the programs and services provided to Alameda County's low income communities.

7. Describe how your agency communicates its activities and its results to the community, including how the number of volunteers and hours are documented.
(Organizational Standard 2.3, 2.4)

AC-OCAP produces various collateral materials to communicate its activities and results to the community. A list of AC-OCAP collateral pieces are as follows: Agency brochure, including list of services provide, Annual Agency Fact Sheet, Mid-year and Annual Program and Services Outcome Matrix – including program demographics, volunteer hours, and mapping. These materials are made available on our website and through our constant contact list-serve.

8. Describe how your agency will address the needs of youth in low-income communities through youth development programs and promote increased community coordination and collaboration in meeting the needs of youth. Describe how your agency will contribute to the expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as: programs for the establishment of violence-free zones that would involve youth development and intervention models like youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs.
(CSBG Act Section 676(b)(1)(B))

AC-OCAP has and continues to serve as an instrumental partner/funder for services for young adults between the ages of 16- 26, to participate in violence prevention, re-entry, education and training and transitional housing programs. In addition, AC-OCAP funds local agencies that directly address the needs of the growing number of disconnected

and homeless/emancipated foster youth. These programs focus on services for young adults which include counseling, job training internships/placements, academic support, and mentoring. Most recently AC-OCAP has been an active partner in helping to implement a county-wide youth advisory board for our transitional age youth. This effort is a direct result of an action item from the youth who participated the AC-OCAP supported youth homeless forum held over four years ago.

Over the course of the last six years, AC-OCAP has funded two innovative stipend programs through our CEO partners SoulSociety and YEP to help low-income youth train to become EMT and Firefighters.

9. Describe how your agency will provide employment and training activities. If your agency uses CSBG funding to provide employment and training services, describe the coordination of employment and training activities as defined in Section 3 of the Workforce and Innovation and Opportunity Act [29 U.S.C. 3102].
(CSBG Act Section 676(b)(5))

AC-OCAP will continue to fund programs to help Alameda County's low-income community secure and retain meaningful employment and provide wraparound services that include life skills training, educational enhancement, improves literacy skills, vocational training, job search and resume building, job placement assistance, case management services and mentoring so families and individuals can obtain economic security through meaningful employment. AC-OCAP is dedicated to supporting employment and training programs that create pathways for economic security for Alameda County's low-income community. AC-OCAP continues to participate with the Oakland and Alameda County Workforce Investment Board (WIB); and collaborate with Oakland's Private Industry Council, local Chamber of Commerce, community colleges, and other organizations to address employment and job training needs of Alameda County's low-income community. In addition, AC-OCAP's continues to foster collaboration among these programs to ensure the availability of services is effectively executed in order to minimize duplication of efforts. As a mandated partner with WIOA, AC-OCAP has signed MOU agreements with both Alameda County and the City of Oakland Workforce Development Boards.

10. Describe how your agency will provide emergency supplies and services, nutritious foods, and related services to counteract conditions of starvation and malnutrition among low-income individuals.
(CSBG Act Section 676(b)(4))

AC-OCAP continues to support local programs such as the Alameda County Community Food Bank's food stamp enrollment program, Oakland Summer Lunch Program, access to healthy food, brown bag emergency food services and other nutritional programs that assist in counteracting the conditions of hunger, malnutrition and food insecurity. In addition, AC-OCAP, in collaboration with Oakland's Community Housing Services Department, co-sponsors an annual Thanksgiving Dinner that provides over 2,000 meals to the low-income community.

11. Describe how your agency will ensure coordination between antipoverty programs in each community in the State, and ensure where appropriate, that the emergency energy crisis intervention programs under title XVI (relating to low-income home energy assistance) are conducted in the community.

(CSBG Act Section 676(b)(6))

AC-OCAP will continue to increase its efforts to coordinate programs and establish partnerships with community organizations and charitable groups serving Alameda County's low-income populations in order to address needs not otherwise addressed in the community and foster community revitalization. AC-OCAP has partnered with other entities to coordinate food stamp outreach, increase health care access through the Affordable Care Act, provide financial literacy/asset support, and activities for employment, education and job training with partners such as the Alameda County Social Services Agency, Oakland and Alameda County Workforce Investment Board, Private Industry Council, United Way of the Bay Area, California Endowment, and other various agencies. AC-OCAP also meets annually with the local LIHEAP provider (Spectrum Community Services) and provides regular referrals for assistance.

