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

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)**

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

Submission Date: 6/28/2019

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)

Gladys Green
Board Chair (signature)

6/26/19
Date

__SARA BEDFORD__
Executive Director (printed name)

Sara Bedford
Executive Director (signature)

6/26/19
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 Section676(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 individuals(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. AC-OCAP low-income board members are democratically elected/selected through a petition/application process and are required to reside in the low-income 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 years, the agency releases it 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: <u>**May 31, 2019 – June 14, 2019**</u>

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, <u>www.AC-OCAP.com</u>
4/23/2019	Save the date posted to AC-OCAP's Facebook page
5/13/19	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
5/30/19	Constant Contact; grantee reminder; social media
6/6 /19	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.

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: __**May 31, 2019**_____

Date CNA approved by Tripartite Board (most recent): June 26, 2019
(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. The low-income population changes are compared to the 2010 census in Table 1.
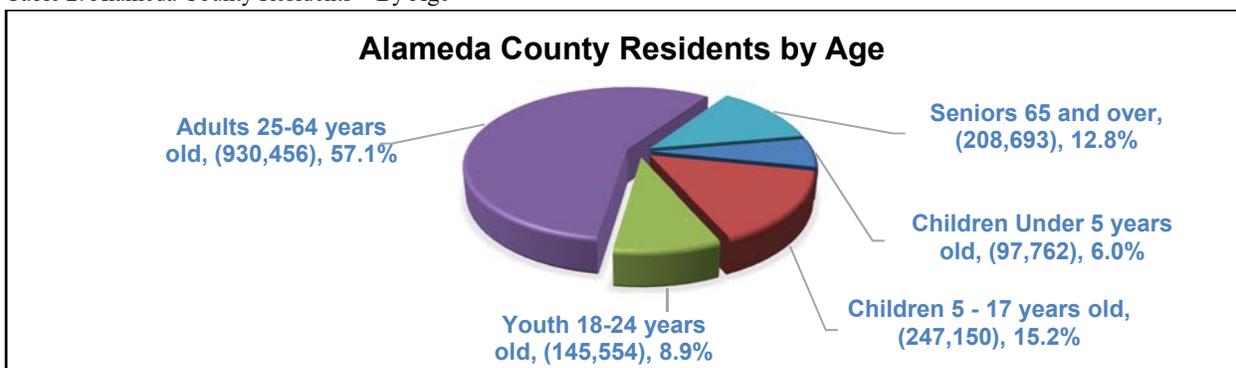
Table 1: Alameda County Low-Income Population

Alameda County & Oakland's Low-Income Community Profile						
	2000 Below Poverty Level	**% of total Pop.**	**2010 Below Poverty Level**	**% of total Pop.**	**2013-17 ACS Poverty Level**	**% of total Pop.**	**# change from 2010**
Alameda County	156,804	11.0%	172,348	11.7%	181,194	11.3%	8,846
Oakland	76,489	19.4%	74,335	19.3%	77,347	18.7%	3,012
AC w/o Oakland or Berkeley	60,820	6.4%	79,543	8.1%	82,425	7.6%	2,882
AC-OCAP Areas	137,309	9.6%	153,878	10.4%	159,772	9.9%	5,894
			AC-OCAP serves		88.2%		66.7%
Berkeley	19,495	20.0%	18,470	18.4%	21,422	19.8%	2,952

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

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.
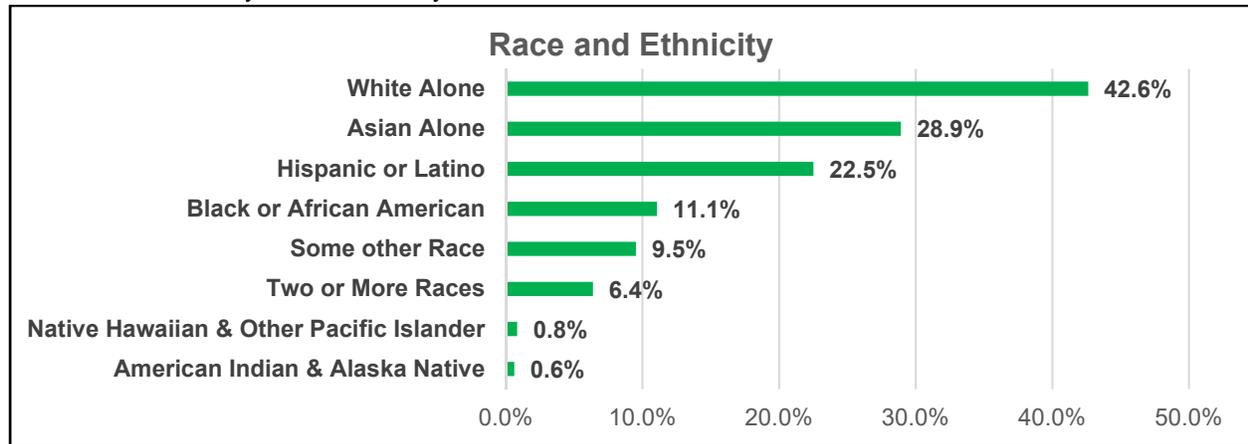
Table 2: Alameda County Residents – By Age

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

Race/Ethnicity: Alameda County is one of the most diverse counties in the nation. According to the 2013-2017 ACS report shown 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 percentage 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 percentage 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 percentage 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

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. 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.

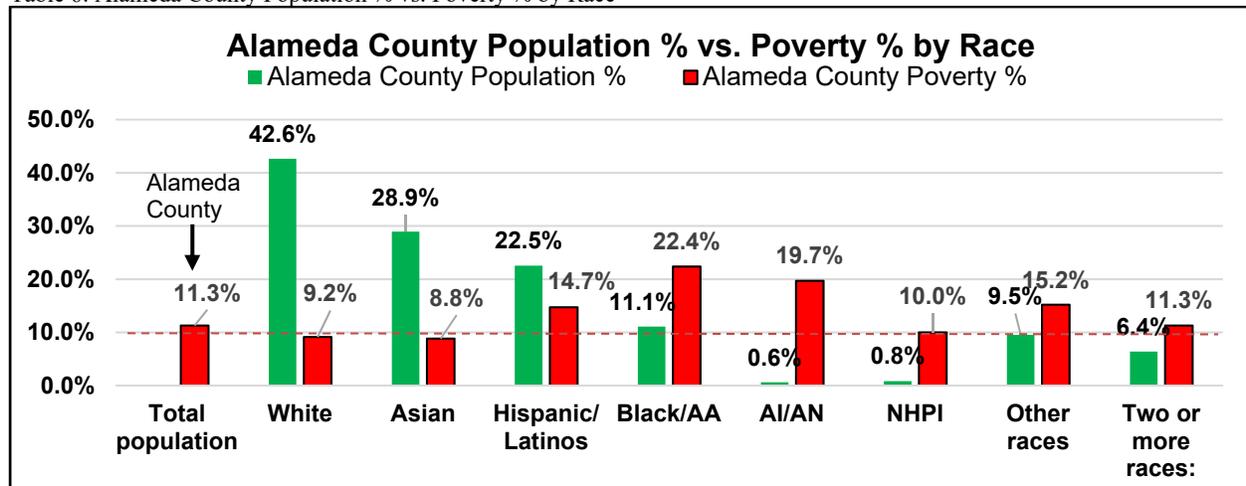Table 5: CSBG 100% Poverty Guidelines (January 1, 2019 to December 31, 2019)

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, 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).

When race is further analyzed by poverty in relation to population, the chart below (Table 6) 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 their 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).

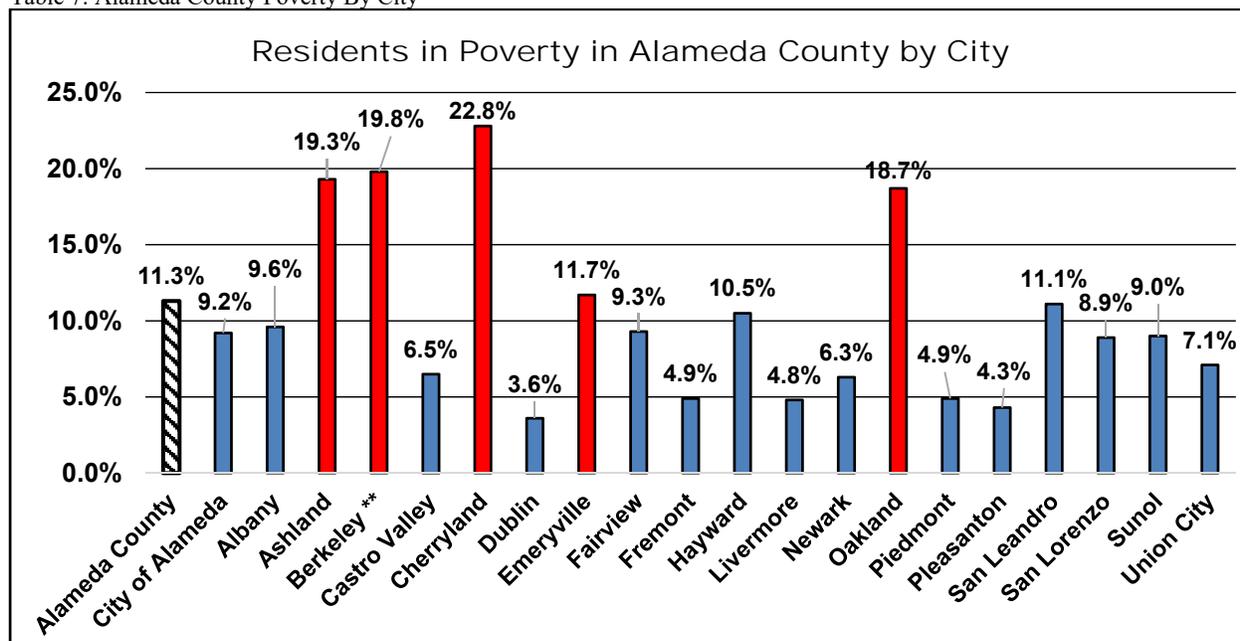Table 6: Alameda County Population % vs. Poverty % by Race

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

To further analyze where those who live-in poverty reside, Table 7 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 7: Alameda County Poverty By City

Residents in Poverty in Alameda County by City

City	Percentage
Alameda County	11.3%
City of Alameda	9.2%
Albany	9.6%
Ashland	19.3%
Berkeley **	19.8%
Castro Valley	6.5%
Cherryland	22.8%
Dublin	3.6%
Emeryville	11.7%
Fairview	9.3%
Fremont	4.9%
Hayward	10.5%
Livermore	4.8%
Newark	6.3%
Oakland	18.7%
Piedmont	4.9%
Pleasanton	4.3%
San Leandro	11.1%
San Lorenzo	8.9%
Sunol	9.0%
Union City	7.1%

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 and Seniors: 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).

