



Alameda County - Oakland



Community Action Partnership (AC-OCAP)

Visit us on the web at AC-OCAP.com or contact us by email at AC-OCAP@oaklandca.gov

Vision Statement: To End Poverty within the City of Oakland and throughout Alameda County

Core Values: Community-Driven | Equitable | Collaborative | Impactful | Results-Driven

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

Administering Board Meeting / Special Executive Committee Meeting

Monday, July 8, 2024, 5:30 p.m.

City Hall - 1 Frank H. Ogawa Plaza, Hearing Room 3

The Public May Observe and/or Participate in This Meeting by:

To make public comments, community members will need to do so in person at the published location.

To observe the meeting by video conference, please use the zoom participation link:

Join Zoom Meeting:

<https://us06web.zoom.us/j/84568048452?pwd=i27xutdruShodfPxyJ5z2GGCZu1JCl.1>

Meeting ID: **845 6804 8452**

Passcode: **962117**

Board Members: Monique Rivera (Board Chair), Sandra Johnson (Vice-Chair), Andrea Ford (Treasurer), Brigitte Cook (Secretary), Mitchell Margolis, David Walker, LaWanda Smith, Patricia Schader, William B. "Quantum" Norwood II, Diana Maravilla, Mayor Sheng T hao (Dr. Kimberly Mayfield), Councilmember Carroll Fife (Tonya Love), Councilmember Noel Gallo (Ana Tellez-Witrigo), Councilmember Treva Reid (Latashia Perry), Supervisor Lena Tam (Cesley Ford- Frost), and Supervisor Nate Miley (Angelica Gums)

Board Vacancies: Community Development Block Grant (CDBG) District 4, and Private Sector

Staff: Dwight Williams, Thea On, Maria Huynh, Jacqueline Jacobs, and Don Raulston

DEFINITION OF TERMS:

- **Action Item:** motion or recommendation requiring official vote and approval of the Alameda County - Oakland Community Action Partnership Board to be effective.
- **Informational Item:** shall mean an agenda item consisting only of an informational report that does not require or permit board action.

The meeting is held in a wheelchair accessible facility. Contact the Office of the City Clerk, 1 Frank H. Ogawa Plaza, Room 201, or call (510) 238-3611 (VOICE) or (510) 238-6451 (TTY) to arrange for the following services: Sign interpreters or Phonic Ear hearing devices for hearing impaired; 2) Large print Braille, or cassette tape text for visually impaired. Please refrain from wearing scented products to this meeting.



Alameda County - Oakland



Community Action Partnership (AC-OCAP)

AGENDA

- A 5:30 p.m. **Call to Order/ Recite AC-OCAP Promise**
- B 5:35 p.m. **Roll Call/Determination of Quorum/ Approval of Agenda
ACTION ITEM:**
- C 5:40 p.m. **Approval of Draft June 10, 2024, Administering Board Minutes - Attachment C1
ACTION ITEM:**
- D 5:45 p.m. **Public Comment:** (Specific Agenda Item(s): Audience Comment Period)
- E 6:00 p.m. **Board Committee Updates:**
1. **Program Planning**
 - a. Board Retreats
 - b. Updates on Funding Research (outside organizations)
 - c. Survey Discussion
 2. **Advocacy**
 - a. 2024 Annual Convention - Seattle, WA (8/26/24 - 8/30/24)
 - b. Updates on Funding Research (other CAPs)
 3. **Executive Committee – Attachment E3**
 - a. Discussion of Hiring of Director Position (please add job description)
 - b. Federal Funding Updates:
- F 6:15 p.m. **Community Action Partnership Board Updates (D. Williams)**
1. **Board Vacancies**
 - a. Board Vacancies: Community Development Block Grant (CDBG) District 4, and Private Sector
 2. **Updates**
- G 6:45 p.m. **AC-OCAP Programing Updates (D. Williams)**
1. 2023 23F-4002 CSD 715 Close Out Report - Attachment G1
 2. Gift Card Partnerships with MSSP Seniors/Head Start/ Community Homelessness Services
 3. 2024 CSBG Budget – Attachment G3
 4. 2024 Programming Plans

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Community Action Partnership (AC-OCAP)



