



Alameda County - Oakland



Community Action Partnership (AC-OCAP)

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

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 (Special Meeting)

Monday, November 4, 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:

<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 Thao (Dr. Kimberly Mayfield), Councilmember Carroll Fife (Tonya Love), Councilmember Noel Gallo (Ana Tellez-Witrigo), Councilmember Treva Reid (Josephine Guzman), 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.



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AGENDA

A	5:30 p.m.	Call to Order/ Recite AC-OCAP Promise
B	5:35 p.m.	Roll Call/Determination of Quorum
C	5:40 p.m.	ACTION ITEM: Approval of Agenda
D	5:45 p.m.	ACTION ITEM: Approval of the (draft) Minutes from the Alameda County-Oakland Community Action Partnership (AC-OCAP) Administering Board Meeting of September 16, 2024 – Attachment D1
E	5:55 p.m.	Public Comment: (Specific Agenda Item(s): Audience Comment Period)
F	6:10 p.m.	INFORMATIONAL: 1. City of Oakland Combined Charities – Attachment F1
G	6:30 p.m.	Board Committee Updates: 1. Executive Committee a. Federal Funding Updates b. Updates on Funding Research (other CAPs) 2. Program Planning a. Nonprofit and other local agency funding b. Board Retreat – Working Session (November 16 th) – Attachment G2b 3. Advocacy a. CAP Funding (State) 4. Board Elections to be held at next Board meeting (Dec. 9, 2024)
H	7:00 p.m.	Community Action Partnership Staff Updates 1. AC-OCAP Grantee Packages Updates – Maria Huynh a. Grantee Agreement status 2024 – Attachment H1a b. Grantee Desk Audits – Attachment H1b c. Grantee Presentations to AC-OCAP Board d. HERA's Free Workshop on Student Loans (Nov. 12, 2024) – Attachment H1d 2. Administrative Programs – Dwight Williams a. Board Vacancies: Community Development Block Grant (CDBG) District 4 and Private Sector b. VITA Tax Program Plans

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		<ul style="list-style-type: none">c. Organizational Standards status updated. 2024 Budget Expenditures thru August 2024 – Attachment H2be. Board Resolution 10-24 – Attachment H2cf. CAP Plan 2026-2027 and Community Needs Assessmentg. Holiday Plans
I	7:15 p.m.	Open Forum: (General Audience Comment Period)
J	7:20 p.m.	Announcements <ul style="list-style-type: none">a. United Seniors of Oakland and Alameda Countyb. Alameda County Social Services/ /Board of Supervisorsc. City of Oaklandd. Board Members/Others
K	7:30 p.m.	Adjournment <ul style="list-style-type: none">a. Next In-Person Meeting: December 9, 2024

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.



MINUTES



Attachment D1

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

Administering Board / Special Executive Committee Meeting Monday, September 16, 2024, 5:30 PM

Board Members Present: Monique Rivera (Chair), Andrea Ford (Treasurer), David Walker, Patricia Schader, Quantum Norwood, Supervisor Lena Tam (Cesley Ford-Frost), Councilmember Carroll Fife (Tonya Love), Mayor Sheng Thao (Dr. Kimberly Mayfield), Supervisor Nate Miley (Angelica Gums), and Mitchell Margolis.

Board Member Excused: Sandra Johnson (Vice-Chair), Brigitte Cook (Secretary), Councilmember Noel Gallo (Ana Tellez-Witrigo), and Diana Maravilla.

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

Staff: Dwight Williams, Thea On, and Maria Huynh.

Guest(s): TaShon D. Thomas, and Ryan Hughes.

- A. Call to Order/Recite Alameda County-Oakland Community Action Partnership (AC-OCAP) Promise**
Chair M. Rivera called the September 16, 2024 Administering Board Meeting to order at 5:40pm. The AC-OCAP Promise was recited.
- B. Roll Call/Determination of Quorum**
Staff Thea O. performed Roll Call and a quorum was established at 5:41p.m.
- C. Approval of Agenda**
MOTION: To approve the September 16, 2024, Administering Board Agenda.
M/S/Carried: A. Ford / A. Gums / Motion Carried
- D. Approval of the Draft Minutes from the Alameda County-Oakland Community Action Partnership (AC-OCAP) Administering Board Meeting of July 8, 2024 - Attachment D1**
MOTION: To approve the draft July 8, 2024, Administering Board / Special Executive Committee minutes.
M/S/Carried: A. Ford / M. Margolis / M. Rivera Abstained / Motion Carried
- E. Public Comment:** (Specific Agenda item(s): Audience Comment Period)
None
- F. INFORMATIONAL:** Presentation from TaShon D. Thomas, Interim VP - Campaigns, Advocacy and Poverty - TaShon D. Thomas provided an overview of RESULTS Education Fund:
- It is an anti-poverty organization working on global and domestic measures to fight poverty.
 - Globally, they focus on health, education, and ensuring the U.S. plays a role in global poverty reduction.
 - Domestically, they focus on initiatives like the Child Tax Credit, Earned Income Tax Credit, and expanding SNAP and WIC benefits.

