



## 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

Monday, October 9, 2023, 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 comment, 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/89932581680> Meeting ID: 899 3258 1680

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**Board Membership:** Monique Rivera (Board Chair), Sandra Johnson (Vice-Chair), Andrea Ford (Treasurer), Brigitte Cook (Secretary), Mitchell Margolis, David Walker, Patricia Schader, Mayor Sheng Thao (Dr. Kimberly Mayfield), Councilmember Carroll Fife (Tonya Love), Councilmember Noel Gallo (Brittany Garza), Councilmember Kevin Jenkins (Lawanda Smith), Councilmember Treva Reid (Jocelyn Mapp), Supervisor Lena Tam (Cesley Ford-Frost), and Supervisor Nate Miley (Angelica Gums)

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

**Staff:** Dwight Williams, Ana Tellez-Witrago, Maria Huynh, Jacqueline Jacobs, and Don Raulston

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### 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.
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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.

## AGENDA

- 1     **5:30 p.m. Call to Order/ Roll Call**
  
- 2     **5:35 p.m. Recite Alameda County- Oakland Community Action Partnership (AC-OCAP) Promise**
  
- 3     **5:40 p.m. ACTION ITEM: Approval of the Draft Minutes from the Alameda County-Oakland Community Action Partnership (AC-OCAP) Administering Board Meeting of September 11, 2023 – Attachment A**  
  
Public Comment:  
  
Vote:
  
- 4     **5:55 p.m. ACTION ITEM: Approve the Alameda County Low-Income Community Appointee of Reverend William B. “Quantum” Norwood II to the Alameda County-Oakland Community Action Partnership Board – Attachment B**  
  
Public Comment:  
  
Vote:
  
- 5     **6:30p.m. INFORMATIONAL ITEM: Community Action Partnership (CAP) Updates (Staff - Ana Tellez and Dwight Williams)**
  - a.     **Form 700 – verbal update**
  - b.     **Board Member 2023 California Community Action Partnership (CalCAPA) Annual Conference: Bridging Action Together – Attachment C**
  - c.     **New parking program in Dalziel Garage - verbal update**
  - d.     **City of Oakland Board & Commission Member Handbook -- Attachment D**

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e. **Brown Act and Oakland Sunshine Ordinance Quick Overview – Attachment E**

- 6 7:00 p.m. **INFORMATIONAL ITEM: Statistics of Disease/Mortality Rates in Alameda County from The Current Circulating and Dominant Mutation (EG & XBB) Of SARS-Cov-2 (Staff Maria Huynh, MPH) – Attachment F**
- 7 7:05 p.m. **INFORMATIONAL ITEM: The Restoration of City of Oakland’s Access To Department of Community Services and Development Systems – Attachment G**
- 8 7:10 p.m. **INFORMATIONAL ITEM: 2024-2025 Community Action Partnership (CAP) Plan Final & Submitted – Attachment H**
- 9 7:15 p.m. **Open Forum: (General Audience Comment Period)**
- 10 7:25 p.m. **INFORMATIONAL ITEM: 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**
- 11 7:30p.m. **ACTION ITEM: Adjournment**
  - a. **The Next In-Person Meeting: November 13, 2023**

**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



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

### Administering Board Meeting

**Monday, September 11, 2023, 5:30 p.m.**

Staff: Dwight Williams, Maria Huynh, and Ana Tellez-Witrigo

#### A. Call to Order/Recite AC-OCAP Promise

Board Chair Rivera called the September 11, 2023, Administering Board Meeting to order at 5:38 p.m. The AC-OCAP Promise was recited.

#### B. Roll Call/Determination of Quorum/Approval of Agenda

Roll Call was performed by Staff Williams, a quorum was established at 5:38 p.m.

Present: 10 – Monique Rivera (Chair), Sandra Johnson (Vice-Chair), Andrea Ford (Treasurer), Brigitte Cook (Secretary), Mitchell Margolis, David Walker, Patricia Schader, Councilmember Carroll Fife (Tonya Love), Councilmember Noel Gallo (Brittany Garza), Supervisor Nate Miley (Angelica Gums)

Excused: 1 – Jocelyn Mapp

**MOTION:** To approve the July 10, 2023, Administering Board Agenda as is Made by B. Cook/ A. Ford, carried by the following vote:

**Aye:** 10 S. Johnson, A. Ford, B. Cook, M. Margolis, D. Walker, P. Schader, T. Love, B. Garza, A. Gums

**Excused:** 1 J. Mapp

#### C. Approval of Draft July 10, 2023, Administering Board Minutes - Attachment C1

**MOTION:** To approve the Draft July 10, 2023, Administering Board Minutes Made by B. Cook/ A. Ford, carried by the following vote:

**Aye:** 9 S. Johnson, A. Ford, B. Cook, M. Margolis, D. Walker, P. Schader, T. Love, B. Garza, A. Gums

**Excused:** 1 J. Mapp

**Abstain:** 1 M. Rivera

#### D. Public Comment: (Specific Agenda Item(s): Audience Comment Period)

No comments.

#### E. Community Action Partnership (CAP) Updates (Staff Williams)



## 1. Board Update

Chair Rivera asked staff to clarify how AC-OCAP Board members should confirm their availability to attend meetings to determine quorum.

Staff Williams asked board members to “accept” the meeting invitation to confirm their attendance. “Decline” means the board member will not attend.

### A. Board Vacancies: Private Sector, CDBG Oakland District 4 and 6, and two Alameda County Low-Income Community Seats

The Board needs to fill vacancy appointments from the Private Sector, CDGB Oakland District 4, and two Alameda County-Community seats.

B. Cook will reach out to the Oakland City Council District 4 Chief of Staff for a district recommendation.

Chair Rivera reached out to the Rotary Club but did not receive any recommendations.

### B. Approval of Oakland Mayor Sheng Thao Appointee - Deputy Mayor Dr. Kimberly Mayfield -Attachment E1B

### C. Approval of Alameda County Supervisor Lena Tam – Cesley Ford-Frost – Attachment E1C

At the discretion of Chair Rivera, Items A and B were taken together.

**MOTION:** To approve Oakland Mayor Sheng Thao’s Appointee, Deputy Mayor Dr. Kimberly Mayfield and Alameda County Supervisor Lena Tam’s appointee, Cesley Ford-Frost, as AC-OCAP Board Members.

Made by T. Love/ S. Johnson, carried by the following vote:

**Aye:** 10 M. Rivera, S. Johnson, A. Ford, B. Cook, M. Margolis, D. Walker, P. Schader, T. Love, B. Garza, A. Gums

**Excused:** 1 J. Mapp

### D. Approval of Oakland CDBG District #6 - Lawanda Smith – Attachment E1D

**MOTION:** To approve Oakland CDBG District #6 Appointee - Lawanda Smith as a AC-OCAP Board Member.

Made by A. Gums/ A. Ford, carried by the following vote:

**Aye:** 10 M. Rivera, S. Johnson, A. Ford, B. Cook, M. Margolis, D. Walker, P. Schader, T. Love, B. Garza, A. Gums

**Excused:** 1 J. Mapp

### E. Board Acknowledgements

Chair Rivera acknowledged the lack of food at the September 11, 2023, board meeting. Due to understaffing, food was not prioritized; however, with the new staff, Maria and Ana, going forward, food, water, and name tags will be provided at future board meetings.

Chair Rivera announced that, as part of AC-OCAP's budget and to accommodate community attendance, parking and travel are reimbursed. Also, with advance notice, childcare is available. Children are also welcome at the meeting.

Chair Rivera thanked Angelica Gums for attending the AC-OCAP Public Hearing on August 29, 2023 at the West Oakland Public Library.

#### **F. 2023 Board Retreat**

Chair Rivera shared that the retreat has been moved to the spring of 2024. The purpose of the retreat is for the board to set priorities based on the needs in Alameda County.

Board Member Gums shared that there has only been one planning and programming committee meeting. If Board members would like to join the committee, please contact Board Member Gums.

### **2. AC-OCAP Programming**

#### **A. AC-OCAP Update 2022**

##### **1. CSD CSBG Close-Out Report - Contract 22F-5002 - Attachment E2A.1**

Staff Williams stated that AC-OCAP has received the CSBG Close-Out Report from CSD. The 2022 grant has been completed.

##### **2. CSD Audit Transmittal Report - Attachment E2A.2**

Staff Williams provided an update, the CSD Audit Transmittal Report, which indicates that CSD has completed an audit for the 2022 CARES Grant program and the 2021 CSBG Grant program. The audit determined that no issues were found with the grants.

#### **B. Late 2024-2025 Community Action Plan - Attachment E2B**

Staff Williams stated that AC-OCAP received a late notice from the State of California (CSD) because the 2024–2025 Community Action Plan (CAP) has not been received. The CAP Plan was due on June 30, 2023. Due to AC-OCAP having only one staff member for 9 months and many administrative and programmatic activities due in the same time frames, in addition to the City of Oakland experiencing a ransomware incident in February 2023 that deleted all AC-OCAP data files for 2021 and 2022, the CAP Plan was prioritized to be completed after submitting the 2022 annual reports and onboarding the new 2023 RFP grantees. Staff completed the annual reports, onboarded the new grantees, and has been working on the CAP plan. The public hearing was held on August 29<sup>th</sup>, 2023, at

the West Oakland Public Library located at 1801 Adeline Street in Oakland, CA. Staff is in the final stages of completing the CAP plan. The draft CAP Plan was included in the September 11, 2023, agenda packet.

**C. 2024-2025 CAP Plan Timeline (Final) – Attached E2C**

Staff needs to add the public comments received at the public hearing in verbatim format. The plan is due to the state by September 21, 2023.

**D. 2024-2025 – Community Needs Assessment Presentation – Attachment E2D**

Chair Rivera shared that based on what she heard at the AC-OCAP public hearing, there is a need for the board to discuss adding mental health services to the strategic plan. She also heard the feedback from Quantum Norwood, who runs a reentry program, that the advocacy board can undertake is the possibility of working within and outside of the system. At the retreat, the board can discuss how we can partner with other organizations that have funding to leverage resources.

Board Member Gums shared that, in addition to mental health, the hearing highlighted the need for affordable housing. We are looking at ways to invest in communities to increase income through jobs, business ownership, and a job pipeline program. We should take a deeper dive into what poverty looks like in Alameda County and Oakland and how, as a community, we can come together to share ideas and leverage each other's resources. From the public hearing feedback, there is a preventive side of mental health that we can explore to prevent things from escalating to an extreme mental health issue, such as housing and job resources. Noting that Alameda County has several resources for mental health.

Staff Huynh stated that her key takeaway from the public hearing is the need for more attention to mental health services and social services for seniors and youth. She currently handles AC-OCAP grants from 18 non-profit organizations, and all are focused on housing, and job training and placement. She does not see any mental health programs by grantees. Alameda County has health and social services data for the unhoused in their database that intersects with mental health needs. She will share some of this information with the board when received.

Board Member Cook's topic for the retreat is the nexus between location and access to mental health services. What is available in the flatlands? East and West Oakland does not have agencies that offer preventative services. Most programs are connected to a school, so those seeking support without children are underserved or not served at all. The board can discuss working with organizations that support making mental health more accessible.

Board Member Love suggested inviting local community health clinics to present at future board meetings to see what services they offer and what support they need. She also shared that Alameda County Behavioral Health has provided funding for a black psychologist to provide a healing haven. There will be locations in both East and West Oakland. We can bring them on to be part of that conversation. Also, UCSF has a clinic in West Oakland. They can be invited to share what services they offer and how the board can help the community know about the services.

Board Member Walker expressed an interest in coordinating organizations and programs to present to the board about mental health because his work is within the mental health field.

**E. 2024-2025 CAP Plan (Draft) – Attachment E2E**

Board Member Cook asked why on page 15, under #8A, B, and C, the sections are blank. Will they be filled in?

Staff Williams responded Yes, final data will be input and finalized prior to submitting.

**C. 2024-2025 Community Needs Assessment -- Action Item:**

**D. 2024-2025 CAP Plan (Draft) -- Action item**

**MOTION:** To approve item C, 2024-2025 Community Needs Assessment, and item D, 2024 – 2025 CAP Plan (Draft).

Made by A. Gums/ B. Cook, carried by the following vote:

**Aye:** 12 M. Rivera, S. Johnson, A. Ford, B. Cook, M. Margolis, P. Schader, T. Love, B. Garza, A. Gums, K. Mayfield, C. Ford Frost, L. Smith

**Excused:** 1 J. Mapp

**Abstain:** 1 D. Walker

**3. Travel/ Conventions**

- A.** National Community Action Partnership (NCAP) Annual Convention, August 28-30, 2023, Atlanta, GA (Attended by Board Members Ford and Gums and Staff Williams).

Report from Board Member Gums:

Board Member Gums met the board members of the National CAP. She networked and inquired about how other CAPs work. Many CAPs did not let the COVID-19 pandemic stop them. For example, one CAP used diaper drives for expecting mothers and found creative ways to utilize their Weatherization program. Board Member Gums will share information with Chair Rivera about Rising Sun Energy. One of the general session speakers, Ms. Howard, previously lived in Oakland. Ms. Howard stated that she would

come visit AC-OCAP when she is in town. The NCAP Board has adopted a new code of ethics for NCAPs. Also, Board Member Gums will send information about the many online webinars that are available to NCAP members.

Report from Staff Williams:

Staff Williams highlighted two different sessions he attended: One was about the ABCSBG's program funds and guidance on how the funds can be spent. The states regulate and determine how 90% of the programs are allowable to use these funds. The other 10% is determined by the federal government. The main takeaways were learning how critically important it is to know where the funding originates, where is it distributed, and what are the allowed uses. If a board is active with developing creative programs that deliver a needed service to the community, the board can advocate for additional funds and make the claim that the program fits into the requirements.

The second session was on the ABCSBG's of tripartite boards, the board selection process, importance of updating by-laws, and the operation of the boards. The main takeaway was that the Board must be active in creating programs and must advocate for more funds. The AC-OCAP board currently receives about \$1.4 million each year to fund job training and housing support programs. To make the type of impact desired, more programs and more funding is needed. And that additional funding must come from the actions of the Board.

- B.** Cal CAPA Annual Conference, November 6-9, 2023, in San Francisco, CA -Action item  
Chair Rivera announced that there will be information sent to board members regarding the Cal CAPA Annual Conference and welcomes board members to attend one day. She is always impressed with the work that other CAPs do.

#### **4. SNAP Program Update**

This item was moved to the next board meeting of October 9, 2023.

#### **H. Committees – Return to Standing Meetings and Composition of Committee – Action item:**

The Executive committee will begin work on cleaning up the AC-OCAP bylaws. It will start meeting on the third Thursday of the month at 5:30 p.m.

Angelica Gums will lead the Program Committee and David Walker will lead the Advocacy Committee.

At the request of Chair Rivera and Board Member Gums, staff will review the Brown Act for understanding and to determine if committee meetings need to be in-person.

#### **I. Future/Proposed Agenda Items (see chart below)**

AC-OCAP Board Member Refresher Training will be in October.

**J. Attachments**

C1	Draft March 13, 2023, Administering Board Minutes
D1	May 8, 2023, AC-OCAP Administering Board Meeting Summary
E1	AC-OCAP Resolution 7-23
G1B	Oakland Mayor Appointee Letter
G1C	Alameda County Supervisor Appointee Letter
G2A	2022 CSD Annual Report Feedback and Factsheet
G2B	2023 AC-OCAP Budget (Amendment 1)

**K. Announcements:**

- United Seniors of Oakland and Alameda County - Board Member Johnson
  - Golden H. Non-profit organization is having a fundraiser fashion show on September 23<sup>rd</sup> from 2 p.m.-6 p.m. at 720 Bancroft Ave, Suite 209, San Leandro CA.
  - United Seniors of Oakland Alameda County is having its 20<sup>th</sup> Annual Healthy Living Festival at the Oakland Zoo on September 28, 2023, from 9 a.m. – 2 p.m. It is FREE to attend.
- Alameda County Social Services/ Board of Supervisors – Board Member Ford-Frost
  - The Alameda County Probation Dept is sponsoring Positive Futures Fair on Friday, September 15<sup>th</sup> at 3 p.m.-6 p.m.
- City of Oakland – Board Member Love
  - The Mayor’s office is sponsoring a Hip-Hop event for Kids in Fairyland, a health and wellness event on September 23<sup>rd</sup>.
  - Starting September 12, 2023, City Council is back in session and committee meetings will resume. The full City Council Meeting will be on September 19<sup>th</sup>.
  - Councilmember Fife will have a District Townhall on Saturday, September 16<sup>th</sup> at St. Mary’s Center at 10 a.m.
  - City of Oakland Head Start has a new mobile service van that will be out in the community. It was at Oakland’s Pride event. They also had a Health Fair at San Antonio Park last Saturday. Congratulations to Head Start for getting that mobile service van that will be out in the community soon.
  - Mayor’s office is doing a “Talking Transitions” community engagement initiative. It consists of a survey regarding economic development, available both electronically and as hard copies (in multiple languages), community safety, and housing and homelessness. In addition, they will have two large town halls on September 16<sup>th</sup> at McClymond’s High School, 9:30am-2:30pm, and September 23<sup>rd</sup> at Castlemont High School, 9:30am-2:30pm.

**L. Open Forum (General Audience Comment Period)****M. Adjournment**

**MOTION:** To adjourn the September 11, 2023, meeting

Made by S. Johnson/ A. Ford, carried by the vote of:

**Aye:** 13 M. Rivera, S. Johnson, A. Ford, B. Cook, M. Margolis, P. Schader, T. Love, B. Garza, A. Gums, K. Mayfield, C. Ford Frost, L. Smith, D. Walker

**Excused:** 1 J. Mapp

\* This document was redacted to remove personal and private information. AC-OCAP staff verified the addresses and have the original application on file.



## APPLICATION FOR ADMINISTERING BOARD MEMBERSHIP Alameda County Low-Income Community

Applicant Name: Quantum Norwood

Applicant County District (REQUIRED): Alameda County

Address: [REDACTED] 163rd Avenue City: San Leandro State: Calif Zip: 94578

Home Phone: \_\_\_\_\_ Cell Phone: [REDACTED] - [REDACTED] - 9464 Email: quantum@DiplomatsCenter.org

**GEOGRAPHIC AREA TO BE SERVED:** Identify the Alameda County low-income geographic area you would represent.

**NORTH COUNTY** \_\_\_\_\_  
(Alameda, Albany, Emeryville, and Piedmont)

**CENTRAL COUNTY** ✓  
(San Leandro, Hayward, Ashland, Cherryland, Fairview, San Lorenzo, Castro Valley)

**SOUTH COUNTY** \_\_\_\_\_  
(Fremont, Newark, Union City, and Sunol)

**EAST COUNTY** \_\_\_\_\_  
(Livermore, Dublin, Pleasanton, and unincorporated East County)

**Provide a brief explanation of your interest in serving on the AC-OCAP Administering Board:**

I have 32 years in the real estate industry conducting sales, financing, development, domestically and in the Caribbean. I authored a California Initiative on the eradication of poverty and inequality. The AC-OCAP board has had tremendous success delivering its action plan to the community it services. I believe my experiences can assist in executing the local Community Action Plan for alleviating poverty and working toward institutional change to enhance the ability of low-income residents to achieve self-sufficiency in Oakland and throughout Alameda

I certify that I have read the AC-OCAP Administering Board Membership guidelines and I certify that I am willing and able to adhere to the requirements specified therein by AC-OCAP and with the applicable federal and state regulations.

Signature of Applicant:

Name: Quantum Norwood Date: 9-25-2023

Please submit the completed application and original signed petition to:

Alameda County – Oakland Community Action Partnership (AC-OCAP) • ATTN: Board Recruitment •  
150 Frank H Ogawa Plaza, 4<sup>th</sup> Floor, Ste. 4340 • Oakland, CA 94612 • (510) 238-2362 •  
Fax (510) 238-2367 • E-mail: AC-OCAP@oaklandca.gov



### Alameda County Low-Income Community Representation Petition

I, the undersigned, do hereby state that I am a resident of Alameda County and that my present place of residence is truly stated opposite my signature, and that I do hereby sign this Petition, as set forth below, to enable the contents of this Petition and Application be submitted to the Alameda County – Oakland Community Action Partnership Administering Board for membership consideration.

