



## Alameda County - Oakland



### Community Action Partnership (AC-OCAP)

Visit us on the web at [AC-OCAP.com](http://AC-OCAP.com) or contact us by email at [AC-OCAP@oaklandca.gov](mailto: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.

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#### **Administering Board Meeting / Special Executive Committee Meeting**

Monday, April 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-Witrago), 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/ Approval of Agenda**  
**ACTION ITEM:**
- B 5:35 p.m. **Roll Call/Determination of Quorum/Recite AC-OCAP Promise**
- C 5:40 p.m. **Approval of Draft March 11, 2024, Administering Board Minutes**  
**ACTION ITEM:**
- D 5:45 p.m. **Public Comment:** (Specific Agenda Item(s): Audience Comment Period)
- E 6:00 p.m. **CalCAPA Board Training – Roles, Responsibilities, Activities - David Knight**
- F 6:30 p.m. **Board Sub-Committee Updates**  
1. Program Planning  
a. Board Retreats  
b. May 60<sup>th</sup> Anniversary Community Action Activities – **Attachment F1**  
2. Advocacy  
a. May Legislative Day – May 1 in Sacramento (4)  
3. Executive Committee  
a. Dual Meeting Resolution – **Attachment F3**  
**ACTION ITEM:**
- G 6:45 p.m. **Community Action Partnership Board Updates (D. Williams)**  
1. Board Vacancies  
2. Attendance Roster – **Attachment G2**  
3. Form 700 Submittals  
4. Board Roster (Updated)  
5. 2024 Board Meeting Calendar Conflicts – 9/9, 11/11, 11/28, 12/26  
6. CSD State Visit 4/9/2024  
**ACTION ITEM:**
- H 7:00 p.m. **AC-OCAP Programing Updates**  
1. Status of 2023 Grantee Agreements (18) – **Attachment H1**  
2. EITC VITA Tax Program  
3. 2023 Budget Expenditures (thru Feb 2024) – **Attachment H3**  
4. Gift Card Partnership with MSSP Seniors – **Attachment H4**  
5. Plans for 2024 Programming  
**ACTION ITEM:**
- I 7:20 p.m. **Open Forum:** (General Audience Comment Period)

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## Alameda County - Oakland



### Community Action Partnership (AC-OCAP)

J 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

K 7:30 p.m.

#### Adjournment

- a. The Next In-Person Meeting: May 13, 2024



## MINUTES



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

#### Administering Board Meeting Monday, March 11, 2024, 5:30 PM

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**Board Members Present:** Monique Rivera (Chair), Sandra Johnson (Vice-Chair), Andrea Ford (Treasurer), Brigitte Cook (Secretary), David Walker, LaWanda Smith, Patricia Schader, Quantum Norwood, Mayor Sheng Thao (Dr. Kimberly Mayfield), Councilmember Carroll Fife (Tonya Love), Councilmember Treva Reid (Latashia Perry), Supervisor Lena Tam (Cesley Ford-Frost).

**Board Member Excused:** Councilmember Noel Gallo (Ana Tellez-Witrigo), Supervisor Nate Miley (Angelica Gums), Mitchell Margolis.

**Board Member Absent:** None

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

**Staff:** Dwight Williams, Thea On, Maria Huynh

**Guests:** Diana Maravilla, Asha Vitatoe, Eugenia, and Kampol Crews

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- A. Call to Order/Recite Alameda County-Oakland Community Action Partnership (AC-OCAP) Promise**  
Chair M. Rivera called the March 11, 2024, Administering Board Meeting to order at 5:35pm. 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 5:40p.m.  
**MOTION:** To approve the March 11, 2024, Administering Board Agenda.  
**M/S/Carried:** A. Ford / K. Mayfield / Motion Carried.
- C. Approval of the Draft Minutes from the Alameda County-Oakland Community Action Partnership (AC-OCAP) Administering Board Meeting of January 15, 2024 - Attachment C1**  
**MOTION:** To approve the Draft February 12, 2024, Administering Board Minutes.  
**M/S/Carried:** A. Ford / K. Mayfield / Motion Carried.
- D. MOTION: To Approve Application for Alameda County (Diana Maravilla)– Attachment D1**  
Applicant D. Maravilla expressed interest and background experience in serving the unincorporated Alameda County Community.  
**M/S/Carried:** Q. Norwood / S. Johnson / Motion Carried by Consensus.
- 1. Public Comment:** Community member Eugenia Crews - I was surprised when I heard that the grantees do not receive their funds until the year is over, and invoices are submitted. But I wanted to say that I've been a grant review specialist for the City of Oakland. Cultural Arts, it's 100% up front. Also, violence prevention, we've received grants from violence prevention, they give 100% of grant funds up front. I think if we're interested in moving the needle, making these organizations who are already on the frontlines and stressing hard on the issues, to make them wait an entire year to get their funds is not right. I wanted to make a point of urging this committee to look at paying your grantees upfront so they can do the work and get an extra shot and not be delayed.