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 are 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%).

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.** Asians earn a median income of $106,898 and Whites earn $93,773, while Hispanics earn $66,728 and African Americans earn $45,807. In the **City of Oakland,** the estimated median household income is much lower at **$63,251.** Asians earn $51,196 and Whites earn $91,387, while Hispanics earn $53,669 and African Americans earn $38,667.

An annual income of less than $24,999 is earned by **15.2% (86,536)** of Alameda County households; **34.3%** of single female-headed households with children 5 years and under have incomes below the poverty level. 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.

The Insight Center for Community Economic Development's (ICCED) Family Needs Calculator states 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) calculates that a single senior renting a one bedroom apartment in Alameda County 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 highest unemployment rates for cities and unincorporated areas in Alameda County 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%**.

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%. More Hispanic/Latino students earned diplomas than any other group at 4,665, which represents 80.2% of their graduating students. 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%. 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.

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.

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. In 2016, the Alameda County Social Services Agency revealed that only 59% of the county's residents who's are eligible for CalFresh are enrolled and receiving benefits.

Affordable Housing: 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. Once housing costs exceed 30% of a household's total income, the household is considered to be cost-burdened; severe rent burden is a household that pays 50% or more of their income on rent.

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 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. 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. In 2017, the County had 88 homicides, 810 forcible rapes, 4,817 robberies, and 4,206 aggravated assaults. In 2017, the jurisdictions reporting the highest number of violent crimes were Oakland (5,521), Berkeley (666), Hayward (563), and San Leandro (524). The latest DOJ report shows that Alameda County had 1,684 juvenile arrests in 2017. Juvenile felony arrests fell 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%.

Alameda County Community Survey

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 a community survey with its current and former grantees, program participants, Board 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
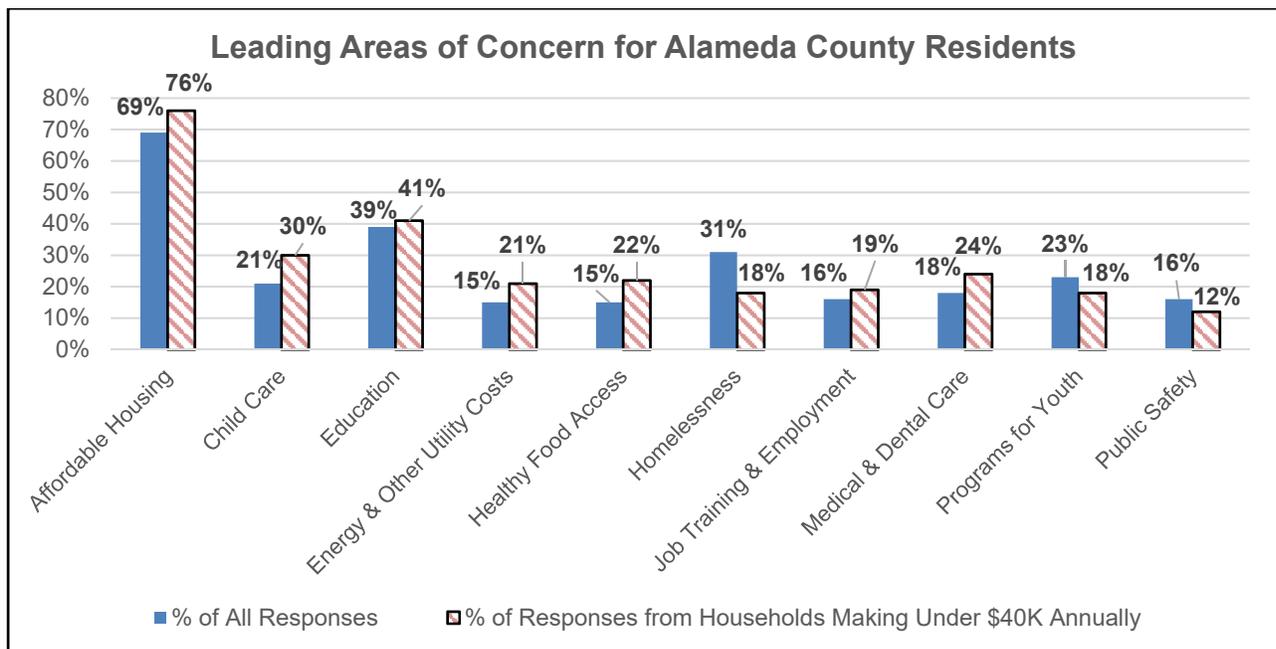
individuals representing financial/banking institutions; and 21 individuals representing health services organizations.

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.

Two hundred and seventy (270) individuals participated in the survey; 186 respondents resided in the City of Oakland (69%), and 84 (31%) resided elsewhere in Alameda County. 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- 2 did not respond, 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.

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%).* AC-OCAP also disaggregated the responses to isolate the leading concerns by households who earned under $40,000 annually.

Leading Areas of Concern for Alameda County Residents

Legend:
- ■ % of All Responses
- ▨ % of Responses from Households Making Under $40K Annually

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%).*

Services that are Considered Inadequate by the Community

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

   Although Alameda County continues to experience rapid economic growth, increased housing displacement and widening income inequality is resulting in more families and seniors being unable to make ends meet.

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

4. 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 five-year American Community Survey data to initially assess the county data as it relates 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 further analyzed to see how poverty breaks down by race, cities and age. Social economic disparities, inequity 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 through client success stories, public testimonials, and community surveys to assess and prioritize the community's needs.

   The quantitative data – U.S. Census data and secondary reports, was used to identify and analyze indicators of poverty in the County. Significant differences between populations, races, and historical patterns are correlated to see if implied causation can be identified.

   Both qualitative and quantitative patterns are analyzed to help identify the priorities of the low-income community and ensure effective innovative anti-poverty strategies, program and services are delivered.

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. This data is then used to assist AC-OCAP in its program planning.

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)
Affordable Housing (From Needs Assessment, Community Survey, & Public Hearing Testimony)	Yes	Yes	Yes. AC-OCAP-funded organizations are required to inform AC-OCAP of other secured funding for projects to minimize duplication.
Education (From Needs Assessment, Community Survey, & Public Hearing Testimony)	Yes	Yes	Yes. AC-OCAP-funded organizations are required to inform AC-OCAP of other secured funding for projects to minimize duplication.
Homelessness (From Needs Assessment, Community Survey, & Public Hearing Testimony)	Yes	Yes	Yes. AC-OCAP-funded organizations are required to inform AC-OCAP of other secured funding for projects to minimize duplication.
Programs for Youth (From Community Survey)	Yes	Yes	Yes. AC-OCAP-funded organizations are required to inform AC-OCAP of other secured funding for projects to minimize duplication.
Child Care (From Needs Assessment, Community Survey, & Public Hearing Testimony)	Yes	No	AC-OCAP, City of Oakland Head Start & Oakland's Fund for Children and Youth (OFCY) are all housed in the City of Oakland's Human Services Department. The Alameda County Childcare Planning Council is the coordinating body across Alameda County and includes Head Start, First 5 Alameda County, and other agencies. Childcare resources are highlighted in AC-OCAP's advocacy work; for example, AC-OCAP's support of Measure A.

Need			
Medical & Dental Care (From Needs Assessment & Community Survey)	Yes	Yes	Yes. AC-OCAP-funded organizations are required to inform AC-OCAP of other secured funding for projects to minimize duplication.
Job Training & Employment Placement (From Needs Assessment, Community Survey, & Public Hearing Testimony)	Yes	Yes	Yes. AC-OCAP-funded organizations are required to inform AC-OCAP of other secured funding for projects to minimize duplication.
Public Safety (From Needs Assessment & Community Survey)	Yes	No	AC-OCAP is a partner with Oakland Unite (the City of Oakland's violence prevention initiative), and fund a number of programs that target the re-entry population under our Entrepreneurship/Job Training & Employment Placement Strategy.
Food Security (From Needs Assessment & Public Hearing Testimony)	Yes	Yes	Yes. AC-OCAP-funded organizations are required to inform AC-OCAP of other secured funding for projects to minimize duplication.
Income & Asset Building (From Needs Assessment & Public Hearing Testimony)	Yes	Yes	Yes. AC-OCAP-funded organizations are required to inform AC-OCAP of other secured funding for projects to minimize duplication.
Services for Seniors (From Needs Assessment & Public Hearing Testimony)	Yes	Yes	Yes. AC-OCAP-funded organizations are required to inform AC-OCAP of other secured funding for projects to minimize duplication.
Services & Resources for New Americans (From Needs Assessment & Public Hearing Testimony)	Yes	Yes	Yes. AC-OCAP-funded organizations are required to inform AC-OCAP of other secured funding for projects to minimize duplication.