Signature (required): Quantum Norwood Date: \_\_\_\_\_ Alameda County District: \_\_\_\_\_

Printed name: Quantum Norwood Address: ██████████ 163rd Avenue Zip Code 94518

#### PETITION TO SELECT/ELECT AN ALAMEDA COUNTY LOW-INCOME COMMUNITY REPRESENTATIVE TO THE AC-OCAP ADMINISTERING BOARD FOR A THREE-YEAR TERM

	Print Full Name **must be 18 or older**	Signature **Required**	Complete Address **must live within district**	District Resident Y/N	Date
1	Nhigel Norwood	Nhigel N.	██████████ 136th Ave San Leandro, CA, 94578	Y	9/17/23 ✓
2	Jennifer Esteen	JA	██████████ Mainst Ave San Leandro CA 94578	Y	9/20/23 ✓
3	Terrence McNaulty	Terrence	██████████ Ashland Ave #102 San Lorenzo CA 94580	✓	9-20-23 ✓
4	JAMES H. BURTON	James H. Burton	██████████ SAN S LEANDRO SNH CA. 94577 BLVA.	✓	9-20-23 ✓
5	Annette Scanders	Annette	██████████ Glad Springs way #1 Hayward, Ca	Y	9/20/23 ✓
6	Elizabeth Sharp	Elizabeth Sharp	██████████ E 14th St San Leandro, Ca 94578	Y	9/20/23 ✓
7	Shirley M. Owens	Shirley M. Owens	██████████ Gading Rd #31 Hayward, CA 94544	Y	9/20/23 ✓
8	JUDY MACKAY	J Mackay	██████████ VENUS PL Union City 94587		
9	Blanca Ramos	Blanca Ramos	██████████ Caswell St Hayward Ca. 94544	Y	9/20/23 ✓
10	Gary L. Capers	Gary L. Capers	██████████ Corte Amador Hayward, Ca. 94541	Y	9/24/23 ✓
	Rickey Smith	Rickey Smith	██████████ Lock Loan San Leandro, Ca	Y	9-24-23 ✓





LEGISLATIVE COUNSEL  
Diane F. Boyer-Vine

A TRADITION OF TRUSTED LEGAL SERVICE  
TO THE CALIFORNIA LEGISLATURE

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May 23, 2011

Rev. William B. Norwood II  
1017 L Street #490  
Sacramento, CA 95814-3805

**INITIATIVE: COMMISSION ON THE ELIMINATION OF POVERTY  
ACT - #1107742**

Dear Mr. Norwood:

Pursuant to your request, we have prepared, in appropriate form, the enclosed initiative measure relating to the creation of a commission on the elimination of poverty. We remind you that a title and summary prepared by the Attorney General are also necessary (see subd. (d), Sec. 10, Art. II, Cal. Const.; Sec. 9002, Elec. C.).

Very truly yours,

Diane F. Boyer-Vine  
Legislative Counsel

By  
Stephanie E. Hoehn  
Deputy Legislative Counsel

SEH:dib

Candy M. Carullo  
Christopher Dawson  
Sabra Zafick Gibbons  
Ardley S. Hen  
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Jany Maswood  
Paul A. Messner  
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C-Ann Peterson  
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Elizabeth S. Taylor  
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Ardley N. Webb  
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Mimi G. Zarit  
Amy C. Zorn  
K. Zorman

05/23/11 12:41 PM  
RN 11 07742 PAGE 1

INITIATIVE MEASURE TO BE SUBMITTED DIRECTLY TO THE VOTERS

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The Attorney General of California has prepared the following title and summary of the chief purpose and points of the proposed measure:

(Here set forth the title and summary prepared by the Attorney General. This title and summary must also be printed across the top of each page of the petition whereon signatures are to appear.)

TO THE HONORABLE SECRETARY OF STATE OF CALIFORNIA

Type: Roman  
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smaller than  
12-point

We, the undersigned, registered, qualified voters of California, residents of \_\_\_\_\_ County (or City and County), hereby propose amendments to the Constitution of California and the Welfare and Institutions Code, relating to poverty, and petition the Secretary of State to submit the same to the voters of California for their adoption or rejection at the next succeeding general election or at any special statewide election held prior to that general election or otherwise provided by law. The proposed constitutional and statutory amendments (full title and text of measure) read as follows:

SECTION 1. This act shall be known and may be cited as the Commission on the Elimination of Poverty Act.



05/23/11 12:41 PM  
RN 11 07742 PAGE 2

SEC. 2. The Preamble to the Constitution of the State of California is amended to read:

We, the People of the State of California, grateful to Almighty God for our freedom, in order to secure and perpetuate its blessings, ~~to ensure legal, social, and economic justice, eliminate poverty and inequality, provide opportunity for the fullest development of the individual, ensure domestic tranquility, provide for the common defense, and secure the blessings of freedom and liberty to ourselves and our posterity~~ do ordain and establish this Constitution for the State of California.

SEC. 3. Chapter 3 (commencing with Section 10700) is added to Part 2 of Division 9 of the Welfare and Institutions Code, to read:

CHAPTER 3. COMMISSION ON THE ELIMINATION OF POVERTY

10700. (a) The Commission on the Elimination of Poverty is hereby established to comprehensively address poverty in California, as provided in this chapter.

(b) For the purposes of this chapter, the following definitions apply:

(1) "Extreme poverty" means the deprivation of a person's well-being, adequate food, safe water, clothing, shelter, security, education, and health care, deriving from inherited conditions, psychological or spiritual impairments, or physical disabilities, or judicatory error or opacity.

(2) "Poverty" means the status of those persons who are described as living at or below the poverty line, meaning the minimum level of income deemed necessary to achieve an adequate standard of living in California, having insufficient income to

05/23/11 12:41 PM  
RN 11 07742 PAGE 3

provide food, shelter, and clothing needed to preserve health. "Poverty" also means a person living solely on supplemental income from public social services programs, including, but not limited to, CalWORKs and CalFresh, or a person living in substandard housing or a shelter.

10701. (a) The commission shall develop a poverty elimination strategic plan to reduce extreme poverty in California by 50 percent or more by 2018. The commission shall issue an interim report on its activities and recommendations to the fiscal and relevant policy committees of the Legislature and the Governor on or before November 15, 2012. The strategic plan shall be adopted by the commission and sent to the fiscal and relevant policy committees of the Legislature and the Governor not later than May 31, 2013.

(b) In developing the strategic plan, for the purposes of the goal of reducing extreme poverty in California by at least 50 percent by 2018, the commission shall address, at a minimum, all of the following:

- (1) Access to safe, decent, and affordable housing.
- (2) Access to adequate food and nutrition.
- (3) Access to affordable and quality health care.
- (4) Equal access to quality education and training.
- (5) Access to dependable and affordable transportation.
- (6) Access to quality and affordable child care.
- (7) Opportunities to engage in meaningful and sustainable work that pays a living wage.
- (8) The availability of adequate income supports.



05/23/11 12:41 PM  
RN 11 07742 PAGE 4

(c) The strategic plan shall include specific policy and fiscal recommendations and a timeline for the implementation of each recommendation. The commission shall identify in measurable terms the actual or potential impact of each recommendation. The commission may review, make comments, and make recommendations on existing or proposed programs, policies, administrative rules, and statutes that have an impact on poverty in California and, in particular, people living in extreme poverty.

(d) Following the adoption of the strategic plan, the commission shall meet regarding the implementation of the strategic plan. The commission shall issue annual reports by March 1 each year regarding the implementation and shall hold at least one public hearing prior to issuing each annual report.

10702. (a) The commission shall be composed of 27 voting members, reflecting the racial, gender, and geographic diversity of California, and shall also be composed of 12 nonvoting, ex officio members. The voting members shall be appointed as follows:

(1) Two Members of the Assembly, one appointed by the Speaker of the Assembly and one appointed by the Assembly Minority Leader.

(2) Two Members of the Senate, one appointed by the President pro Tempore of the Senate and one appointed by the Senate Minority Leader.

(3) Two representatives from the office of the Governor appointed by the Governor.

(4) One representative from the office of the Lieutenant Governor appointed by the Lieutenant Governor.

(5) (A) Twenty members of the public, with four, including one person from a region of the state with extreme poverty, appointed by each of the following:

05/23/11 12:41 PM  
RN 11 07742 PAGE 5

(i) The Governor.

(ii) The Speaker of the Assembly.

(iii) The Assembly Minority Leader.

(iv) The President pro Tempore of the Senate.

(v) The Senate Minority Leader.

(B) The public members of the commission appointed under subparagraph (A) shall consist of the following appointments, to be allocated by lot among the appointing authorities specified in subparagraph (A):

(i) A representative from a service-based human rights organization.

(ii) Two representatives from antipoverty organizations, one of which focuses on rural poverty.

(iii) Two individuals who have experienced extreme poverty.

(iv) A representative from an organization that advocates for health care access, affordability, and availability.

(v) A representative from an organization that advocates for persons with mental illness.

(vi) A representative from an organization that advocates for children and youth.

(vii) A representative from an organization that advocates for quality and equality in education.

(viii) A representative from an organization that advocates for people who are homeless.

(ix) A representative from a statewide antihunger organization.

(x) A disabled person.



05/23/11 12:41 PM  
RN 11 07742 PAGE 6

- (xi) A representative from an organization that advocates for persons with disabilities.
- (xii) A representative from an organization that advocates for immigrants.
- (xiii) A representative from a statewide faith-based organization that provides direct social services in California.
- (xiv) A representative from an organization that advocates for economic security for women.
- (xv) A representative from an organization that advocates for older adults.
- (xvi) A representative from a labor organization that represents primarily low- and middle-income wage earners.
- (xvii) A representative from a municipal or county government.
- (xviii) A representative from a township government.
- (b) The 12 nonvoting ex officio members of the commission are as follows:
  - (1) The Secretary of California Health and Human Services, or his or her designee.
  - (2) The Secretary of the Department of Corrections and Rehabilitation, or his or her designee.
  - (3) The Director of Health Care Services, or his or her designee.
  - (4) The Director of Finance, or his or her designee.
  - (5) The Director of Social Services, or his or her designee.
  - (6) The Superintendent of Public Instruction, or his or her designee.
  - (7) The Director of the California Department of Aging, or his or her designee.

05/23/11 12:41 PM  
RN 11 07742 PAGE 7

(8) A member of the California Legislative Black Caucus appointed by that caucus, or his or her designee.

(9) A member of the California Latino Legislative Caucus appointed by that caucus, or his or her designee.

(10) The Labor Commissioner, or his or her designee.

(11) A member of the California Workforce Investment Board appointed by that board, or his or her designee.

(12) A member of a local government human rights commission appointed by that commission, or his or her designee.

(13) A representative from the Children and Family Services Division of the State Department of Social Services appointed by the director of the department.

(c) All members appointed pursuant to this section shall be appointed within 90 days after the effective date of this section.

10703. The members of the commission shall not be compensated for their services. Subject to the availability of funds, public members of the commission may be reimbursed for their reasonable and necessary travel expenses incurred in connection with commission business.

10704. (a) The commission shall hold its first meeting within 30 days after the date by which at least 50 percent of the members of the commission have been appointed pursuant to Section 10702. The commission shall meet as often as necessary to carry out its duties pursuant to this chapter, but at least annually.



05/23/11 12:41 PM  
RN 11 07742 PAGE 8

(b) One of the representatives from the Office of the Governor and the representative from a service-based human rights organization shall serve as cochair of the commission.

(c) At the first meeting, the commission shall select five voting members of the commission to serve on a seven-person steering committee with the cochair of the commission. The steering committee shall meet at least quarterly.

(d) The commission may establish additional committees that address specific issues or populations, and may appoint individuals with relevant expertise who are not appointed members of the commission to serve on these committees as needed.

(e) The steering committee may hold up to four public hearings to assist in the development of the strategic plan.

(f) The commission shall also consider written public comments for the purpose of developing the strategic plan.

(g) Under the leadership of the Office of the Governor, the California Health and Human Services Agency shall provide administrative support to the commission, subject to funding provided by appropriation by the Legislature.



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

# BOARD MEMBER Travel Request Form

Name: \_\_\_\_\_ Request Date: \_\_\_\_\_

Conference	Preferred Travel Dates
<b>2023 Cal CAPA Annual Conference: Bridging Action Together</b>  Dates: November 6-9, 2023 Location: The Westin St. Francis on Union Square San Francisco, CA	

Signature: \_\_\_\_\_  
Board Member

Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Board Chair

Date: \_\_\_\_\_

\*\*\*\*\***FOR STAFF USE ONLY**\*\*\*\*\*

Date Received \_\_\_\_\_ Received By \_\_\_\_\_



2023 CalCAPA Annual Conference Agenda  
**\*Subject to Change\***

## Monday, November 6, 2023

Time	Session	Entity
10:00-4:00	<b>OMB Uniform Guidance Training</b>	CAPLAW & Kay Sohl Consulting
1:00-4:00	<b>Quarterly CSP Meeting</b>	California Department of Community Services & Development
1:00-4:00	<b>Organization Standards for Private &amp; Public Boards</b>	NCAP

## Tuesday, November 7, 2023

Time	Session	Speaker/Entity
8:00-8:30	<b>Breakfast</b>	–
8:30-9:45	<b>Opening General Session– Day 1</b>	<p><b>Greetings from:</b></p> <p><b>Jeremy Tobias</b>, Executive Director of Community Action Partnership of Kern and CalCAPA Board President</p> <p><b>David Knight</b>, Executive Director of CalCAPA</p> <p><b>David Scribner</b>, Director of California Department of Community Services and Development</p> <p><b>Leslie Taylor</b>, Program Chief of Community Services Division of the California Department of Community Services and Development</p>
10:00-11:10	<b>Homelessness</b>	<p><b>Single A</b></p> <p><b>Veronica McDonnell &amp; Nikon Guffey of City of Los Angeles Community Investment for Families Department–</b> “Effective Strategies to Prevent Vulnerable Populations from Falling into Homelessness”</p>



2023 CalCAPA Annual Conference Agenda  
**\*Subject to Change\***

		<p><b>Triple A</b></p> <p><b>Cynthia Nagendra of San Francisco Department of Homelessness &amp; Supportive Housing</b>– “An Equity Driven Plan to Prevent and End Homelessness in San Francisco”</p> <p><b>Majors</b></p> <p><b>Louis Gill &amp; Rebecca Moreno of CAP Kern</b>– “Readiness, Flexibility, and Low Barrier- A Service Model for Homelessness”</p>
11:20-12:30	<b>Child Welfare &amp; Early Childhood Education</b>	<p><b>Single A</b></p> <p><b>Melinda Sokolowski of CAP San Luis Obispo</b>– “Differential Response programs in SLO County”</p> <p><b>Triple A</b></p> <p><b>Yasmin Grewal-Kök of the Chapin Hall at the University of Chicago</b>– Child and Family Well-being System: Economic &amp; Concrete Supports as a Core Component</p> <p><b>Majors</b></p> <p><b>Jackie Thu-Wong of First 5 California</b>– “Early Childhood: the Key to Mitigating ACEs Impact on Child Welfare Involved Children”</p>
12:30-2:00	<b>LUNCH</b>	<b>Join CalCAPA for State Association Awards!</b>
2:00-2:50	<b>Keynote Speaker</b>	<b>Jay Jordan of Alliance for Safety &amp; Justice</b>
3:00-3:50	<b>Staff Development</b>	<p><b>Single A</b></p> <p><b>Megan Joseph &amp; Shebreh Kalantari-Johnson of Impact Launch</b>– “Unlocking Potential: Fostering a Culture of Transformational Leadership for Staff</p>



2023 CalCAPA Annual Conference Agenda  
**\*Subject to Change\***

		Retention, Growth, and Impact”  <b>Triple A</b>  <b>Barbara Low of Wipfli</b> – “Creating an Agency University”  <b>Majors</b>  <b>Lawrence Hiner of CalCAPA</b> – “CAVO: Efficient Onboarding for Staff and Board Members”
4:00-6:00	–	<b>Welcome Reception</b> <i>Location TBD</i>

### Wednesday, November 8, 2023

Time	Session	Speaker/Entity
8:00-8:30	<b>Breakfast</b>	-
8:30-9:45	<b>Opening General Session– Day 2</b>	<b>TBA</b>
10:00-11:10	<b>Organization Standards &amp; Capacity</b>	<b>Single A</b>  <b>Wilmer Brown, Jr. of California Department of Community Services &amp; Development</b> – 2024 Monitoring Webinar- Monitoring for Impact!  <b>Triple A</b>  <b>Barbara Low of Wipfli</b> – “Succession Planning to Stabilize the Agency’s Future Leadership”  <b>Majors</b>  <b>Gregory Scott &amp; LaShanda Maze of CAP Orange County</b> – “Executive Leadership in Philanthropy”:



2023 CalCAPA Annual Conference Agenda  
**\*Subject to Change\***

11:20-12:30	<b>DEI</b>	<p><b>Single A</b></p> <p><b>LaVada English of Bright Places, Inc.–</b>  “Reframing the Way We See Service:  Overcoming Biases in Non-Profit Work”</p> <p><b>Triple A</b></p> <p><b>Reggie Caldwell of Caldwell  Counseling, Coaching and  Consulting–</b> “Attaining Racial Equity”</p> <p><b>Majors</b></p> <p><b>Tori Truscheit of Sacred Heart  Community Service–</b> Charity and  Solidarity: How Sacred Heart Community  Service Does Both</p>
12:30-2:00	<p><b>LUNCH- On Your Own</b>  <i>*Lunch provided for members during  Business Meeting</i></p>	<p><b>CalCAPA Business Meeting  1:00-2:00</b></p>
2:00-2:50	<b>The Community Action Movement</b>	<p><b>Single A</b></p> <p><b>Deanna Zotalis-Ferreira &amp; Janet  Barragan of County of San Diego,  Department of Homeless Solutions  and Equitable Communities–</b>  “Community Health Worker Model: A  Pathway to Equity”</p> <p><b>Triple A</b></p> <p><b>Gina Guillemette &amp; Panelists of  Community Action Marin–</b> “Levers for  Change - A Case Study in Local  Anti-Poverty Movement-Building”</p>
3:00-3:50p	<b>ROMA &amp; Performance Management</b>	<p><b>Single A</b></p> <p><b>Alexander Caro &amp; Curtis Gibbs of CAP  Orange County–</b> “Utilizing ROMA  principles to create a Community Needs  Assessment that guides a Strategic Plan”</p>



2023 CalCAPA Annual Conference Agenda  
**\*Subject to Change\***

		<p><b>Triple A</b></p> <p><b>Dr. PJ Davis of ANCRT–</b>  “Communication with a Results Orientation: Using a ROMA lens”</p> <p><b>Majors</b></p> <p><b>Shawn Howell of SA Howell, LLC–</b>  “The Mission Aligned Data Driven (MADD) Mindset”</p>
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### Thursday, November 9, 2023

Time	Session	Speaker/Entity
8:00-9:00	Breakfast	-
9:00-10:00	CalAIM Panel Discussion	<p><b>Luke Brown, Director of Housing &amp; Community Services–</b> Merced County Community Action Agency</p> <p><b>Sylvia Dang, Training Manager–</b> Community Action Partnership of Orange County</p> <p><b>Rebecca Moreno, Director of Housing and Supportive Services–</b> Community Action Partnership of Kern</p>
10:20-11:00	Developing and Implementing the CalCAPA Online SROI Calculator	<b>Frederick Richmond, President–</b> The Center for Applied Management Practices, Inc.
11:00-11:30	Community Action 60th Anniversary Kickoff	<p><b>Mary Alice Escarsega-Fechner, Executive Director,</b> Community Services &amp; Employment Training &amp; CalCAPA Board President Elect</p> <p><b>David Knight,</b> Executive Director, CalCAPA</p>



# City of Oakland

## Board & Commission Member Handbook



Your Guide to Government Ethics and Sunshine laws,  
Commissioner Roles and Responsibilities,  
and City Government Information

Public Ethics Commission  
1 Frank H. Ogawa Plaza (City Hall), Room 104  
Oakland, CA 94612  
[www.oaklandca.gov/pec](http://www.oaklandca.gov/pec)  
[ethicscommission@oaklandca.gov](mailto:ethicscommission@oaklandca.gov)  
(510) 238-3593









## WELCOME TO OAKLAND CITY GOVERNMENT!

Congratulations on your appointment to one of Oakland’s boards, commissions, or committees. All of these entities are referred to generally in this handbook as “boards.” Oakland relies on its many boards to provide critical guidance in City decisions and to serve as important forums for public participation. With this privilege comes your responsibility to comply with governmental integrity laws and to uphold the public’s trust. This *Handbook for Members of Boards and Commissions* is intended to help you understand this new responsibility and to help guide you in your role as a board member for the City of Oakland.

### Table of Contents

- OAKLAND GOVERNMENT ETHICS ACT ..... 2**
- CONFLICTS OF INTERESTS AND PERSONAL GAIN ..... 2
- FILING STATEMENTS OF ECONOMIC INTEREST (FORM 700) ..... 3
- GIFT RESTRICTIONS ..... 3
- CONFIDENTIAL INFORMATION ..... 4
- MISUSE OF CITY RESOURCES/POSITION ..... 4
- REVOLVING DOOR RULES ..... 4
- FAIR PROCESS ..... 4
- SUNSHINE ORDINANCE ..... 5**
- WHAT CONSTITUTES A PUBLIC MEETING ..... 5
- MEETING AGENDA ..... 6
- CONDUCT OF A PUBLIC MEETING ..... 6
- ROLES AND RESPONSIBILITIES ..... 8**
- EXPRESSION OF PERSONAL OPINION ..... 8
- ROLE OF THE CITY COUNCIL AND MAYOR'S OFFICE ..... 8
- ROLE OF CITY STAFF ..... 8
- COLLABORATING WITH THE PUBLIC ..... 9
- ATTENDANCE, RESIGNATION, AND REMOVAL ..... 9
- CITY GOVERNMENT STRUCTURE .....10**
- STRUCTURAL OVERVIEW ..... 10
- APPENDIX A: ROBERT’S RULES OF ORDER .....13**
- APPENDIX B: USEFUL TELEPHONE NUMBERS .....15**
- APPENDIX C: BOARDS REQUIRED TO FILE FORM 700S .....16**

## CHECKLIST OF ORIENTATION ACTIVITIES

Below is a list of activities for you to accomplish during your first 30 days as a Commissioner:

Step	Action	Completed
1	Take the Oath of Office – City Clerk’s Office 1 Frank Ogawa Plaza (City Hall), 2 <sup>nd</sup> Floor	
2	File Form 700 – Statement of Economic Interests with the Office of the City Clerk: <a href="https://www.fppc.ca.gov/Form700.html">https://www.fppc.ca.gov/Form700.html</a>  To file your Form 700 electronically (recommended), contact Krystal Sams in the City Clerk’s office at <a href="mailto:ksams@oaklandca.gov">ksams@oaklandca.gov</a> .  Note: Form 700 must be filed within 30 days of you being sworn in.	
3	Watch the Public Ethics Commission’s Introduction to the Oakland Government Ethics Act <a href="#">Video</a>	
4	Register and complete the Public Ethics Commission’s On-Demand <a href="#">Government Ethics Training for Form 700 Filers</a>	
5	Register and complete the Public Ethics Commission’s On-Demand <a href="#">Open Meetings Sunshine Training</a>	
6	Review your Commission/Board’s applicable laws, by-laws, policies, and procedures with your board/commission staff	
7	Ask questions about your Commission’s procedures and process if you are unclear about the process or information provided to you	
8	Ask the Public Ethics Commission for advice or assistance upon need Website: <a href="http://www.oaklandca.gov/pec">www.oaklandca.gov/pec</a> Email: <a href="mailto:ethicscommission@oaklandca.gov">ethicscommission@oaklandca.gov</a> Phone: (510) 238-3593 Location: 1 Frank Ogawa Plaza (City Hall), Room 104	

## OAKLAND GOVERNMENT ETHICS ACT

In 2014, the Oakland City Council passed the Government Ethics Act (GEA) which provides a comprehensive framework of ethics laws for public servants in Oakland. Provisions in the GEA include conflicts of interests, misuse of City position/resources, gift restrictions, and more. The GEA mirrors the State of California's Political Reform Act (PRA) and codifies state ethics laws at the local level. Let's take a look at some of these provisions as they pertain to your work as a board member in Oakland.