- H 7:20 p.m. **Open Forum:** (General Audience Comment Period)
- I 7:25 p.m. **Announcements**
- a. United Seniors of Oakland and Alameda County
 - b. Alameda County Social Services/ /Board of Supervisors
 - c. City of Oakland
 - d. Board Members/Others
- J 7:30 p.m. **Adjournment**
- a. The Next In-Person Meeting: September 9, 2024



MINUTES



**Alameda County-Oakland
Community Action Partnership (AC-OCAP)**

**Administering Board Meeting
Monday, June 10, 2024, 5:30 PM**

Board Members Present: Monique Rivera (Chair), Andrea Ford (Treasurer), Brigitte Cook (Secretary), David Walker, Patricia Schader, Quantum Norwood, Mayor Sheng Thao (Dr. Kimberly Mayfield), Councilmember Noel Gallo (Ana Tellez-Witrigo), Supervisor Nate Miley (Angelica Gums), Diana Maravilla, Mitchell Margolis, and LaWanda Smith.

Board Member Excused: Sandra Johnson (Vice-Chair), Councilmember Carroll Fife (Tonya Love), and Supervisor Lena Tam (Cesley Ford-Frost)

Board Member Absent: Councilmember Treva Reid (Latasha Perry)

Board Vacancies: Community Development Block Grant (CDBG) District 4 and Private Sector

Staff: Dwight Williams and Thea On

Guest(s): Ansar El Muhammad and Laura Villagomez (Love Never Fails)

- A. Call to Order/Recite Alameda County-Oakland Community Action Partnership (AC-OCAP) Promise**
Chair M. Rivera called the June 10, 2024, Administering Board Meeting to order at 5:30pm. The AC-OCAP Promise was recited.
- B. Roll Call/Determination of Quorum/Approval of Agenda**
Staff Thea O. performed Roll Call and a quorum was established at 5:35p.m.
MOTION: To approve the June 10, 2024, Administering Board Agenda.
M/S/Carried: K. Mayfield / A. Ford / Motion Carried.
- C. Approval of the Draft Minutes from the Alameda County-Oakland Community Action Partnership (AC-OCAP) Administering Board Meeting of May 13, 2024 - Attachment C1**
MOTION: To approve the Draft May 13, 2024, Administering Board Minutes.
M/S/Carried: A. Tellez-Witrigo / P. Schader / Motion Carried.
- D. Public Comment:** (Specific Agenda item(s): Audience Comment Period)
None
- E. Board Sub-Committee Updates:**
- 1. Program Planning**
 - a. Board Retreats** – The Program Planning and Advocacy Committees have been combined into one large committee. The Joint Committee aims to continue planning the retreat agenda at their next Subcommittee meeting and engage the full board in strategic discussion and planning. It was recommended that the committee be separated/restructured so more can be done. The next Program Planning and Advocacy Committee meeting date is set for June 26th because

Wednesday, June 19th is a Federal Holiday – Juneteenth. The need to further discuss separating the two committees will be discussed at the next committee meeting.

- b. May 60th Anniversary** – CAP 60th Anniversary event at Oakland City Hall was well-organized and created an engaging environment for community members. Showing the documentary film, “A Rising Tide” and hosting a dynamic panel (Film Director – Cheryl Fabio, Race & Equity Director – Darlene Flynn, Assistant City Administrator – LaTonda Simmons, and C’Mone Falls – Community Homelessness Services Director) discussion afterwards allowed for informative and thought-provoking programming. More advanced notice and outreach, especially to schools and youth groups, could have attracted a larger turnout. Board members were actively involved and presented a unified front through their participation. Local elected officials who attended, like Councilmembers Noel Gallo and Treva Reid, demonstrated support and engaged with attendees. Future celebrations could explore more ways to recognize and involve past grantees, board members, and community partners in the organization’s history. Overall, the committee felt the event was a success given the short planning timeframe. Opportunities were identified to strengthen our marketing efforts, increase turnout, and share historical knowledge for future celebrations.

2. Advocacy

- a. 2024 Annual Convention - Seattle, WA (8/26/24 - 8/30/24)** – D. Walker will represent AC-OCAP at the upcoming annual National CAP convention. As the board’s designated advocate, Walker will be tasked to learn about national and regional priority issues to help guide the AC-OCAP board’s advocacy efforts at the local level.
- b. Executive Committee** – The Executive Committee will meet to discuss the hiring process for the Community Action Partnership manager position once guidance is received from the city on how it aligns with the bylaws. Chair M. Rivera would lead this discussion since she chairs the Executive Committee. An interview subcommittee including M. Margolis, A. Ford, and M. Rivera was formed to participate in the interview process along with the city. The city attorney and administrator’s office were reviewing the hiring process to see how it aligns with the bylaws, since the bylaws state hiring goes through the city administrator and city council.