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. Affordable Housing	CSBG Grantees: • Downtown Streets –housing assistance available to participants through Employment Based Rental Assistance Program • Family Emergency Shelter Coalition –emergency shelter, transitional, and permanent supportive housing for homeless families • Housing & Economic Rights Advocates – eviction assistance • Satellite Affordable Housing Associates – permanent supportive housing for low-income and homeless seniors • St. Mary's Center – emergency shelter, transitional, and permanent supportive housing for seniors • City of Oakland's Community Housing Program – coordinates City of Oakland housing strategies and Housing Resource Center (one-stop for housing services) • Unity Council – housing stabilization and retention services • Eden I&R – 2-1-1 referral services	Family & Individual	FNPI 4a, 4b, 5f, 5g SRV 4f, 4m, 4n, 4o, 7c
2. Education	CSBG Grantees: • Hack the Hood – tutoring, mentoring, and technology training for youth age 16-24 • Civicorps – High school diploma program • Downtown Streets – housing, job training and employment assistance for homeless individuals • La Familia – GED assistance and career technical education • Youth Employment Partnership – employment preparation education • Eden I&R – 2-1-1 referral services	Family & Individual	FNPI 2d(3), 2f, 2g, 2h SRV 2e, 2u, 7c
3. Homelessness	CSBG Grantees:	Family & Individual	FNPI 4a, 4b

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Category	Target	Codes
		SRV 4f, 4m, 4n, 4o, 5jj, 7c
		• Downtown Streets – housing, job training and employment assistance for homeless individuals • Family Emergency Shelter Coalition – emergency shelter, transitional, and permanent supportive housing for homeless families • Housing & Economic Rights Advocates – eviction assistance • St. Mary's Center – emergency shelter, transitional, and permanent supportive housing for seniors • City of Oakland's Community Housing Program – coordinates City of Oakland housing strategies and Housing Resource Center (one-stop for housing services) • Unity Council – housing stabilization and retention services • Eden I&R – 2-1-1 referral services
4. Programs for Youth	Family & Individual	FNPI 1a, 2d(3), 2g, 2h SRV 1a, 1d, 1m, 2e, 2u, 7c
		CSBG Grantees: • Hack the Hood – internships, training, and coaching to prepare for employment in the technology sector for youth • La Familia – training and internship placements for youth • Youth Employment Partnership – training and summer employment for youth • Eden I&R – 2-1-1 referral services
5. Medical & Dental Care	Family & Individual	FNPI 5f, 5g SRV 7c
		CSBG Grantees/Internal Partners: • Satellite Affordable Housing Associates – permanent supportive housing for low-income and homeless seniors • Eden I&R – 2-1-1 referral services
6. Job Training & Employment Placement	Family & Individual	FNPI 1a, 1b, 1c, 1e, 1f SRV 1a, 1d, 1e, 1f, 1m, 7c
		CSBG Grantees: • AnewAmerica – microenterprise development for adults • Hack the Hood – internships, training, and coaching to prepare for employment in the technology sector for youth • Civicorps – paid job training for youth • Downtown Streets – volunteer work experience and employment support services for homeless adults • Roots Community Health Center – job training and placement for re-entry individuals • Rubicon Programs, Inc. – workforce development services for adults • La Familia – training and internship placements for youth • Youth Employment Partnership – training and summer employment for youth • Eden I&R – 2-1-1 referral services

Agency Priorities	Description of programs/services/activities	Agency/Community/Family & Individual	Indicator/Service Category
7. Services for Seniors	CSBG Grantees/Internal Partners: • Satellite Affordable Housing Associates – permanent supportive housing for low-income and homeless seniors • St. Mary's Center – emergency shelter, transitional, and permanent supportive housing for seniors • Eden I&R – 2-1-1 referral services	Family & Individual	FNPI 4a, 4b, 5f, 5g SRV 4m, 4n, 4o, 7c
8. Services & Resources for New Americans	CSBG Grantees/Internal Partners: • AnewAmerica – microenterprise development for adults • Unity Council – housing stabilization and retention services • Eden I&R – 2-1-1 referral services	Family & Individual	FNPI 1b, 3h, 4b SRV 1e, 3b, 3c, 3f, 7c
9. Income & Asset Building	CSBG Grantees/Internal Partners: • Alameda County Earned Income Tax Credit (EITC) Coalition – promotes the State & Federal EITC for eligible taxpayers and provides access to free tax prep assistance • AnewAmerica – microenterprise development for adults • Housing & Economic Rights Advocates *HERA) – assists low-income residents with debt collection, credit report and access to credit issues • Roots Community Health Center – job training and placement for re-entry individuals • Unity Council – housing stabilization and retention services • Eden I&R – 2-1-1 referral services	Family & Individual / Community Level	CNPI 3a.2, 3b.2 FNPI 3c, 3h SRV 3b, 3c, 3f, 3m, 3o, 7c
10. Food Security	CSBG Grantees/Internal Partners: • Community Housing Services – Oakland's annual Holiday dinner for unhoused residents • Office of Children & Youth Services – Oakland Summer Lunch Program for youth • Safe Passages – Alameda County monthly food bag distribution • Eden I&R – 2-1-1 referral services	Family & Individual	SRV 5jj, 7c

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
CNPI 3a.2	Monthly reports from Alameda County EITC Coalition partners	TaxSlayer software used by partner VITA sites. Designated staff at each agency collects and aggregates data	Monthly, during tax season
CNPI 3b.2	Monthly reports from Alameda County EITC Coalition partners	TaxSlayer software used by partner VITA sites. Designated staff at each agency collects and aggregates data	Monthly, during tax season
FNPI 1a	CSBG Grantee Outcomes Chart	Annual Reports submitted by: Hack the Hood, La Familia, & YEP	Annually*
FNPI 1b	CSBG Grantee Outcomes Chart	Annual Reports submitted by: Anew America, Civicorps, Downtown Streets, Roots, Rubicon	Annually*
FNPI 1c	CSBG Grantee Outcomes Chart	Annual Reports submitted by: Civicorps, Roots	Annually*
FNPI 1e	CSBG Grantee Outcomes Chart	Annual Reports submitted by: AnewAmerica, Civicorps, Downtown Streets, Roots, Rubicon	Annually*
FNPI 1f	CSBG Grantee Outcomes Chart	Annual Reports submitted by: Civicorps, Roots	Annually*
FNPI 2d(3)	CSBG Grantee Outcomes Chart	Annual Reports submitted by:Hack the Hood, YEP	Annually*
FNPI 2f	CSBG Grantee Outcomes Chart	Annual Reports submitted by: Civicorps, Downtown Streets, Hack the Hood, La Familia, Roots, Rubicon	Annually*
FNPI 2g	CSBG Grantee Outcomes Chart	Annual Reports submitted by: Civicorps, Hack the Hood	Annually*
FNPI 2h	CSBG Grantee Outcomes Chart	Annual Reports submitted by: Rubicon, YEP	Annually*
FNPI 3c	CSBG Grantee Outcomes Chart	Annual Report submitted by: Roots	Annually*
FNPI 3h	CSBG Grantee Outcomes Chart	Annual Report submitted by: Unity Council	Annually*

Indicator	Source	Detail	Frequency
FNPI 4a	CSBG Grantee Outcomes Chart	Annual Reports submitted by: Family Emergency Shelter Coalition, St. Mary's Center	Annually*
FNPI 4b	CSBG Grantee Outcomes Chart	Annual Reports submitted by: Downtown Streets, Family Emergency Shelter Coalition, St. Mary's Center, Unity Council	Annually*
FNPI 5f	CSBG Grantee Outcomes Chart	Annual Reports submitted by: St. Mary's Center, Satellite Affordable Housing Coalition	Annually*
FNPI 5g	CSBG Grantee Outcomes Chart	Annual Report submitted by: Satellite Affordable Housing Coalition	Annually*
SRV 1a	CSBG Grantee Outcomes Chart	Annual Reports submitted by: Hack the Hood, Rubicon	Annually*
SRV, 1d	CSBG Grantee Outcomes Chart	Annual Reports submitted by: Roots, YEP	Annually*
SRV 1e	CSBG Grantee Outcomes Chart	Annual Reports submitted by: AnewAmerica	Annually*
SRV 1f	CSBG Grantee Outcomes Chart	Annual Report submitted by: Civicorps, Downtown Streets	Annually*
SRV 1m	CSBG Grantee Outcomes Chart	Annual Reports submitted by: Civicorps, Downtown Streets, Hack the Hood, La Familia, Roots, Rubicon	Annually*
SRV 2e	CSBG Grantee Outcomes Chart	Annual Report submitted by: Hack the Hood	Annually*
SRV 2u	CSBG Grantee Outcomes Chart	Annual Reports submitted by: Civicorps, La Familia	Annually*
SRV 3b	CSBG Grantee Outcomes Chart	Annual Report submitted by: Unity Council	Annually*
SRV 3c	CSBG Grantee Outcomes Chart	Annual Reports submitted by: AnewAmerica, Unity Council, Housing & Economic Rights Advocates	Annually*
SRV 3f	CSBG Grantee Outcomes Chart	Annual Report submitted by: AnewAmerica	Annually*
SRV 3m	CSBG Grantee Outcomes Chart	Annual Report submitted by: Roots	Annually*
SRV 3o	Tax returns filed through VITA programs	Tax Slayer data reported by United Way of the Bay Area	Annually*
SRV 4f	CSBG Grantee Outcomes Chart	Annual Report submitted by: Housing & Economic Rights Advocates	Annually*
SRV 4m	CSBG Grantee Outcomes Chart	Annual Reports submitted by: Family Emergency Shelter Coalition, St. Mary's Center	Annually*

SRV 4n	CSBG Grantee Outcomes Chart	Annual Report submitted by: St. Mary's Center	Annually*
SRV 4o	CSBG Grantee Outcomes Chart	Annual Reports submitted by: Downtown Streets, Family Emergency Shelter Coalition, St. Mary's, the Unity Council	Annually*
SRV 5jj			As needed

*See Appendix F for Grantee Progress Report Template

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 how 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 every three years 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 the contracting process and at 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.