### Conflicts of Interests and Personal Gain

The laws pertaining to conflicts of interest are too broad and complex to permit a detailed discussion in this Handbook. However, it is important for people participating in City government to have a basic understanding of conflict laws so they know how to spot a potential conflict situation, should one arise.

Most financial conflict of interest laws are contained in the California Political Reform Act of 1974 ("PRA"). Basically, the PRA states that a financial conflict of interest may exist when a person influences a decision that will materially affect an economic interest connected to you or your immediate family. Let's take a look at these highlighted terms:

A person "influences" a government decision when he or she makes or participates in making it; or when he or she attempts to use his or her official position to affect the outcome of the decision. It is often not enough just to refrain from voting on a matter that may involve a conflict of interest – the law requires that you completely refrain from all participation or attempts to influence the outcome!

The law identifies six basic kinds of "economic interests:"

- business entities in which you, your spouse or your dependent children have an investment;
- real property in which you, your spouse or your dependent children have an investment;
- sources of income paid to you or your spouse 12 months before the governmental decision was made;
- business entities in which you hold a position of management, employment or executive responsibility;
- persons who have given or promised you gifts totaling \$250 or more within 12 months before the time you make a governmental decision; and
  - the personal finances of you and your immediate family.

If a decision before your board or commission may have an effect on any of the above economic interests which you or your immediate family may have, contact the Public Ethics Commission for advice before you participate in any way.

## Filing Statements of Economic Interest (Form 700)

The PRA requires every city in California to adopt a conflict of interest code. The underlying principle behind this code is to ensure that decisions are made by public officials openly, honestly, and free from the motivation of personal gain. Most members of Oakland's boards and commissions have been identified as decision-makers subject to its conflict of interest code. A list of these boards and commissions can be found in Appendix C.

If you are a member of one of the public bodies listed on Appendix C, you are required to file periodic "Statements of Economic Interests," (otherwise known as a "Form 700"). A Form 700 must be completed and filed with the Office of the City Clerk at the following times:

- Within 30 days after assuming office.
- Annually on April 1 of each year.
- Within 30 days of leaving office.

You may file electronically through the City Clerk's office (Elections web-page). Alternatively, you may file a hard copy with the City Clerk, located on the first floor of City Hall. Instructions and the period covered by each type of statement are included with the forms used for filing.

Form 700's are kept available for public inspection by the Oakland City Clerk. State law permits a penalty of \$10 per day for late filings, and failure to file the form is subject to a maximum fine of \$5,000 per violation. Also, remember that you must complete and return your forms even if you have "no reportable interests" to disclose.

For most people, filling out a Form 700 can usually be an easy experience provided you read the instructions carefully. However, if questions arise, please contact the Public Ethics Commission or the California Fair Political Practices Commission for advice.

## Gift Restrictions

One of the most common issues which people encounter is whether it is permissible to accept gifts while serving on a board or commission. The basic rule is that if you are a member of a board or commission whose members are required to file a Form 700, you may not accept gifts from any single source totaling more than \$250 in a calendar year.

The Oakland Government Ethics Act also imposes a \$50 annual gift limit from restricted sources who are individuals that (1) are doing business with or seeking to do business with the department your board oversees or (2) in the prior 12 months attempted to influence you in any legislative or administrative action.

Any gift that you receive of \$50 or more must be disclosed on your Form 700.

There are exceptions to the above gift rules, such as gifts from family members, personalized plaques and trophies valued at less than \$250, informational material provided to assist you in your official duties, and free admission or discounts to informational conferences or seminars. Contact the Public Ethics Commission for a list of gift exceptions.

## Confidential Information

During the term of your service, you will gain access and receive a considerable amount of information from staff to assist you in the decisions you will be tasked to make. Some of that information may prove to be very valuable to those seeking to do business with the City or seeking to influence a decision before your board. A public servant cannot disclose any confidential information acquired during the course of their official capacity for the purpose of private gain or interests.

For example, your committee just received an advance copy of a Request for Proposals (RFP) from department staff for the provision of consulting services. The RFP will not be available to the public until next month. Your husband's business partner is a consultant. You are prohibited from telling your husband's business partner about the RFP until it is made public.

## Misuse of City Resources/Position

As a board member, you play an important role in City government and have a certain measure of power. It is important that you understand how you will use it to ensure that your actions are done in the interest of building and preserving public trust. The Government Ethics Act includes provisions that prohibit board members from using their position for private gain.

One provision forbids you to have a financial interest in any contract made by you or a board or commission on which you serve as a member. This means that your board or commission cannot make or recommend a grant or a contract to a company or organization in which you or an immediate family member has an interest or serves as an officer or director.

Another provision forbids public servants from engaging in employment or activities that are incompatible with their public duties.

Keep in mind that the position you hold is one of public trust. When in doubt, the better course of conduct often is to avoid even the appearance of a conflict and to recuse yourself from participation.

## Revolving Door Rules

Upon leaving public service, including a volunteer board/commission seat, a public servant may not, for one year after termination of his or her service, communicate with any officer or employee of the board/commission on which you served if the communication is on behalf of any other person and with the intent to influence a government decision.

## Fair Process

It is important that public servants refrain from any action that can be perceived as giving privilege or special access to certain individuals. In particular, you may not receive anything of value from someone in exchange for an intended vote or official action. That is a bribe!

## SUNSHINE ORDINANCE

All of Oakland's boards and commissions are required to conduct their meetings in public. Most of the work and all of the decisions you will be making will take place at these public meetings. It is therefore important that you understand how "open meeting" laws work, and how to prepare for meetings so you may participate effectively.

There are two laws that help ensure that public meetings are properly announced and conducted. The Ralph M. Brown Act is a state law that applies to all public bodies in the State of California. The Oakland Sunshine Ordinance is a local law that supplements the Brown Act and provides even greater public access to the workings of Oakland government.

### What Constitutes a Public Meeting

Under the Oakland Sunshine Ordinance, a "meeting" is defined as "any congregation of a majority of the members of a local body at the same time and location. . . to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the local body."

This means that a meeting can occur at any time when a majority of members come together, even informally during a conversation following a formal meeting!

Keep in mind:

- A majority of the members of a local body are not permitted to use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the local body.
- A meal gathering conducted before, during or after a public meeting is considered a part of the public meeting and must be properly noticed and made open to the public.
- A "meeting" can occur if a staff or member of a public body calls, faxes or e-mails other members to develop a consensus regarding an item of business, even if the members never communicate to each other directly.

**Majority Rule:** If a majority of your members strike up a conversation or email exchange about your board/commission's work, you are in violation of Sunshine laws. Always be aware of your majority number and avoid talking with more than a minority of members.

For example, if you have seven members on your board, then four members constitute a majority and you may talk about a board-related issue, other than scheduling, with no more than two other board members.

The Sunshine Ordinance does **not** include in its definition of a "meeting" individual conversations between members of a public body and a constituent; attending community meetings or conferences; or attending purely social, recreational, or ceremonial occasions (just so long as you do not discuss business items within the jurisdiction of your board or commission).

## Meeting Agenda

### Agenda Requirements

Meeting agendas serve as the official “guide” for every public meeting. They must specify the date, time, and location of the meeting and give a brief general description of each item of business to be transacted or discussed. Usually, City staff works with the Chairperson and members of a public body to determine what items will be placed on future meeting agendas.

If an item is not on the agenda for a regular meeting, there may be no action or discussion about it at the meeting.

In rare, emergency situations, two-thirds of the members present at the meeting (or if less than two-thirds of the members are present, then all of the members) could determine that there is a need to take immediate action which came to the attention of the local body after the agenda was posted. To meet the requirements of this exception, the action must be:

1. required to avoid a substantial adverse impact if the meeting were continued;
2. related to federal or state legislation; or,
3. related to a purely ceremonial or commendatory action.

If an item is not on the agenda for a special meeting, there may be no action or discussion on the item, period.

Check with the assigned staff member of your board for more information about agenda noticing requirements.

### Conduct of a Public Meeting

The Brown Act and Sunshine Ordinance do not expressly provide how a public meeting must be conducted. There are many issues that can arise before or during a public meeting that you are likely to encounter. The following is a brief summary of those issues:

- **Agenda Packages** – An agenda or “meeting” package is usually assembled by City staff and sent to all board and commission members before the meeting. It typically contains the agenda, reports, and any other material which provides background information or recommendations concerning the subject matter of any item on the agenda. The agenda package may also include any other material that is forwarded to the local body before the posting of the meeting agenda.

Perhaps the most important thing to know about agenda packages is to read them before the meeting. Board and commission members are encouraged to contact City staff prior to the meeting if you have questions or need clarification about any item.

- **Quorum** – Unless otherwise provided in the city ordinance or resolution creating the public body, a majority of the members typically constitutes the quorum. A quorum is necessary before a local body can take any formal action; a majority of a quorum is required to take action on behalf of the local body.

Any member who recuses himself or herself due to a conflict of interest on an item should not be counted in establishing a quorum.



- **No Barriers to Attendance** – No local body shall conduct a meeting, conference, or other function in any facility that is inaccessible to persons with physical disabilities or where members of the public must pay or purchase something to gain entrance.
- **Meetings Must Be Tape Recorded** – All local bodies in Oakland must tape record their regular and special meetings. All tape or video recordings are public records that must be available for inspection during regular business hours. Any person may tape record, photograph, or videotape any meeting as long as such recording does not disrupt the proceedings.
- **Right to Public Comment at a Meeting** – Every meeting at which action is proposed to be taken must provide an opportunity for members of the public to directly address the public body before action is taken on each item. In addition, every meeting agenda must provide an opportunity for members of the public to directly comment on anything within the body's subject matter jurisdiction. This is usually accomplished by providing an "Open Forum" as a standing item on every regular and special meeting agenda.

During open forum, member of a public body may ask a question for clarification, make a brief report or announcement, refer a matter to City staff, or direct City staff to place on a future agenda any item or matter brought up during a meeting that is not listed on the agenda.

While the local body may adopt reasonable rules regulating the order and decorum of public testimony, the local body may not prohibit criticism of its policies, procedures, programs, or services, or of its acts or omissions. This generally applies to criticisms offered by a member of the local body as well. Any time constraints that are imposed on public testimony must be adopted at the outset and uniformly applied.

- **Cancellation or Continuation of an Agenda Item** – An item on the agenda may be cancelled or continued by a vote of the local body at the meeting, or by issuing formal notice of the cancellation or continuance if known far enough in advance of the meeting. Any continued item must specify the time and place of the meeting at which the item will be heard, and should be placed on the next meeting agenda.
- **Conditions on the Right to Attend or to Speak at a Public Meeting** – A public body may request that members of the public wishing to speak provide their names on a speaker's card to facilitate staff responses or for inclusion in the minutes of the meeting. However, the public cannot be required to give names or sign a register as a condition to attend a public meeting.

## ROLES AND RESPONSIBILITIES

While this handbook is intended to provide a basic overview of the operating guidelines and legal requirements that are common to all City boards and commissions, it is by no means an exhaustive guide to your participation in City government. Most of your actions will be guided by your own good judgment and common sense. The following is intended to serve as general guidelines when dealing with others who participate in City government.

### Expression of Personal Opinion

Individual members of boards and commissions should not present their personal views or recommendations as representing the board or commission unless their respective board or commission has voted to approve such a position or action. Members expressing views not approved by much of a board or commission should clearly state that their opinions are being expressed "personally" or as a "private citizen".

You may not use your board/commission title to obtain special treatment by the City or any other entity for your own personal benefit; doing so could be considered a misuse of your position in violation of the Government Ethics Act.

### Role of the City Council and Mayor's Office

Most of Oakland's boards and commissions were established to provide information and advice to the City Council or the Office of the Mayor. As the elected representatives of the people of Oakland, the City Council and Mayor have the ultimate responsibility for making decisions that affect the City. It is important to remember that not all of the recommendations from advisory bodies may be accepted by the City Council and Mayor in carrying out their respective duties. Often final decisions must take into account a broader range of issues than the sometimes limited jurisdiction of an advisory body. While disagreements can and do arise, it is important that the established laws and policies of the City be followed.

### Role of City Staff

City staff serves in a support capacity to Oakland's boards and commissions. Staff is usually responsible for ensuring that meeting notices are properly and timely distributed, and provides Oakland's public bodies with the professional expertise for which they were hired. While highly dedicated to the boards and commissions they serve, City staff is ultimately responsible to the administrative departments of the City. Staff cannot and should not be directed to perform tasks that conflict with their established duties and work priorities. In no event, may staff be directed to perform work for the personal advantage of board or commission members.

Frequently City staff provides recommendations to public bodies on a variety of issues. These recommendations are often based on the technical requirements of the law or established City policy. While a board or commission is not always expected to adopt staff's recommendations, they should always be carefully considered before taking formal action.

## Collaborating with the Public

The earlier discussion in the section entitled "Public Meetings" highlighted specific requirements for keeping public meetings open and available to members of the public. But there is more to serving as a board or commission member than mere compliance with the law. Good public service demands that people be treated fairly, honestly and with the utmost of courtesy. It is crucial for you to keep an open mind in all your deliberations, and to consider all opinions expressed at a public meeting before making a decision. This not only encourages greater public participation, but rewards you with information and opinions you may not have previously considered.

Just as people have a right to expect the highest standards of decorum from their representatives, no one is expected to suffer from undue abuse or physical or verbal threats. California law permits the removal of any person who willfully engages in disorderly conduct and disrupts the peace and good order of a public meeting. Check with your Commission's assigned City Attorney as situations arise.

## Attendance, Resignation, and Removal

Oakland's boards and commissions simply cannot function without your attendance and active participation. If you are required to miss a meeting, please inform City staff and the chairperson with as much advance notice as possible. Some boards and commissions have specific requirements about missing more than a certain number of meetings without excuse or good reason. In some cases, failure to regularly attend meetings could result in your removal from the board or commission.

Occasionally people are required to resign their seats on a public body before the end of their appointed term. If this should occur, you should submit a letter stating your intention to resign and an effective date of your resignation to the Office of the City Clerk, the board and commission on which you serve, and a copy to City staff.

The Oakland City Charter provides that members of City boards and commissions may be "removed for cause" after a hearing and upon the affirmative vote of at least six City Councilmembers. While there is no definition of what specific conduct would lead to such an action, board and commission members should realize that certain conduct, such as a constant failure to attend meetings without a legitimate excuse, could result in removal from office.

## CITY GOVERNMENT STRUCTURE

### Structural Overview

The City of Oakland has a Mayor/Council form of government. The Mayor is elected at-large for a four-year term, and can be re-elected only once. The Mayor is not a member of the City Council; however, he or she has a right to vote as one if the Council members are evenly divided on certain issues. The City Council is the legislative body of the City and is comprised of eight Council members. One Council member is elected “at large,” while the other seven Council members represent specific districts. All Council members are elected to serve four-year terms. Every two years, the City Council elects one member to serve as President of the Council, with another member selected annually to serve as Vice Mayor.

The City Administrator is appointed by the Mayor and is subject to confirmation by the City Council. The City Administrator is the Chief Administrative Officer of the City and is responsible for day-to-day administrative and fiscal operations of the City.

### Mayor



Sheng Thao

The Mayor is Oakland’s chief elected officer. He or she is specifically responsible for presenting a balanced budget to the City Council, recommending legislation and measures for consideration by the City Council, appointing the City Administrator (subject to City Council confirmation), and generally promoting programs for the social, physical, economic and cultural development of the City.

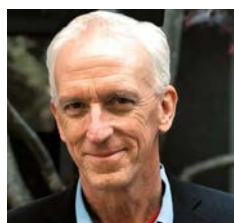
### City Council



City Council

The City Council is the legislative body of the City, vested with the regulatory and corporate powers of the municipal corporation. The City Council establishes local policy and, together with the Mayor, is ultimately responsible to the people for the actions of the City. The City Council establishes priorities and direction for the City through the legislative process, adopts and monitors the annual operating and capital improvement budgets, makes appointments to various advisory committees and commissions, and serves as the Redevelopment Agency Board of Directors.

### City Administrator



Steven Falk

The City Administrator is responsible for the proper and efficient administration of City affairs. He or she directly manages several departments and divisions including the Budget Office, the Office of Information Technology, Office of Personnel, Citizens Police Review Board, ADA Programs, Contract Compliance, Intergovernmental Affairs, Risk Management, Oakland Sharing the Vision, Equal Access programs and communications including the City’s cable television station, KTOP. The City Administrator also provides support to City Council and Committee meetings by coordinating responses to City Council requests for information and action.

## City Attorney



Barbara Parker

The elected City Attorney provides legal services, advice and representation to the Mayor, City Council, City Administrator, City departments, and City boards and commissions, and serves as general counsel for the Oakland Redevelopment Agency and the Oakland Housing Authority and co-counsel to the Oakland-Alameda County Coliseum Authority. The legal services provided by the City Attorney's office include a wide variety of specialized legal and financial functions such as claims investigation, adjustment and negotiations, court appearances, calendaring, litigation and pre-trial discovery.

## City Auditor

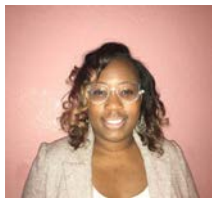


Courtney Ruby

The City Auditor is an elected officer of the City whose office performs audits and reviews of the records, procedures and activities of City departments. The City Auditor also prepares impartial financial analyses of selected proposed major expenditures, conducts surveys, reviews and performance audits deemed to be in the best public interest, and publicly reports to the City Council on the implementation of the City Auditor's recommendations.

The City Auditor provides a professional service to City government to help ensure that City operations are effective and efficient, and to act as a deterrent to fraud, waste and mismanagement of City resources.

## City Clerk



Asha Reed

The Office of the City Clerk produces and distributes the weekly City Council meeting and committee agendas and maintains the official minutes of the Oakland Redevelopment Agency (ORA), City Council and all City Council Committees. The City Clerk is responsible for administering municipal elections and assisting candidates in meeting their legal responsibilities before, during and after an election, and the office receives and maintains Form 700s (Statements of Economic Interests) that are filed by all City public servants.

Finally, the City Clerk's office maintains public records, such as the minutes, reports, ordinances and resolutions adopted by the City Council, as well as other municipal records.

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## APPENDIX A: Robert's Rules of Order

Some public boards and commissions conduct their meetings according to a specific set of bylaws. Often those bylaws, or the board or commission's own rules of conduct or procedure, state that meetings shall be conducted under the Robert's Rules of Order. This appendix is intended to give you a summary of some of the most important Rules.

The most common application of the Rules is in making and voting on motions. A motion is simply a proposal that is recognized by the presiding officer. It can be changed (amended) or withdrawn before it is finally voted upon. The following are the usual steps followed in making and voting on a motion.

1. A member is recognized and states his or her motion;
2. Another member seconds the motion;
3. The members debate the motion;
4. The chair or presiding officer calls for a vote; and,
5. The chair or presiding officer announces the result of the vote and/or that the motion has carried or failed.

After a motion has been made but before it is voted upon, any member may move to amend a pending motion. The important thing to remember is that a pending motion may only be amended by adding or deleting words or phrases; you cannot use the amendment procedure to substitute a new or different motion in its place. Once an amendment is proposed or seconded, a vote is taken on whether to accept the amendment before voting on the underlying motion.

Many boards and commissions have bylaws or informal agreements that determine how voting occurs. Several of the most common ways are:

1. By Voice – The Chairperson asks those in favor to say, “aye” and those opposed to say “no.” Any member may move for an exact count.
2. By Roll Call or Ballot – Each member responds “yes” or “no” as the vote is taken. These methods are used when a record of each person's vote is desired or required.
3. By Unanimous Consent – When a motion is not likely to be opposed, the Chairperson says, “If there is no objection ...” The membership shows agreement by its silence, however if any member objects, then the item must be put to a vote.

The Chairperson may properly seek unanimous consent (“If there is no objection...”) on relatively non-controversial matters as an alternative to the formal motion process. Typically this process is used to adopt minutes, adjourn, extend a speaker's time, and other similar matters. It can be very effective in helping to move quickly through parts of an agenda.