## E. Community Action Partnership (CAP) Updates:

### 1. Board Updates – Attachment E1

Chair Rivera – seeks clarification on board training and affiliation with state level. Currently there are two open positions for CDBG District 4 and Private Sector. There are some challenges in finding residents in the low-income area for CDBG District 4 and recruiting them for the board.

Q. Norwood – Seeks approval to send invitation to Robert Nakamoto (Dean of Social Science) cc Jamal Cook (President) to join the Board as private interest group.

**MOTION: To approve a letter from the board to Robert Nakamoto at Chabot College inviting him to join as a private sector representative.**

**M/S/Carried: Q. Norwood / B. Cook / Motion Carried.**

**ACTION ITEM:** Board Members were asked to respond to scheduling and calendaring for upcoming meetings, with a focus on using Outlook for scheduling reminders. Members agreed to respond back to the invite using “Accept” instead of replying ‘YES’ to email. S. Johnson noted that even if quorum isn’t reached, staff may notice both the Administering and the Executive Board meeting at the same time to meet and discuss topics, just not make official motions or votes. B. Cook reminded us that the Administering Board voted in a previous meeting to notice a meeting of the Executive Board and the Administering Board at the same time so that if there is no quorum of the Administering Board, then the Executive Board can proceed with the meeting.

### 2. Committee Updates - Attachment E5

- a. **Executive Committee** – Discussed budget, including unused funds and additional savings from not traveling to Washington D.C. (additional savings of \$11k) to benefit CAP’s programs and potential uses for 60<sup>th</sup> anniversary celebration. Discussing changes in the By-Laws language. The last revision was made in 2011. Concerns were raised about the city changing its travel process to require Board members to pay expenses upfront rather than reimbursing costs later.
- b. **Program Planning Committee** – The Planning committee is working on plans for an upcoming board meeting retreat, including identifying potential facilitators and possible dates in May or later months. D. Walker discussed goals and objectives for programing retreat, including connecting on a human level and evaluating 2020 and 2025 strategic plan. Requests for quotes have already sent out an official request to the potential facilitators. Darlene Fylnn, City of Oakland Director of Diversity, Equity, and Inclusion has agreed to do a 90 min training session to provide an equity base line. Prospective dates are May 4<sup>th</sup> or 11<sup>th</sup> for the retreat, with a possibility for July (tentatively).
- c. **Advocacy Committee** – Planning and Advocacy is putting together a proposed event for 50-60 invitees, elected officials, board members and grantees. M. Rivera suggested that we open it up to a larger audience since we have a bigger budget to work with. Initial ideas from Board Members involved hosting a screening at the Parkway Theater in Oakland on a Thursday evening. Staff D. Williams proposed hosting a screening of the film, “A Rising Tide” as CAP 60<sup>th</sup> Anniversary event in May, as it aligns with our work in homelessness and anti-poverty. Cost estimates range from \$2,500 to \$5,000 for film sponsorship and \$800-1500 for venue rental. There was a discussion of expanding the event beyond just grantees to also include elected officials, community members, and potential partnering organizations working in related issue areas. Some concerns were raised about the feasibility of holding both the film screening and retreat in May due to the staff workload. Alternative venues were recommended like the Oakland City Council Chambers or Grand Lake Theater. It was agreed that the Board would research other venue options and budget details to present for a vote.
- d. **Board Training** – Staff Williams and Chair M. Rivera plan to meet with representatives from CalCAPA (California Community Action Partnership) to receive training on the state perspective and best practices from other CAP boards. The goal of this training is to help strengthen CAP’s

board, clarify their role, and mission, and identify ways to better collaborate with other organizations. It was suggested the board would benefit from learning more about the history and legacy of Community Action Partnership through materials like films and reading. Understanding CAP's strategic plan, goals and how their work aligns with national efforts was identified as an objective for the upcoming board retreat. Providing the board with an overview of the city administrator role and job descriptions was noted as an area some guidance would be helpful.