In addition to C.E.O. partners funded through the competitive RFP process, AC-OCAP has "internal" programming that provides a range of supportive services including food security, legal assistance, financial empowerment, and legal services.

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 the Community Needs Assessment and alignment with the agency's strategic focus areas: entrepreneurship/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 (C.E.O) 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 through financial education, business planning trainings, and one-on-one technical assistance.	Staff salaries & benefits - $52,196 Other Direct Costs (Facility Rental, Office Supplies/Program Materials, Travel) - $5,004 Indirect Costs - $7,800 Total: $65,000

Civicorps	*Civicorps' Professional Pathway* 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.	*Downtown Streets Team* 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	*Hack the Hood Boot Camp and Membership Program* 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 Copying - $250. Travel/Transportation - $3,000 Student Stipends - $9,000 Indirect Costs: $7,891 Total: $68,854
Southern Alameda County Comite for Raza Mental Health, DBA La Familia	*The La Familia Reengagement Academies* 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	*The Roots Emancipators Initiative* 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 - $32,462 Indirect Costs - $5,908 Total: $65,000
Rubicon Programs, Inc.	*Rubicon's Eden Area America's Job Center of California* 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	*The Oakland Firefighters Youth Academy* 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 Indirect Costs - $2,400 Total: $40,000
Low-Income Housing		
Family Emergency Shelter Coalition (FESCO)	*FESCO* 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)	*SAHA's Lakeside Senior Apartments* 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	*The Unity Council's Housing & Financial Connection Program* 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 Indirect Costs - $7,206 Total: $65,000
St. Mary's Center	*St. Mary's Center's Senior Homeless Services* 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	*Hunger Free Initiative* - 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	*The Bay Area Legal Aid Alameda County Legal Safety Net Project* 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)	*HERA* 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).

<u>Sub-Grantees – Contracts/Service Agreements</u>
<u>Entrepreneurship/Job Training & Employment Placement</u>:
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

<u>Low-Income Housing:</u>
Family Emergency Shelter Coalition; Satellite Affordable Housing Associates; Spanish Speaking Unity Council of Alameda County, DBA The Unity Council; St. Mary's Center;

<u>Information & Referral:</u>
Eden Information & Referral, Inc.

<u>Financial Empowerment:</u>
Housing & Economic Rights Advocates

<u>Memorandums of Understanding</u>
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)

<u>Community Partners – As Needed Partnerships</u>
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.**
- **EveryOne Home's mission is to end Homelessness in Alameda County**
- **United Way of the Bay Area, works toward health, education and financial stability of every individual**
- **Spectrum Community Services mission is to improve the health and safety of seniors and low-income residents in Alameda County**
- **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 through 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 is 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 programing and issues that impact Alameda County's low-income population. In addition, in 2019 AC-OCAP developed and conducted a county-wide community survey that gathered information from key sectors in the community, 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

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 and a major thought partner, AC-OCAP is aware of services funded by other local and state funders within Alameda County. Staff also participates in a number of county-wide initiatives 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.

As a best practice, 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. AC-OCAP also monitors its partners financial records to ensure fund based accounting principles are practiced. In addtion, the agency oversees and funds the local 211 service provider to ensure county-wide access to programs and services.

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 activites and results to the community. A list of AC-OCAP collateral pieces are as follows: Agency brochure, including list of services provided, 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, LGBTQ, 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 (YAB) for our transitional age youth. This effort is a direct result of an action item from the youth who participated in 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 C.E.O Network Partners Elevating Soulciety and Youth Employment Partnership (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. 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, the agency 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 programing 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 AC-OCAP's monitoring process is to insure that programs and services are being operated in aligment with federal Community Services Block Grant regulations, and the terms and conditions of both the State and city contracting process. 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. As part of AC-OCAP's monitoring protocol, the agency will continue to review and assess information documented in the mid-year and annual reports submitted by contractors, bi-monthy review of request for funds, and conduct on site fiscal and programatic monitoring visits.

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 each funded AC-OCAP program is required to: 1) complete a desk audit; 2) submit bi-monthly Request for Fund payments; 3) submit a midyear progress and annual report that provides grantees an opportunity to share program accomplishments, collaborations, other related issues, 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.

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 bi-monthly. At Site Visits, staff interviews 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 and other work supports 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;*

(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 grands 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)

Appendix D - Data Sources

Appendix E - AC-OCAP Community Survey

Appendix F - Public Hearing Announcements

Appendix G - Public Hearing Sign In Sheets

Appendix H - AC-OCAP Strategic Focus Areas

Appendix I - CSBG Grantee Progress Report Templates

Appendix J - CSBG Grantee Due Dates 2019

Appendix K - AC-OCAP Risk Assessment Tool

Appendix L - AC-OCAP Program Monitoring Tool

APPENDIX D: Data Sources

The following sources were referenced in the Alameda County-Oakland Community Action Partnership 2020-2021 Community Action Plan:

1. US Census Bureau Report 2000, www.census.gov
2. US Census Bureau Report 2010, www.census.gov
3. American Community Surveys 5 Year Estimates 2008-2012, www.census.gov
4. American Community Surveys 5 Year Estimates 2009-2013, www.census.gov
5. American Community Surveys 5 Year Estimates 2010-2014, www.census.gov
6. American Community Surveys 5 Year Estimates 2011-2015, www.census.gov
7. American Community Surveys 5 Year Estimates 2012-2016, www.census.gov
8. American Community Surveys 5 Year Estimates 2013-2017, www.census.gov
9. Bay Area Demographics, www.bayareacensusca.gov/counties/AlamedaCounty.htm, www.bayareacensusca.gov/cities/Oakland.htm
10. 2019 US Department of Health and Human Services Poverty Guidelines, https://aspe.hhs.gov/poverty-guidelines
11. Alameda County Public Health Department, Maternal, Paternal, Child, and Adolescent Health, http://www.acphd.org
12. Insight Center for Community Economic Development, http://Insightcced.org/2018-family-needs-calculator
13. CA Employment Development Department, www.edd.ca.gov
14. CA Department of Education, http://data1.cde.ca.gov/dataquest
15. Lucile Packard Foundation for Children's Health, https://www.kidsdata.org
16. CalFresh and Summer Lunch Programs, Alameda Social Services, https://www.alamedasocialservices.org
17. Alameda County Community Food Bank, Free Summer Lunch, https://www.accfb.org
18. CA Department of Justice, Crime and Clearances Data, https://openjustice.doj.ca.gov
19. Fair Market Rent Documentation System, https://www.huduser.gov
20. Out of Reach 2018, https://nlihc.org

Alameda County-Oakland Community Action Partnership
2019 Community Survey

Thank you for participating! Please take a few moments to fill out this survey about your experience living in Alameda County. At the end of the survey you will have a chance to enter a drawing for a gift card.

1) Please indicate the number of people living in your **household**: _____

2) Please indicate your total **household** annual income:

    O $ 0 – 20,000   O $20,001 – 40,000   O $40,001 – 60,000   O $60,001 – 80,000   O $80,001 and over

3) Please enter your city: _____

4) Please enter your zip code: _____

5) Please indicate your gender: O Male   O Female   O Prefer to self-describe: _____

6) Please indicate your race:

O Black	O American Indian & Alaska Native	O Hispanic/Latino
O White	O Native Hawaiian & Other Pacific Islander	O Asian
O Other/Multi Race: _____		

7) Please indicate the **THREE (3)** most important concerns for **YOU and/or YOUR FAMILY:**

O Affordable Housing	O Eviction Prevention	O Programs for Youth
O Alcohol & Drug Treatment	O Foreclosure Prevention	O Public Safety
O Banking Services	O Healthy Food Access	O Services for Seniors
O Child Care	O Homelessness	O Services for Veterans
O Debt Management	O Immigration & Citizenship	O Transportation
O Disability Access	O Job Training & Employment	O Other:
O Education	O Medical & Dental Care	O Other:
O Energy & Other Utility Costs	O Mental Health Services	O Other:

Alameda County-Oakland Community Action Partnership
2019 Community Survey

8) Please rate how you feel the following services are being provided in your COMMUNITY?	Excellent 3	Average 2	Poor 1	Don't Know 0
Affordable Housing	3	2	1	0
Alcohol & Drug Treatment	3	2	1	0
Banking Services	3	2	1	0
Child Care	3	2	1	0
Debt Management	3	2	1	0
Disability Access	3	2	1	0
Education	3	2	1	0
Energy & Other Utility Costs	3	2	1	0
Eviction Prevention	3	2	1	0
Foreclosure Prevention	3	2	1	0
Healthy Food Access	3	2	1	0
Homelessness	3	2	1	0
Immigration & Citizenship	3	2	1	0
Job Training & Employment	3	2	1	0
Medical & Dental Care	3	2	1	0
Mental Health Services	3	2	1	0
Programs for Youth	3	2	1	0
Public Safety	3	2	1	0
Services for Seniors	3	2	1	0
Services for Veterans	3	2	1	0
Transportation	3	2	1	0
Other:	3	2	1	0

9) Contact Information

If you are interested in entering the drawing for a gift card, please complete the information below

Name: _____

Email Address: _____

Phone Number: _____

10) How did you find out about this survey? If a specific agency referred you, please state the name of the agency.

_____

_____

Thank You for Your Time!