Anyone who has attended public meetings for very long will eventually encounter various motions or actions that are technically not appropriate under the Roberts Rules of Order. Here are some of the most common:

1. “I so move.” This motion sometimes comes after a long discussion or speech. The problem is that the discussion or speech may not precisely set forth what the board or commission is being asked to consider. It is always better to make a clear and accurate motion.
2. “Call The Question.” Most people intend this motion as a request (and sometimes as a demand) to automatically end debate and put the item to an immediate vote. The problem is that it takes a two-thirds vote to terminate a discussion. Furthermore, state and local laws require members of the public to have an opportunity to address a public body before voting occurs. The better course of action is to permit everyone to discuss a motion or item before the vote is taken. (If there are too many speakers, consider limiting the time each speaker may have *before* the discussion begins.)
3. “I Move To Table.” A “motion to table” or “lay on the table” is permitted only to temporarily interrupt an agenda to consider another matter (usually an emergency) out of turn. It is *not* the appropriate motion to use to kill or defeat a motion that is under consideration.
4. “Point Of Personal Privilege!” This exclamation is sometimes used to interrupt a speaker whenever another member's name is mentioned in a context the other member doesn't like or agree with. Actually, a motion for privilege can pertain to the rights of the board or commission as a whole as well as an individual (for example: “Point of privilege, Madam Chair: Can we turn down the heat in this room?”), but it should only be used sparingly when a speaker's remarks refer to another member. Absent a grievous attack on your character, simply seek recognition from the Chairperson and wait your turn to speak or respond.

## APPENDIX B: Useful Telephone Numbers

Mayor's Office	238-3141
City Council	238-3266
City Administrator	238-3301
City Clerk	238-3612
City Attorney	238-3601
City Auditor	238-3378
Office of Information Technology	238-2274
Police Department (Non-Emergency)	777-3333
Financial Services Agency	238-2220
Fire Services Agency	238-3856
Department of Human Resources	238-3112
Human Services	238-3121
Housing and Community Development	238-3015
Parks & Recreation Agency	238-7275
Planning and Building	238-3443
Public Ethics Commission	238-3593
Public Library	238-3134
Public Works Agency	238-3961
Community & Economic Development Agency	238-3344
Oaklanders Assistance Center	238-7366
City Hall Security	238-3995

## APPENDIX C: Boards Required to File Form 700s

Affordable Housing and Infrastructure Bond Public Oversight Committee  
Alameda County-Oakland Community Action Partnership Administering Board  
Bicyclist and Pedestrian Advisory Commission  
Board of Port Commissioners  
Budget Advisory Committee  
Business Tax Board of Review  
Cannabis Regulatory Commission  
Children's Fairyland Board of Trustees  
Children's Fund Planning and Oversight Committee  
City Planning Commission  
Civil Service Board  
Commission on Aging  
Commission on Homelessness  
Commission on Persons with Disabilities  
Community Policing Advisory Board  
Cultural Affairs Commission  
Head Start Advisory Board  
Housing and Residential Rent and Relocation Board  
Landmarks Preservation Advisory Board  
Library Advisory Commission  
Oakland-Alameda Coliseum JPA Commission  
Oakland Animal Services Community Advisory Commission  
Oakland Army Base Jobs Oversight Commission  
Oakland Housing Authority Board of Commissioners  
Oakland Workforce Development Board  
Paramount Theatre of Arts Board  
Parks and Recreation Advisory Commission  
Police and Fire Retirement System Board  
Police Commission  
Privacy Advisory Commission  
Public Art Advisory Commission  
Public Ethics Commission  
Public Safety and Services Violence Prevention Oversight Commissions – 2014  
Redistricting Commission  
Sugar Sweetened Beverages Community Advisory Board  
Youth Advisory Commission





Public Ethics Commission  
1 Frank H. Ogawa Plaza (City Hall), Room 104  
Oakland, CA 94612  
[www.oaklandca.gov/pec](http://www.oaklandca.gov/pec)  
[ethicscommission@oaklandca.gov](mailto:ethicscommission@oaklandca.gov)  
(510) 238-3593

# **BROWN ACT AND OAKLAND SUNSHINE ORDINANCE QUICK OVERVIEW**

# Brown Act & Sunshine provide:

**“In enacting [the Brown Act], the legislature finds and declares that the public commissions, boards and councils and the other public agencies in this State exist to aid in the conduct of the people’s business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly.” (Ralph M. Brown Act – Gov. Code § 54950)**

**“All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided [under the Ralph M. Brown Act].” (Gov. Code § 54953.)**

**“[The Sunshine Ordinance] is intended in part to clarify and supplement the . . . Brown Act . . . to assure that the people of the City of Oakland can be fully informed and thereby retain control over the instruments of local government in their city.” (Sunshine – Oakland Muni. Code § 2.20.010)**

- **All meetings of a legislative body must be open and public, except for closed sessions authorized by law.**
- **Closed session authorizations must be narrowly construed.**
- **All persons must be permitted to attend open and public meetings.**
- **Voting by secret ballot is prohibited.**
- **The body must report all actions taken and the vote or abstention of each member present for the action.**

**(Gov. Code § 54953)**



# Legislative Body means:

- Oakland City Council and Board of Port Commissioners.
- *Board, commission, task force established by the Charter (e.g., Public Ethics Commission, Civil Service Board, Police and Fire Retirement Board, Police Commission and Redistricting Commission).*
- Board, commission, task force established by the City Council or Port Board by ordinance, resolution or motion.
- Advisory board, commission or task force created and appointed by Mayor that exists for longer than 12 months.
- Standing committees of the above, with continuing subject matter jurisdiction or a meeting schedule fixed by charter, ordinance, resolution or formal action.

(Oakland Muni. Code § 2.20.030)

# MEETING includes:

- **Congregation of a quorum or majority of the Commission:**
  - **Face to face meetings,**
  - **Teleconference participation,**
  - **Meal gatherings (before, during or after a meeting).**
- **Serial communications regarding matters within the subject matter jurisdiction that involve a quorum or more of the Commission.**
- **Use of intermediaries to discuss, deliberate, take action or develop a consensus on matters within the subject matter jurisdiction of the Commission.**

## **Examples:**

- **Email communications among a quorum or more of the Commission regarding matters within its subject matter jurisdiction.**
- **Conversations between a quorum of the Commission at a dinner, conference, party or other social/public event regarding matters within its subject matter jurisdiction.**
- **Asking council aides, staff or city officials about the positions of other Commissioners regarding matters within the Commission's subject matter jurisdiction.**

**(Gov. Code § 54952.2; Oakland Muni. Code § 2.20.030)**

## **Provided Commissioners do not discuss City business among themselves, a quorum may attend:**

- **Conferences open to the public;**
- **Open and public community meetings organized by persons or organizations other than the City;**
- **Open and noticed meetings of another local agency;**
- **Open and noticed meetings of the legislative body of another local agency;**
- **Social or ceremonial events.**

**(Gov. Code § 54952; Oakland Muni. Code § 2.20.030)**

# Meeting Location and Time

- **Commission meetings must be held within City of Oakland boundaries.**
- **Meetings should be held on weekday evenings “whenever reasonably possible”.**
- **Meetings must be video and audio taped.**

**(Gov. Code § 54954; Oakland Muni. Code § 2.20.060 & 2.20.160)**

# AGENDA REQUIREMENTS

- **Purpose**
  - **Establish the scope of what may be discussed at the meeting – discussions outside the scope of what is described in the Agenda are not permitted;**
  - **Describe the set of permissible action(s) that may be taken at the meeting.**
- **Agenda Description.**
  - **Brief, general description of items, preferably no more than 20 words.**
  - **Clear and specific language sufficient “to alert a person of average intelligence and education whose interests are affected by the item that s/he may have reason to attend the meeting or seek more information.”**
  - **Abbreviations and acronyms must be spelled out in titles and text.**
  - **Time and location of the meeting.**
  - **Contact information to request disability-related accommodations.**

## AGENDA REQUIREMENTS, cont'd

- **Agenda Publishing/Posting.**
  - Agendas must be posted at a public, accessible location. [City Hall, 14<sup>th</sup> Street display cases].
  - Copies of agendas and agenda-related materials must be placed on file in City Clerk's Office and Main Library.
  - Agendas and agenda-related materials should also be posted online; but, failure to timely post online due to software/hardware problem is not a defect in noticing.

(Gov. Code § 54954.2; Oakland Muni. Code § 2.20.030)

# PUBLIC TESTIMONY

- **Speaker Cards:** The Commission may require speakers to submit speaker cards for open forum and agenda items for in-person meetings.
- **Open Forum:** Must provide opportunity for public comment on non-agenda matters at beginning or end of meeting. Commission Chair can allow open forum speakers to address agenda items.
- Each member of the public that wishes to speak on an item must be allowed to speak prior to Commission vote on the item.
- Members of the public must be allowed to speak on all items appearing on the agenda, even if the Commission removes the item.

(Gov. Code § 54954.3, Oakland Muni. Code § 2.20.150)



# PUBLIC TESTIMONY, cont'd

- **Cannot prohibit speakers from expressing public criticism about City services, procedures, activities, etc.**
- **Public speaker time.**
  - **Two (2) minutes minimum should be allowed for public speakers unless the circumstances described below warrant a reduction.**
  - **Commission Chair may reduce time to 1 minute maximum -**
    - ✓ **Time reduction must be “reasonable” and applied uniformly.**
    - ✓ **What is a ‘reasonable’ depends on several factors, e.g.:**
      - **Time constraints of the meeting,**
      - **Number of agenda items,**
      - **Complexity of the items,**
      - **Number of persons that have submitted speaker cards**

**(Gov. Code § § 54954.3, Oakland Muni. Code § 2.20.150)**

# Notice of Meetings

Regular Meetings: **72 Hours Notice.**

Special Meetings: **48 hours.** Weekends and holidays cannot be counted towards the 48 hours.

## Exceptions:

- Agendas and agenda-related materials for a special meeting scheduled on a Monday may be posted **by noon, the prior Friday.**
- Special meetings held offsite requires **10 days notice.**
- Special meeting scheduled in place of a regular meeting that falls on a holiday requires **5 days notice.**

## Who may call a special meeting?

- Commission Chair (if one is elected).
- Commission by majority vote.

(Sunshine § 2.20.070 & 2.20.080; Charter § 208)

# Enforcement & Penalties

## Public Ethics Commission (PEC)

- Complaints may be filed with the PEC.
- May investigate and/or conduct public hearing following investigation.
- May issue a cure and correct demand to legislative body.
- May file a civil lawsuit against legislative body.

## Civil Actions

- Individuals or district attorney may file action:
  - Injunctive/mandatory/ declaratory relief, or
  - Void the action taken by the legislative body in violation of the Act.
- Legislative body would have opportunity to cure and correct actions.
- Costs and attorneys fees may be awarded.

## Criminal Penalties

- District attorney may seek misdemeanor penalties against individual members of the body, who:
  - participate in a meeting of the body where action is taken in violation of the Brown Act,
  - with “intent to deprive the public of information the member knows or has reason to know the public is entitled to receive .
- “Action” = collective decision, commitment or promise reached by the body.

(Gov. Code § § 54959, 54960, 54960.1, 54960.5; Oakland Muni. Code Chapter 2.20, Art. IV)

# References

- Board and Commission Member Handbook  
<https://cao-94612.s3.amazonaws.com/documents/Board-Commission-Handbook-2019-Final-W-COVER-2-4-19.pdf>
- Oakland's Sunshine Ordinance  
[https://library.municode.com/ca/oakland/codes/code\\_of\\_ordinances?nodeId=TIT2ADPE\\_CH2.2oPUMEPURE](https://library.municode.com/ca/oakland/codes/code_of_ordinances?nodeId=TIT2ADPE_CH2.2oPUMEPURE)

**Informational Item #7: Covid-19 Mutations, Statistics in Alameda County, Vaccinations, and Rapid Antigen Tests**

Omicron BA.2 Recombinant Sublineages (XBB)						
	XBB.1.5 (BJ.1xBM.1.1.1)	XBB.1.9.1	XBB.1.9.2	EG.5 (XBB.1.9.2.5)	XBB.1.16	XBB.2.3
May 2023	63.3%	9.0%	5.1%	-	10.1%	3.7%
June 2023	42.7%	10.0%	5.2%	2.3%	20.7%	9.1%
July 2023	25.2%	1.3%	15.5%	2.9%	25.2%	9.4%
Aug 2023	17.6% (↓)	7.7% (↓)	5.5% (↑)	20.0% (↑)	28.0% (↑)	12.0% (↑)

### Update for September 22, 2023

NEW HOSPITAL ADMISSIONS

601,617 total

368 daily avg.

0.8 (per 100k)

July 23 – September 16

DEATHS

103,797 total

17 daily avg.

0.04 new deaths (per 100K)

July 4 – August 28

TESTS

11.0% test positivity

July 24 – September 17

New hospital admissions updated September 22, 2023 at 9:36 AM, with data from September 16, 2023.  
Deaths and tests updated September 22, 2023 at 9:36 AM, with data from September 19, 2023.

Alameda
Statewide

The number of COVID-19 diagnostic test results in California reached a total of 203,331,600, an increase of 163,546 tests from the prior week. The rate of positive tests over the last 7 days is 11.0%.

Total tests in Alameda County

90 days

8,393,526 total tests performed

1,082 average tests per day

64 tests per 100k (7-day average)

Positivity rate in Alameda County

90 days

10.4% test positivity (7-day rate)

0.8% decrease from 7-days prior

COVID-19 deaths

Alameda
Statewide

Deaths in Alameda County

Confirmed

90 days

2,274 total confirmed deaths

1 average deaths per day

0.1 deaths per 100K (7-day average)

COVID-19 deaths

Marin
Statewide

Deaths in Marin County

Confirmed

90 days

287 total confirmed deaths

0 average deaths per day

0.1 deaths per 100K (7-day average)

COVID-19 has resulted in 103,797 confirmed deaths in California. COVID-19 has resulted in 103,797 confirmed deaths in California.



## Overview of COVID-19 disparities in our diverse communities

COVID-19 disproportionately affects California's most marginalized communities, as well as essential workers such as those in health care, grocery, and cleaning services.

Death rate for Latino people is **8% higher** than the rate for all Californians

Deaths per 100K people:

**272** Latino  
**251** all ethnicities

Case rate for Pacific Islander people is **82% higher** than the rate for all Californians

Cases per 100K people:

**50,571** NHPI  
**27,813** all ethnicities

Death rate for Black people is **19% higher** than the rate for all Californians

Deaths per 100K people:

**299** Black  
**251** all ethnicities

Case rate for communities with median income <\$40K is **14% higher** than the rate for all Californians

Cases per 100K people:

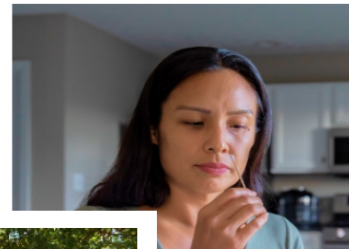
**31,692** income <\$40K  
**27,813** all income brackets

**COVID.gov**

English Español 简体中文

Beginning **September 25**, every U.S. household can again place an order to receive **four more free COVID-19 rapid tests** delivered directly to their home. Before You Throw Out "Expired" Tests: [Check FDA's website to see if your COVID-19 tests' expiration dates have been extended.](#)

Get **four** free at-home COVID-19 tests this fall on **COVIDTests.gov**



## Stay Up To Date on Fall Vaccines

Stay protected this respiratory virus season from serious illness. All Californians six months and older should get updated COVID-19 and flu vaccines. There are also new RSV immunizations available for older adults, infants and some younger children.

[Schedule Your Vaccine Appointment](#)

References: [Tracking COVID-19 in California - Coronavirus COVID-19 Response](#)

[Tracking Variants \(ca.gov\)](#) (CDPH.ca.gov)



DAVID SCRIBNER  
DIRECTOR

State of California-Health and Human Services Agency  
**DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**  
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GAVIN NEWSOM  
GOVERNOR

September 26, 2023

Tony Batalla, Chief Information Officer  
City of Oakland  
1 Frank H Ogawa Plaza  
Oakland, CA 94612

**SUBJECT: RESTORATION OF CITY OF OAKLAND'S ACCESS TO DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT SYSTEMS**

On February 8, 2023, the City of Oakland experienced an Information Security Incident where personal information of some employees and residents were compromised. This incident prompted CSD action to disconnect the City of Oakland's access to CSD systems, specifically the Expenditure Activity Reporting System (EARS) and the Local Agency Portal (LAP), until security measures were put in place by the City of Oakland.

Since the Information Security Incident, the City of Oakland has implemented several mitigation efforts to strengthen their cyber security and agrees with the State Chief Information Security Officer (CISO) assessment and determination to restore access to CSD systems. CSD received user information and has restored access and enabled individual accounts for Expenditure Activity Reporting System (EARS) and the Local Agency Portal (LAP).

If you have any questions, please feel free to call me at (916) 914-5736.

Sincerely,

*Megan Rivers*

MEGAN RIVERS, Deputy Director  
Administrative Services Division

# **Alameda County - Oakland Community Action Partnership**

## **2024-2025 Community Action Plan**

California Department of Community Services  
and Development

Community Services Block Grant



## Contents

Checklist.....	3
Cover Page and Certification .....	4
Public Hearing(s).....	5
Part I: Community Needs Assessment .....	7
Community Needs Assessment Narrative .....	8
Community Needs Assessment Results .....	21
Part II: Community Action Plan .....	26
Vision and Mission Statement .....	26
Tripartite Board of Directors .....	27
Service Delivery System .....	29
Linkages and Funding Coordination.....	30
Monitoring.....	36
Data Analysis, Evaluation, and ROMA Application.....	37
Response and Community Awareness .....	39
Federal CSBG Programmatic Assurances and Certification.....	41
State Assurances and Certification .....	44
Organizational Standards.....	45
Appendices .....	47

## Checklist

- Cover Page and Certification**
- Public Hearing(s)**

### **Part I: Community Needs Assessment**

- Narrative**
- Results**

### **Part II: Community Action Plan**

- Vision Statement**
- Mission Statement**
- Tripartite Board of Directors**
- Service Delivery System**
- Linkages and Funding Coordination**
- Monitoring**
- Data Analysis, Evaluation, and ROMA Application**
- Response and Community Awareness**
- Federal CSBG Programmatic Assurances and Certification**
- State Assurances and Certification**
- Organizational Standards**
- Appendices**

**COMMUNITY SERVICES BLOCK GRANT (CSBG)**  
**2024/2025 Community Needs Assessment and Community Action Plan**  
**Cover Page and Certification**

<b>Agency Name</b>	Alameda County-Oakland Community Action Partnership
<b>Name of CAP Contact</b>	Dwight Williams
<b>Title</b>	Acting Program Director
<b>Phone</b>	510-238-6131
<b>Email</b>	DWilliams5@oaklandca.gov

**CNA Completed MM/DD/YYYY:**  
(Organizational Standard 3.1)

**05/16/2023**

**Board and Agency Certification**

The undersigned hereby certifies that this agency complies with the Federal CSBG Programmatic, and State Assurances as outlined in the CSBG Act and California Government Code, respectively for services provided under the Federal Fiscal Year 2024/2025 Community Action Plan. The undersigned further certifies the information in this Community Needs Assessment and the Community Action Plan is correct and has been authorized by the governing body of this organization. (Organizational Standard 3.5)

Monique Rivera		9/21/2023
<b>Board Chair (printed name)</b>	<b>Board Chair (signature)</b>	<b>Date</b>
Dwight Williams		9/21/2023
<b>Executive Director (printed name)</b>	<b>Executive Director (signature)</b>	<b>Date</b>

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

The undersigned hereby certifies that this agency's Community Action Plan and strategic plan documents the continuous use of the Results Oriented Management and Accountability (ROMA) system (assessment, planning, implementation, achievement of results, and evaluation).

<b>NCRT/NCRI (printed name)</b>	<b>NCRT/NCRI (signature)</b>	<b>Date</b>

**CSD Use Only**

Dates CAP (Parts I & II)		Accepted By
Received	Accepted	



## Public Hearing(s)

California Government Code Section 12747(b)-(d)

### State Statute Requirements

As required by California Government Code Section 12747(b)-(d), agencies are required to conduct a public hearing for the purpose of reviewing the draft CAP. All testimony presented by low-income individuals and families during the public hearing shall be identified in the final CAP. Agencies shall indicate whether or not the concerns expressed by low-income individuals and families have been addressed. If an agency determines that any of the concerns have not been addressed in the CAP, the agency shall include in its response document, information about the concerns and comment as to their validity.

### Guidelines

#### Notice of Public Hearing

1. Notice of the public hearing and comment period must be published at least 15 calendar days prior to the public hearing.
2. The notice may be published on the agency's website, social media channels, and/or in newspaper(s) of local distribution.
3. The notice must include information about the draft CAP; where members of the community may review, or how they may receive a copy of, the draft CAP; the dates of the comment period; where written comments may be sent; date, time, and location of the public hearing; and the agency contact information.
4. The comment period should be open for at least 15 calendar days prior to the public hearing. Agencies may opt to extend the comment period for a selected number of days after the hearing.
5. The draft CAP must be made available for public review and inspection at least 30 days prior to the public hearing. The draft CAP can be posted on the agency's website, social media channels, and distributed electronically or in paper format.
6. Attach a copy of the Notice(s) of Public Hearing as Appendix A to the final CAP.

#### Public Hearing

1. Agencies must conduct at least one public hearing on the draft CAP.
2. Public hearing(s) will be held in the designated CSBG service area(s).
3. Low-income testimony presented at the hearing or received during the comment period must be memorialized verbatim in the Low-Income Testimony and Agency's Response document and appended to the final CAP as Appendix B.
4. The Low-Income Testimony and Agency's Response document should include the name of low-income individual, his/her verbatim testimony, an indication of whether or not the need was addressed in the draft CAP, and the agency's response to the testimony if the concern was not addressed in the draft CAP.