- **Potential Cuts to SNAP and WIC:** TaShon warned about potential \$30 billion cuts to SNAP and potential cuts to WIC. He emphasized the detrimental impact these cuts would have on low-income families and children.
- **State-Level Advocacy:** Results is working in Mississippi, Washington, and Indiana on issues like grocery taxes, homelessness, and tax filing. The goal is to create solutions and advocate for policies that help reduce poverty at the state and local levels.
- **Educating Policymakers and the Public:** TaShon highlighted the importance of educating members of Congress and the public about the benefits of anti-poverty programs. This is crucial to prevent further cuts and ensure continued funding and support for these programs.
- **Collaboration and Partnerships:** RESULTS works with various organizations and coalitions, such as the Coalition on Human Needs and Bread for the World, to amplify their advocacy efforts.

G. Board Committee Updates:

1. Executive Committee

- Federal Funding Updates** – Chair M. Rivera noted that the Executive Committee did not have any federal funding updates to provide at this meeting. M. Rivera and Staff D. Williams are planning to start working on the federal funding updates in October, in preparation for the National NCAP conference in March 2025 in Washington, DC.
- Updates on Funding Research (other CAPs)** – No Report

2. Program Planning

- Nonprofit and other local agency funding** – No Report
- Board Retreat** – Chair A. Gums provided an overview of the draft retreat agenda, which included:
 - A brief history of AC-OCAP
 - A 90-minute racial equity training with Darlene Flynn
 - Discussion of personal goals and commitment to the work
 - Legislative updates
 - An icebreaker activity
 - Review and revision of the 2020-2025 strategic plan.
 - Honoring our long-term board member Mrs. Gladys Green
 - The board discussed the need to finalize the retreat budget and facilitator selection.
 - A. Gums noted the budget was not included in the meeting packet.
 - The board agreed to have the ad hoc committee meet with the selected facilitator to review the agenda.
 - The board agreed to schedule the retreat for October 12th, pending final approval.

MOTION: Request that the facilitator meet with members of the ad hoc committee to discuss and review the agenda for the retreat day.

M/S/Carried: T. Love / D. Walker / Motion Carried

3. Advocacy

- CAP Funding (State)** – No Report

b. 2024 Annual Convention - Seattle, WA (8/26/24 - 8/30/24) - David, Maria, and Dwight

D. Walker – discussion and keys takeaways for the AC-OCAP board: Understanding board roles in advocacy and proposed advocacy activities.

- Importance of board members having an "involvement story" to share.
- Recommendation to get more connected to the NCAP public policy advocacy project.
- Considering a small, focused advocacy initiative to build momentum.
- Ensuring board members understand their fiscal and legal responsibilities, including the importance of board member donations.
- Relationship-building with other CAAs: Opportunity to connect with CAAs from Fresno, Riverside, and other organizations to learn about their best practices.

M. Huynh – discussion on the National Convention:

- M. Huynh attended sessions on racial healing circles, interrupting the cycle of intergenerational poverty, and unleashing visionary leadership in community action agencies.
- She also attended sessions on wage equity, raising wages, and breaking barriers by championing diversity and inclusion.
- The sessions provided eye-opening insights into the challenges faced by community action agencies, such as the cyclical nature of poverty and the importance of a whole-family approach.
- Funding opportunities and strategies for growing funding, including working with banks, partnerships, and grant writing.
- M. Huynh shared that she is a candidate for the Certified Community Action Professional (CCAP) certification, having passed the written exam and now working on the essay portion).
- M. Huynh emphasized the critical role of community action agencies in helping low-income populations overcome poverty and achieve economic security.