Asociación de Acción Comunitaria del Condado de Alameda – Oakland
Encuesta a la comunidad 2019

¡Gracias por participar! Tómese un momento para llenar esta encuesta sobre su experiencia de vivir en el Condado de Alameda. Al final de esta encuesta tendrá la oportunidad de participar en un sorteo de una tarjeta regalo.

1) Indique el número de personas que viven en su **hogar**: _____

2) Indique los ingresos anuales totales de su **hogar:**

- $ 0 – 20,000
- $20,001 – 40,000
- $40,001 – 60,000
- $60,001 – 80,000
- $80,001 y superior

3) Indique su ciudad: _____

4) Indique su código postal: _____

5) Indique su género:
- Masculino
- Femenino
- Prefiero describirme como: _____

6) Indique su raza:

- Afroamericano
- Indígena americano y nativo de Alaska
- Hispano/Latino

- Blanco
- Hawaiano nativo y otros isleños del Pacífico
- Asiático

- Otros/Multirracial: _____

7) Indique los **TRES (3)** asuntos más importantes para **USTED y/o SU FAMILIA:**

O Vivienda asequible	O Prevención de desalojo	O Programas juveniles
O Tratamiento para drogas y alcohol	O Prevención de ejecución hipotecaria	O Seguridad pública
O Servicios bancarios	O Acceso a alimentos sanos	O Servicios para adultos mayores
O Cuidado infantil	O Falta de vivienda	O Servicios para veteranos
O Gestión de deuda	O Inmigración y ciudadanía	O Transporte
O Acceso para discapacitados	O Formación laboral y empleo	O Otro:
O Educación	O Salud médica y dental	O Otro:
O Costos de energía y otros servicios públicos	O Servicios de salud mental	O Otro:

Asociación de Acción Comunitaria del Condado de Alameda – Oakland
Encuesta a la comunidad 2019

8) Califique cómo siente que se están ofreciendo los siguientes servicios en su COMUNIDAD:	Excelente 3	Normal 2	Mal 1	No lo sé 0
Vivienda asequible	3	2	1	0
Tratamiento para drogas y alcohol	3	2	1	0
Servicios bancarios	3	2	1	0
Cuidado infantil	3	2	1	0
Gestión de deuda	3	2	1	0
Acceso para discapacitados	3	2	1	0
Educación	3	2	1	0
Costos de energía y otros servicios públicos	3	2	1	0
Prevención de desalojo	3	2	1	0
Prevención de ejecución hipotecaria	3	2	1	0
Acceso a alimentos sanos	3	2	1	0
Falta de vivienda	3	2	1	0
Inmigración y ciudadanía	3	2	1	0
Formación laboral y empleo	3	2	1	0
Salud médica y dental	3	2	1	0
Servicios de salud mental	3	2	1	0
Programas juveniles	3	2	1	0
Seguridad pública	3	2	1	0
Servicios para adultos mayores	3	2	1	0
Servicios para veteranos	3	2	1	0
Transporte	3	2	1	0
Otro:	3	2	1	0

9) Información de contacto

Si está interesado en participar en el sorteo de una tarjeta regalo, llene la información a continuación

Nombre: _____

Dirección de correo electrónico: _____

Número telefónico: _____

10) ¿Cómo se enteró de esta encuesta? Si fue referido por una agencia específica, indique el nombre de la agencia.

_____

_____

¡Gracias por su tiempo!

阿拉米達縣 - 屋崙社區行動合作署（AC-OCAP）
2019 年度社區調查

E

感謝您的參與！以下問卷內容將花費您幾分鐘，請您基於在阿拉米達縣（**Alameda**）的生活經驗來填寫。問卷結束後，您將有機會獲得禮品卡抽獎資格。

1) 您的**家庭人口**總數：＿＿＿＿＿＿＿＿＿＿＿

2) 您的**家庭年收入**總數：

  ⭕ ＄0 – 20,000   ⭕ $20,001 – 40,000   ⭕ $40,001 – 60,000   ⭕ $60,001 – 80,000   ⭕ $80,001 以上

3) 您所在的城市：＿＿＿＿＿＿＿＿＿＿

4) 郵遞區號：＿＿＿＿＿＿＿＿

5) 您的性別：   ⭕ 男   ⭕ 女   ⭕ 自述：＿＿＿＿＿＿＿＿＿

6) 您的民族：

⭕ 黑人	⭕ 印第安人 & 阿拉斯加原住民	⭕ 西班牙裔/拉丁裔
⭕ 白人	⭕ 夏威夷原住民 & 其他太平洋島民	⭕ 亞裔
⭕ 其他/混血：＿＿＿＿＿＿＿＿＿＿＿＿＿＿		

7) 請選出 **3** 項您和您的家人最關心的問題：

⭕ 平價住房	⭕ 遭房東驅逐預防	⭕ 適合青少年的活動項目
⭕ 酗酒 & 毒癮治療	⭕ 取消贖回權（Foreclosure）預防	⭕ 公共安全
⭕ 銀行服務	⭕ 健康食品供應	⭕ 長者服務
⭕ 幼托服務	⭕ 流浪人士關懷	⭕ 退伍軍人服務
⭕ 債務管理	⭕ 移民 & 公民	⭕ 交通
⭕ 殘疾人設施	⭕ 就業培訓 & 就業	⭕ 其他：
⭕ 教育	⭕ 醫療 & 牙科保健	⭕ 其他：
⭕ 能源 & 其他公用事業成本	⭕ 精神健康服務	⭕ 其他：

阿拉米達縣 - 屋崙社區行動合作署（AC-OCAP）
2019 年度社區調查

8) 請您對您社區提供的下列服務項目進行評價	優秀 3	一般 2	不好 1	不清楚 0
平價住房	3	2	1	0
酗酒 & 毒癮治療	3	2	1	0
銀行服務	3	2	1	0
幼托服務	3	2	1	0
債務管理	3	2	1	0
殘疾人設施	3	2	1	0
教育	3	2	1	0
能源 & 其他公用事業成本	3	2	1	0
遭房東驅逐預防	3	2	1	0
取消贖回權預防	3	2	1	0
健康食品供應	3	2	1	0
流浪人士關懷	3	2	1	0
移民 & 公民	3	2	1	0
就業培訓 & 就業	3	2	1	0
醫療 & 牙科保健	3	2	1	0
精神健康服務	3	2	1	0
適合青少年的活動項目	3	2	1	0
公共安全	3	2	1	0
長者服務	3	2	1	0
退伍軍人服務	3	2	1	0
交通	3	2	1	0
其他：	3	2	1	0

9) 聯繫資訊

如果您對禮品卡抽獎感興趣，請您填寫下列資訊。

姓名：_____

電子郵件地址：_____

電話號碼：_____

10) 您是如何獲知本調查的？如果獲知來源為一機構，請寫下該機構的名稱。

_____

_____
再次感謝您撥冗填寫問卷！

Alameda County-Oakland
Community
Action®
PARTNERSHIP

HAVE YOUR VOICE HEARD

PUBLIC HEARING ON POVERTY IN ALAMEDA COUNTY

MONDAY, JUNE 10, 2019 AT 6PM

Oakland City Hall
1 Frank Ogawa Plaza
Hearing Room 3
Oakland, CA 94612

Alameda County-Oakland Community Action Partnership is seeking comment from the community on its Community Action Plan and input on the needs and gaps in services that exist for Alameda County's low-income residents.

FOR MORE INFORMATION CALL (510) 238-2362 OR VISIT www.AC-OCAP.com

This meeting location is wheelchair accessible. To request disability-related accommodations or to request an ASL, Cantonese, Mandarin, or Spanish interpreter, please email AC-OCAP@oaklandca.gov or call (510) 238-2362 at least five working days before the meeting. Please refrain from wearing scented products to this meeting as a courtesy to attendees with chemical sensitivities.

Alameda County-Oakland
Community Action
PARTNERSHIP

HAGA QUE SU VOZ SEA ESCUCHADA

AUDIÉNCIA PÚBLICA SOBRE LA POBREZA EN EL CONDADO DE ALAMEDA

LUNES 10 DE JUNIO DE 2019 A LAS 6PM
Ayuntamiento de Oakland
1 Frank Ogawa Plaza Sala de Audiencias 3
Oakland, CA 94612

La Asociación de Acción Comunitaria del Condado de Alameda-Oakland está buscando comentarios de la comunidad sobre su Plan de Acción Comunitaria y opiniones sobre las necesidades y brechas en los servicios que existen para los residentes de bajos ingresos del Condado de Alameda.

PARA MÁS INFORMACIÓN LLAME AL (510) 238-2362 O VISITE www.AC-OCAP.com

Esta reunión es accesible con sillas de ruedas. Para solicitar adaptaciones relacionadas con una discapacidad o para solicitar un intérprete de ASL, cantonés, mandarín o español, envíe un correo electrónico a AC-OCAP@oaklandca.gov o llame al (510) 238-2362 al menos cinco días laborables antes de la reunión. Por favor no usar perfumes para esta reunión como cortesía para los que tienen sensibilidad a los productos químicos.