### **Additional Guidance**

COVID-19 poses unique challenges to fulfilling the public hearing requirement. CSD asks that agencies continue to adhere to state and local public health guidance to slow the spread of the virus and ensure public safety. The health and safety of agency staff and the communities you serve is paramount. Therefore, for the purposes of fulfilling the public hearing requirement on the draft CAP, agencies may conduct the public hearing in-person, remotely, or using a hybrid model (in-person and remotely) based on the public health protocols in place in their communities.

### **Public Hearing Report**

Date(s) of Public Hearing(s)	August 29, 2023
Location(s) of Public Hearing(s)	West Oakland Library
Dates of the Comment Period(s)	July 24 – August 29, 2023
Where was the Notice of Public Hearing published? (agency website, newspaper, social media channels)	City of Oakland Website, Facebook, Twitter, Internal City of Oakland newsletters
Date the Notice(s) of Public Hearing(s) was published	July 24, 2023
Number of Attendees at the Public Hearing(s) (Approximately)	10 (excluding board and staff)

## Part I: Community Needs Assessment

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

### Helpful Resources

In 2011, NASCSP published a [Community Action to Comprehensive Community Needs Assessment Tool](#) that supports planning and implementing a comprehensive CNA. The tool lays out design choices, planning steps, implementation practices, analysis, and presentation options.

The National Community Action Partnership has an [Assessment Tool](#) designed specifically for the community needs assessment process. Here you can select from a variety of county-specific data sets.

Examples of Community Needs Assessments and project timelines from agencies within the California CSBG Providers network can be found on the [Local Agencies Portal](#) under the CSBG – Resources tab. If you do not have an account or have not received CSD login credentials, please email CSD at [ExternalAccess@csd.ca.gov](mailto:ExternalAccess@csd.ca.gov).

To provide a comprehensive “picture” of the community needs in your service area(s), agencies will collect and analyze both quantitative and qualitative data. Links to several national and state quantitative data sets are given below. Local and agency data also provide information about the needs of the community.

Sample Data Sets			
U.S. Census Bureau <a href="#">Poverty Data</a>	U.S. Bureau of Labor Statistics <a href="#">Economic Data</a>	U.S. Department of Housing and Urban Development <a href="#">Housing Data &amp; Report</a>	
HUD Exchange <a href="#">PIT and HIC Data Since 2007</a>	National Low-Income Housing Coalition <a href="#">Housing Needs by State</a>	National Center for Education Statistics <a href="#">IPEDS</a>	
Massachusetts Institute of Technology <a href="#">Living Wage Calculator</a>		University of Wisconsin Robert Wood Johnson Foundation <a href="#">County Health Rankings</a>	
California Department of Education <a href="#">School Data via DataQuest</a>	California Employment Development Department <a href="#">UI Data by County</a>	California Department of Public Health <a href="#">Various Data Sets</a>	
California Department of Finance <a href="#">Demographics</a>	California Attorney General <a href="#">Open Justice</a>	California Governor's Office <a href="#">Covid-19 Data</a>	California Health and Human Services <a href="#">Data Portal</a>
CSD Census Tableau <a href="#">Data by County</a>			Population Reference Bureau <a href="#">KidsData</a>

## Community Needs Assessment Narrative

CSBG Act Sections 676(b)(3)(C), 676(b)(9)

Organizational Standards 1.1, 1.2, 1.3, 2.2, 3.2, 3.3, 3.4

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

Alameda County-Oakland Community Action Partnership (AC-OCAP) used the five-year Census American Community Survey 2017-2021 data to initially assess the county data as it relates to poverty. Other data collected was gathered from the state Employment Development Department, Department of Education, Department of Justice, Alameda County Public Health Department, Alameda County Social Services Agency, First 5 of Alameda County, Healthy Alameda County's A Health Policy Survey 2023, Fair Market Rent Documentation, Unhoused Population data, and Alameda County Community Food Bank. This data was disaggregated by race and further analyzed to see how poverty breaks down by race/ethnicity, gender, age, and household type. Socio-economic disparities and inequities stratified by race become evident when looking at cities with higher concentrations of low-income individuals.

2. Describe the geographic location(s) that your agency is funded to serve with CSBG. If applicable, include a description of the various pockets, high-need areas, or neighborhoods of poverty that are being served by your agency.

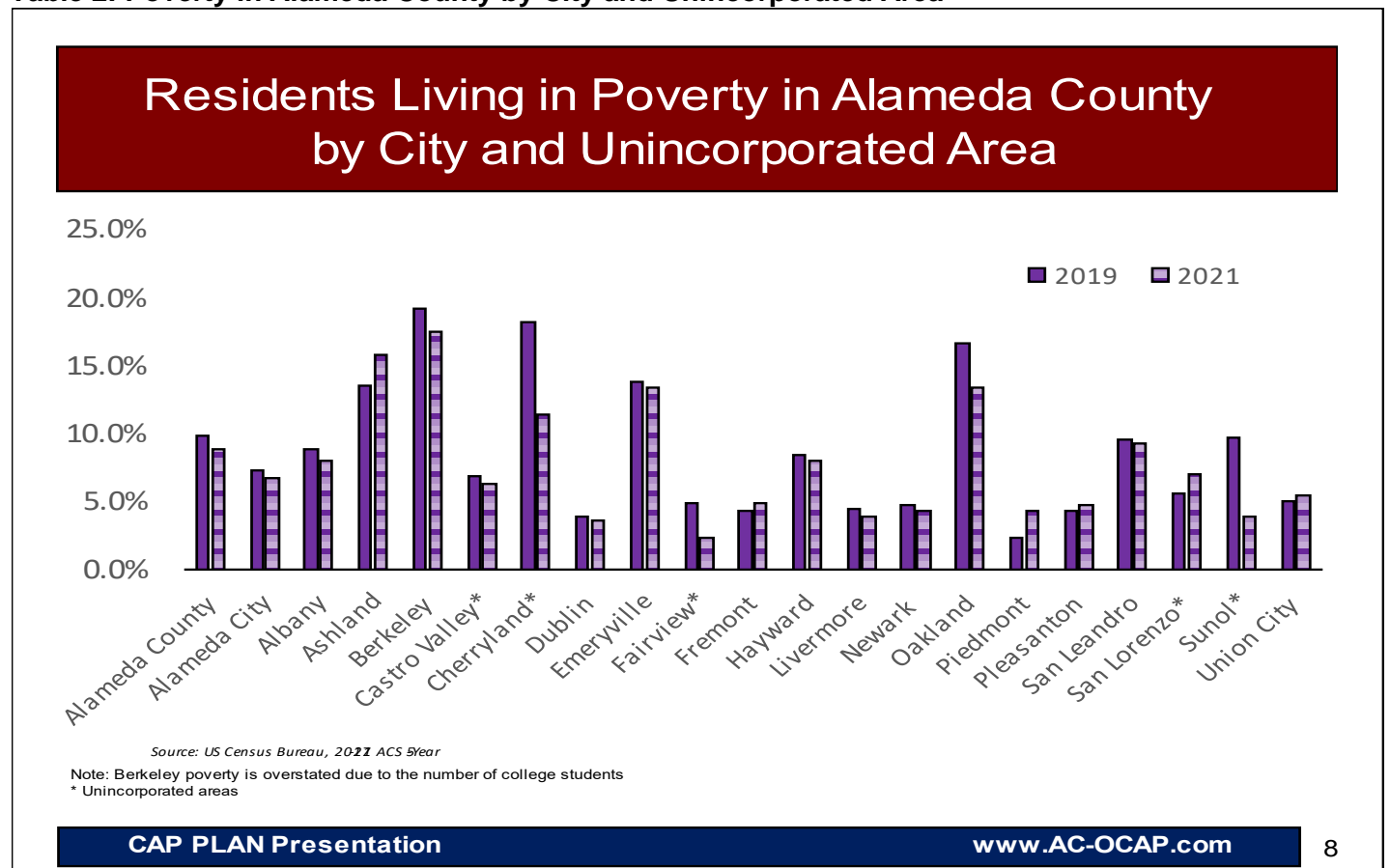
Alameda County-Oakland Community Action Partnership's (AC-OCAP) service area includes Alameda County, excluding the city of Berkeley. The chart below (Table 1) shows all the cities and unincorporated areas that AC-OCAP is funded to serve, along with the city of Berkeley. The second chart (Table 2) shows the percentage of residents living below the federal poverty level for each city/unincorporated area in both 2019 and 2021. Even though Berkeley has the highest poverty numbers in Alameda County, most are college students, who are not low-income. Oakland is the largest city in Alameda County, and it has many pockets of poverty in West Oakland, North Oakland and East Oakland (Map 1). The needs are high in these areas especially where the homeless encampments are located. Ashland, Hayward, and the Unincorporated Cherryland are other pockets of poverty (Map 2).

**Table 1: Race/Ethnicity Breakdown of Alameda County Cities and Unincorporated Areas**

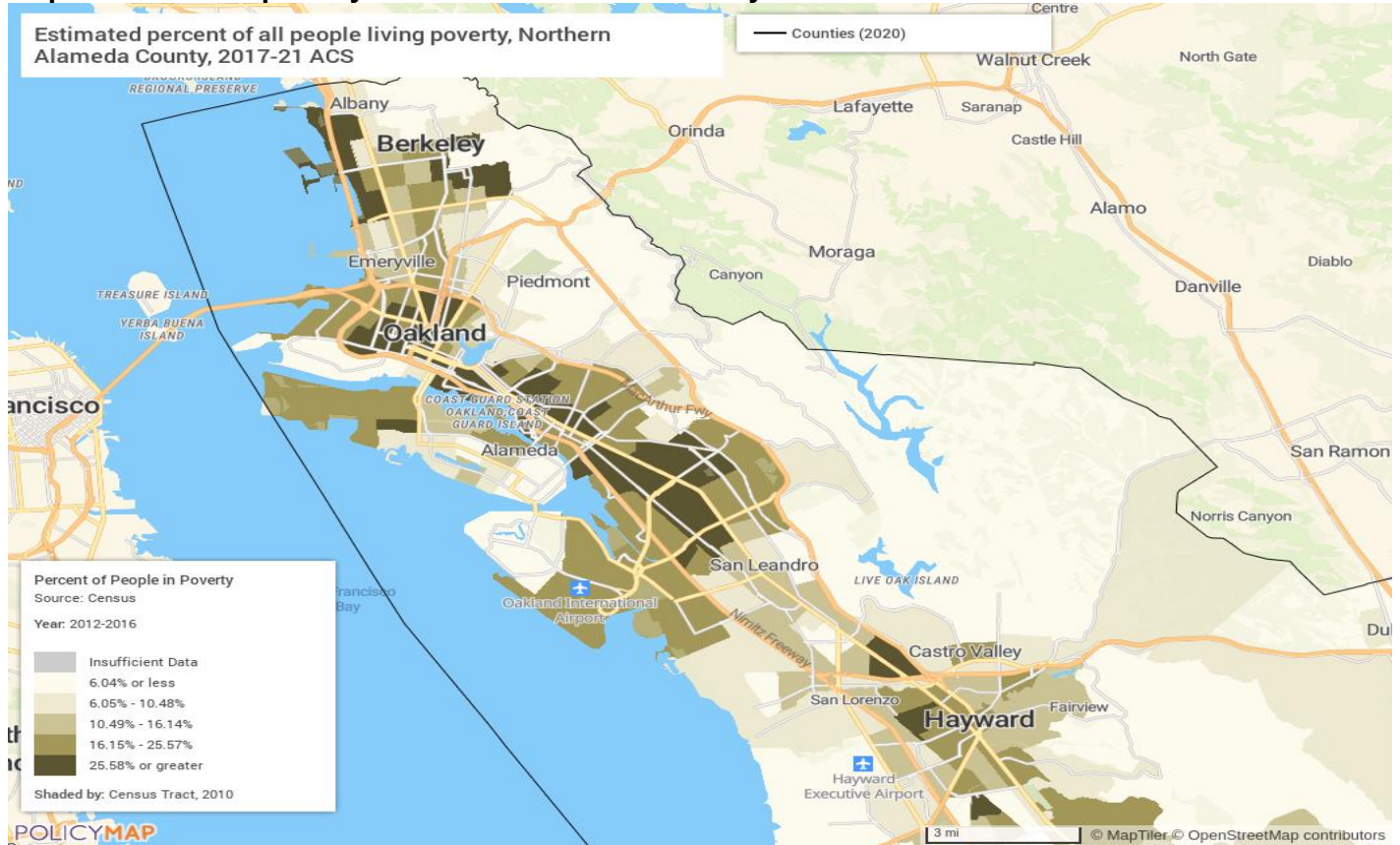
City or Unincorporated Area	Total Population	Am Indian/ AK Nat.	Asian	Black/ AA	Latinx	NHPI	Some Other Race	Two + Races	White
<b>Alameda County</b>	1,673,133	0.7%	31.6%	10.2%	22.4%	0.8%	11.8%	8.9%	29.9%
Alameda City	78,320	0.5%	31.3%	6.1%	12.4%	0.5%	4.9%	10.5%	42.1%
Albany	19,958	0.4%	29.0%	4.1%	12.9%	0.3%	4.7%	13.2%	44.3%
Ashland*	23,640	0.6%	24.3%	14.7%	46.1%	1.1%	22.7%	9.4%	10.3%

Berkeley	119,607	0.7%	20.5%	7.5%	12.0%	0.4%	4.8%	8.7%	53.0%
Castro Valley*	66,324	1.0%	31.4%	9.4%	16.9%	0.2%	4.1%	9.9%	36.7%
Cherryland*	15,552	1.0%	11.0%	10.2%	54.1%	2.6%	28.7%	10.4%	19.9%
Dublin	69,818	0.4%	53.0%	3.7%	9.6%	0.4%	2.2%	7.4%	28.8%
Emeryville	12,747	0.4%	29.2%	19.2%	9.5%	0.2%	4.3%	5.5%	37.0%
Fairview*	11,050	0.6%	20.1%	20.6%	21.2%	0.0%	10.4%	10.5%	33.3%
Fremont	231,502	0.5%	61.4%	2.8%	12.5%	0.6%	7.1%	6.1%	18.6%
Hayward	162,254	0.9%	28.9%	9.5%	38.9%	2.0%	22.4%	10.8%	15.9%
Livermore	88,403	0.6%	14.8%	1.8%	22.8%	0.6%	6.0%	10.5%	55.0%
Newark	47,815	0.8%	38.8%	3.5%	29.2%	1.8%	15.5%	11.1%	22.2%
Oakland	437,548	1.0%	15.7%	22.0%	27.2%	0.5%	17.9%	9.4%	28.6%
Piedmont	11,368	0.0%	20.6%	1.4%	3.2%	0.1%	0.1%	4.4%	70.7%
Pleasanton	79,558	0.6%	39.1%	1.9%	10.8%	0.5%	3.3%	7.3%	43.5%
San Leandro	91,176	0.9%	34.4%	10.3%	27.6%	1.7%	12.5%	9.2%	21.5%
San Lorenzo*	30,420	0.9%	28.8%	3.8%	42.0%	1.1%	17.2%	9.5%	21.0%
Sunol*	799	0.3%	11.3%	0.4%	5.3%	0.0%	0.6%	2.9%	80.2%
Union City	70,828	0.7%	55.5%	4.8%	20.3%	1.0%	11.8%	7.6%	14.7%

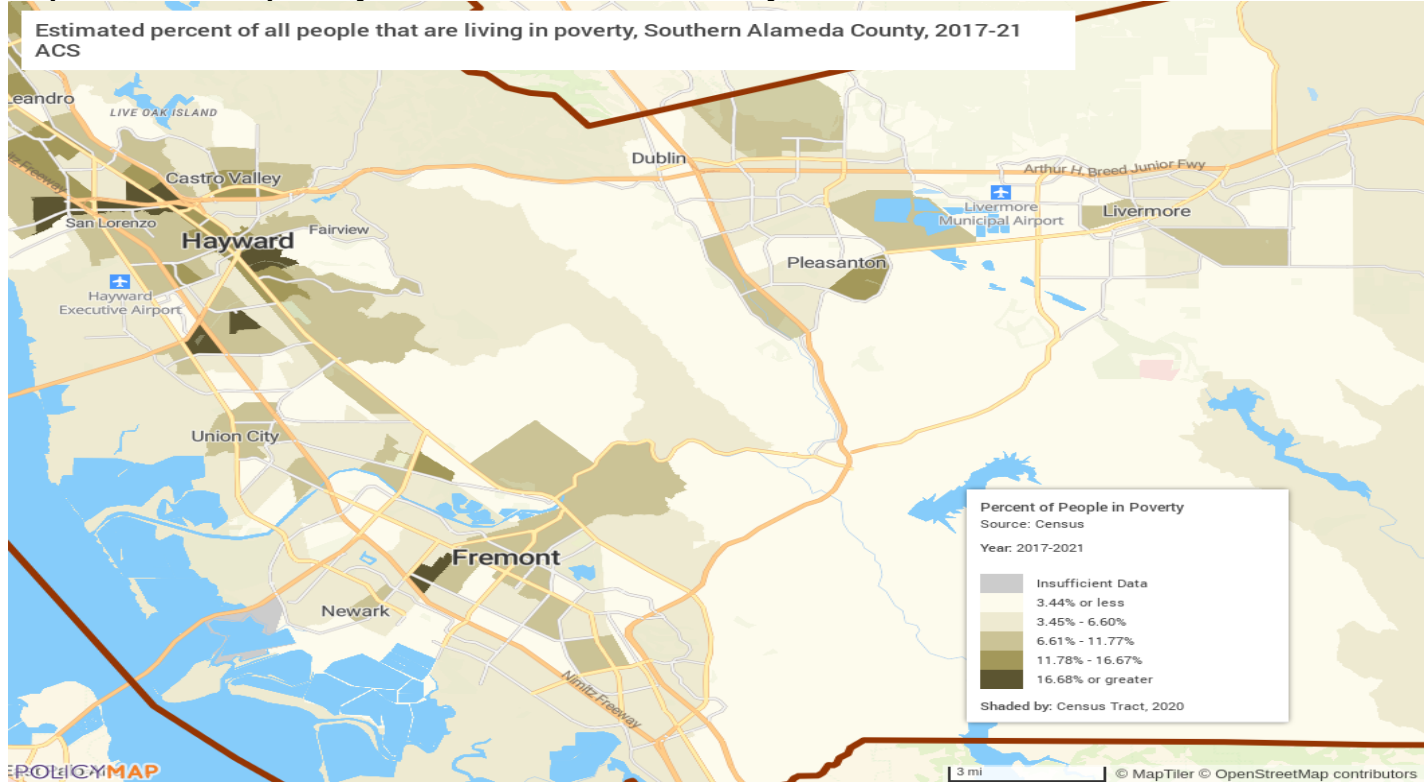
**Table 2: Poverty in Alameda County by City and Unincorporated Area**



### Map 1: Pockets of poverty in Northern Alameda County



### Map 2: Pockets of poverty in Southern Alameda County





3. Indicate from which sources your agency collected and analyzed quantitative data for the CNA. (Check all that apply.) (Organizational Standard 3.3)

**Federal Government/National Data Sets**

- Census Bureau
- Bureau of Labor Statistics
- Department of Housing & Urban Development
- Department of Health & Human Services
- National Low-Income Housing Coalition
- National Center for Education Statistics
- Academic data resources
- Other online data resources
- Other

**Local Data Sets**

- Local crime statistics
- High school graduation rate
- School district school readiness
- Local employers
- Local labor market
- Childcare providers
- Public benefits usage
- County Public Health Department
- Other

**California State Data Sets**

- Employment Development Department
- Department of Education
- Department of Public Health
- Attorney General
- Department of Finance
- State Covid-19 Data
- Other

**Surveys**

- Clients
- Partners and other service providers
- General public
- Staff
- Board members
- Private sector
- Public sector
- Educational institutions

**Agency Data Sets**

- Client demographics
- Service data
- CSBG Annual Report
- Client satisfaction data
- Other

**Agency Data Sets**

- Client demographics
- Service data
- CSBG Annual Report
- Client satisfaction data
- Other

4. If you selected "Other" in any of the data sets in Question 3, list the additional sources.

2021 Everyone Counts Point in Time Count: <https://everyonehome.org/>

Alameda County Social Services Agency: <https://www.alamedacountysocialservices.org/index>

Alameda County Public Health Department: <https://acphd.org>

Feeding America: <https://www.feedingamerica.org/research/map-the-meal-gap/by-county>

5. Indicate the approaches your agency took to gather qualitative data for the CNA. (Check all that apply.) (Organizational Standard 3.3)

**Surveys**

- Clients
- Partners and other service providers
- General public
- Staff
- Board members
- Private sector
- Public sector
- Educational institutions

**Interviews**

- Local leaders
- Elected officials
- Partner organizations' leadership
- Board members
- New and potential partners
- Clients

**Focus Groups**

- Local leaders
- Elected officials
- Partner organizations' leadership
- Board members
- New and potential partners
- Clients
- Staff

**Community Forums**

**Asset Mapping**

**Other**

6. If you selected “Other” in Question 5, please list the additional approaches your agency took to gather qualitative data.