F. Community Action Partnership Board Updates (D. Williams)

- 1. Board Vacancies** – There is still a vacancy for the District 4 Board seat. Staff D. Williams reached out to Iris Merriouns from District #4 council staff and is looking for a map of the CDBG boundaries to help identify potential candidates. So far, nothing has been found. The boundaries may have changed with redistricting. Chair M. Rivera discussed using the boundaries outlined in the 2025 Consolidated Plan unless an updated map is provided by the city. M. Rivera will forward the map she found.

G. AC-OCAP Programming Updates

- 1. Status of 2023 Grantee Agreements (18)** – Staff D. Williams reported all grant agreements have been completed and all grants have been funded. We had to overcome multiple contracting challenges to get the contracts completed and reimbursement funded distributed. Maria did a great job getting the grantees to submit their grant agreement documents, requests for reimbursement funds, and their final outcomes reports. The focus is now shifting to 2024 with grantees being asked to update their documents and begin the contracting process for the new contract year.
- 2. EITC VITA Tax Program** – Staff D. Williams attended a luncheon for the VITA (Volunteer Income Tax Assistance) program. Through VITA, a total of 10,526 tax returns were prepared in Alameda County, returning \$12 million to residents. Nearly 400 returns were completed by the excellent

team of AC-OCAP staff and volunteers at the West Oakland Public Library. The exact number was still pending from the United Way Bay Area Program Coordinator. This is our largest number of returns prepared in the last 10 years.

3. **2023 Budget Expenditures (through March 2024) – Attachment G3** – Staff D. Williams reported the 2023 budget amount was \$1,319,745. As of April 30th, \$1,310,649.96 had been spent, leaving around \$9,000.00 unspent. No issues or concerns were noted with expenditures to date.
4. **Gift Card Partnership with MSSP Seniors** – Staff D. Williams reported 350 gift cards have been distributed to MSSP Seniors through the partnership so far. An additional 150 gift cards valued at \$250 each are remaining. Plans were discussed to distribute the remaining cards through Head Start and Community Housing at their upcoming homelessness and job resource fair in July. Intake forms will be collected for each card distributed to properly close out the program.
5. **Plans for 2024 Programming** – Staff D. Williams reported Grantee agreements were being updated and the contracting process for 2024 would begin soon, taking an estimated 3-4 weeks to complete all grant agreements. Challenges are anticipated in July/August 2024 when grantees submit reimbursements, as the city's financial systems will be converting between fiscal years.
6. **Staff D. Williams** also provided an Audit Transmittal Report from the state noting the Single Audit Report prepared by the City of Oakland Finance Department was not submitted on time to CSD. A copy of the report will be included in the meeting minutes. D. Williams also noted that the Audit Transmittal Report also reviewed the CARES contract 20F-3641 from 2022-2023 and the CSBG 2023 contract 23F-4002. Since they found no issues, they considered these contracts to be closed.

H. **Open Forum:** Ansar El Muhammad, commented on enjoying the recent community event and film screening, noting the educational value in learning about local history. Laura Villagomez, a community member, and representative from 'Love Never Fails' commented about wanting to get more information. B. Cook noted that 'Love Never Fails' is one of the few organizations that can be turned to to help human trafficking victims who need a place to stay or need to be kept safe. Laura stated they work in open areas all throughout Alameda County to help residents.