發表您的意見

阿拉米達郡扶貧措施
公開聽證會

2019 年 6 月 10 日，星期一下午 6 時
屋崙市政府
1 Frank Ogawa Plaza
Hearing Room 3
Oakland, CA 94612

阿拉米達郡－屋崙社群行動夥伴關係正在徵求社群對其社群行動計劃的意見，並針對阿拉米達郡低收入居民的服務需求和差距提供相關意見。

會議場所提供無障礙設施通道。如需申請殘障人士住宿或要求美國手語 (ASL)、粵語、普通話或西班牙語口譯員，請至少在會議開始前五個工作日寄送電子郵件至 AC-OCAP@oaklandca.gov 或致電 (510) 238-2362。為顧及對化學物質過敏的與會者，參與本次會議時，請勿噴灑香水或使用香味產品。

Guest Sign-In Sheet
Appendix G

ALAMEDA COUNTY-OAKLAND COMMUNITY ACTION PARTNERSHIP
BOARD MEETING & PUBLIC HEARING ON THE PROPOSED 2019-2020 CAP PLAN
FOR THE COMMUNITY SERVICES BLOCK GRANT
MONDAY, JUNE 10, 2019

City Hall
One Frank H. Ogawa Plaza
Hearing Room 3

Rep. of Low-income Community	Service Provider	Other	Name (Please print)	Agency/City	Email
	☑	☐	Jessica Redditt	Baylegal	jredditt@baylegal.org
☑	☐	☐	Neu Myhand	Poor People's Campaign	myhand94606@gmail.com
	☑	☐	Nikki Beasley	RNHS	nikkibeasley@easlaynhs.org
	☑	☐	Michel Gelobter	NWOR JAE 1800	MICHEL@NWORTHE HOOD.ORG
	☑	☐	Anissa Basoco-Villarreal	Alameda County Social Services	abvillarreal@acgov.org
	☑	☐	Emma Ishii	Alameda County Board of Supervisors District 5	emma.ishii@acgov.org
☐	☐	☑	Aurora Quintanilla	Rubicon/WIOA	lolarita91@gmail.com

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ALAMEDA COUNTY-OAKLAND COMMUNITY ACTION PARTNERSHIP

BOARD MEETING & PUBLIC HEARING ON THE PROPOSED 2019-2020 CAP PLAN

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MONDAY, JUNE 10, 2019

City Hall
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Hearing Room 3

Rep. of Low-income Community	Service Provider	Other	Name (Please print)	Agency/City	Email
☑	☒	☐	Tashae Hawkins	Hack the Hood	tashae@Hack the Hood .org
☑	☐	☑	Resheemah White	Downtown Streets Team / Oak	Resheemah white @gmail.com
☐	☑	☐	ZAMA Dlamini	Downtown streets team / Oakland	zama @ streets Team.org
☐	☑	☐	EDMIR GUERRERO	LA FAMILIA / FESO	eguerrero@lafamilia119 (ounseling. org
☐	☑	☐	Brandy Burke	Civicorps	brandy.burke @cucorps. org
☐	☐	☐	Larry Ewings	LA familia Youth Newkford	lewings@lafamilia counseling.org
☑	☑	☐	Brenda Orellana	HERA Housing & Econ. Rights Advocates	inquiries@ heraca.org

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City Hall
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Hearing Room 3

Name (Please print)	Agency/City	Email	Rep. of Low-income Community	Service Provider	Other
Alan Kwok	Fremont Family Resource Center	akwak@fremont.gov		✓	
Aquil Naji	Roots Community Health	aquil@rootsclinic.org		✓	
Ronnie Scott	Roots Health Cyd	ronnieScott597@gmail.com			✓
Alice Park-Renzi	Alameda Co. CAO	alice.park@acgov.org			✓
Tiffany Harris		tiffany.a.harris@gmail.com			✓
EMMANUEL SANCHEZ	THE UNITY COUNCIL	esanchez@unitycouncil.org		✓	
Alison De Jung	Eden I&R/211	adejung@edenir.org		✓	

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BOARD MEETING & PUBLIC HEARING ON THE PROPOSED 2019-2020 CAP PLAN
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City Hall
One Frank H. Ogawa Plaza
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Rep. of Low-income Community	Service Provider	Other	Name (Please print)	Agency/City	Email
	X		✓ Sharon Cornu	St. Mary's Center	sharoncornu@stmaryscenter.org
		X	Tricia Piper-Bennett	LWVO	leaving.bennett17@jonij.com
X			Patricia Schader		sahann.to@gmail-cant
X		X	✓ Kokavulu LumuKanda	VakenzaCorp/Oak	brokulture@yahoo.com
		X	Tamara Lawrence	City of Oak	tamaralawrence@gmail.
			✓ Nathan Mills	Rubicon Programs	nathann@rubiconprograms.org
			✓ Lenore McDonald	Center for Elders Independence	lmcdonald@cei.elders.org

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ALAMEDA COUNTY-OAKLAND COMMUNITY ACTION PARTNERSHIP
BOARD MEETING & PUBLIC HEARING ON THE PROPOSED 2019-2020 CAP PLAN
FOR THE COMMUNITY SERVICES BLOCK GRANT
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City Hall
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Rep. of Low-income Community	Service Provider	Other	Name (Please print)	Agency/City	Email
☐	☑	☐	Alex Boskovich	Alco Community Food Bank	aboskovich@accfb.org
☐	☑	☐	Hana Mendoza	ACCFB	hmendoza@accfb.org
☐	☐	☒	Julie Hadnot	All In Alameda County	Julie-Hadnot@acgov.org
☐	☑	☐	Alyssia Simpson	FESCO	alyssia2558@gmail.com
☐	☒	☐	Steven Dial	AnewAmerica Comm. Corp. OAKLAND	sdial@anewamerica.org
☐	☒	☐	Lady Feire	AnewAmerica WBC	l022222222@anewamerica.org
☑	☑	☐	Tracey Weaver	urban university	tweaver@urbanunix.org

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ALAMEDA COUNTY-OAKLAND COMMUNITY ACTION PARTNERSHIP
BOARD MEETING & PUBLIC HEARING ON THE PROPOSED 2019-2020 CAP PLAN
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City Hall
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Rep. of Low-income Community	Service Provider	Other	Name (Please print)	Agency/City	Email
☑	☑	☐	MARIA SOUSA	Spanish Speaking Citizens Foundation	JContreras@ssf.org / Msousa@gmail.com
☐	☐	☐	Janae Tyler	Unity Council	sanicetyler5279@gmail.com
☐	☐	☐	Clarissa Doutherty	Parent Voices Oakland	
☐	☐	☐			
☐	☐	☐			
☐	☐	☐			
☐	☐	☐			

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ALAMEDA COUNTY-OAKLAND COMMUNITY ACTION PARTNERSHIP

BOARD MEETING & PUBLIC HEARING ON THE PROPOSED 2019-2020 CAP PLAN

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One Frank H. Ogawa Plaza
Hearing Room 3

Rep. of Low-income Community	Service Provider	Other	Name (Please print)	Agency/City	Email
☑	☐	☐	Daniel Alvarado	Hack the Hood	
☐	☐	☐			
☐	☐	☐			
☐	☐	☐			
☐	☐	☐			
☐	☐	☐			
☐	☐	☐			

As part of its ongoing planning efforts, the Alameda County-Oakland Community Action Partnership Administering Board, supports program and services that provide 1) **Entrepreneurship/Job Training & Employment Placement** to help low-income people and the hard to serve population build skills that lead to employment; 2) **Low-Income Housing** opportunities that help low-income people access safe temporary shelter and/or stable affordable housing /homeownership; 3) **Community Development** to increases access, opportunities, and resources for Alameda County's low-income community; 4) **Civic Engagement** to increase public awareness and expand partnerships; 5**) Advocacy** efforts to mobilize and empower low-income people and the community to take action; and 6) **Capacity Building** that fosters and expands the agency's capacity to address and eradicate poverty. The following chart summarizes AC-OCAP's 2020-2023 strategic focus areas:

AC-OCAP's 2020-2023 Strategic Focus Areas		
Family	Entrepreneurship/JobTraining & Employment Placement	Support employment-focused programs and services that provide entrepreneurship/job training and employment placement opportunities which include education/GED and internships or micro-enterprise/self employment opportunities for adults, youth 16 and older, foster youth, seniors, re-entry population, veterans, and the homeless; **and** **Provide wraparound/bundle services that assist low-income individuals and families with support in the areas such as Behavioral Health/Covered CA, Food Security/Cal Fresh, Banking/Financial Services, Earned Income Tax Credit, and other income support services as it relates to entrepreneurship/job training & employment placement.**
Family	Low-Income Housing	Support programs and services that provide safe temporary shelter (including emergency/transitional, or hotel/motel vouchers), **or** safe and affordable housing (including permanent or stable housing) **or** home ownership opportunities for adults, youth 16 and older, foster youth, seniors, re-entry population, veterans, and the homeless; **and** **Provide wraparound/bundle services that assist low-income individuals and families with support in the areas such as Behavioral Health/Covered CA, Food Security/Cal Fresh, Banking/Financial Services, Earned Income Tax Credit, and other income support services as it relates to low-income housing.**
Family	Community Development (Internal)	Support programs and services that increases access, opportunities, assets, and resources, for Alameda County's low-income community.

Community	Civic Engagement	Support programs and services that increase public awareness and expand partnerships with small businesses, Chambers of Commerce, as well as engaging non-profit and public agencies in the issue of poverty and other issues that affect Alameda County's low-income population
Community	Advocacy	Support programs and services that mobilize, empower and promote low-income individuals and the community to take action in the areas of housing, transportation, seniors, education, employment, veterans, immigration, and other areas that impact low-income families.
Agency	Capacity Building	Support programs and services that foster agency capacity-building in the areas of fund development, board development, social media outreach, and community building.

Updated 5/29/2019

ALAMEDA COUNTY-OAKLAND COMMUNITY ACTION PARTNERSHIP

(AC-OCAP)

Appendix I

2019 Progress Report

DATE:

TO: AC-OCAP Administering Board

AGENCY:

PROGRAM:

SUBJECT: Mid-Year (Jan-June) / Annual (Jan-Dec) Progress Report

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Reporting Period

☐ January - June, 2019
(Due July 8, 2019)

☐ January - December, 2019
(Due January 8, 2020)

Service Area(s)

☐ Alameda County

☐ Oakland

Contact Information

For additional program information, please contact (Grantee's Contact Person).