N/A

7. Describe your agency’s analysis of the quantitative and qualitative data collected from low-income individuals and families. (Organizational Standards 1.1, 1.2, 3.3)

AC-OCAP performed a qualitative analysis through its community survey to solicit concerns and issues that are important to the community at large, and specifically the low-income community. Information data gathered and analyzed from low-income individuals came from AC-OCAP grantee programs and community surveys. Specific information relative to where participants live, their income levels, and issues and concerns that impact their lives were posed. In addition, AC-OCAP also performed a quantitative analysis of other literature and data sets to complete the Alameda County service area profile.

8. Summarize the data gathered from each sector of the community listed below and detail how your agency used the information to assess needs and resources in your agency’s service area(s). Your agency must demonstrate that each sector was included in the needs assessment; A response for each sector is required. (CSBG Act Sections 676(b)(3)(C), 676(b)(9), Organizational Standard 2.2)

A. Community-based organizations: AC-OCAP developed and conducted an onsite and on-line community survey with its current and former grantees, Board members, local service area participants, and our network of agency partners. The survey was available online to the community at large, handed out to persons that came to the Oakland Downtown Senior Center to receive no cost income tax preparation services, and was sent directly to over 600 individuals on our constant contact list representing over 400 community based organizations.

B. Faith-based organizations: A community survey was developed and sent to faith-based organizations, current and former grantees, program participants, Board members, and our network of agency partners. The survey was also available on-line for community review and response. It was sent directly to over 600 individuals, including 13 faith-based representatives.

C. Private sector (local utility companies, charitable organizations, local food banks): Private sector participants include local utility companies, charitable organizations, local food banks. AC-OCAP developed and conducted a survey of its current service area grantees and partners. The survey was also available on-line for community review and response. It was sent directly to over 600 individuals, including 125 private sector representatives.

D. Public sector (social services departments, state agencies): Public sector participants include social services department and state agencies. The survey was developed and completed with on-line access for community review and response. It was sent directly to over 600 individuals, including 104 public sector representatives.

E. Educational institutions (local school districts, colleges): Educational institutions included local school and community college school districts. The survey was completed in person and on-line for community review and comment. It was sent directly to over 600 individuals, including 21 educational representatives.

9. “Causes of poverty” are the negative factors that create or foster barriers to self-sufficiency and/or reduce access to resources in communities in which low-income individuals live. After review and analysis of the data, describe the causes of poverty in your agency’s service area(s). (Organizational Standard 3.4)

Poverty is rooted in a number of social and economic issues including unemployment and low wages, inadequate or unaffordable housing, harmful policies, poor health, mental health conditions, lack of food security, criminal victimization, inadequate access to medical and social services, and low educational attainment. Race-based disparities and a history of disinvestment in low-income communities also serve as a cause of poverty. The Oakland Equity Indicator Report averaged all indicators in their framework, for an overall equity score of 33.5 (out of 100), demonstrating substantial room for improvement in racial equity, particularly in communities of color and other ethnic groups. AC-OCAP made a comprehensive effort to gauge the community’s well-being by using the Report markers and analyzing their impact.

**Income:** According to the 2017-21 ACS, the estimated median household income in Alameda County is \$112,017. The median income for Asians rose from \$124,079 in 2019 to \$146,259 in 2021 (18% increase) and it rose for Whites from \$114,427 in 2019 to \$126,060 (10% increase). Latinx households earned a median \$82,011 in 2021 compared to \$77,990 in 2019 (5% increase) and Black/African Americans earn a median of \$59,817 in 2021 compared to \$51,749 in 2019 (13% increase). In the city of Oakland, the estimated median household income is much lower than that of the County at \$85,628.

An annual income of less than \$24,999, just below the federal poverty level (\$29,1600 for one person), is earned by 42,919 of Alameda County households and 21,909 households in Oakland. Additionally, 37% of single female-headed households with children aged 0-17 years have incomes below the poverty level in Alameda County, which is a decrease from 2019 when it was 40%. In Oakland 48%, of single female- head households with children ages 0-17 live below the poverty level, a reduction from 52% in 2019. In addition, 59,099 households in Alameda County received supplemental social security income (SSI), cash public assistance, and/or Food Stamps/Supplemental Nutrition Assistance Program (SNAP) benefits over the past year, according to the 2017-21 ACS.

The Insight Center for Community Economic Development’s (ICCED) reviewed 27 current guaranteed income projects managed across 10 of California’s 58 counties measuring the cost of living in each area using the organization’s Family Needs Calculator (FNC) which is

representative of the actual costs of living and includes expenses such as housing, childcare, groceries, health care, transportation, and taxes. People of color are disproportionately represented among those who are struggling in the state. Family Needs Calculator states that for 2021 in Alameda County, a family of four, consisting of two adults with one preschooler and one school-age child, would need an annual household income of \$123,080 to meet their basic needs. This would require a 40-hour per week job earning \$59.17 per hour, which is over four times the \$30,000 (\$14.42 per hour) poverty level for a family of four.

According to the California Elder Economic Security Standard Index (Elder Index), three out of four single Alameda County seniors live below 200% of the poverty level, and well below the Elder Economic Security Index. The estimated annual basic cost of living in 2022 for a household with a Single Elder in Alameda County is \$38,088, which is 137% higher than the national average. That breaks down to a total cost of \$3,174/month.

**Education:** According to the California Department of Education, the number of high school graduates who meet the requirements to attend the University of California or California State Universities (A-G requirements) increased between 2019-20 and 2020-21.

The **Four-Year Adjusted Graduation rate among Alameda County high school cohorts in the 2021-22 academic year was 89%**. Graduation rates are 95% for Asians, 95% for two or more races, 94% for Filipinos, 93% for Whites, 87% for Pacific Islanders, 83% for Black/African Americans, 82% for American Indian or Alaskan Native, and 81% for Latinx.

The Four-Year Adjusted Graduation rate for Oakland Unified School District high school cohorts in the 2021-22 academic year is 76%, an increase of more than 10% from the 2015-2016 academic year's rate of 65%. **While graduation rates dipped slightly the first year of the pandemic, they rebounded in 2021-22.** Dropout rates stabilized between 2019-20 for Pacific Islanders but rose in 2021-22 for Black/African Americans, Asians, Latinx, Multiple Ethnicity and fell for Whites, Filipino, and English Language Learners. Latinx students continue to have the highest dropout rates at 26% in 2021-22. Overall, Oakland's dropout rate fell from 20% in 2015-16 to 17% in 2021-22.

10. “Conditions of poverty” are the negative environmental, safety, health and/or economic conditions that may reduce investment or growth in communities where low-income individuals live. After review and analysis of the data, describe the conditions of poverty in your agency’s service area(s). (Organizational Standard 3.4)

Based on the 2023 federal poverty guidelines, the income threshold for an individual living in poverty is \$14,580 annually (around \$7.01 per hour for a forty-hour work week) and \$29,160 (\$14.02 per hour) for those making 200% of poverty. The state minimum wage is currently \$15.50 per hour, and Oakland’s minimum wage is currently \$15.97 per hour. The 2017-21 ACS estimates that 9% (146,763) of Alameda County residents live below the federal poverty level. Oakland has 58,518 residents living in poverty, **which is 40% of the county total.**

**Unemployment:** Unemployment rates were volatile over the last three years. Prior to the pandemic in August of 2019, the California Employment Development Department (EDD) reported that Alameda County’s unemployment rate was 2.9%, only one year later in August, 2020 it was 6.8%. In March 2021, the unemployment rate was 3.9%. Between February 2020 and February 2021, the total number of jobs located in the East Bay decreased by 113,900, or 9.5%. Recently, as of December, 2022, the unemployment rate was 2.7% in Alameda County.

**Affordable Housing:** The 2022 Fair Market Rate (FMR) for a two-bedroom unit in Alameda County is \$2,405 per month, which is an 8% increase over 2016 FMR of \$2,103. Once housing costs exceed 30% of a household’s total income, the household is considered to be cost-burdened. Therefore, the wage needed to rent an average two-bedroom housing unit in Alameda County is \$45.67 per hour or approximately \$95,000 a year. **The 2017-21 ACS reports that 46.4% of renters in Alameda County and 47.7% of renters in Oakland are rent burdened. Close to 60% of seniors over the age of 65 are rent burdened in Alameda County.**

**Unhoused Population:** The 2022 EveryOne Counts Point in Time count and survey estimated that 9,746 individuals were homeless in Alameda County, **a 42% increase from 2017. Of the unhoused population, 7,135 were unsheltered.** Close to one in four people experiencing homelessness lived in Alameda County for more than ten years. The majority of unhoused people are male (6,035) and 581 were veterans. The population of persons experiencing homelessness in Oakland represented nearly half (47% or 5,055) of the total number of the unhoused in Alameda County during the 2022 Point-in-Time Count. **The majority (60%) of the unhoused population is Black/African American, 26% are White, 16% are Latinx, 3% are Asian, and 12% described themselves as other.** Of the unhoused counted in the 2022 PIT, 2,728 people were chronically homeless. For families, 38% of the 286 households/families experiencing homelessness were unsheltered. In 2022, in Oakland there were 1,063 people living in tents, a 20% reduction of 263 in 2019. However, the number of people living in cars or RVs increased 36% from 1,430 in 2019 to 1,938 in 2022.



**Public Safety:** According to the State of California Department of Justice (DOJ), Alameda County had **9,562 felony arrests** in 2022, including 3,570 violent offenses and 2,564 property offenses. There were 428 felony arrests of juveniles under age 18, a decrease from 778 in 2019. There were 91 hate crime offenses in 2021, a 60% increase from 44 in 2019. In Oakland, violent crimes in Oakland increased from 5,831 in 2019 to 6,021 in 2022. Shootings increased **59.7%**, from 287 in 2019 to 450 in 2022. Homicides have increased 53% to 119 in 2022 from 78 in 2018.

**Child Care:** Finding affordable high-quality childcare in Alameda County is difficult and beyond the reach for low-income families who receive a subsidy to pay for child care. The median cost of childcare for an infant is \$20,809 and \$16,117 for a preschooler per year. The 2021 Alameda County Early Care and Education Need Assessment documented **an overall decline in licensed child care capacity since 2007, due primarily to the 34% reduction in the number of licensed family child care providers in the county.** In Oakland, the total number of licensed child care programs decreased from 429 in 2019 to 335 in 2021, an 11% decrease. Overall, capacity at Oakland licensed child care sites has decreased by 6.5% between 2019 and 2021, and decreased 22% since 2006, due in large part to increasing costs and pandemic stresses. In Oakland, 8,041 infants/toddlers eligible for child care subsidies are not enrolled in subsidized care, which is a 91% unmet need.

**Health Coverage:** The 2017-21 ACS reports that 34.3% of the population in Alameda County receive public health insurance coverage via Medicare, Medicaid, or VA health care coverage alone or in combination with other coverage. Close to half a million Alameda County residents receive Medi-Cal (465,947) and 37.2% reside in Oakland. **The 2017-21 ACS report also shows that 4.2% (71,358) of the County residents are uninsured.** Nearly 98.5% of all seniors in Alameda County have health insurance coverage.

In Oakland, 42.4% of the residents receive public health insurance coverage from Medicare, Medicaid, and/or VA health care. Close to half of Oakland children ages 6-18 (48%) are on some type of public health insurance. In Oakland, 2.6% of children under 18 are uninsured and 1% of seniors over age 65 are uninsured, while 3.8% of Alameda County residents under 18 are uninsured and 1.5% of seniors over age 65 are uninsured.

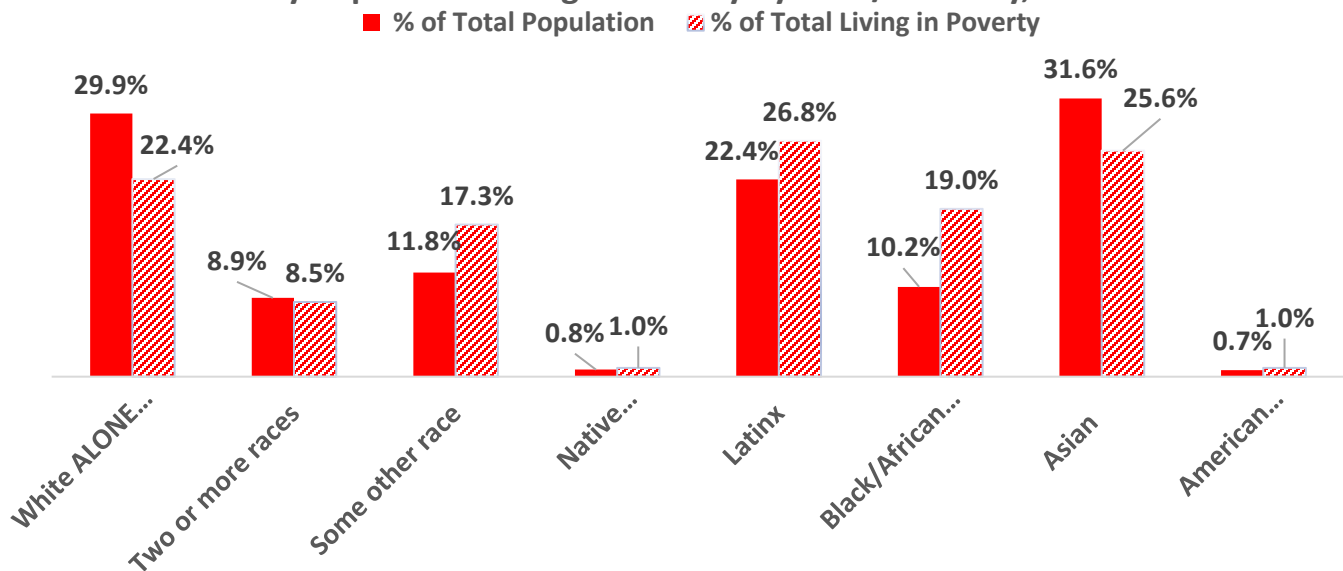
**Food Security:** According to the California Department of Education, 40.3% of Alameda County students and **72.3% of Oakland students qualified for free or reduced-price lunch** in the 2021-22 school year. In December of 2022, the Alameda County Social Services Agency reported that there were 156,617 people receiving CalFresh (SNAP), 70,233 (44.8%) lived in Oakland. **The number of CalFresh recipients rose from 112,000 in February 2020 to 156,617 people in December of 2022, a 34% increase.**

According to Feeding America, almost 8% or 134,800 of Alameda County residents were food insecure in 2020. That rate is highest among the Black/African American (19%) and Latinx (13%)

populations. The food insecurity rates for children under 18 was 8.7%, or 29,860 children. The Alameda County Community Food Bank (ACCFB), reports that it serves **1 out of every 4 Alameda County residents**. The ACCFB distributes enough food to serve 60,000 people per day in the county.

**Racial/Ethnic Breakdown of those Living in Poverty:** The bar chart below (Figure 5) shows the percentage of people living in poverty. While **Black/African Americans account for only 10.2% of the county’s population, they represent 19.0% of all people living below the poverty level**. Whites represent 29.9% of the population and 22.4% of them are living in poverty.

**Figure 5: Alameda County Population by Race/Ethnicity v. Alameda County Population Living in Poverty by Race/Ethnicity, 2021**



Source: US Census Bureau, 2017-21 ACS 5-Year

**The number of people living in poverty has decreased by 25,585 since 2010, for a 15% decline.** The percent of people living in poverty decreased between 2019 and 2021 from 9.9% to 8.91%, a drop of 14,818 people, 20% of the reduction is in child poverty. For the Alameda County-Oakland Community Action Partnership (AC-OCAP) service areas, there was a 25,877 reduction from 2010 as shown in Figure 6.

**Figure 6: Alameda County and Oakland's Low- Income Community Profile**

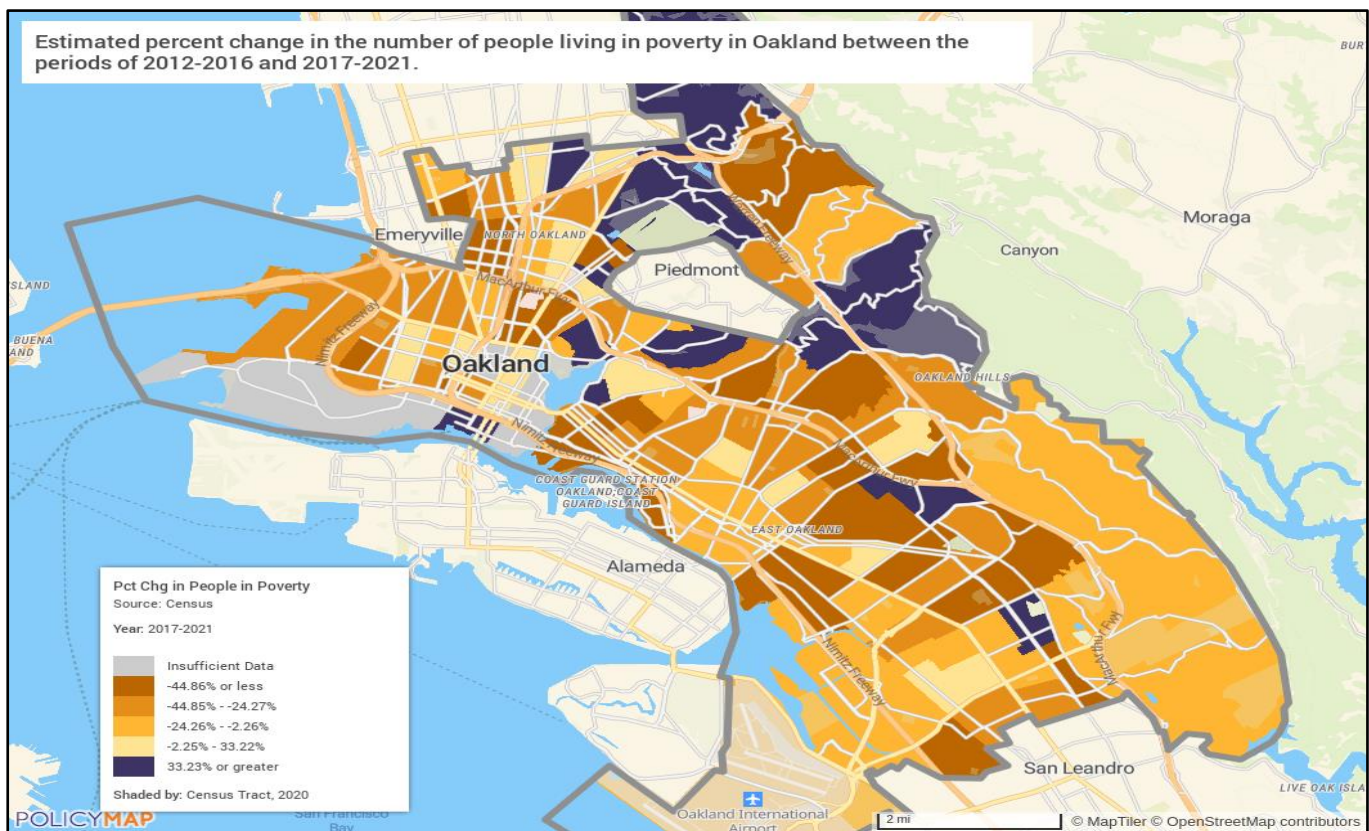
	2000 Below Poverty	% of Total Pop.	2010 Below Poverty	% of Total Pop.	2021 Below Poverty	% of Total Pop.	Change from 2010
Alameda County (AC)	156,804	11.0%	172,348	11.7%	146,763	8.91%	(25,585)
Oakland	76,489	19.4%	74,335	19.3%	58,518	13.51%	(15,817)

AC (no Oakland & Berkeley)	60,820	6.4%	79,543	8.1%	69,483	5.13%	(10,060)
AC-OCAP Areas	137,309	96.0%	153,878	10.4%	128,001	8.24%	(25,877)
Berkeley	19,495	20.0%	18,470	18.4%	18,762	17.6%	292

Source: US Census Bureau 2000, 2010, American Community Survey 5-Year Estimates – 2017-21

**Geography of Poverty:** The bar chart below (Figure 7) highlights the percentage of residents living below the federal poverty level for each city and unincorporated areas within Alameda County in both 2019 and 2021. Poverty has dropped in nearly every city and area with the exceptions of the unincorporated area of Ashland, Fremont, Piedmont, Pleasanton, San Lorenzo, and Union City. Berkeley, with its high number of students, continues to lead the cities with the highest poverty level. Alameda County has several unincorporated areas and communities. The unincorporated areas of Ashland (15.9%) and Cherryland (11.5%) have the highest percentage of residents living in poverty. In Ashland, 1,342 or 35.9% of everyone living in poverty are children under age 18, and in Cherryland it is 436 or 24.7%. \*unincorporated areas

The map below shows the percentage increase or decrease of poverty in Oakland census tracts between 2016 and 2021. The darker orange means a decrease in poverty rates and purple indicates an increase in poverty rates (see key in map below).



**Children and Youth:** Nearly 22% or **one in five** of all people living in poverty in Alameda County are children under the age of 18, totaling 31,840. **There are 6,526 fewer children living in poverty compared to the total of 38,366 in 2019.** Latinx children make up 43% of the children living below the poverty level. Black/African American children account for 23%, some other race

accounts for 30%, two or more races account for 13.5%, and White children account for 11%. Youth under 18 years of age account for 35% of the total number of people living in poverty in Ashland. Twenty-seven percent of all people living in poverty in Pleasanton are children and 28% of the people living in poverty in Albany are children. **Forty-eight percent of the 31,840 children living in poverty in Alameda County reside in Oakland.** The number of children living in poverty in Oakland decreased by 32% between 2019 and 2021, **resulting in almost 5,000 fewer children living in poverty.**

**Seniors:** According to the ACS 2017-21 report, in Alameda County 15% (22,347) of those living in poverty are seniors aged 65 and older. Cities and unincorporated areas that have seniors as a higher percentage of people living in poverty than others include Sunol (32%), San Lorenzo (25%), Union City (21%), the City of Alameda (20%), Newark (20%), and Pleasanton (20%). In Alameda County, 41% of all seniors living in poverty reside in Oakland.