D. Williams - discussion on the National Convention:

- D. Williams attended a session at the Board Development Institute, which emphasized several important aspects for effective boards.
- Key takeaways: The importance of "maximum feasible participation" and the unique tripartite board structure of community action agencies.
- The need for the board to set a high-level vision, mission, and strategic direction for the agency.
- The fiduciary duties and responsibilities of board members, including attending meetings, being knowledgeable, and avoiding conflicts of interest.
- The importance of the board having a shared understanding of the organization's mission, strategy, values, vision, and impact.
- D. Williams suggested that the board review the questions he gathered from the Board Development Institute session, as they could help guide the discussion during the upcoming board retreat.

MOTION: Board to focus on interpreting the 2020-2025 strategic plan and identifying 2-3 key focus areas during the retreat.

M/S/Carried: D. Walker / T. Love / Motion Carried

H. Community Action Partnership Staff Updates (Staff D. Williams)

1. **Board Vacancies** – Staff D. Williams reported that there are two open/vacant seats on the AC-OCAP board. He mentioned that there are more challenges in getting a college/university representative on the board due to liability concerns and the approval process required. The board discussed that they had sent out announcements throughout the year trying to fill the vacant private sector seat. D. Williams suggested that warm contacts and recommendations from the board members may be a better approach to identify potential candidates. D. Walker mentioned that he had connected with an individual, Terrell Campbell, who is the board chair of the Alameda County Employee Retirement Association, as a potential private sector representative. The Board discussed the existing vacancies, the challenges in filling them, and potential strategies for outreach and recruitment of new board members, including leveraging connections and recommendations from current board members.
2. **Status of 2024 Grant Amendment Update** – Staff M. Huynh provided an update on the progress of the 18 grantees, noting that 9 of them provide shelter or housing navigation support, and the other organizations offer job training and placement. M. Huynh mentioned that some grantees were facing barriers in placing clients in affordable, permanent housing, as well as issues with immigration status and lack of mental health professionals. M. Huynh reported that 15 of the grantees' grant packages were under review by the contract compliance team, 2 grantees had pending requirements, and 1 grantee had a pending upload to the portal.
3. **CSBG Grant Budget (Attachment H3)** – Staff D. Williams mentioned that AC-OCAP was expecting to receive an additional \$7,000 in grant funding, which would help balance the budget.
4. **Organizational Standards Submitted** – Staff D. Williams reported that the organization standards have been submitted and pending review.
5. **ROMA (Results Oriented Management and Accountability) Training**
Event Time: 10/23/2024 8:00 AM - 10/25/2024 5:00 PM - Chair M. Rivera recommended that M. Huynh attend ROMA training from October 23-25. D. Williams mentioned that ROMA is a framework used by Community Action Agencies to ensure compliance and effectiveness. M. Huynh shared that she is a candidate for the Certified Community Action Professional (CCAP) certification, and the ROMA training is part of her progress towards this certification. Staff D. Williams indicated that AC-OCAP has not had a dedicated ROMA expert on staff and Maria Huynh's participation in the training would help address this gap. The ROMA attendance is dependent on City Administration approval.

I. Open Forum: None

J. Announcements

- a. **United Seniors of Oakland and Alameda County** – None
- b. **Alameda County Social Services/Board of Supervisors:**
 - C. Ford-Frost announced Emergency Preparedness Day (Saturday, October 5, 2024) 10am-2pm. Location: Ed Roberts Campus, 3075 Adeline St. Berkeley, CA 94703. Free admissions, all ages are welcome. First 300 families to attend will receive a free emergency kit.
- c. **City of Oakland** – None
- d. **Board Members/Others:**
 - M. Rivera announced Kaiser is offering both COVID-19 and flu vaccines and encouraged board members to get vaccinated.

K. ACTION ITEM: Adjournment

MOTION: To adjourn the meeting at 6:35pm

M/S/Carried: A. Gums / M. Margolis / Motion Carried

The Next-In-Person Meeting: October 7, 2024 (Board voted to move meeting up one week)

DRAFT

Oakland Anti-Poverty Program

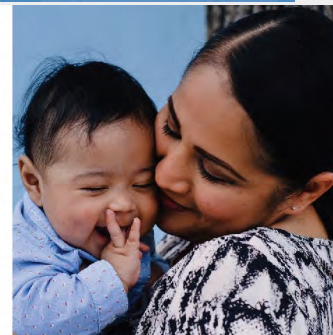


AC-OCAP changes people's lives, embodies the spirit of hope, improves communities, and makes Oakland and Alameda County a better place to live

The Alameda County-Oakland Community Action Partnership was established under the Economic Opportunity Act of 1964 to fight America's War on Poverty. Alameda County - Oakland Community Action Partnership (AC-OCAP) is part of broad national and statewide network of nearly 1,100 agencies, both non-profit private and public organizations, that extend across the United States—all working to eliminate poverty on a local and national level. CAP involves local citizens in its effort to address specific barriers to achieving self-sufficiency.