Name: Address: City/State/Zip: Phone: Email:

Summary of Program and Outcomes (Oakland and Alameda County)

Provide a brief summary of the outcomes, activities, challenges and key strategies employed by your AC-OCAP funded program. This section must include **ALL** your contracted program outcomes and the outcomes achieved so far.

ALAMEDA COUNTY:

(Please number and list EACH program outcome separately)

OAKLAND:
(Please number and list EACH program outcome separately)

Service Location(s) (Oakland and Alameda County)

Please provide **ALL** locations where services are being offered (facilities name/address/city/ state/ zip code).

Customer Satisfaction Survey

Does your agency currently administer a customer satisfaction survey for the services you provide?
If yes, please attach a copy and a summary of survey results.

☐ Yes   ☐ No

Success Story (Oakland and Alameda County)

Include stories about clients that you have served and how the program was helpful to them as related to your outcomes (e.g. if the program assisted the client in moving out of poverty or finding a job, going back to school or reconnecting with family, this is particularly important).

ALAMEDA COUNTY

OAKLAND

Additional Resources (Oakland and Alameda County)

ALAMEDA COUNTY
A.) List the agencies that you work with to provide greater resources and linkages to clients. Provide a brief description of their relationship to your agency (e.g. ABC agency/ job training & placement). Please list each resource separately.

B.) If you have been able to leverage resources via your collaborative efforts and/or networking, please indicate the types of funds (monetary or in-kind) and amounts.

C.) Please include the number of volunteer hours donated to your AC-OCAP funded program, if relevant.

OAKLAND

A.) List the agencies that you work with to provide greater resources and linkages to clients. Provide a brief description of their relationship to your agency (e.g. ABC agency/ job training & placement). Please list each resource separately.

B.) If you have been able to leverage resources via your collaborative efforts and/or networking, please indicate the types of funds (monetary or in-kind) and amounts.

C.) Please include the number of volunteer hours donated to your AC-OCAP funded program, if relevant.

ALAMEDA COUNTY SERVICE AREA ONLY

Please provide information about the **unduplicated** clients served by your program during the reporting period.

_____ = **TOTAL Alameda County's** U**nduplicated Individuals Served**

Service Area(s) for Alameda County's Unduplicated Individuals Served

Service Area(s)	# of Individuals Served
Central County (Ashland; Castro Valley; Cherryland; Fairview; Hayward; San Leandro; and, San Lorenzo)	
North County (Alameda; Albany; Emeryville; and, Piedmont)	
South County (Fremont; Newark; and, Union City)	
East County (Dublin; Livermore; Pleasanton; Sunol; and, unincorporated Tri-Valley areas)	
Unknown	
TOTAL	

OAKLAND SERVICE AREA ONLY

Please provide information about the **unduplicated** clients served by your program during the reporting period.

_____ = **TOTAL Oakland's** U**nduplicated Individuals Served**

Zip Codes for Oakland's Unduplicated Individuals Served

Zip Codes	# of Individuals Served
94601	
94602	
94603	
94604	
94605	
94606	
94607	
94608	
94609	
94610	
94611	
94612	
94614	
94615	
94617	
94618	
94619	
94620	
94621	
94623	
Unknown	
TOTAL	

Appendix I

ALAMEDA COUNTY OUTCOMES

Enter information about participants and outcomes achieved for your program for the reporting period.

___ Unduplicated Alameda County residents were served (excluding Berkeley and Oakland):

Outcomes to be achieved	Reporting Period (Mid-Year or Annual)	I.) Number of Participants Served In program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] (% auto calculated)	V.) Performance Target Accuracy [III/II = V] (% auto calculated)
1.	**Mid-Year** Jan-June		4			
	Annual Jan-Dec		8			
2.	**Mid-Year** Jan-June		5			
	Annual Jan-Dec		20			
3.	**Mid-Year** Jan-June		1			
	Annual Jan-Dec		3			

If the percentage achieving outcome in Reporting Period (Column 4) is <u>**less than**</u> **80% or** <u>**greater than**</u> **100% for any NPI**, please provide a written explanation below.

<u>**EXPLANATIONS**</u>

OAKLAND OUTCOMES

Enter information about participants and outcomes achieved for your program for the reporting period.

___ Unduplicated Oakland residents were served:

Outcomes to be achieved	Reporting Period (Mid- Year or Annual)	I.) Number of Participants Served In program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] (% auto calculated)	V.) Performance Target Accuracy [III/II = V] (% auto calculated)
1.	**Mid-Year** Jan-June		4			
	Annual Jan-Dec		8			
2.	**Mid-Year** Jan-June		5			
	Annual Jan-Dec		20			
3.	**Mid-Year** Jan-June		1			
	Annual Jan-Dec		3			

If the percentage achieving outcome in Reporting Period (Column 4) is **less than** **80% or greater than** **100%** **for any NPI**, please provide a written explanation below.

EXPLANATIONS

Appendix I

Module 4, Section C: All Characteristics Report - Data Entry Form
Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Name of CSBG Eligible Entity Reporting:

A. Total unduplicated number of all INDIVIDUALS about whom one or more characteristics were obtained:

B. Total unduplicated number of all HOUSEHOLDS about whom one or more characteristics were obtained:

C. INDIVIDUAL LEVEL CHARACTERISTICS

1. Gender — Number of Individuals

a. Male	
b. Female	
c. Other	
d. Unknown/not reported	
e. TOTAL (auto calculated)	0

2. Age — Number of Individuals

a. 0-5	
b. 6-13	
c. 14-17	
d. 18-24	
e. 25-44	
f. 45-54	
g. 55-59	
h. 60-64	
i. 65-74	
j. 75+	
k. Unknown/not reported	
l. **TOTAL (auto calculated)**	0

3. Education Levels — Number of Individuals

	[ages 14-24]	[ages 25+]
a. Grades 0-8		
b. Grades 9-12/Non-Graduate		
c. High School Graduate/ Equivalency Diploma		
d. 12 grade + Some Post-Secondary		
e. 2 or 4 years College Graduate		
f. Graduate of other post-secondary school		
g. Unknown/not reported		
h. **TOTAL (auto calculated)**	0	0

4. Disconnected Youth — Number of Individuals

a. Youth ages 14-24 who are neither working or in school	

5. Health — Number of Individuals

	Yes	No	Unknown
a. Disabling Condition			

A disabling condition is a physical or mental impairment that substantially limits one or more major life activities

	Yes	No	Unknown
b. Health Insurance*			

*If an individual reported that they had Health Insurance please identify the source of health insurance below.

Health Insurance Sources

c.1. Medicaid	
c.2. Medicare	
c.3. State Children's Health Insurance Program	
c.4. State Health Insurance for Adults	
c.5. Military Health Care	
c.6. Direct-Purchase	
c.7. Employment Based	
c.8. Unknown/not reported	
c.9. TOTAL (auto calculated)	0

6. Ethnicity/Race — Number of Individuals

a. Ethnicity

a.1. Hispanic, Latino or Spanish Origins	
a.2. Not Hispanic, Latino or Spanish Origins	
a.3. Unknown/not reported	
a.4. TOTAL (auto calculated)	0

b. Race

b.1. American Indian or Alaska Native	
b.2. Asian	
b.3. Black or African American	
b.4. Native Hawaiian and Other Pacific Islander	
b.5. White	
b.6. Other	
b.7. Multi-race (two or more of the above)	
b.8. Unknown/not reported	
b.9. TOTAL (auto calculated)	0

7. Military Status *(Individuals 18+)* — Number of Individuals

a. Veteran	
b. Active Military	
c. Unknown/not reported	
d. TOTAL (auto calculated)	0

8. Work Status *(Individuals 18+)* — Number of Individuals

a. Employed Full-Time**	
b. Employed Part-Time***	
c. Migrant Seasonal Farm Worker	
d. Unemployed (Short-Term, 6 months or less)	
e. Unemployed (Long-Term, more than 6 months)	
f. Unemployed (Not in Labor Force)	
g. Retired	
h. Unknown/not reported	
i. TOTAL (auto calculated)	0

**Working at least 30 hours each week. This could include multiple employers.

***Working less than 30 hours each week. This could include multiple employers.

Appendix I

Module 4, Section C: All Characteristics Report - Data Entry Form
Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Name of CSBG Eligible Entity Reporting:

D. HOUSEHOLD LEVEL CHARACTERISTICS

9. Household Type	Number of Households
a. Single Person *(should be equal to 10a)*	
b. Two Adults NO Children	
c. Single Parent Female	
d. Single Parent Male	
e. Two Parent Household	
f. Non-related Adults with Children	
g. Multigenerational Household	
h. Other	
i. Unknown/not reported	
j. TOTAL (auto calculated)	0

Total for Item 9 should not exceed Item B in this report

10. Household Size	Number of Households
a. Single Person *(should be equal to 9a)*	
b. Two	
c. Three	
d. Four	
e. Five	
f. Six or more	
g. Unknown/not reported	
h. TOTAL (auto calculated)	0

11. Housing	Number of Households
a. Own	
b. Rent	
c. Other permanent housing	
d. Homeless****	
e. Other	
f. Unknown/not reported	
g. TOTAL (auto calculated)	0

****Please refer to HUD's definition of homelessness

12. Level of Household Income	Number of Households
(% of HHS Guideline - https://aspe.hhs.gov/poverty-guidelines)	
a. Up to 50%	
b. 51% to 75%	
c. 76% to 100%	
d. 101% to 125%	
e. 126% to 150%	
f. 151% to 175%	
g. 176% to 200%	
h. 201% to 250%	
i. 250% and over	
j. Unknown/not reported	
k. TOTAL (auto calculated)	0