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

The data collected, analyzed, and reported generally comes from three sources, the AC-OCAP grantee programs, the grantee participant surveys, and the community surveys. The grantees that receive CSBG funding provide demographic information on all the individuals in their CSBG funded program that meet the low-income requirements in both the Housing and Community Development program and the Job Training and Placement program. The demographic/characteristics report provides information about the participant's sex, age, race, ethnicity, education, household size, and household income sources. The grantee surveys and the community surveys provide information about where the survey participants live, household size, household income level, and issues and concerns that they are impacted by as residents of Oakland or Alameda County. This data is compiled and presented to the governing board in an Annual Outcomes Report. This data is then used to evaluate each grantee's program for that year and inquire about changes that they see that would improve their efficiency and effectiveness. The board then uses this data to help with the program planning for subsequent years.

## Community Needs Assessment Results

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

State Plan 14.1a

### **Table 1: Needs Table**

Complete the table below. Insert row(s) if additional space is needed.

Needs Identified	Level	Agency Mission (Y/N)	Currently Addressing (Y/N)	Agency Priority (Y/N)
Homelessness	Community	Y	Y	Y
Affordable Housing	Community	Y	Y	Y
Education	Community	Y	Y	Y
Access to Healthy Food	Community and Family	Y	Y	Y
Job Training and Employment	Community and Family	Y	Y	Y
Affordable Child Care	Community and Family	Y	N	Y
Lack of good paying jobs	Community	Y	Y	Y
Racial inequities	Community	Y	Y	Y
Public Safety	Community	Y	N	N
Mental Health	Community	N	N	N

**Needs Identified:** List the needs identified in your most recent CNA.

**Level:** List the need level, i.e., community or family. **Community Level:** Does the issue impact the community, not just clients or potential clients of the agency? For example, a community level employment need is: There is a lack of good paying jobs in our community. **Family Level:** Does the need concern individuals/families who have identified things in their own life that are lacking? An example of a family level employment need would be: Individuals do not have good paying jobs.

**Essential to Agency Mission:** Indicate if the identified need aligns with your agency's mission.

**Currently Addressing:** Indicate if your agency is already addressing the identified need.

**Agency Priority:** Indicate if the identified need will be addressed either directly or indirectly.

**Table 2: Priority Ranking Table**

List all needs identified as an agency priority in Table 1. Insert row(s) if additional space is needed.

Agency Priorities	Description of programs, services, activities	Indicator(s) or Service(s) Category	Why is the need a priority?
1. Homelessness	<ul style="list-style-type: none"> <li>• Housing, job training and employment assistance for homeless individuals</li> <li>• Emergency shelter, transitional, and permanent supportive housing for families</li> <li>• Eviction assistance</li> </ul>	FNPI 4a and 4b; 5f and 5g; 7a SRV 4f, 4m, 4n, 4o, 7a, 7c, 7m	It is the main cause of poverty in Oakland and Alameda County.
2. Affordable Housing	<ul style="list-style-type: none"> <li>• Housing assistance available to participants through Employment Based Rental Assistance Program</li> <li>• Emergency shelter, transitional, and permanent supportive housing for low-income families and seniors</li> <li>• Emergency and temporary housing for houseless youth</li> <li>• Eviction assistance</li> <li>• Coordinates City of Oakland housing strategies and Housing Resource Center (one-stop for housing services)</li> <li>• Referral services</li> </ul>	FNPI 4a and 4b; 5f and 5g; 7a SRV 4f, 4m, 4n, 4o, 7a, 7c, 7m	It is one of the causes of poverty in Oakland and Alameda County.
3. Education	<ul style="list-style-type: none"> <li>• Tutoring, mentoring, and technology training for youth age 16- 24</li> <li>• High school diploma program</li> </ul>	FNPI 2d(3), 2f, 2g, 2h; SRV 2e, 2u, 7c	It is one of the ways to get out of poverty



4. Access to Healthy Food	<ul style="list-style-type: none"> <li>• Oakland’s annual Holiday dinner for unhoused residents</li> <li>• Oakland Summer Lunch Program for youth</li> <li>• Safe Passages Holiday Meal</li> </ul>	SRV 5ii and 5jj	It is one of the causes of poverty in Oakland and Alameda County.
5. Job Training & Employment Placement and Lack of Good Paying Jobs	<ul style="list-style-type: none"> <li>• Internships, training, and coaching to prepare for employment in the technology sector for youth</li> <li>• Paid job training for youth</li> <li>• Volunteer work experience and employment support services for homeless adults</li> <li>• Connect employers with qualified, skilled talent and job seekers with employment and career development opportunities to achieve economic prosperity</li> <li>• Assist diverse refugee, immigrant, limited English, and low- income U.S. born community members in achieving long-term financial and social self-sufficiency</li> <li>• Entrepreneurial services and business planning</li> <li>• Workforce development services for adults</li> <li>• Referral services</li> </ul>	FNPI 1a, 1b, 1c, 1e, 1f; SRV 1a, 1d, 1e, 1m, 7a, 7c	This is a critical step for self-improvement.
6. Affordable Child Care	<ul style="list-style-type: none"> <li>• Working closing with the City of Oakland Head Start program to fill short comings in the services needed.</li> </ul>	FNPI 1a, 1b, 1c, 1e, 1f; SRV 1a, 1d, 1e, 1m, 7a, 7c	This is one of the strategies adopted by the Board as we focus on families with children.

	<ul style="list-style-type: none"> <li>• Housing, job training and employment assistance for homeless individuals with families</li> <li>• Emergency shelter, transitional, and permanent supportive housing for families</li> </ul>		
7. Racial Inequities	<ul style="list-style-type: none"> <li>• Housing, job training and employment assistance and fairness for homeless individuals</li> <li>• Emergency shelter, transitional, and permanent supportive housing for families</li> <li>• Assist diverse refugee, immigrant, limited English, and low- income U.S. born community members in achieving long-term financial and social self-sufficiency</li> </ul>	<p>FNPI 1a, 1b, 1c, 1e, 1f; SRV 1a, 1d, 1e, 1m, 7a, 7c</p>	This issue is laid across all the programs that our grantees implement.
8. Public Safety	<ul style="list-style-type: none"> <li>• Housing, job training and employment assistance for low-income residents and homeless individuals</li> <li>• Emergency shelter, transitional, and permanent supportive housing for families</li> </ul>	<p>FNPI 1a, 1b, 1c, 1e, 1f; 5f, 5g, 5z SRV 1a, 1d, 1e, 1m, 7a, 7c</p>	This issue is laid across all the programs that our grantees implement.
9. Mental Health	<ul style="list-style-type: none"> <li>• Housing, job training and employment assistance along with housing concerns</li> </ul>	FNPI 5f, 5g, 5z	Mental health is discussed but it was not adopted as a listed strategy in our 2020-2025 Strategic Plan. It will be a topic of discussion at our 2024 Retreat.

10. Services for Seniors	<ul style="list-style-type: none"> <li>• Emergency shelter, transitional, and permanent supportive housing for seniors</li> <li>• 2-1-1 referral services</li> </ul>	FNPI 4a, 4b, 5f, 5g; SRV 4m, 4n, 4o, 5ii, 5jj, 7a, 7c,	Seniors are mostly forgotten about, but they are targeted in AC-OCAP's strategic plan.
<p><b>Agency Priorities:</b> Rank your agency's planned programs, services and activities to address the needs identified in Table 1 as agency priorities.</p> <p><b>Description of programs, services, activities:</b> Briefly describe the program, services or activities that your agency will provide to address the need. Identify the number of clients to be served or the number of units offered, including timeframes for each.</p> <p><b>Indicator/Service Category:</b> List the indicator(s) (CNPI, FNPI) or service(s) (SRV) that will be reported in CSBG Annual Report.</p> <p><b>Why is this need a priority:</b> Provide a brief explanation about why this need has been identified as a priority. Connect the need with the data. (CSBG Act Section 676(b)(3)(A))</p>			

## Part II: Community Action Plan

CSBG Act Section 676(b)(11)

California Government Code Sections 12745(e), 12747(a)

California Code of Regulations, Title 22, Division 11, Chapter 1, Sections 100651 and 100655

### Vision and Mission Statement

#### 1. Provide your agency's Vision Statement.

The vision of the Alameda County Community Action Partnership is to end poverty within the City of Oakland and throughout Alameda County.

#### 2. Provide your agency's Mission Statement.

The mission of the Alameda County Community Action Partnership is to improve our communities by creating pathways that lead to economic empowerment and prosperity and making it a better and healthy place for all to live.

## Tripartite Board of Directors

CSBG Act Sections 676B(a) and (b); 676(b)(10)

California Code of Regulations, Title 22, Division 11, Chapter 1, Section 100605

1. Describe your agency's procedures under which a low-income individual, community organization, religious organization, or representative of low-income individuals that considers its organization or low-income individuals to be inadequately represented on your agency's board to petition for adequate representation. (CSBG Act Section 676(b)(10))

As a public agency, the Alameda County's Community Services Block Grant (CSBG) funding is administered by the City of Oakland's Human Services Department (HSD) through the Community Action Agency's Governing Board (Oakland City Council) and the federally mandated Tripartite Alameda County – Oakland Community Action Partnership (AC-OCAP) Administering Board which includes nine (9) community members who represent the low-income community and are democratically selected, six (6) elected officials or their designees, and three (3) members who represent other groups and interests that serve the low-income community. To ensure maximum feasible participation, the AC-OCAP staff and Administering Board holds monthly board meetings, board retreat every other year, on-going community engagement processes, and most recently updated the agency's 2020-2025 strategic plan.

As a part of the Board's planning process, funding priorities are determined through data analysis and data collection concerning the needs of Alameda County's low-income residents. Every three years, the agency releases the Request for Partnership (RFP) process where the tripartite Administering Board has the primary responsibility for the development and approval of all funding priorities for the AC-OCAP program. In addition, the Administering Board receives regular updates on programming at every monthly meeting, through the mid-year and annual outcomes reports, and participates in on-site monitoring visits with grantees.

During the creation of the 2020-2025 strategic plan goals, AC-OCAP utilized the Results Oriented Management and Accountability (ROMA) Cycle and Logic Model for Planning framework. The framework ensures that each goal is SMART (specific, measurable, achievable, relevant to the mission and vision, and time-oriented), and sustainable by aligning them with targeted activities, inputs, outcomes and indicators, informed by the community needs assessment. The ROMA Cycle begins with Assessment, where community needs, resources, and agency data are assessed. Then the cycle moves to Planning, using the agency mission statement and assessment data to identify results and strategies. Following is Implementation where services and strategies produce results, and Achievement of Results occurs when progress is observed and reported out. The last element of the cycle is Evaluation, in which data is analyzed and compared with benchmarks. This final element feeds back into the Assessment stage and the cycle repeats to foster continuous improvement in achieving equitable results, improving management, and increasing accountability. During the strategic planning process, AC-OCAP modified its focus areas to narrow in and create impactful and results-driven goals that aligned with the agency's community-

driven approach.

AC-OCAP holds a monthly Administering Board Meeting in Oakland City Hall in Room #3. This meeting is on the second Monday of each month, and it is open for community members and the public to attend. Announcement of the Board meeting is made at least 7 days in advance. We encourage individuals to contact us if they are interested in serving as a board member on the 18-member tripartite Board, and they will go through the processes of collecting and submitting endorsements from 10 members of their community in order to be voted on by the members.



## Service Delivery System

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

State Plan 14.3

1. Describe your agency's service delivery system. Include a description of your client intake process or system and specify whether services are delivered via direct services or subcontractors, or a combination of both. (CSBG Act Section 676(b)(3)(A), State Plan 14.3)

AC-OCAP's service delivery system is primarily provided through subcontractors; however, direct services are provided via the agency's Volunteer Income Tax Assistance Program. AC-OCAP administers a Request for Partnership (RFP) funding process every three years to solicit outcome-based programs and services to leverage the existing service delivery system for Alameda County's low-income residents. AC-OCAP solicits services that focus on building self-sufficiency in areas of Entrepreneurship/Job Training with Employment Placement and Low-Income Housing with Supportive Services. The selected AC-OCAP agencies are subcontractors and represent a unique Community Economic Opportunity (C.E.O.) network of anti-poverty service providers working collectively to improve self-sufficiency among Alameda County's low-income community. C.E.O. service providers manage their own intake process, which AC-OCAP reviews during the contracting process and at site visits which occur at least once every funding cycle. In addition to C.E.O. partners funded through the competitive RFP process, AC-OCAP has 'internal' programming that provides a range of supportive services including food security, legal assistance, financial empowerment, and information and referral services.

2. Describe how the poverty data related to gender, age, and race/ethnicity referenced in Part I, Question 1 informs your service delivery and strategies in your service area?

The Community Economic Opportunity (C.E.O.) network of service providers play an important role in alleviating poverty in Oakland and Alameda County. These are AC-OCAP's grantees with programs and targeted outcomes to be achieved. The grantees are not-for-profit organizations who develop and manage their programs and collect demographics information from their participants or clients that they serve. The participants that we fund must be low-income residents.

## Linkages and Funding Coordination

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

California Government Code Sections 12747, 12760

Organizational Standards 2.1, 2.4

State Plan 9.3a, 9.3b, 9.4b, 9.6, 9.7, 14.1b, 14.1c, 14.3d, 14.4

1. Describe how your agency coordinates funding with other providers in your service area. If there is a formalized coalition of social service providers in your service area, list the coalition(s) by name and methods used to coordinate services/funding. (CSBG Act Sections 676(b)(1)(C), 676(b)(3)(C); Organizational Standard 2.1; State Plan 14.1c, 9.6, 9.7)

AC-OCAP collaborates and mobilizes public and private resources to maximize the leveraging capability of CSBG funds as a public Community Action Agency housed within the Human Services Department of the City of Oakland. AC-OCAP works closely with local Head Start Program, Adult and Aging Program, and the Community Housing Program. A sampling of community partners are as follows:

### **Community Partners – As Needed Partnerships**

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

- EveryOne Home's mission is to end Homelessness in Alameda County
- United Way of the Bay Area, works toward health, education and financial stability of every individual
- Spectrum Community Services mission is to improve the health and safety of seniors and low-income residents in Alameda County
- All In Alameda County employs proven strategies that combine self-reliance, community engagement and government support to end poverty.
- Alameda County Community Food Bank distributes 380,000 meals a week through its network of 275 nonprofit agencies throughout Alameda County.
- Alameda County First Five supports the comprehensive development of children from 0 to 5. Passed by voters in 1998, Proposition 10 added fifty cents to cigarettes to fund early childhood care for Alameda County children, otherwise known as First 5 Alameda County.
- Alameda County Public Health Department provides health assessments, disease prevention, community outreach, policy development, education, and access to quality medical and health care services.
- Alameda County Social Services Agency is responsible for promoting the economic social well-being of residents and families in Alameda County.

- EASTBAY Works is a public workforce development network of job centers, economic developers, support service providers and educational entities. The network and its partners provide benefits and services to employers, job seekers and youth, aged 16-24 – at no cost.
- Alameda County Workforce Investment Board ensures that Alameda County’s workforce development system benefits employers and job seekers through quality jobs, high skills, and high wages.
- Oakland Workforce Investment Board oversees the implementation of Oakland’s Federal workforce training and employment program.
- Oakland Fund for Children and Youth (OFCY) was established in 1996 as a voter approved program to support direct services to youth under 21 years old.
- Oakland Head Start focuses on early child development, fostering social skills and school readiness for low-income families.
- Oakland Unite is a Violence Prevention initiative approved by Oakland voters in 2004, to fund violence prevention programs, additional police officers, and fire services for the City of Oakland.
- Tri-Valley Anti-Poverty Collaborative supports a community where struggling residents across the region can achieve a basic standard of living in housing, health care, nourishment, education and sustainable financial resources.
- Oakland Thrives mission is to make Oakland’s children, families, and communities the healthiest in the nation.

2. Provide information on any memorandums of understanding and/or service agreements your agency has with other entities regarding coordination of services/funding. (CSBG Act Section 676(b)(9), Organizational Standard 2.1; State Plan 14.1c, 9.6, 9.7)

The following agencies are 2023 sub-grantees:

**Entrepreneurship/Job Training & Employment:**

Chabot Las Positas Community College District; Hack the Hood, Inc.; Rubicon Programs, Inc.; Urban University; New Door Ventures; Love Never Fails, Community Works West, Lighthouse Community Public School

**Low-Income Housing:**

St. Mary’s Center; Alliance for Community Wellness; Covenant House Ca; Fremont Family Resource Center; Lao Family Community Development, Operation Dignity, Inc., A Diamond in the Ruff Inc., Change to Come

**Information & Referral:**

Eden Information & Referral, Inc

**Financial Empowerment:**

Housing & Economic Rights Advocates (HERA)

**Memorandums of Understanding:**

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

3. Describe how your agency ensures delivery of services to low-income individuals while avoiding duplication of services in the service area(s). (CSBG Act Section 676(b)(5), State Plan 9.3a, California Government Code 12760)

Informative orientation meetings are held for the grantees on how to preserve the delivery of services to low-income individuals while avoiding duplicity. Audits are performed on the data submitted and collected from the Grantees.

4. Describe how your agency will leverage other funding sources and increase programmatic and/or organizational capacity. (California Government Code Section 12747)

As part of its infrastructure and governance, AC-OCAP will continue to devise, revise, and implement fund development plans. AC-OCAP is embedded with the City of Oakland's Human Services Department, funding is leveraged to additional programming and services specifically aimed at addressing the identified needs and gaps in services that impact Alameda County's low-income population. We will continue to collaborate with other organizations and agencies such as Community Development Block Grant (CDBG, Workforce Innovations and Opportunity Act (WIOA), Housing and Urban Development (HUD), and Head Start.

5. Describe your agency's contingency plan for potential funding reductions. (California Government Code Section 12747)

Our contingency plan to manage a potential reduction in funding would be handled by reducing the amount of grant funds made available to each grantee.

6. Describe how your agency documents the number of volunteers and hours mobilized to support your activities. (Organizational Standard 2.4)

Each sub-grantee is requested to identify the number of volunteers and volunteer hours in their annual report that are donated to help their program meet its planned objectives.

7. Describe how your agency will address the needs of youth in low-income communities through youth development programs and promote increased community coordination and collaboration in meeting the needs of youth. (CSBG Act Section 676(b)(1)(B), State Plan 14.1b)

Four of the grantee programs work specifically with youth from low-income communities to help them with the challenges of alternative school programming or prepare them for careers of their choice or prepare them for jobs of the future (Hack the Hood, New Door Ventures, Lighthouse Community Public School and Covenant House CA)

8. Describe how your agency will promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs such as the establishment of violence-free zones, youth mediation, youth mentoring, life skills training, job creation, entrepreneurship programs, after after-school childcare. (CSBG Act Section 676(b)(1)(B), State Plan 14.1b)

AC-OCAP will continue, as part of its infrastructure and governance, to partner with community agencies. Since AC-OCAP is embedded within the City of Oakland's Human Services Department, AC-OCAP uses its funding to leverage additional programming and services specifically aimed at addressing the identified needs and gaps in services that impact Alameda County's low-income youth population. As part of this comprehensive strategy, AC-OCAP will continue to seek opportunities to collaborate with other organizations and agencies in order to leverage existing funds such as Community Development Block Grant (CDBG), Workforce Innovations and Opportunity Act (WIOA), Housing and Urban Development (HUD), and Head Start funding streams, to expand capacity, and increase efficiencies of the programs and services provided to Alameda County's low-income communities.

9. Describe the coordination of employment and training activities as defined in Section 3 of the Workforce and Innovation and Opportunity Act [29 U.S.C. 3102]. (CSBG Act Section 676(b)(5); State Plan 9.4b)

AC-OCAP will continue to fund programs to help Alameda County's low-income communities secure and retain meaningful/gainful employment and provide wraparound services that include life skills training, educational enhancement, improving literacy skills, vocational training, job search and resume' building, job placement assistance, case management services and mentoring so families and individuals can obtain economic security through meaningful and gainful employment. AC-OCAP is dedicated to supporting employment and training programs that promote capacity building and create pathways for economic security for Alameda County's low-income communities. AC-OCAP continues to participate and engage with the Oakland and Alameda County Workforce Investment Board (WIB); and collaborate with Oakland's Private Industry Council, local Chamber of Commerce, community colleges, and other organizations to address employment and job training needs of Alameda County's low-income communities. As a mandated partner of the Workforce Innovation and Opportunity Act (WIOA), AC-OCAP has signed MOU (memorandum of understanding) agreements with both Alameda County and the City of Oakland Workforce Development Agencies. In direct response to meeting the needs identified by the community, AC-OCAP and its C.E.O Network partner Rubicon (WIOA Service Provider) have implemented and established a remote job center in the area in connection with the Alameda County Eden Area Once Stop career center managed by Rubicon.

10. Describe how your agency will provide emergency supplies and services, nutritious foods, and related services, as may be necessary, to counteract conditions of starvation and malnutrition among low-income individuals. (CSBG Act Section 676(b)(4), State Plan 14.4)

AC-OCAP has historically assisted Head Start, Safe Passages, Community Housing Services, Oakland Summer Food Program, and a host of other programs with emergency supplies and services, and nutritious foods to counteract the conditions of summer starvation and malnutrition. The Christmas in July program has been very popular with families. In this program, AC-OCAP provides a turkey and all the fixings for a family of four during the summer month of July. These programs will continue to be operated.