I. **Announcements**

a. **United Seniors of Oakland and Alameda County:** None

b. **Alameda County Social Services/Board of Supervisors:**

- D. Maravilla shared details about a fair at Ashland Cherryland FamFest Spring Event: Saturday June 22, 2024. The festival will take place between 10 a.m. and 6 p.m. on East 14th Street between 163rd Avenue and 164th Avenue in unincorporated Ashland near San Leandro. She also mentioned Safe Kids Day in Oakland Arena: July 13, 2024.

c. **City of Oakland:**

- A. Tellez-Witrigo announced that on Wednesday, the City of Oakland is having a special city council meeting starting at 3pm to discuss the city's budget. She encouraged anyone interested to attend and learn more about what the council president and others have proposed in their budget amendments. She noted the council president's memo was released but some other council members have not yet published their amendments, which will be included in the agenda that is available online.
- K. Mayfield shared information on the "Clean and Safe City Town Hall Tour" with leadership from the police department, city administrator's office, mayor's office, and other departments. The first town hall on June 18th will target faith-based leaders as the audience. Additional town halls will be held throughout the summer in different neighborhoods. The goal is to get community input on public safety concerns by

having city department leaders present to take questions from residents. She will provide more details on the tour locations and dates as they become available.

d. Board Members/Staff:

- D. Williams shared that Allen Temple Baptist Church is hosting their 44th Annual Health Fair on July 13th at 8501 International Boulevard. He shared flyers about the health fair event in both English and Spanish to help promote community awareness and attendance.
- D. Walker proposed gathering community feedback through surveys distributed at local organizations like churches, schools, etc. to inform others about the board's work. The surveys would ask community members about needs in their neighborhoods/districts to bring that information back to the board. This was in response to not having the bandwidth for board members to directly canvass the community themselves. The surveys at local organizations were suggested to collect input.

ACTION ITEM: Adjournment

MOTION: To adjourn the meeting at 7:00pm

M/S/Carried: P. Schader / A. Ford / Motion Carried by Consensus.

The Next-In-Person Meeting: July 8, 2024



Alameda County-Oakland Community Action Partnership (AC-OCAP)

Executive Committee Meeting
Thursday, June 27, 2024, 5:30 PM

Committee Members Present: Monique Rivera (Chair), Sandra Johnson (Vice-Chair), Brigitte Cook (Secretary), and Mitchel Margolis

Committee Members Absent: None

Committee Members Excused: Andrea Ford (Treasurer), and Supervisor Lena Tam (Cesley Ford-Frost)

Staff: Dwight Williams

1. Roll Call/Determination of Quorum/Approval of Agenda

Chair M. Rivera performed Roll Call and a quorum was established at 5:30p.m.

MOTION: To approve the June 27, 2024, Executive Committee Meeting Agenda.

M/S/Carried: B. Cook / S. Johnson / Motion Carried.

2. Approval of the Draft Minutes from the AC-OCAP Executive Committee Meeting of May 23, 2024.

MOTION: To approve the May 23, 2024, minutes.

M/S/Carried: B. Cook / M. Margolis/ Motion Carried.

3. Public Comment: None

4. DISCUSSION ITEMS

a. Closed Door Session – No minutes provided during this session.

b. The Executive Committee took a vote in closed session and recommended D. Williams for the position of Manager for Human Services for Community Action Partnership, Re-Cast and the summer lunch program. This recommendation was to be forwarded to the City Administrator for approval. The Committee discussed D. Williams needing to be in compliance with contracting requirements. The group also discussed the importance of maintaining control over the grant money and making sure it is spent on AC-OCAP programming, which seemed related to Dwight's potential new role. A key factor in the decision was the importance of working with an existing board and continuity of services now provided.

5. Adjournment of Meeting

MOTION: To adjourn the meeting at 6:31pm

MIS/Carried: S. Johnson / M. Margolis / Motion Carried.