12. Describe how your agency will use funds to support innovative community and neighborhood-based initiatives, which may include fatherhood and other initiatives, with the goal of strengthening families and encouraging effective parenting.

(CSBG Act Section 676(b)(3)(D))

AC-OCAP serves as the incubator for supporting new and innovative community and neighborhood-based initiatives. In addition, we will continue to collaborate with Head Start and Early Head Start, and the Mayor's Oakland Promise Initiative all designed to help strengthen and improve outcomes for low-income families. AC-OCAP is a direct supporter of the Alameda County Fatherhood Summit and partners with First 5 of Alameda County to increase training and support to low-income families.

AC-OCAP is known as the local agency to fund responsive and innovative programming to help address and meet the needs of Alameda County's low-income community. Most recently AC-OCAP piloted a successful local workforce skills training program specifically to serve Oakland's homeless population.

Monitoring

(CSBG Act Section 678D(a)(1)(B))

1. Describe your agency's specific monitoring activities and how they are related to establishing and maintaining the integrity of the CSBG program, including your process for maintaining high standards of program and fiscal performance.

Monitoring is an on-going process of evaluating the programmatic and fiscal compliance amongst the agencies/programs with which AC-OCAP contracts. The purpose of the monitoring process is to assure that programs and services are being

operated in accordance with the Community Action Plan and as specified in each city approved contract. Monitoring also serves as a means for identifying program challenges early on and taking the necessary corrective action. Evaluation is intended to help determine what programs work and why they work in order to identify best practices. In essence, the AC-OCAP Board and staff will continue to review and assess information documented in reports submitted by contractors and pose questions such as:

- Is the accounting system appropriate for the grant and agency?
 - Is staffing capacity adequate to provide quality services?
 - Who are the collaborating partners?
 - Is the agency documenting participant household eligibility per federal poverty level guidelines and residency?
 - What challenges or problems have been encountered by the agency in implementing the AC-OCAP contract?
2. If your agency utilizes subcontractors, please describe your process for monitoring the subcontractors. Include the frequency and type (i.e., onsite, desk review, or both)

Alameda County-Oakland Community Action Partnership has a comprehensive monitoring and evaluation plan for subcontractors/sub-grantees with a strong emphasis on fiscal and program accountability. Overall, AC-OCAP's evaluation plan is designed to gauge the progress of clients and identify successful programs that are effective in moving Alameda County's low-income residents toward self-sufficiency.

Throughout the contract period staff conducts an agency risk assessment and visits contractors for an on-site monitoring visit to evaluate contract compliance through observation, interview, and verification of records. Site visits occur at any time during the three-year contract period. An overall compliance review provides an assessment of data collected and determines compliance with provisions contained within the contract. The review provides an overview of individual project achievement(s) and is designed to address accountability and provide useful feedback.

Each funded AC-OCAP program is required to: 1) complete a desk audit; 2) submit a midyear progress report that provides grantees an opportunity to share program accomplishments, collaborations, other related issues, and demographic data; 3) complete a detailed annual end of the year progress report as it pertains to the agency's scope of work and demographic data; and 4) make an annual presentation with program recipients to provide a program update and highlight achieved outcomes. Presentations made by AC-OCAP grantees enhance the program's accountability to the AC-OCAP Administering Board.

In addition, AC-OCAP's grantees conduct a customer satisfaction survey from their clients to evaluate their performance. AC-OCAP captures this information in its Request

for Proposal application, CSBG Progress Reports, and through survey monkey. AC-OCAP plans to collect surveys from grantees to better understand their customer satisfaction/evaluation process

3. Describe how your agency ensures that cost and accounting standards of the Office of Management and Budget (OMB) are maintained.
(CSBG Act Section 678D(a)(1)(B))

As a public agency, expenditures of City operated programs are monitored through the City's Financial Management System governed by the city's fiscal policy and procedures and the federal Office of Management and Budget. Monitoring tools developed by AC-OCAP staff ensures prudent expenditure of funds, and compliance with contract conditions. Specifically, financial reports include copies of relevant documentation (e.g. payroll registers, invoices, etc.), and are reviewed by AC-OCAP's fiscal personnel bimonthly. At Site Visits, staff interview the grantee's fiscal staff and review financial documents and tools including the composite program budget, chart of accounts, general ledger, A/P & A/R 90-day aging summary reports, Quarterly Federal Tax Form 941, and most recent State DE 6 or DE 9 Wage Withholdings.