- e. **Fund raising** - The board continues exploring avenues to increase CAP's overall budget, such as applying for additional grants, fundraising, and advocacy efforts to secure more federal funding. Analyzing the budget month-by-month was mentioned as an action item to determine the best uses of unused funds before the fiscal year ends in April.

**MOTION: To sponsor an event in May for CAP 60<sup>th</sup> Anniversary and vote on it in April including the estimated cost.**

**M/S/Carried: Motion Carried by Consensus.**

**Abstained: S. Johnson**

### **3. AC-OCAP Programming Updates: (Staff D. Williams)**

- a. 105 returns transmitted as of 3/7/24. Some taxpayers have been disappointed by smaller-than-expected refund sizes this year, which may be related to 2017 tax law changes taking effect. The IRS recently inspected CAP's VITA program on Thursday, 3/7/24 and found it to be running well, with only minor issues like a missing sign on one of the walls and a volunteer without a name tag. The program is about 6 weeks into tax season so far, with 4-5 more weeks remaining to complete filings by the April 30<sup>th</sup> deadline.
- b. Four 2023 grant agreements remain to be processed, with an April 30th deadline to reimburse the grantees.

### **4. AC-OCAP Budget Updates –**

- a. **CSBG** has authorized spending up to 50% of allocated 2024 grant funds, allowing work to begin on those projects.

### **5. Conference Updates – Attachment None**

- a. Staff D. Williams shared that the city administrator's office had approved travel for the Washington D.C. conference, but it would require last-minute flights that may be difficult to coordinate.
- b. 2024 Cal CAPA State Legislative and Advocacy Day, May 1, 2024, Sacramento. Emails requesting signatures for Travel Reimbursement sent to 5 attendees on 3/8/2024. So far, only T. Love submitted the form for TA reimbursement.

### **6. Open Forum: (General Audience Comment Period)**

Community member Asha Vitatoe - Executive Director of Mentoring in Medicine & Science, Inc (Oakland-based nonprofit), provided some key points including emphasizing the importance of not prioritizing larger organizations for funding simply due to their size. She highlighted the success her organization has seen with grants that provide funding upfront rather than reimbursement. She also suggested technical assistance for areas like grant writing and fiscal management could help increase CAP's capacity to support more organizations, even without direct funding. Lastly, she advocated the value of pre-apprenticeship programs in diversifying the healthcare workforce, which relates to her organization's mission.

### **7. INFORMATIONAL ITEM: Announcements**

- a. United Seniors of Oakland and Alameda County - No report
- b. Alameda County Social Services/Board of Supervisors:
  - D. Maravilla - "Eggstravaganza" at Cherryland, Egg Hunting Event. March 23<sup>rd</sup> – open for everyone.
- c. City of Oakland – No report
- d. Board Members/Staff:

- D. Williams – Housing and Economic Rights Advocates (HERA) is offering free Zoom workshops to students.
- M. Rivera – Kaiser Permanente offering internship/career opportunities in healthcare.

**8. ACTION ITEM: Adjournment**

**MOTION:** To adjourn the meeting at 7:30pm

M/S/Carried: S. Johnson / M. Rivera / Motion Carried by Consensus.