AC-OCAP is committed to reducing poverty by providing services and programs targeted to low-income individuals and families. AC-OCAP has been funding programs and projects in the low-income community since 1971.

www.oaklandca.gov/antipoverty-program





The Heart of the City of Oakland

2024-25 City of Oakland Employees Charity Campaign

PAYROLL DEDUCTION

- \$20 x 26 pay periods = \$520/yr
- \$10 x 26 pay periods = \$260/yr
- \$5 x 26 pay periods = \$130/yr
- \$_____ x 26 pay periods = \$_____






No checks or cash accepted as this is a City payroll deduction campaign only.

TOTAL ANNUAL GIFT \$ _____
(\$ at left must equal Subtotal \$ below)

For information on how to complete this form, see Pledge Form Guidelines . The minimum payroll deduction pledge to any Federation and/or their charities **must total \$1 or more per pay period (\$26/year) per charity - for full charity list log in to the giving portal <https://apphub.oakland.local/Charities/home.aspx> This is an internal app you must be logged into the city server**

Name _____ Signature _____ Work Phone _____
 Print Last First MI Required Required
 Employee # _____ Org. _____ Email address _____
 (City work email preferred)

"No goods or services are provided in consideration of the contributions pledged on this form" IRS advisory: <http://www.irs.gov/pub/irs-drop/n-06-110.pdf>

Charity Code	Federation / Charity Name	Total Annual Amount	Bi-Wkly Deduction		
 C-99	CHC: Creating Healthier Communities _____ _____ Total pledges to Federation & its member charities =	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____		
	 A-001	EarthShare _____ _____ Total pledges to Federation & its member charities =	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____	
		 10187	Global Impact _____ _____ Total pledges to Federation & its member charities =	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____
			 L2000	America's Best Local Charities (ABLC) _____ _____ Total pledges to Federation & its member charities =	\$ _____ \$ _____ \$ _____ \$ _____
 UWBA				United Way of the Bay Area _____ _____ Total pledges to Federation & its member charities =	\$ _____ \$ _____ \$ _____ \$ _____

Donor Choice Plan: See Pledge Form Guidelines on the back of this form before completing this section.

To designate to a charity **not listed under a federation**, please enter your choice in this section. **The charity must be an IRS 501c3 tax-exempt organization. Note that America's Best Local Charities (ABLC) is the nonprofit federation that processes Donor Choice gifts, the processing fee is 15%.**

Charity Name _____ **Annual Gift** _____ **Bi-Wkly Deduc.** _____
 Address _____
 City/State _____ Zip _____ Phone _____ \$ _____ \$ _____

City of Oakland Foundations:

	Total Annual	Bi-Wkly Deduction		Total Annual	Bi-Wkly Deduction
<input type="checkbox"/> Chabot Space & Science Center	\$ _____	\$ _____	<input type="checkbox"/> Oakland Firefighters Random Acts	\$ _____	\$ _____
<input type="checkbox"/> Children's Fairyland	\$ _____	\$ _____	<input type="checkbox"/> Oakland Parks & Recreation Foundation	\$ _____	\$ _____
<input type="checkbox"/> City of Oakland Hunger Program	\$ _____	\$ _____	<input type="checkbox"/> Oakland Police Activities League (PAL)	\$ _____	\$ _____
<input type="checkbox"/> Classroom to Careers	\$ _____	\$ _____	<input type="checkbox"/> Oakland Police Emergency Net (OPEN)	\$ _____	\$ _____
<input type="checkbox"/> Friends of the Gardens at Lake Merritt	\$ _____	\$ _____	<input type="checkbox"/> Oakland Police Foundation (OPF)	\$ _____	\$ _____
<input type="checkbox"/> Friends of the Oakland Public Library	\$ _____	\$ _____	<input type="checkbox"/> Oakland Pride	\$ _____	\$ _____
<input type="checkbox"/> Friends of the Oakland Animal Shelter	\$ _____	\$ _____	<input type="checkbox"/> Oakland Promise	\$ _____	\$ _____
<input type="checkbox"/> Oak/Ala Co/Emeryville Firefighter Charity	\$ _____	\$ _____	<input type="checkbox"/> OK Program of Oakland	\$ _____	\$ _____
<input type="checkbox"/> Oakland Anti-Poverty Program (OPAP)	\$ _____	\$ _____	<input type="checkbox"/> Pollinator Posse/OEBGCI	\$ _____	\$ _____
Totals	\$ _____	\$ _____	Totals	\$ _____	\$ _____