Next In-Person Meeting: July 25, 2024

AC-OCAP CSBG 2024 BUDGET
January 1, 2024 December 31, 2024

				DRAFT AM#1	FINAL
				24-3002	23-4002
				2024	2023
				Budget	Budget
Account #				PROJ	
TOTAL GRANT					
ADMINISTRATIVE COSTS					
10.1		Salaries and Wages		164,527	157,566
10.2		Fringe Benefits		143,102	104,240
Subtotal Personnel Costs				307,629	261,806
10.3		Operating Expenses			
10.31		Travel In State-Admin			
10.32		Consumable/supplies	52911-BOTTLED WATER & FOOD	3,000	3,000
10.33		Bookkeeping			
10.34		Membership Dues	55312 - MEMBERSHIP (CalCAPA, NCAF, NCAP, CRC, United Seniors)	8,000	6,100
10.34		Membership Dues	55311-EMPLOYEE ASSOCIATION DUES	-	1,000
10.34 SUBTOTAL				8,000	7,100
10.35		Official Hospitality	53313-OFFICIAL HOSPITALITY	500	500
10.36		Parking Validation	55119-MISC TRAVEL EXPENSES	1,644	1,654
10.37		Telephone	53117-MOBILE PHONES		
Total Operating				13,144	12,254
10.4		Equipment = \$5K >			
10.5		Out of State Travel-Admin			
10.6		Subcontractor Srvs(Prof/Board Devlp)	54919-CONTRACTS MISCELLANEOUS	2,000	2,000
10.7		Other Costs - (Dept. OH costs) 12.3	58521 - DEPT. OVERHEAD	16,227	8,805
Subtotal Administrative Costs				339,000	284,865
PROGRAM COSTS					
20.1		Salaries and Wages		322,907	185,083
20.2		Fringe Benefits		241,950	144,464
Sub-total Personnel Costs				564,857	329,547
20.3		Operating Expenses			
20.31		Program Expenses	52211-STATIONARY & OFFICE SUPPLIES	3,000	4,000
20.31		Program Expenses	52212-MINOR FURNITURE OFFICE FURNITURE	1,000	1,000
20.31		Program Expenses	52213-MINOR COMPUTER SUPPLIES	2,000	19,817
20.31		Program Expenses	52911-FOOD FOR HUMAN CONSUMPTION	10,000	20,400
20.31		Program Expenses	52919-MISC COMMODITIES	1,500	1,500
20.31		Program Expenses	53611-POSTAGE AND MAILING	2,000	2,000
SUBTOTAL: 20.31				19,500	48,717
20.32		Travel In State-Program	55112-COMMERCIAL TRANSPORT	2,500	1,500
20.32		Travel In State-Program	55113-MEALS	2,000	1,000
20.32		Travel In State-Program	55114-PER DIEM AND LODGING	2,000	1,000
20.32		Travel In State-Program	55119-MISC TRAVEL EXPENSES	2,000	1,000
20.32		Travel In State-Program	55212-REGISTRATION AND TUITION	8,000	3,000
20.32 SUBTOTAL				16,500	7,500
Total Operating				36,000	56,217
20.4		Equipment = \$5K >			
		OUT OF STATE TRAVEL-PG	55112-COMMERCIAL TRANSPORT	7,000	8,612
		OUT OF STATE TRAVEL-PG	55113-MEALS (?)		
		OUT OF STATE TRAVEL-PG	55114-PER DIEM AND LODGING	4,000	6,000
		OUT OF STATE TRAVEL-PG	55119-MISC TRAVEL EXPENSES	2,000	3,000
		OUT OF STATE TRAVEL-PG	55212-REGISTRATION AND TUITION	14,000	18,000
20.5 Out of State Travel-Program				27,000	35,612
20.6		Subcontractors			
AC		Love Never Fails	54912-THIRD PARTY CONTRACTS	25,000	25,000
		Rubicon	54912-THIRD PARTY CONTRACTS	40,000	40,000
		Chabot Tri-Valley Career Center	54912-THIRD PARTY CONTRACTS	40,000	40,000
		Fremont Resource Center	54912-THIRD PARTY CONTRACTS	40,000	40,000
		La Familia (FESCO)	54912-THIRD PARTY CONTRACTS	40,000	40,000
OAK		New Door Ventures	54912-THIRD PARTY CONTRACTS	40,000	40,000
		Hack the Hood	54912-THIRD PARTY CONTRACTS	40,000	40,000
		Lao Family	54912-THIRD PARTY CONTRACTS	40,000	40,000
		Covenant House	54912-THIRD PARTY CONTRACTS	40,000	40,000
		Operation Dignity	54912-THIRD PARTY CONTRACTS	40,000	40,000