13. Sources of Household Income	Number of Households
a. Income from Employment Only	
b. Income from Employment and Other Income Source	
c. Income from Employment, Other Income Source, and Non-Cash Benefits	
d. Income from Employment and Non-Cash Benefits	
e. Other Income Source Only	
f. Other Income Source and Non-Cash Benefits	
g. No Income	
h. Non-Cash Benefits Only	
i. Unknown/not reported	
j. TOTAL (auto calculated)	0

Below, please report the types of Other income and/or non-cash benefits received by the households who reported sources other than employment

14. Other Income Source	*Number of Households*
a. TANF	
b. Supplemental Security Income (SSI)	
c. Social Security Disability Income (SSDI)	
d. VA Service-Connected Disability Compensation	
e. VA Non-Service Connected Disability Pension	
f. Private Disability Insurance	
g. Worker's Compensation	
h. Retirement Income from Social Security	
i. Pension	
j. Child Support	
k. Alimony or other Spousal Support	
l. Unemployment Insurance	
m. EITC	
n. Other	
o. Unknown/not reported	

15. Non-Cash Benefits	*Number of Households*
a. SNAP	
b. WIC	
c. LIHEAP	
d. Housing Choice Voucher	
e. Public Housing	
f. Permanent Supportive Housing	
g. HUD-VASH	
h. Childcare Voucher	
i. Affordable Care Act Subsidy	
j. Other	
k. Unknown/not reported	

AC-OCAP REPORTING & INVOICING
DUE DATES FOR 2019 CSBG GRANTEES

COMPLETED	DEADLINE	REPORTS/FUNDING REIMBURSEMENTS	REPORTING PERIOD
☐	March 20, 2019	Period 1: Request for Funds	January 1 – February 28, 2019
☐	May 20, 2019	Period 2: Request for Funds	March 1 – April 30, 2019
☐	July 9, 2019	Reports: Client Characteristic Report (CCR) Mid-Year Progress Report Mid-Year	January 1 – June 30, 2019
☐	July 20, 2019*	Period 3: Request for Funds**	May 1 – June 30, 2019
☐	September 20, 2019	Period 4: Request for Funds	July 1 – August 31, 2019
☐	Fall 2019	Grantee Presentations to AC-OCAP Board, Fiscal & Program Monitoring	January 1 – December 31, 2019
☐	November 20, 2019	Period 5: Request for Funds	September 1 – October 31, 2019
☐	January 9, 2020	Reports: Client Characteristic Report (CCR) Annual Progress Report Annual	January 1 – December 31, 2019
☐	January 20, 2020*	Period 6: Request for Funds	November 1 – December 31, 2019

* If due date falls on a Saturday or Sunday, reports are due on the following Monday.
** Grantees should have expended 50% of reimbursable funding by July 15.

Alameda County – Oakland Community Action Partnership
Risk Assessment Tool

Grantee: _____

Program Title: _____

Date: _____

PROGRAM ASSESSMENT	YES	NO
Grantee is a **new** recipient of AC-OCAP funding.		
Grantee has **not** been monitored by AC-OCAP in the past.		
Grantee **had** significant findings during most recent program or fiscal monitoring.		
Program funded by AC-OCAP is a **new** project or activity for Grantee.		
AC-OCAP has received complaints regarding Grantee.		
Grantee has submitted reports and/or Request for Funds **late** on more than one occasion.		
Reports and/or Request for Funds have been submitted with **errors** on more than one occasion.		
Most recent progress report indicates Grantee did **not** meet one or more benchmarks on Scope of Work.		
Most recent Request for Funds indicates that Grantee is significantly **under**-spent on contract amount.		
Grantee has experienced turnover in key staff positions during the past year.		
Grantee did not receive a satisfactory rating on their agency's fiscal audit.		
Grantee did not receive a satisfactory rating on their program presentation to the AC-OCAP Board.		

Total number of "yes" responses: _____

Completed by: _____ Date: _____

Comments:

DETERMINATION

☐ Onsite Monitoring is needed

_____

_____

Approved by: _____ Date: _____

Name of grantee organization:	Date of monitoring visit:
Program title:	Service area: Oakland Alameda County
Expected # to serve: Oakland: Alameda County:	**Actual #** Served: Oakland: Alameda County:
Strategic focus area:	
Agency/Program staff present at monitoring visit:	
AC-OCAP staff present at monitoring visit:	

The following items should be provided by the grantee before the monitoring visit. Staff to review items and develop follow-up questions to be asked during monitoring visit.

DESK AUDIT ITEMS (Sent in advance of monitoring visit)	Date Rec'd	F/U Req.
1. Current organizational chart for agency, designating vacant positions		
2. Current Board roster with vacancies noted		
3. Most recent minutes from last two (2) Board of Directors meetings		
4. Current agency composite budget showing **all** programs, administration, and funding sources		
5. Current program budget and expenditures (ytd) for AC-OCAP supported program		
6. Written fiscal operating procedure		
7. Most recent financial audit report		
8. Customer satisfaction survey tool and evaluation results		

OPERATIONS MANAGEMENT (Interview Executive Director, COO and Program Director)	**NOTES**
☐ What are the successes of the AC-OCAP funded program? ☐ Is your program staffing adequate to provide quality services? ☐Yes ☐ No ☐ How is the staff for the AC-OCAP program selected? ☐ Are any key positions vacant? ☐Yes ☐ No ☐ Does the agency retain personnel to support stable program operations and development? ☐Yes ☐ No ☐ Has the agency identified any specific reasons for turnover (i.e. low pay, poor fit, personality, workload, work environment)? ☐Yes ☐ No ☐ If yes, have any actions been taken to address reasons for turnover?	

☐ Do the agency fiscal and organizational programs provide a stable environment for the AC-OCAP program? ☐Yes ☐ No ☐ Does the agency have a fraud policy? ☐Yes ☐ No ☐ Were there any findings on most recent audit? ☐Yes ☐ No ☐ Have the RFFs and reports been submitted in a timely manner? ☐Yes ☐ No	
☐ Is the agency effectively governed by the Board of Directors? ☐Yes ☐ No ☐ How often does the Board meet? ☐ How often does the Board review agency's financial statements? ☐ What are the minimum and maximum number of Board members? ☐ Are there any Board positions vacant? ☐Yes ☐ No ☐ Are Board Minutes on file and up-to-date? ☐ Yes ☐ No	
FISCAL MANAGEMENT (Interview CFO, Accountant or Bookkeeper)	**NOTES**
☐ Is the accounting system appropriate for the AC-OCAP grant and the agency? ☐Yes ☐ No Accounting system used: _____ ☐ Review composite program budget ☐ Collect Chart of accounts - grant specifics (printed copy) ☐ Collect General ledger (printed copy) (Look for AC-OCAP accounting/funding codes) ☐ How many weeks or months could the agency operate if all funds ceased? _____ ☐ Does your agency have a line of credit or reserves? ☐Yes ☐ No Value ?_____ ☐ Review current bank statements, reconciliation reports, and filing system. Are reports up to date and filed? ☐Yes ☐ No Date _____ ☐ Review Vendor invoices and allocation forms (internal process). ☐ Review AC-OCAP Program Budget Report summarizing allocated costs to date and balance remaining.	78

☐ Collect A/P & A/R 90-day aging summary reports (copy)	
☐ Does the agency manage payroll efficiently and pay payroll taxes regularly and on time? ☐ Yes ☐ No	
☐ Review most recent Quarterly Federal Tax Form 941.	
☐ Review most recent State DE 6 or DE 9 Wage Withholdings. (Do not take tax and wage forms)	

PROGRAM DELIVERY (Interview Program Director, COO or Direct Staff)	**NOTES**
☐ Who are the collaborating partners for the AC-OCAP funded program? Agency wide collaborating partners?	
☐ Are the collaborations effectively managed and utilized to meet program goals? ☐ Yes ☐ No	
☐ Is the agency delivering quality services as outlined and contracted in the grant agreement? ☐ Yes ☐ No	
☐ What is the program staff to client ratio?	
☐ What curriculum, if any, is used to achieve the program results?	
☐ What outreach methods are used to engage/recruit program participants?	
☐ What has the agency learned about the reality of carrying out the program designed in your proposal and grant agreement?	
☐ What challenges or problems have been encountered by the agency in implementing the AC-OCAP contract? Describe how staff and clients have been affected. Are the problems resolved? If not, what are the plans to resolve them?	
☐ Has the agency modified the funded program to respond to the community environment?	
☐ Are Customer/client satisfaction surveys conducted and summarized? ☐ Yes ☐ No How often? _____	
☐ Review and discuss Form/Evaluation Results.	
☐ Does grantee have any questions, comments, or suggestions for improving the monitoring process?	

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DOCUMENTATION	NOTES
☐ What database systems are used to collect and monitor client data? ☐ Is the agency documenting participant household eligibility per federal poverty level guidelines and residency? ☐Yes ☐ No ☐ Confirm client files contain appropriate records such as documentation of **eligibility information** and demographics. ☐ Review program intake form. ☐ Collect blank residency verification form. ☐ Collect income verification form (if separate). ☐ Are client files locked in a drawer and behind a locked door? ☐Yes ☐ No Review 3 – 5 client files for document verification and file completeness. ☐ 1. ☐ 2. ☐ 3. ☐ 4. ☐ 5.	
ADDITIONAL NOTES:	

PROGRAM OBSERVATION

Date: Time: Location: □ ALAMEDA COUNTY   □ OAKLAND

Program observed:

Number and type of staff present:

Number of participants (clients):

Type of activities observed:

Is the activity supportive for meeting the grant agreement objectives?

Is the physical facility welcoming and safe?

Is a written schedule of activities available, posted or hard copy for staff and participants □ Yes □ No

Notes:

AC-OCAP Staff: (Print Name)_____ **Signature:** _____ **Date:** _____