Note: If you wish to be acknowledged by the Federation or Charity of your choice, please provide the information below (info will not be shared or sold):

Email or Home Address _____ City _____ Zip _____



The Heart of the City of Oakland

2024-25 City of Oakland Employees Charity Campaign

PLEDGE FORM GUIDELINES

1. **Decide to whom you wish to give and how much to each.** Refer to the donor brochure for information about the Federations, fees, and the combined charities campaign.
2. **Indicate to which charity or charities you wish to give.**
 - **Donor Choice** – You may designate any IRS 501c3 tax exempt nonprofit eligible to receive tax deductible donations. If we are unable to determine that your choice is eligible, your donation will be returned to you. Use guidestar.org and other credible sources to determine nonprofit tax status. We will process contributions to a religious organization without evidence of its tax-exempt status, but be aware that your contribution is tax-deductible only if the organization complies with federal tax requirements. You are responsible for determining whether the organization complies. The processing fee is 15%. **Minimum Payroll Deduction gifts to each federation and/or their charities must be \$1 or more per pay period per charity (\$26/year minimum)**
 - **A gift in general to a Charitable Federation:** write the amount on the top line across from the federation's name.
 - **To a charity within a Federation** – write its code # (if available in brochure), name and amount on the line under that charity's federation.
3. **Annual Payroll Deduction** – write your employee number (from your payroll stub) in the box and sign the form. In the upper left corner of the form, indicate how much you wish to give per pay period. ***Please note that there is a minimum of \$1 or more per pay period per charity (\$26/year) for gifts to each federation and/or their member charities.*** List your annual amount in the total contribution section.
4. **Total Annual Gift** – add your payroll deductions.
5. **Not enough room? Use another form** – Simply write your name, employee number, organization number, City email address and work phone. Fill in the Page__of__ on the bottom right of the form and staple the forms together.
6. **Acknowledgement** – if you wish to receive written acknowledgement by the charity(s) to which you donate, please fill out the bottom line of the form with a legible Email or home mailing address.
7. **Turn in your pledge form to your Department/Agency Coordinator.** Please note that payroll deduction gifts received after 12/22/2022 may not be reflected in the first pay period 2023.
8. **For further information** call the City-wide Combined Charities Campaign Coordinator **Aracely “Shelly” Garza at (510) 238-6807.**
9. **Fill in your name, employee number, organization number, City email address, and work phone number.** This will allow us to contact you if we have any questions.

WHY GIVE THROUGH YOUR WORKPLACE CAMPAIGN?

Workplace giving is a very efficient form of non-profit fundraising since it utilizes payroll systems, employer volunteers and federations, they are a proven cost-effective alternative to direct mail, telemarketing, door-to-door and special events, so more of your donation goes to help worthy causes. That's why charities join a federation!

WHY GIVE THROUGH PAYROLL DEDUCTION?

It's the most efficient way to give, a little goes a long way. By using an employer's payroll system and the federations, donations are processed and distributed to your charity of choice. It's easy for the donor, easy for the charity and donors tend to give more over a year using payroll deduction so charities receive more to do their needed work.

WHY DONATE THROUGH A FEDERATION?

Charitable federations are nonprofits themselves providing an important service to nonprofit organizations. They screen charities for the highest public accountability and standards. By combining services under a federation umbrella, charities consolidate marketing, fundraising and processing expenses, thereby saving costs and charities get more funds!

WHY GIVE?

Simple-- your gift makes your community and your world a better place. With such a wide choice certainly there are charities that appeal to your interests.

WHAT YOU NEED FOR TAX PURPOSES: Please retain a copy of your Donor Form and your paycheck advices.

The following are the fundraising and administrative costs for the participating charitable federations based on their most recent independent audits. For more information on understanding nonprofit operating costs please see IRS.gov and Guidestar.org

America's Best Local Charities (ABLC) 10%
 CHC: Creating Healthier Communities 5.6%
 EarthShare California 12.5%
 Global Impact 2.53 %
 United Way of the Bay Area 5.6%

DRAFT AC-OCAP Board Retreat Agenda
November 16, 2024
10 am – 3 pm

10:00 – 10:10 am - Breakfast and Welcome

10:10 – 11:30 am – Community Health Presentation and Discussion

11:30 – 11:45 am – Break

11:45 – 12:15 am – What is your why for joining the board? What skill sets do you think you bring?