**The Next-In-Person Meeting: April 8, 2024**

DRAFT

# Attachment F1

## 60th Anniversary Kick Off Reception

5:30 PM Doors Open: Registration

5:45 PM Reception

6:15 PM Request to move to chamber

6:30 PM Welcome and Introduction of dignitaries

6:45 PM History of AC-OCAP - what we've done in the past  
along with CAP 10 min film

7:00 PM Introduce Film

7:15 PM Film

8:30 PM Discussion and Dessert

9:30 PM Conclude

10:00 PM user out



# Attachment F1

## BUDGET

Film Rental		1,000
Appetizers	\$20*200	4000
Dessert	\$10*100	1000
Drinks	\$2*400	800
Swag(gifts for dignitaries	50*\$25	1250
CAP Giveaways	10 * 200	2000
Decorations		200
Contengency		750
	\$	11,000

# ALAMEDA COUNTY-OAKLAND COMMUNITY ACTION PARTNERSHIP BOARD

## RESOLUTION NO. \_\_\_\_\_

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**RESOLUTION TO JOINTLY NOTICE THE ALAMEDA COUNTY-OAKLAND COMMUNITY ACTION PARTNERSHIP ADMINISTERING BOARD MEETINGS WITH SPECIAL EXECUTIVE COMMITTEE MEETINGS FROM JANUARY 2024 TO DECEMBER 2024, IN THE EVENT THAT QUORUM IS NOT ACHIEVED FOR THE ADMINISTERING BOARD, THE ADMINISTERING BOARD DELEGATES THE EXECUTIVE COMMITTEE TO ACT ON ITS BEHALF**

**WHEREAS**, in November 2023, the Department of Community Services and Development (CSD) completed the 2023 Monitoring Desk Review of the Alameda County – Oakland Community Action Partnership (AC-OCAP) agency for CSBG contracts; and

**WHEREAS**, CSD found the AC-OCAP Board to be out of compliance with the Organizational Standard 5.5, which states, “The department’s tripartite board/advisory body meets in accordance with the frequency and quorum requirements and fills board vacancies as established in its governing documents.”; and

**WHEREAS**, the failure to establish a quorum at each scheduled board meeting has prevented the Administering Board from discharging its duties in a timely fashion, including the review and approval of essential contractual documents required by the Organizational Standards, and the delayed appointments to fill vacancies further impacts the voice of the Low-Income; now therefore be it:

**RESOLVED:** that the Alameda County-Oakland Community Action Partnership Administering Board hereby adopts a policy from January 2024 to December 2024 to jointly notice the AC-OCAP Administering Board meetings with Special Executive Committee Meetings; and be it

**FURTHER RESOLVED:** in the event that quorum is not achieved for the Administering Board, the Administering Board delegates the Executive Committee to act on its behalf.

# Attachment G2

## Administering Board Attendance 2024

BOARD MEMBER	MEETING DATES											Total Absences
	1/8	2/12	3/11	4/8	5/13	6/10	7/8	9/9	10/14	11/11	12/9	
B. Cook (LI-Dist. 1)	P	P	P									
M. Margolis (LI-Dist. 2)	P	P	E									
D. Walker (LI-Dist. 3)	P	P	P									
Diana Maravilla (LI-Alameda County)			P									
LI-District 4 (Vacancy)												
M. Rivera (LI-Dist. 5)	P	P	P									
N. Quantum (LI-Alameda County)	P	P	P									
L. Smith (LI-Dist. 6)	A	P	P									
P. Schader (LI-Dist. 7)	P	P	P									
K. Mayfield (Mayor)	P	P	P									
C. Fife (T. Love) (ECM-Dist. 3)	P	P	P									
N. Gallo (A. Tellez-Witrigo) (ECM-Dist. 5)	P	P	E									
T. Reid (L. Perry) (ECM-Dist. 7)	E-J Mapp	P	P									
L. Tam (C. Frost- Dist. 3) (EoS-District 3)	P	P	P									
N. Miley (A. Gums) (ECOS-Dist. 4)	P	P	E									
A. Ford (Private Sector-Social Srvcs)	E	P	P									
S. Johnson (Private Sector-United Srs.)	P	P	P									
Business/Private Sector (Vacancy)												0
MEETING STATUS	Convened	Convened	Convened	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	
"The following conditions will govern grounds for the termination of membership on the Administering Board. The Administering Board member accumulates three consecutive unexcused absences from regular meetings, or accumulates six absences from such regular meetings in any six-month period." (Excerpt from Bylaws 10-11-11)												

Legend
LI - Low Income
ECM - Elective Council Member
ECOS/EOS - Elective County Oakland Supervisor