	St. Mary's Center	54912-THIRD PARTY CONTRACTS		40,000	40,000
	A Diamond in the Ruff	54912-THIRD PARTY CONTRACTS		25,000	25,000
	Change to Come	54912-THIRD PARTY CONTRACTS		25,000	25,000
	Urban University	54912-THIRD PARTY CONTRACTS		40,000	40,000
	Community Works	54912-THIRD PARTY CONTRACTS		40,000	40,000
	Lighthouse Community Public Sch	54912-THIRD PARTY CONTRACTS		40,000	40,000
Internal				=	595,000
20.61	Bank On Oakland/HERA	54919-CONTRACTS MISCELLANEOUS		30,000	-
	Earned Income Tax Credit/BOO (211)	54919-CONTRACTS MISCELLANEOUS		10,000	
	Hunger Program (Thanksgiving + Summer Lunch + Brown Bag ACCFB, Safe Passages)	54919-CONTRACTS MISCELLANEOUS		10,000	10,000
		54919-CONTRACTS MISCELLANEOUS		18,698	104,754
		54919-CONTRACTS MISCELLANEOUS			
	CAP Forum/community Events	54919-CONTRACTS MISCELLANEOUS			
	Donald Raulston/Jackie Jacobs- EITC Program Analyst	51111, 51511, 51611, 51613, 58521, 58522			
	Hunger-free Summer Campaign	54911-Services Contracts; 53314 Advertising Promotion			
	Alameda County All In - New War on Poverty ;Tri Valley; Fatherhood	54911-Services Contracts			
	AC OCAP Programming	51911-MISC OCAP PROGRAMS; 53314 Advertising Promotion			
	Discretionary Grant				
	TOTAL Internal				
20.6	Sub-total - Subcontractors			663,698	709,754
20.7	Other Costs/(Dept.OH costs) 12.93	58521 - DEPT. OVERHEAD			
	Subtotal Program Costs			1,291,555	1,131,130
	Total CSBG Funds			1,338,745	1,415,995
	Unallocated Funding (Deficit)			(291,810)	-
	* Furlough Savings				

Note: Administrative Cost must be below 12% of total budget

State of California
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG CONTRACT **CLOSE-OUT PACKAGE**
CSD 715 SERIES (Rev. 3/8/22)

Contractor: City of Oakland, Human Services Department	Contract Amount	
	Regular:	\$ 1,319,745
Contract Number: 23F-4002	Discretionary:	\$ 96,250
	Disaster:	\$ 0
Contract Term: January 1, 2023 – May 31, 2024	Total:	\$ 1,415,995
	(The contract amount should not exceed the amount on the STD 213 Standard Agreement)	

The CSBG Contract Close-out package must be submitted to CSD within ninety (90) calendar days after the expiration date of the Contract Term. Any funds due to CSD must be submitted with the Close-out Package Series. The CSD 715 (rev. 3/22) Close-out Package Series consist of the Close-out Checklist (CSD 715) Form, the Interest Earned/Program Income Expenditure Report (CSD 715C) Form and the Equipment Inventory Schedule (CSD 715D) Form.

Check the appropriate boxes.

1. CSBG Close-out Fiscal Data - Adjustments (Use Expenditure Activity Reporting System (EARS) and attach a listing of the months adjusted, and amounts). All expenditure adjustments must be made in the report period in which they occurred and submitted into the Expenditure Activity Reporting System.

- All adjustment reports entered on the EARS system are included with this package
 Not Applicable

2. CSBG Close-out Interest Earned/Program Income Expenditure Report CSD 715C Form

- Completed form

3. Refund Interest Earned Check Amount \$ _____ (This amount should match the amount entered on the Close-out Interest Earned /Program Income Report CSD 715C Form, Section 3.

- Not Applicable

**Note: All checks should be made payable to the Department of Health and Human Services and mailed to HHS Program Support Center, P.O. Box 979132, St. Louis, MO 63197. Please include a brief statement explaining the nature of the return.*

4. Refund Program Income Check Amount \$ _____ (This amount should match the amount entered on the Close-out Interest Earned/Program Income Report CSD 715C Form, Section 2d.

- Not Applicable

**Note: All checks should be made payable to the Department of Health and Human Services and mailed to HHS Program Support Center, P.O. Box 979132, St. Louis, MO 63197. Please include a brief statement explaining the nature of the return.*

5. CSBG Close-out Equipment Inventory Schedule CSD 715D Form

- Completed form

CERTIFICATION

THE SIGNATURE BELOW CERTIFIES THAT THE INFORMATION SUBMITTED IN THE CSBG CLOSE-OUT PACKAGE SERIES IS ACCURATE, COMPLETE, REVIEWED AND APPROVED BY THE AGENCY'S AUTHORIZED AGENT.