12:15 – 1:00 pm – Lunch

1:00 -3:00 pm – Overview of 2020-2025 Strategic Plan and Planning for next fiscal year

Total Duration – Approx. 5 hours.

Agency's Name	Grant Amount	Insurance - General Liability - Worker Comp	SAM Expiration	2024 WO#	2024 Risk Approval	2024 Business License	Schedule T	Subrecipient	Scope of Work Status	Budget and Narrative	Grant Schedules N/N-1/2 Certif. B	Grant Agreement returned w/ signatures	Grant Packet prepared & sent to Dwight for Final Check	Issues	Sent to Contract Compliance thru to the City Clerk	Agreement signed & approved by all parties	PO Number
A Diamond in the Ruff	\$25,000	11/13/24 7/22/25	7/17/25	21181	C	C	C	C	C	C	C	8/12/24	8/12/24 9/4/24	Insurance renewals(email 10.7)	9/26/24	10/7/24	2025003165
Alliance for Comm. Wellness (La Fam)	\$40,000	8/10/25 7/1/25	4/8/25	21196	C	C	C	C	C	C	C	8/19/24	8/13/24 8/20/24 9/4/24 9/23/24	AP uploads (email 10.16)	9/27/24	10/11/24	2025003265
Chabot Las Positas CCD	\$40,000	7/1/25 7/1/25	6/10/25	21224	C	E	C	C	C	C	C	8/21/24	8/21/24 9/4/24		10/17/24		
Change to Come	\$25,000	6/10/25 7/26/25	3/31/25	21221	C	C	C	C	C	C	C	8/12/24	8/19/24 9/18/24	MY report corrections (9.19);AP uploads (email 10.16)	9/25/24	10/11/24	2025003267
Community Works West	\$40,000	1/1/2025 1/1/2025	4/19/25	20171	C	C	C	C	C	C	C	8/12/24	8/12/24 9/25/24				
Covenant House CA	\$40,000	7/1/25 1/1/25	2/11/25	20168	C	C	C	C	C	C	C	8/13/24	8/13/24 9/30/24		10/22/24		
Fremont Family Resource Center	\$40,000	12/31/24 7/1/25	4/18/25	21270	C	C	C	C	C	C	C	9/10/24	9/10/24		9/24/24	10/11/24	2025003294
Hack the Hood Inc.	\$40,000	1/14/25 7/1/25	9/4/25	21296	C	C	C	C	C	C	C	8/13/24	10/8/24	AG Reporting Incomplete (ok per Rachel 10.7 Teams);Reuploaded to portal 10.22			
Lao Family Community Dev.	\$40,000	11/1/24 11/1/24	1/30/25	21187	C	C	C	C	C	C	C	8/14/24	8/14/24 9/30/24	Insurance renewals(email 10.14, 10.23)	10/23/24		
Lighthouse Comm. Public School	\$40,000	7/01/25 8/27/25	9/17/25	21169	C	C	C	C	C	C	C	8/14/24	8/14/24 10/8/24				
Love Never Fails	\$25,000	4/30/25 5/8/25	11/21/24	21171	C	C	C	C	C	C	C	8/14/24	8/14 8/23 9/30/24				
New Door Ventures	\$40,000	6/30/25 6/30/25	3/7/25	21179	C	C	C	C	C	C	C	8/14/24	8/14 8/23 9/30/24				
Operation Dignity	\$40,000	10/25/24 12/2/24	4/17/25	21172	C	C	C	C	C	C	C	8/23/24	8/23/24 9/30/24	Insurance renewals(email 10.7,10.23)	10/7/24		
Rubicon Programs, Inc	\$40,000	7/01/25 7/01/25	1/18/25	21180	C	C	C	C	C	C	C	9/3/24	9/3/2024 9/13/24		10/2/24	10/7/24	2025003083
St. Mary's Center	\$40,000	4/29/25 4/29/25	2/5/25	21192	C	C	C	C	C	C	C	8/22/24	8/23/2024 9/4/24	KP payment proof (email 10.22)	9/6/24	10/7/24	2025003164
Urban University	\$40,000	5/15/25 7/21/25	2/13/25	21234	C	C	C	C	C	C	C	8/13/24	9/3; 9/5/24	MY & CCR reports not received (email 8.7,10.23)	9/24/24		
Eden I&R - 100K GPF	\$100,000	9/1/25 7/1/25	8/7/25	21252	C	C	C	C	C	C	C	8/8/24	9/12/24	2 years contract July 1,2023-June 30, 2025. Paid quarterly. \$100 k/year = \$200k 2023-2025; 23-25 schedules emailed 11.29			
Eden I&R - 20K	\$20,000	9/1/25 7/1/25	8/7/25	21254	C	C	C	C	C	C	C	8/16/24	9/12/24				
HERA - 30K (.5 Oak & .5 Ala)	\$30,000	6/21/25 7/9/25	11/27/24	20169	C	C	C	C	C	C	C	7/18/24	7/22/24 9/27/24		10/22/24		
proj - 1006757/58	Org - 78362	Exp - 52211, 52911, 52919, 54912, 54919, 53611										Task - 1 default	Award - 24335				
R = Received				C = Completed				U = Updated									