P/Z - Present/Zoom
A - Absent
E - Excused

# Attachment H1

## 2023 AC-OCAP Grantee Contract Routing -

Agency's Name	Grant Amount	Insurance - General Liability - Worker Comp	SAM Expiration	2023 WO#	2023 Risk Approval	2023 Business License	Schedule T	Subrecipient	Scope of Work Status	Scope of Work and Budget Status	Combined Grant Schedule + Sched W + Sched Z Received	Grant Agreement returned w/ signatures	Grant Packet prepared & sent to CC	Issues	Sent to Contract Compliance thru to the City Clerk	Agreement sent to Grantee with RFF template	PO Number
A Diamond in the Ruff	\$25,000	11/13/24 7/22/24	7/18/24	19773 R1	C	C	C	C	C	C	C	12/4/23 12/4/23	12/6/23	Complete	12/6/23	2/13/24	2024006907
Alliance for Comm. Wellness (La Fam)	\$40,000	8/10/24 7/1/24	4/19/24	19494 R1	C	C	C	C	C	C	C	8/25/23 9/26/23	10/2/23	Complete	11/27/23	12/12/23	2024004928
Chabot Las Positas CCD	\$40,000	7/1/24 7/1/24	9/25/24	19495 R3	C	No need	C	C	C	C	C	8/22/23 8/22/23	10/2/23	Complete	2/21/24	3/14/24	2024008429
Change to Come	\$25,000	3/16/24 9/1/24	5/30/24	19496 R2	C	C	C	C	C	C	C	9/19/23 9/19/23	10/6/23	Complete	1/24/24	2/13/24	2024007338
Community Works West	\$40,000	1/1/2025 1/1/2025	4/11/24	19727 R1	C	C	C	C	C	C	C	10/26/23 10/31/23	10/31/23	Complete	12/21/23	2/13/24	2024007017
Covenant House CA	\$40,000	7/1/24 7/1/24	3/12/24	19493	C	C	C	C	C	C	C	8/24/23 8/28/23	9/29/23	Complete	10/26/23	12/12/23	2024004336
Fremont Family Resource Center	\$40,000	1/1/24 7/1/24	5/7/24	19904	C	No need	C	C	C	C	C	2/14/24	3/13/24	Sent to Attorney 3/21/24	3/13/24		
Hack the Hood Inc.	\$40,000	1/14/24 7/1/24	6/5/24	19535 R1	C	C	C	C	C	C	C	8/24/23 8/25/23	9/25/23	Complete	9/25/23	2/20/24	2024006909
Lao Family Community Dev.	\$40,000	11/1/24 11/1/24	3/1/24	19536 R1	C	C	C	C	C	C	C	8/25/23 9/19/23	9/29/23	Complete	9/29/23 1/11/24	2/13/24	2024007018
Lighthouse Comm. Public School	\$40,000	7/01/24 8/27/24	11/2/24	19537 R1	C	C	C	C	C	C	C	10/6/23 10/11/23	10/11/23	Complete	2/14/24	3/7/24	2024008269
Love Never Fails	\$25,000	4/30/24 5/8/24	11/21/24	19538	C	C	C	C	C	C	C	8/25/23 8/25/23	9/25/23	Complete	12/21/23	3/7/24	2024006908
New Door Ventures	\$40,000	6/30/24 6/30/24	4/4/24	19539	C	C	C	C	C	C	C	8/25/23 8/27/23	10/4/23	Complete	11/22/23	12/12/23	2024004838
Operation Dignity	\$40,000	10/25/24 12/20/24	4/16/24	19719 R1	C	C	C	C	C	C	C	10/13/23 10/13/23	10/30/23	Complete	10/30/23 1/11/24	2/13/24	2024007015
Rubicon Programs, Inc	\$40,000	7/1/24 7/1/24	8/20/24	19541	C	C	C	C	C	C	C	8/25/23 8/28/23	10/12/23	Complete	11/27/23	12/12/23	2024004810
St. Mary's Center	\$40,000	4/29/24 4/29/24	3/7/24	19470	C	C	C	C	C	C	C	8/25/23 8/30/23	10/3/23	Complete	11/2/23	12/12/23	2024004338
Urban University	\$40,000	5/15/24 7/21/24	in progress	19905	C	C	C	C	C	C	R	2/14/24 2/14/24	2/20/24	Uploaded 3/25/24	3/25/24		
Eden I&R - 100K GPF	\$100,000	9/1/24 7/1/24	10/9/24									Need Resolutio		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	9/1/24 7/1/24	10/9/24	19850	C	C	C	C	C	C	C	10/12/23 10/16/23	10/31/23	Complete	12/20/23 1/25/24	3/12/24	2024007955