Data Analysis and Evaluation

(Organizational Standards 4.3, 4.4)
(CSBG Act Section 676(b)(12))

1. Describe your methods for evaluating the effectiveness of programs and services, including the frequency of evaluations.
(Organizational Standard 4.3)

AC-OCAP funded grantees gather and track client data based on their Scope of Work, outcomes and goals. Monitoring visits are conducted and program information is then reported to AC-OCAP twice a year in a mid-year and annual progress report. Progress reports share the program summary, outcomes, accomplishments to-date, case studies, collaborations, and challenges related to running the program. This data is analyzed and if necessary, agencies that are not meeting their performance objectives are required to provide a corrective plan of action.

2. Describe how your agency ensures that updates on the progress of strategies included in your CAP are communicated to your board annually.
(Organizational Standard 4.4)

The AC-OCAP Administering Board receives regular monthly reports and a comprehensive program and service outcome report twice a year. In addition, as part of the agency's strategic planning process, the Administering Board participates in a board retreat every two years to revisit the agencies vision, mission, purpose and focus areas in alignment with the CAP plan and as part of its Community Economic Opportunity (C.E.O) Request for Partnership (RFP) process. In addition, as a public agency the Governing Board (City Council) receives an annual report on the agencies activities. performance and outcomes.

3. Provide 2-3 examples of changes made by your agency to improve service delivery to enhance the impact for individuals, families, and communities with low-incomes based on an in-depth analysis of performance data.
(CSBG Act Section 676(b)(12))

As part of AC-OCAP's Community Economic Opportunities Network, the agency through an in-depth analysis of performance data, has improved its delivery of services as it relates to its workforce development activities by providing stipends to all job training participants in the network. As a result, the agency has seen a tremendous improvement in program outcomes – specifically for youth. In addition, AC-OCAP implemented a requirement that all funded employment and training programs must also include an outcome for job placement. This performance based outcome has increased the quality and impact of AC-OCAP's workforce development strategy resulting in low-income participants actually gaining employment.

Appendix A

Organizational Standards

MAXIMUM FEASIBLE PARTICIPATION

CATEGORY ONE: CONSUMER INPUT AND INVOLVEMENT

Standard 1.1 The organization/department demonstrates low-income individuals' participation in its activities.

Standard 1.2 The organization/department analyzes information collected directly from low-income individuals as part of the community assessment.

Standard 1.3 The organization/department has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.

CATEGORY TWO: COMMUNITY ENGAGEMENT

Standard 2.1 The organization/department has documented or demonstrated partnerships across the community, for specifically identified purposes; partnerships include other anti-poverty organizations in the area.

Standard 2.2 The organization/department utilizes information gathered from key sectors of the community in assessing needs and resources, during the community assessment process or other times. These sectors would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.

Standard 2.3 The organization/department communicates its activities and its results to the community.

Standard 2.4 The organization/department documents the number of volunteers and hours mobilized in support of its activities.

CATEGORY THREE: COMMUNITY ASSESSMENT

Private Agency - Standard 3.1: Organization conducted a community assessment and issued a report within the past 3-year period.

Public Agency - Standard 3.1: The organization/department conducted a community assessment and issued a report within the past 3-year period, if no other report exists.

Standard 3.2: As part of the community assessment the organization/department collects and analyzes both current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s).

Standard 3.3: The organization/department collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.

Standard 3.4: The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.

Standard 3.5: The governing board or tripartite board/advisory body formally accepts the completed community assessment.

VISION AND DIRECTION

CATEGORY FOUR: ORGANIZATIONAL LEADERSHIP

Standard 4.2: The organization's/department's Community Action Plan is outcome-based, anti-poverty focused, and ties directly to the community assessment.

Standard 4.3: The organization's/department's Community Action Plan and strategic plan document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle. In addition, the organization documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.

Standard 4.4: The tripartite board/advisory body receives an annual update on the success of specific strategies included in the Community Action Plan.