Name (print) and Title: Donald Scott Means, Interim HSD Director	Telephone Number: (510) 238-6137	Date: 7/2/2024
Signature: <u>Scott Means</u> Scott Means (Jul 2, 2024 13:00 PDT)	Email Address: smeans@oaklandca.gov	

State of California
 DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT CSBG CONTRACT
CLOSE-OUT INTEREST EARNED/PROGRAM INCOME EXPENDITURE REPORT
 CSD 715C (Rev. 3/8/22)

Complete Sections 1 and 2 only if you received Interest Earned and/or Program Income on any CSBG contract. If no Interest Earned or Program Income was received place a mark in the box titled "Not Applicable" below and skip Sections 1 and 2, print name, date, and provide a telephone number.

Not Applicable

SECTION 1: INTEREST EARNED	
<p>Per 45 CFR 75.305 – Interest earned in amounts up to \$500 per year may be retained by the Provider for administrative expense. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services. See instructions for remittance address.</p>	
<p>1) Enter the Total Interest Earned during the contract periods below:</p> <ul style="list-style-type: none"> a. January 1, 2020 – December 31, 2020 b. January 1, 2021 – December 31, 2021 c. January 1, 2022 – December 31, 2022 	<p>1a.\$ _____</p> <p>1b.\$ _____</p> <p>1c.\$ _____</p>
<p>2) Enter the amount of Interest Earned in excess of \$500 during the contract periods below:</p> <ul style="list-style-type: none"> a. January 1, 2020 – December 31, 2020 b. January 1, 2021 – December 31, 2021 c. January 1, 2022 – December 31, 2022 	<p>2a.\$ _____</p> <p>2b.\$ _____</p> <p>2c.\$ _____</p>
<p>3) Enter the combined total of 2a, 2b, and 2c. This amount must be returned to HHS. See instructions for remittance address.</p>	<p>3.\$ _____</p>

SECTION 2: PROGRAM INCOME	
<p>Per 45 CFR 75.307 – Non-federal agencies are encouraged to earn income to defray program costs where appropriate. Program income shall be used to support administrative and program costs. See 45 CFR Part 75 for additional information on Program Income.</p>	
<p>1. Total Amount of Program Income during the contract term:</p>	<p>\$ _____</p>
<p>Indicate how the total amount of program income was utilized in Admin or Program costs below. (*Note: This section is only identifying Program Income and does not include the CSBG allocation).</p>	
<p>a. Administrative Costs</p>	<p>\$ _____</p>
<p>b. Program Costs</p>	<p>\$ _____</p>
<p>c. Total Expenditures Incurred Against Program Income</p>	<p>\$ _____</p>
<p>d. Remaining Balance (1 (c) minus 1)</p> <p><i>*Note: remaining balance must be returned to HHS. See instructions for remittance address.</i></p>	<p>\$ _____</p>

Comments:		
Preparer's Name & Title (Please Print): Dwight Williams, Acting AC-OCAP Director	Date: 7/2/2024	Telephone number: (510) 238-6131

INSTRUCTIONS
CLOSE-OUT INTEREST EARNED/PROGRAM INCOME EXPENDITURE REPORT
CSD 715C

Contractor Information	Enter the Contractor Name, Contract Amount, Contract Number, and Contract Term. City of Oakland, Human Services Department, \$1,415,995, 23F-4002, January 1, 2023 – May 31, 2024
Not Applicable	If there is no Interest Earned/Program Income to report, please follow the instructions listed below: <ul style="list-style-type: none"> • Check the box entitled “Not Applicable” • Skip Sections 1 and 2 • Print Preparer’s Name and Title, Date, Telephone Number
Interest Earned During the Contract Term (Section 1)	<p>Interest income earned must be reported based on the contract term for example: If a contract term is January 1, 2020, through May 31, 2021, your interest income/earned section should include:</p> <p>Interest earned – January 1, 2020 through December 31, 2020 \$ _____ Interest earned – January 1, 2021 through December 31, 2021 \$ _____ Interest earned – January 1, 2022 through December 31, 2022 \$ _____</p> <p>Enter the total amount of interest earned during the contract periods on line “1a, 1b, and 1c” and the interest earned amount in excess of \$500 on line “2a, 2b, and 2c”. Report the combined total of 2a, 2b, and 2c on 3. This combined total amount exceeding \$500 during the contract periods must be returned to HHS.</p> <p>All checks should be made payable to: <i>Department of Health and Human Services</i></p> <p>Mail checks to: <i>HHS Program Support Center</i> <i>P.O. Box 979132</i> <i>St. Louis, MO 63197</i> <i>Please include a brief statement explaining the nature of the return.</i></p>
Expenditures Incurred Against Program Income (Section 2)	<p>Enter the Program Income on line “1”. Program Income may be used to support administrative and programmatic costs. Enter Administrative expenditures on line “a”. Enter Program costs on line “b”. Enter the total expenditures incurred against the program income on line “c”. Enter any remaining balance on line “d”.</p> <p>Any remaining balance identified on line “d” must be returned to HHS.</p> <p>All checks should be made payable to: Department of Health and Human Services</p> <p>Mail checks to: <i>HHS Program Support Center</i> <i>P.O. Box 979132</i> <i>St. Louis, MO 63197</i> <i>Please include a brief statement explaining the nature of the return.</i></p>
Comments and Preparer Information	Provide any comments in the comment box. Print the preparer’s Name & Title, Date the form was completed and the Contact Number.
Definitions	Program Income: Per 45 CFR 75.307, Program Income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds. Donations made by clients should be considered unrestricted and not reported as Program Income to CSD. Unrestricted donations are those funds that are received from the client but are not required to be paid by the client in order for services to be received.