### Attachment H3

#### AC-OCAP Budget Details 2023

Project Numl	Employee Name	EARS	Supplier Name	Expenditure Type	Sum of Total Cost
1005642	Staff1				41,724.07
	Staff2				0.00
	Staff3				73.21
	Staff4				6,463.64
	Staff5				389.36
	Staff6				124,915.98
	(blank)	10.3 Operating Expenses	ANDREA FORD	55112 Comm Transportation	513.15
				55113 Meals	156.00
				55114 Per Diem, Lodging	612.52
			ANGELICA GUMS	55112 Comm Transportation	513.15
				55113 Meals	211.50
				55114 Per Diem, Lodging	816.69
			BOXICHEF INC	52911 Bottled Water, Food	366.78
			CAFFE TEATRO	52911 Bottled Water, Food	1,226.57
			COMMUNITY ACTION PARTNERSHIP	55212 Registr, Tuition	2,865.00
			CORODATA RECORDS MANAGEMENT INC	53219 Rental: Misc	45.26
			Dwight Williams	55112 Comm Transportation	597.16
				55113 Meals	433.50
				55114 Per Diem, Lodging	1,547.36
			Maria Huynh	55113 Meals	111.00
				55119 Misc Travel Exp	0.00
				55212 Registr, Tuition	817.88
			NATIONAL COMMUNITY ACTION	55312 Memberships: City	1,000.00
			PANERA BREAD COMPANY	52911 Bottled Water, Food	347.36
			T MOBILE USA	53117 Cell Phone	344.12
			THE ROTISSERIE DELI	52911 Bottled Water, Food	672.52
			WIPFLI LLP	55212 Registr, Tuition	925.00
			ZOOM VIDEO COMMUNICATIONS INC	52213 Minor Comp Hdware	0.00
				55214 On-Line Datbse Serv	161.14
			(blank)	55112 Comm Transportation	-1,623.46
				55113 Meals	-690.00
				55114 Per Diem, Lodging	-2,654.25
				55212 Registr, Tuition	-3,690.00
				56211 Telephone, Instal	713.00
				56311 Printing	479.00
		10.6 Supcontractor	(blank)	54919 Services: Misc	0.00
<b>1005642 Total</b>					<b>180,384.21</b>

### Attachment H3

#### AC-OCAP Budget Details 2023

1005643	Staff7				0.00
	Staff8				122,838.76
	Staff6				76,513.82
	(blank)	20.3 Operating Expenses	<b>4IMPRINT INC</b>	52919 Misc, Commodities	1,361.98
			<b>AARDVARK LASER ENGRAVING</b>	52919 Misc, Commodities	238.13
			<b>ALAMEDA COUNTY COMMUNITY FOOD BA</b>	52911 Bottled Water, Food	4,620.00
			<b>CAFE GABRIELA LLC</b>	52911 Bottled Water, Food	325.24
			<b>CAFFE TEATRO</b>	52911 Bottled Water, Food	1,546.25
			<b>CALIFORNIA COMMUNITY ACTION PARTNE</b>	55312 Memberships: City	8,081.82
			<b>CORODATA RECORDS MANAGEMENT INC</b>	53219 Rental: Misc	122.16
			<b>FEDERAL EXPRESS</b>	53611 Postage and Mailing	32.69
			<b>FEDEX OFFICE</b>	53611 Postage and Mailing	8.74
			<b>INTERNATIONAL CONTACT INC</b>	53719 Misc Services	100.00
			<b>THE BIG APPLE CAFE</b>	52911 Bottled Water, Food	2,003.38
			<b>WYNN CATERING &amp; EVENTS</b>	52911 Bottled Water, Food	1,074.94
			<b>(blank)</b>	52213 Minor Comp Hdware	5,204.91
				52919 Misc, Commodities	13,208.34
				53219 Rental: Misc	-32.46
				53611 Postage and Mailing	15.05
				53719 Misc Services	1,734.00
				56211 Telephone, Instal	1,222.00
				56311 Printing	821.00
		20.5 Out of State Travel	<b>ANDREA FORD</b>	55112 Comm Transportation	23.14
				55113 Meals	92.00
				55114 Per Diem, Lodging	204.20
				55119 Misc Travel Exp	152.93
			<b>ANGELICA GUMS</b>	55112 Comm Transportation	-10.56
				55113 Meals	36.50
				55114 Per Diem, Lodging	346.79
			<b>CITYGOVAPP INC</b>	55212 Registr, Tuition	9,204.00
			<b>COMMUNITY ACTION PARTNERSHIP</b>	55212 Registr, Tuition	600.00
			<b>Dwight Williams</b>	55112 Comm Transportation	157.46
				55113 Meals	56.50
				55114 Per Diem, Lodging	178.33
				55212 Registr, Tuition	100.00
			<b>Maria Huynh</b>	55119 Misc Travel Exp	39.66
			<b>(blank)</b>	55112 Comm Transportation	1,623.46
				55113 Meals	1,137.50