October 15, 2024

Attachment H1b

Good morning AC-OCAP Grantees,

As we work our way through the 4th Quarter of our second grant year and get 2024 grants processed, compliance continues to hold center stage. To fulfill the terms of the grant agreement between the City of Oakland and your organization, an AC-OCAP program Desk Audit must be completed this year. We will also be scheduling your Grantee Presentation to the AC-OCAP Board and a Site Visit to your agency in the first quarter of 2025. The purpose of the desk audit is to acquaint our staff with your organizational operations, program activities, and program performance to date.

To prepare for the program Desk Audit and Site Visit, we ask that you provide to us the items listed below by **November 15, 2024**. If you are unable to submit the requested desk audit items by the requested date, please inform our staff immediately, and we will discuss other arrangements. **Please email the following items to: AC-OCAP@oaklandca.gov.**

Desk Audit ITEMS (Due to Ac-OCAP by NOVember 15, 2024)
1. Current organizational chart for agency, designating vacant positions
2. Current board roster with vacancies noted
3. Most recent approved 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 procedures
7. Most recent financial audit report
8. Customer satisfaction survey tool and results
9. Most recent Federal Form 941 and the State Form DE6 or DE9 filed
10. Current Program Intake form

If you should have any questions or concerns, please feel free to contact Maria Huynh at 510-238-6515 or mhuynh@oaklandca.gov.

Sincerely,

Dwight Williams

Dwilliams5@oaklandca.gov

Alameda County - Oakland Community Action Partnership

150 Frank H. Ogawa Plaza, Ste. 4340, Oakland, CA 94612

Phone: 510-238-6131 Fax: 510-238-2367

www.AC-OCAP.com



"Helping People...Changing Lives"



FINANCIAL WORKSHOP STUDENT LOANS

Join our free workshop for advice and information on the rights and responsibilities of student loan borrowers.

HERA is a non-profit advocacy and legal services organization working across the state of California. HERA staff attorneys will present these topics and be available afterwards to answer questions about your individual situation.

Covered topics, among others:

- ✓ Learn how to reduce your student loan payments.
- ✓ Learn how your student loans can be cancelled.
- ✓ Learn what to do if you are behind on your student loan payments.

Tuesday, November 12th, 12-2:30pm
Laney College, Forum Building
900 Fallon St, Oakland, CA 94607
Free parking on-site