CATEGORY FIVE: BOARD GOVERNANCE

Standard 5.1: The organization's/department's tripartite board/advisory body is structured in compliance with the CSBG Act

Standard 5.2: The organization's/department's tripartite board/advisory body either has:

1. Written procedures that document a democratic selection process for low-income board members adequate to assure that they are representative of the low-income community, or
2. Another mechanism specified by the State to assure decision-making and participation by low-income individuals in the development, planning, implementation, and evaluation of programs.

Appendix B

State Assurances

[California Government Code 12747](#) (a): Community action plans shall provide for the contingency of reduced federal funding.

[California Government Code § 12760](#): CSBG agencies funded under this article shall coordinate their plans and activities with other agencies funded under Articles 7 (commencing with Section 12765) and 8 (commencing with Section 12770) that serve any part of their communities, so that funds are not used to duplicate particular services to the same beneficiaries and plans and policies affecting all grantees under this chapter are shaped, to the extent possible, so as to be equitable and beneficial to all community agencies and the populations they serve.

[California Government Code §12768](#): Migrant and Seasonal Farmworker (MSFW) entities funded by the department shall coordinate their plans and activities with other agencies funded by the department to avoid duplication of services and to maximize services for all eligible beneficiaries.

Appendix C

Federal Assurances and Certification

CSBG Services

676(b)(1)(A) *The State will assure “that funds made available through grant or allotment will be used –*

(A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals—

- (i) to remove obstacles and solve problems that block the achievement of self-sufficiency, (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);*
 - (ii) secure and retain meaningful employment;*
 - (iii) attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;*
 - (iv) make better use of available income;*
 - (v) obtain and maintain adequate housing and a suitable environment;*
 - (vi) obtain emergency assistance through loans, grants or other means to meet immediate and urgent family individual needs; and*
 - (vii) achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to;*
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- (I) document best practices based on successful grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to;*
 - (II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;*

Needs of Youth

676(b)(1)(B) *The State will assure “that funds made available through grant or allotment will be used-*

(B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as--

- (i) programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and*
- (ii) after-school child care programs;*

Coordination of Other Programs

676(b)(1)(C) *The State will assure “that funds made available through grant or allotment will be used to make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including State welfare reform efforts*

Eligible Entity Service Delivery System

676(b)(3)(A) *a description of the service delivery system, for services provided or coordinated with funds made available through grants made under section 675C9(a), targeted to low-income individuals and families in communities within the State*

Eligible Entity Linkages – Approach to Filling Service Gaps

676(b)(3)(B) *a description of “how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and follow up consultations.”*

Coordination of Eligible Entity Allocation 90 Percent Funds with Public/Private Resources

676(b)(3)(C) a description of “how funds made available through grants made under 675C(a) will be coordinated with other public and private resources.”

Eligible Entity Innovative Community and Neighborhood Initiatives, Including Fatherhood/Parental Responsibility

676(b)(3)(D) a description of “how the local entity will use the funds [made available under 675C(a)] to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging parenting.”

Eligible Entity Emergency Food and Nutrition Services

676(b)(4) “An assurance that eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.”

State and Eligible Entity Coordination/linkages and Workforce Innovation and Opportunity Act Employment and Training Activities

676(b)(5) “An assurance that the State and eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services, and [describe] how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, in the State and in communities with entities providing activities through statewide and local workforce development systems under such Act.”

State Coordination/Linkages and Low-income Home Energy Assistance

676(b)(6) “An assurance that the State will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such community.”

Coordination with Faith-based Organizations, Charitable Groups, Community Organizations

676(b)(9) *“An assurance that the State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations.”*

Eligible Entity Tripartite Board Representation

676(b)(10) *“An assurance that “the State will require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation.”*

Eligible Entity Community Action Plans and Community Needs Assessments

676(b)(11) *“An assurance that the State will secure from each eligible entity in the State, as a condition to receipt of funding by the entity through a community services block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs.”*

State and Eligible Entity Performance Measurement: ROMA or Alternate system

676(b)(12) *“An assurance that the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to section 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and [describe] outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization.”*

Appendices (Optional)

All appendices should be labeled as an appendix (i.e., Appendix A: Community Survey Results) and submitted with the CAP.

Appendix _: Community Survey

Appendix _: Program Monitoring Tool

Appendix _: Grantee Progress Report Template

Appendix _: CSBG Grantees Reporting & RFF Schedule

Appendix _: 2017-2019 Programs & Services Chart & Map

Appendix _: CAP Presentation

Appendix _: Sign-In Sheet from Public Hearing