AC-OCAP Budget Details 2023

Attachment H3

1005643	(blank)	20.5 Out of State Travel	(blank)	55114 Per Diem, Lodging	2,654.25
				55212 Registr, Tuition	17,821.53
		20.6 Subcontractors	COVENANT HOUSE CALIFORNIA	54912 3rd Party: Grants	40,000.00
			NEW DOOR VENTURES	54912 3rd Party: Grants	40,000.00
			PAGE TOMBLIN	54919 Services: Misc	3,250.00
			RUBICON PROGRAMS INC.	54912 3rd Party: Grants	39,730.00
			ST. MARY'S CENTER	54912 3rd Party: Grants	40,000.00
			THE ALLIANCE FOR COMMUNITY WELLNESS	54912 3rd Party: Grants	6,956.00
			(blank)	54912 3rd Party: Grants	16,579.90
<b>1005643 Total</b>					<b>461,974.34</b>
<b>Grand Total</b>					<b>642,358.55</b>



## Alameda County – Oakland Community Action Partnership (AC-OCAP) 2023 MSSP Partnership Gift Card Distribution Guidelines

The year 2023 began with colder weather and higher prices for nearly everything. Rent, utilities, food, clothing, transportation, childcare, etc. have all gone up and its impact hits the low-income families the hardest. In an effort to relieve some of the pressure and stress associated with these challenges for MSSP families, this 2023 Partnership program is being implemented between MSSP and AC-OCAP. The intent is to provide some financial support for housing stability, utilities, food security, transportation, education, child and mental health, and quality of life issues. Below are the program requirements for participation:

**\*Residency Requirement:** Gift Card recipients must be seniors enrolled in current MSSP programs and must reside in the city of Oakland or within Alameda County, excluding the City of Berkeley.

**\*\*CSBG Income Eligibility:** Annual Household income must meet CSBG income eligibility levels, which are currently set at 200% of the HHS Federal Poverty Guidelines.

**Participant Documentation Requirement:** The MSSP Gift Card Intake Form must be completed and approved prior to the distribution of any gift cards.

**Record-Keeping Procedure:** Upon gift card distribution, complete the tracking sheet in its entirety, including the recipient's name, residency\*, CSBG Income Eligibility \*\*, recipient's initials (confirming gift card will not be used to purchase the following: alcohol, cigarettes, or lottery tickets), and staff initials with date. Updated tracking sheets are to be emailed every Wednesday by close of business to: [AC-OCAP@oaklandca.gov](mailto:AC-OCAP@oaklandca.gov)

### CSBG Poverty Guidelines (January 1, 2023 to December 31, 2023)

Size of Family Unit or Number in Household	Annual Income (100% of poverty)	Annual Income (200% of poverty)
1	\$14,580	\$29,160
2	19,720	\$39,440
3	24,860	\$49,720
4	30,000	\$60,000
5	35,140	\$70,280
7	45,420	\$90,840
8	50,560	\$101,120
For Family units with more than 8 members, add \$5,140/year for each additional member		

HSD Libraries/2023 Gift Card Distribution Guidelines and Tracking Sheet 3.25.24



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