ALAMEDA COUNTY – OAKLAND COMMUNITY ACTION PARTNERSHIP
ANTI-POVERTY BOARD MEMBERSHIP TERMS

OFFICER	NAME/TERM START	START	TERMEND	SECTOR	NOTIFICATION STATUS
SECRETARY 05/22-01/23	Brigitte Cook ('22)	01/01/22	12/31/24	Low Income (Oakland District 1)	B. Cook appointed 2/14/22
	Mitchell Margolis ('20)	01/01/22	12/31/24	Low Income (Oakland District 2)	M. Margolis appointed 2/10/20
	David Walker ('20)	01/01/22	12/31/24	Low Income (Oakland District 3)	Special Vacancy - D. Walker appointed 01/13/20
	VACANT	01/01/21	12/31/23	Low Income (Oakland District 4)	Special Vacancy A. Rossetti appointed 5/11/20 – resigned 8/31/21 J. Butchart resigned 7/16/15
CHAIR 05/22-01/23	Monique Rivera ('10)	01/01/23	12/31/25	Low Income (Oakland District 5)	Re-Appointed 12/19, Board Officer Re-elected 12/14/20 Assumed Office of Board Chair May 5/9/23
	LaWanda Smith ('23)	01/01/22	12/31/24	Low Income (Oakland District 6)	LaWanda Smith appointed 9/11/23
	Patricia Schader ('22)	01/01/22	12/31/24	Low Income (Oakland District 7)	Membership approved July 11, 2022
	(Kimberly Mayfield '23) Oakland Mayor Sheng Thao	01/01/23	12/31/25 Mayoral term ends 12/31/25	Elected City of Oakland Mayor	Appointed 06/28/23, Elected 7/10/23
	(Tonya Love '21) Carroll Fife (21) District 3, Councilmember	01/01/21	01/01/25 (Council Term Ends 01/05/ 25)	Elected Councilmember	T. Love appointed 3/8/21
	(Ana Tellez-Witrigo '24) Noel Gallo (15) District 5, Councilmember	01/01/21	01/01/25 (Council Term Ends 01/05/ 25)	Elected Councilmember	A. Tellez-Witrigo appointed 1/25/24
	(Josephine Guzman '24) Treva Reid (21) District 7, Councilmember	01/01/21	01/01/25 (Council Term Ends 01/05/ 25)	Elected Councilmember	J. Mapp appointed 4/2022 L. Perry appointed 03/11/24, Josephine Guzman appointed 07/23/24
	(Cesley Ford-Frost '23) Lena Tam District 3, County Supervisor	01/01/23	01/01/25 (Term Ends 01/01/23)	Elected County Supervisor	C. Ford-Frost appointed 7/10/23
	(Angelica Gums) Nate Miley ('12) District 4, County Supervisor	01/01/21	01/01/25 (Term Ends 01/01/25)	Elected County Supervisor	Appointed 12/20/11
	Quantum Norwood ('23)	01/01/24	12/31/26	Low Income (Alameda County)	William B. (Quantum) Norwood appointed 10/9/23
	Diana Maravilla ('24)	01/01/24	12/31/26	Low Income (Alameda County)	D. Maravilla Appointed 03/05/24
TREASURER 01/21-01/23	Andrea Ford ('05)	01/01/22	12/31/24	Private (Social Services)	Re-Appointed 12/18 and 1/22, 12/14/20 Board Officer Re-elected 1/1/22
VICE CHAIR 05/22-01/23	Sandra Johnson ('02)	01/01/23	12/31/25	Private (United Seniors)	Appointed 12/12/16, 12/9/19, 12/14/20 Board Officer Re-elected 12/2/22
	VACANT	01/01/20	12/31/22	Private Sector	Oakland Rotary: S. Callum Appointed 12/12/16, 12/9/19, resigned 1/18/22

Eighteen (18) Board Members serve a 3-year staggered term. Notification for the term end date shall occur 60 days prior. Board members are not appointed. Board Officers serve a 2-year term. Board Officer Elections are held bi-annually in December. 2022 Election: Chair; Monique Rivera, Vice Chair; Sandra Johnson, Secretary; Brigitte Cook and Andrea Ford, Treasurer. Community Members are not appointed. Federal Mandate (Public Law 105-285, Oct. 27, 1998, SEC. 676B) "1/3 of the members are (low-income) persons chosen in accordance with a democratic selection procedure, 1/3 are elected public officials, and 1/3 are other major groups" **2024 Membership Terms – Revised 10/25/24**

**ALAMEDA COUNTY-OAKLAND
COMMUNITY ACTION PARTNERSHIP (AC-OCAP)
RESOLUTION NO. 10-24**

WHEREAS, the ALAMEDA COUNTY-OAKLAND COMMUNITY ACTION PARTNERSHIP is determined to authorize signing authority to the City of Oakland Assistant City Administrator.

RESOLVED, ALAMEDA COUNTY-OAKLAND COMMUNITY ACTION PARTNERSHIP hereby authorizes and approves Assistant City Administrator LaTonda Simmons to make, execute, endorse and deliver in the name of and on behalf of the ALAMEDA COUNTY-OAKLAND COMMUNITY ACTION PARTNERSHIP, but shall not be limited to, all written instruments, agreements, documents, transfers, assignments, contracts, obligations, certificates and other instruments of whatever nature entered by the ALAMEDA COUNTY-OAKLAND COMMUNITY ACTION PARTNERSHIP.

Name of Authorized Representative: LaTonda Simmons

Signature: _____

Title: Assistant City Administrator

Email: lsimmons@oaklandca.gov