	Interest Earned:
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	Income generated as a result of depositing Federal Funds in an interest-bearing account. (i.e. Savings Account, etc.)
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State of California
 DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT CSBG CONTRACT
CLOSE-OUT EQUIPMENT INVENTORY SCHEDULE
 CSD 715D (Rev. 5/21)

Complete this form if equipment was purchased with current or prior CSBG funds which cost \$5,000 or more per unit. If no equipment was purchased with CSBG funds, place a check mark (✓) in the box "Not Applicable" below. Preparer must complete the Contractor Name, Contract Term, Contract Number, preparer's Name, Title, Date, and Contact Number.

Not Applicable

List all Equipment inventory items purchased with CSBG funds which cost \$5,000 or more per unit.

*Item Name (e.g., freezer, laptop, pick- up, van, etc.)	Serial Number (1234567)	Vehicle License Plate Number (if applicable) (ABCD2568)	Vehicle Identification Number # (if applicable) (17-digit VIN#)	Purchase Date (2/15/16)	Purchase Price (\$5,528.00)	Condition G=Good F=Fair P=Poor I=Inoperative N=No Longer Needed

*Note: Invoice and proof of payment must be submitted for all Vehicle Purchases during the contract term.

Comments:	
Preparer's Name & Title (Please Print): Dwight Williams, Acting AC-OCAP Director	Date: 7/2/2024 Telephone number: (510) 238-6131

State of California
 DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT CSBG CONTRACT
CLOSE-OUT EQUIPMENT INVENTORY SCHEDULE
 CSD 715D (Rev. 5/21)

CLOSE-OUT EQUIPMENT INVENTORY INSTRUCTIONS

Contractor Information	Enter Contractor Name, Contract Term and Contract Number.
Not Applicable	<p>If no Equipment Inventory items were purchased with current or prior CSBG funds, please follow the instructions listed below:</p> <ul style="list-style-type: none"> • Check the box “Not Applicable” • Skip list of Equipment Inventory • Print preparer’s Name, Date and provide the Contract Number <p>List all Equipment (see note below) Inventory items purchased with CSBG funds which have a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Provide a brief Name of item (<i>e.g., freezer, laptop, pickup, van, etc.</i>).</p> <p><i>*Note: All Vehicle Purchases must be submitted with the invoice and proof of payment for all vehicle purchases during the Contract Term.</i></p>
Item Name	
Serial Number	Enter the Equipment Serial Number. Do Not enter the Vehicle Identification Number (VIN #).
Vehicle License Plate Number	If applicable, enter the Vehicle License Plate Number. Do Not enter the Vehicle Identification Number (VIN #).
Vehicle Identification Number	Enter the 17-digit Vehicle Identification Number (VIN #).
Purchase Date	Enter the Date the Equipment was purchased.
Purchase Price	Enter the Price for the Equipment purchased.
Condition	State the condition of the items purchased using the following categories:
Definition	G = Good P = Poor N = No longer Needed F = Fair I = Inoperative 45 CFR 75.2 – Equipment – Tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000.