11. Describe how your agency coordinates with other antipoverty programs in your area, including the emergency energy crisis intervention programs under Title XXVI, relating to low-income home energy assistance (LIHEAP) that are conducted in the community. (CSBG Act Section 676(b)(6))

AC-OCAP uses its membership in the Community Economic Opportunity (C.E.O.) network of anti-poverty service providers to collectively coordinate services and to provide emergency services and programs within Alameda County's low-income community. Eden I&R provides an easy to remember number 2-1-1 to get information and they provide referral numbers to get food, housing support, energy assistance, etc. Other C.E.O. partners provide other supportive services including food security, legal assistance, financial empowerment services.

12. Describe how your agency coordinates services with your local LIHEAP service provider?

We coordinate our services with LIHEAP by providing referrals to parties that inquire about services provided by LIHEAP.

13. Describe how your agency will use funds to support innovative community and neighborhood-based initiatives, which may include fatherhood and other initiatives, with the goal of strengthening families and encouraging effective parenting. (CSBG Act Section 676(b)(3)(D), State Plan 14.3d)

AC-OCAP will continue to use its funds and resources to collaborate with our existing partners and creatively help solve community problems by being present and offering space or experience to help move an idea from its embryo stage to the testing stage. AC-OCAP leaned in with the Fatherhood Initiative and helped get it launch to a larger platform. Helping create and/or fund programs that train Alameda County's low-income residents to secure and retain meaningful/gainful employment and provide wraparound services that include life skills training is truly a blessing. We treasure the opportunity.



14. Describe how your agency will develop linkages to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations. (CSBG Act Section 676(b)(3)(B), State Plan 9.3b)

AC-OCAP will continue to partner with community agencies to find new ways to serve the community. Since AC-OCAP is embedded within the City of Oakland's Human Services Department, AC-OCAP will become more aware of the many community challenges and will be able to use its funding to identify shortcomings in programming and provide or leverage additional programming and services specifically aimed at addressing the identified needs and gaps in services that impact Alameda County's low-income population. As part of this comprehensive strategy, AC-OCAP will continue to seek opportunities to collaborate with other organizations and agencies in order to leverage existing funds.

## Monitoring

### CSBG Act Section 678D(a)(1)(A) and (B)

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

Monitoring activities is a part of the ongoing process of evaluating programmatic and fiscal compliance amongst the agency's programs with which AC-OCAP contracts. The purpose of the monitoring process is to ensure that programs and services are being operated in alignment with federal CSBG regulations and terms and conditions of both State and City contracting process. Program challenges are also identified during the monitoring process so corrective actions can be identified early on to ensure success. Partners also submit mid-year and annual reports, bi-monthly review of request for funds, and conduct desk audits and on-site fiscal and programmatic monitoring visits using the agency's monitoring tool.

2. If your agency utilizes subcontractors, please describe your process for monitoring the subcontractors. Include the frequency, type of monitoring, i.e., onsite, desk review, or both, follow-up on corrective action, and issuance of formal monitoring reports.

Throughout the contract's 3-year period, each funded AC-OCAP program is required to: 1) participate in two desk audits and one on-site monitoring visit; 2) submit mid-year and annual progress reports showing accomplishments, collaborations, and other related and demographic data; and 3) make an annual presentation to the Administering Board with program recipients to provide program updates and highlight achieved outcomes. The presentations made by AC-OCAP grantees enhance the program's accountability to the AC-OCAP administering board.

## Data Analysis, Evaluation, and ROMA Application

CSBG Act Section 676(b)(12)

Organizational Standards 4.2, 4.3

1. Describe your agency's method for evaluating the effectiveness of programs and services. Include information about the types of measurement tools, the data sources and collection procedures, and the frequency of data collection and reporting. (Organizational Standard 4.3)

Our evaluation method is designed to gauge the progress of clients and identify successful programs that are effective in moving Alameda County's low-income residents toward self-sufficiency.

Measurement tools include reviewing grantee intake forms to ensure CSBG income eligibility and program criteria are properly screened; grantee gathers and tracks data based on their contracted scope of work outcomes and goals, and client/household demographics. Monitoring visits/desk audits are conducted and reported to AC-OCAP via mid-year and annual reports. In addition, progress reports are submitted showing program summary, outcomes, accomplishment to date, demographics, case studies, collaborations and challenges related to running the program. If the agency is not meeting their performance objectives, then the agency is required to provide a corrective plan of action or it is in jeopardy of losing funding.

Finally, customer satisfaction surveys are gathered amongst clients to gain feedback and evaluate agency performance.

2. Applying the Results Oriented Management and Accountability (ROMA) cycle of assessment, planning, implementation, achievement of results, and evaluation, describe one change your agency made to improve low-income individuals' and families' capacity for self-sufficiency. (CSBG Act Section 676(b)(12), Organizational Standard 4.2)

One application from AC-OCAP is to measure each grantee's performance in their deliverables which are aimed to alleviate poverty, promote self-sufficiency and economic prosperity among individuals and their families. With the use of FNPIs, grantees are required to report their achieved outcomes based on their submitted Scope of Work (SOW). These are in terms of job placements/employment, educational achievements, income and asset building, housing security, health and social behavioral development, and outcomes across multiple domains.

3. Applying the full ROMA cycle, describe one change your agency facilitated to help revitalize the low-income communities in your agency's service area(s). (CSBG Act Section 676(b)(12), Organizational Standard 4.2)

AC-OCAP through its strategic planning process and needs *assessment* identified and re-affirmed one of the highest levels of poverty exist within the unincorporated area of Ashland and Cherryland within Alameda County. Through joint *planning* efforts with the Alameda County Board of Supervisors and the local Ashland Cherryland Healthy Communities Collaborative

(ACHCC), a new low-income community representative was democratically selected to join the AC-OCAP Board. In addition, the area is identified as having one of the high unemployment rates coupled with a lack of assets and investment into the community. In direct response to meeting the needs identified by the community, AC-OCAP and its C.E.O. Network partner Rubicon (WIOA Service Provider) are working to *implement* and establish a remote job center in the area in connection with the Alameda County Eden Area One Stop career center managed by Rubicon. The *achievement of results/outcomes* and *evaluation* of this potential effort will be presented to the AC-OCAP Board and the ACHCC, which is the final phase of the ROMA cycle.

## Response and Community Awareness

### Diversity, Equity, and Inclusion

1. Does your agency have Diversity, Equity, and Inclusion (DEI) programs in place that promote the representation and participation of different groups of individuals, including people of different ages, races and ethnicities, abilities and disabilities, genders, religions, cultures, and sexual orientations?

Yes

No

2. If yes, please describe.

Equal opportunities regardless of age, race, ethnicity, disabilities, gender, religion, culture, and sexual orientation.

3. Does your agency have Diversity, Equity and Inclusion (DEI) policies in place that promote the representation and participation of different groups of individuals, including people of different ages, races and ethnicities, abilities and disabilities, genders, religions, cultures and sexual orientations?

Yes This is identical question to Q #1

No

4. If yes, please describe.

Equal opportunities regardless of age, race, ethnicity, disabilities, gender, religion, culture, and sexual orientation.

### Disaster Preparedness

1. Does your agency have a disaster plan in place that includes strategies on how to remain operational and continue providing services to low-income individuals and families during and following a disaster? The term disaster is used in broad terms including, but not limited to, a natural disaster, pandemic, etc.

Yes

No

2. If yes, when was the disaster plan last updated?

2021

3. Briefly describe your agency's main strategies to remain operational during and after a disaster.

The agency's main strategy is to remain operational during and after a disaster to allow for Temporary Telecommuting, an agreement between the City of Oakland and local unions that permits staff to work in a designated area outside the office, including from home. In addition, as a public CAP agency, AC-OCAP staff are mandated emergency service workers who are part of the City of Oakland's Office of Emergency Services (OES) response system.



## Federal CSBG Programmatic Assurances and Certification

### CSBG Act 676(b)

#### Use of CSBG Funds Supporting Local Activities

**676(b)(1)(A):** The state will assure “that funds made available through grant or allotment will be used – (A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under title IV of the Social Security Act, homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals--

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

#### Needs of Youth

**676(b)(1)(B)** The state will assure “that funds made available through grant or allotment will be used – (B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as--

- I. programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and
- II. after-school childcare programs.

## **Coordination of Other Programs**

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

## **Eligible Entity Service Delivery System**

**676(b)(3)(A)** Eligible entities will describe “the service delivery system, for services provided or coordinated with funds made available through grants made under 675C(a), targeted to low-income individuals and families in communities within the state;

## **Eligible Entity Linkages – Approach to Filling Service Gaps**

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

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

**676(b)(3)(C)** Eligible entities will describe how funds made available through grants made under 675C(a) will be coordinated with other public and private resources.”

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

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

## **Eligible Entity Emergency Food and Nutrition Services**

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

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

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

## **State Coordination/Linkages and Low-income Home Energy Assistance**

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

## **Community Organizations**

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

### **Eligible Entity Tripartite Board Representation**

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

### **Eligible Entity Community Action Plans and Community Needs Assessments**

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

### **State and Eligible Entity Performance Measurement: ROMA or Alternate System**

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

### **Fiscal Controls, Audits, and Withholding**

**678D(a)(1)(B)** An assurance that cost and accounting standards of the Office of Management and Budget (OMB) are maintained.

**X** By checking this box and signing the Cover Page and Certification, the agency’s Executive Director and Board Chair are certifying that the agency meets the assurances set out above.

## State Assurances and Certification

California Government Code Sections 12747(a), 12760, 12768

### **For CAA, MSFW, NAI, and LPA Agencies**

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

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

**x By checking this box and signing the Cover Page and Certification, the agency's Executive Director and Board Chair are certifying the agency meets assurances set out above.**

### **For MSFW Agencies Only**

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

**x By checking this box and signing the Cover Page and Certification, the agency's Executive Director and Board Chair are certifying the agency meets assurances set out above.**

## Organizational Standards

### Category One: Consumer Input and Involvement

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

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

**Standard 1.3 (Private)** The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.

**Standard 1.3 (Public)** The department has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the tripartite board/advisory body, which may be met through broader local government processes.

### Category Two: Community Engagement

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

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

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

### Category Three: Community Assessment

**Standard 3.1 (Private)** Organization conducted a community assessment and issued a report within the past 3 years.

**Standard 3.1 (Public)** The department conducted or was engaged in a community assessment and issued a report within the past 3-year period, if no other report exists.

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

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

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

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

#### **Category Four: Organizational Leadership**

**Standard 4.1 (Private)** The governing board has reviewed the organization's mission statement within the past 5 years and assured that:

1. The mission addresses poverty; and
2. The organization's programs and services are in alignment with the mission.

**Standard 4.1 (Public)** The tripartite board/advisory body has reviewed the department's mission statement within the past 5 years and assured that:

1. The mission addresses poverty; and
2. The CSBG programs and services are in alignment with the mission.

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

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



## Appendices

Please complete the table below by entering the title of the document and its assigned appendix letter. Agencies must provide a copy of the Notice(s) of Public Hearing and the Low-Income Testimony and the Agency’s Response document as appendices A and B, respectively. Other appendices such as the community need assessment, surveys, maps, graphs, executive summaries, analytical summaries are encouraged. All appendices should be labeled as an appendix (e.g., Appendix A: Copy of the Notice of Public Hearing) and submitted with the CAP.

Document Title	Appendix Location
Copy of the Notice(s) of Public Hearing	A
Low-Income Testimony and Agency’s Response	B
AC-OCAP 2020-2025 Strategic Plan	C
2023 Community Needs Assessment Survey	D

Appendix A

Please join AC-OCAP (in-person or virtually) at 6pm to discuss the community's most critical needs in Alameda County.



**HAVE YOUR VOICE HEARD**

**PUBLIC HEARING ON POVERTY IN  
ALAMEDA COUNTY**



**Tuesday, August 29, 2023 at 6pm**

**West Oakland Library**

1801 Adeline Street  
Oakland, CA 94607

**Register In Advance: [Zoom](#)**

After registering, you will receive a confirmation email containing information about joining the webinar.

Alameda County-Oakland Community Action Partnership (AC-OCAP)  
is seeking comments on our:

**[2024-2025 Community Action Plan](#)**

Public Comment Period: August 14 - August 30, 2023

To Provide Your Comment Click [HERE!](#)

**2024 – 2025 Community Action Plan**  
**Low-income Testimony and AC-OCAP’s Response**  
**Appendix B**  
**2024-2025 Community Needs Assessment**  
**Public Hearing – August 29, 2023**  
**Community Members and Public Hearing Comments**  
**Live and Zoom**

**Testimonies and AC-OCAP’s Response**

1.	<p><b>Monique Rivera (AC-OCAP Board Chair)</b></p> <p><b>Public Hearing Comment:</b> Thank you, Dwight. I wanted to take a couple of minutes as the chair of the Board of the Community Action Partnership, and I thought this was a great page. Just to talk about what our board does and thank you for attending those of you who are at the Public Hearing, as well in-person taking the time. We value that and appreciate it. Our vision and statement, as you can see, is with the entire community, and what we work hard to do is to find out where the entire community is. So not only do we count on the census data, but we go out into the community in Alameda County, and look for those pockets and really understand it, because, if we remember, Alameda County goes from Livermore and all the way to the other side of Berkeley, right? So, we really work hard to be involved. And this mission, our vision statement, we work almost with every one of our board meetings and our volunteer board. We say, every time we improve the community by creating pathway that leads to economic and power and prosperity. And then we really work on what's about self-sufficiency meant. As a board and making sure that we were clear on that. So as you guys participate, we would love for you guys to participate more and come to our meeting. You'd be interested in one of our committees. This, the entire community. What's exciting about it? And I remember our forefathers in the 1960s. This was the community, right? It was our chance for the community to say what we wanted in our community at our local neighborhood and what we're seeing as a community. So each one of us really work within our community to find out what it really looks like, whether you're walking down the street. I'm in the Fruitvale district. You know, going down Fruitvale, whether I'm passing out fliers, saying, “Hey, there's some funding out here. How can we help you?” Whether it was one of our agencies, like Elizabeth House, something like really just getting to know. So I just wanted to thank you, and then really appreciate that, taking the opportunity and saying, “it's wonderful event for us.” Thank you, Dwight, and our</p>
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**2024 – 2025 Community Action Plan**  
**Low-income Testimony and AC-OCAP's Response**  
**Appendix B**

new staff. So appreciate that. And thank you all for coming out. Thank you. My name is Monique Rivera, and I'm the Chair of Community Action Partnership.

How did AC-OCAP come about?

Do you mind if I take over that? So, we consciously chose to take over the Alameda program.

And what year was that? 2012. Because they were having a hard time distributing it and handling the program. So, the funding that the county had, we took over the City of Oakland because our staff was running it so well, we took it. So, the 40% that goes to the county stays with the county, and the 60% stays in Oakland. So, we didn't mingle the money. So, what was given by the Federal Government for the State to the City of Oakland. Now in Alameda County. we work in what is in the like, I said. It goes from Livermore all the way to the other side of Berkeley except Berkeley. I was trying to get that one out. And if we work on the areas that have the highest poverty rates in that area. So, you know, if we talk about maybe in Fremont, you know, over there by the water. So, it also depends on what he said, programs, which programs come to us and ask for funding. So that's why this session is really important, because the more we can get the word out, there's other agencies and groups that can request the funding. And then I think, Angelica, you have I think that also the property area...

This is what the county is. We took the money over. We administer the program. But that doesn't mean we gave more money to staff, right? So the programs are working. But we, added Dwight's work just keep working it right? So we still work with the county to try to figure out how to get some funding for staff, because we are over-taxing our staff to do this. A lot.

And we're very proud of our staff. Out of a lot of the funding agencies, we have one of the largest lists of not for profit or organizations that can request funding. It is one of the largest in the city, and one of the largest in the county. Of the number of that we submit through our constant contact list that we provide the information. So we don't send it in the paper and the post that nobody sees right. Dwight and Staff send it out to the constant contact list regularly, and it's got, I don't know what the numbers up to now, but it's significant.

**2024 – 2025 Community Action Plan**  
**Low-income Testimony and AC-OCAP's Response**  
**Appendix B**

So pardon me for interrupting here. So what we do is we get these numbers and that picture that we showed where we had our... we have a workshop. And actually, we're getting ready for it in the spring. We have a workshop where we sit down for 2, almost 3 days, and we go through what we have with the numbers and who's getting money? And then we come up with the plan, and our strategic plan for the last cycle was what we considered the underrepresented group which were youth and seniors were not getting a lot of funding. There's a lot of agencies that got the middle. So we chose youth, housing, job training. So we're gonna get ready. And that's why this is exciting, that you guys are asking these questions, right? Because in March, when we do it again, that's the kind of input we're looking at. We looked at all the numbers, and we said these are the 2 groups, youth and retirement community, right? We know the numbers like you said. We know the ones that are higher and the ones that are not getting a lot of funding at the last time we did it, which was 2 years ago. In 2021 we did, seniors, and youth because they were the ones that were getting less funding. And then the housing numbers were right. There were so many other things that give money, and we only have that amount. So then, when we do the RFP process, those are the programs that we're looking for that are in that area; family with children. Yep, that's another one.

I liked what you said about the mental health part. I don't know where we are and giving us those feeds for the Board; and let me think about that too; that is a really good call for mental health.

The 2020 Alameda County census engaged the Latino community. So there was a concerted effort to work in the community. Concerted effort to break the barriers. So people would answer the census. And you know, in our community. It could be your immigration status, or whatever else, or it could be just our personality that we don't want it. So there was a very concerted effort by the county to work very hard. The other part was, If you don't get counted, you don't get the funds, right?

The population of Oakland went down, too. And that's the people moving out of the City of Oakland. Right?

So this one is the real key one. That's how families get out of poverty. The Federal child tax credit, which is always under scrutiny, right? It has helped many families

**2024 – 2025 Community Action Plan**  
**Low-income Testimony and AC-OCAP's Response**  
**Appendix B**

	<p>increase their money that they take home, that's a big one, and that one on the Federal level. And you see this one always on the news cause they want to get rid of it, or they want to change it. But just that one item that happened, I think, in 2010, or something. Whenever that happened, it changed the dynamics of people getting themselves out of poverty cycle with just that child tax credit.</p> <p>When you change administrations, this is up for grabs. And that's saying that there's all the other issues that we're talking about. But just this one item, it's help families at the end of the line with child tax credit. Can you play the numbers game and help them with a dollar? But it still help families with children. That credit, which again, they're talking about getting rid of, right?</p> <p>I will say, you know, I'm not staff, and I'm just a volunteer kind of thing. I will say the County and Alameda did an excellent job of trying to reach out to the community. Try to get the census numbers, right? And it could whatever the reasons were, they did an excellent job of trying to get the data right now, what the data telling us is a different thing.</p> <p>But I will say the county staff that was responsible for that was fairly diligent about trying to get data.</p> <p>One of the things about this board that we work on is, and remember, we're volunteers, which is, this is most of our passion to believe, and that we can change right? And that CalFresh benefit. So the Latino community, a lot of immigrant parents don't want to get Cal fresh because of their status right, but we can still get it for your children. So we work to get that kind of information into the communities. And so everything we do, everything that you bring to this, you know, we take in, and we try to do it. Now there's only 18 of us, and right now I think we're down to 14 and a couple of staff, but as much as we can be on the front lines and getting in there, we really do try. We don't just sit there and look at a grant, where we're actively in our communities.</p>
2.	<p><b>Sharon Clayton (Community Member):</b></p> <p><b>Public Hearing Comment:</b> Say that again? I just wanna make sure I understand. I'm sorry. My name is Sharon Clayton. I'm from Bethany right on the street. So, this survey is saying that poverty is identified as a person, one person living and</p>



**2024 – 2025 Community Action Plan**  
**Low-income Testimony and AC-OCAP's Response**  
**Appendix B**

	<p>only making \$14,580 or less a month? Okay? Alright, I. Just okay. Okay. Alright, thank you. You are living in poverty period.</p> <p>Okay, so I know you're gonna go through everything. But so does that mean there are even amount of programs under Alameda and under Oakland, or is Oakland heavier than Alameda? I understand that. So then do the people understand RFP? And how to initiate that?</p> <p>And our community already have an issue with you knocking on their door, asking them about their business. so they're probably not answering their doors.</p> <p>And maybe not out of city, but out of a place where it could be counted.</p> <p>Not even in that particular order sometimes.</p>
3.	<p><b>Quantum Norwood (Community Member):</b></p> <p><b>Public Hearing Comment:</b> My name is Quantum Norwood. If we go back to that poverty guideline and make that clear that annually, it's \$14,580 annually, and that equates to around \$7 an hour, so....</p> <p>So basically become the physical sponsor. Yeah?</p> <p>Can you give us some idea on the maximum amount of funding like that done for, say, like homelessness? Mental health?</p> <p>I am totally skeptic here. Let's get here, and I probably should just cut to the chase, because I think that poverty is just collateral damage. It shows that the damage from capitalism. So, this just goes on, and I mean, I'm old enough to know that it is this. You know, they just throw money at this situation. When the real thing is that I mean, it's ridiculous. It should be a crime. Someone earning \$7 an hour, and then you have to fight for 5 years to get the wages increase. And that's our justice system that we live in. So...</p> <p>We got a lot of the population in poverty, in foster care, in jail and all those places so they don't get counted in the census.</p> <p>It's a good game.</p>

**2024 – 2025 Community Action Plan**  
**Low-income Testimony and AC-OCAP's Response**  
**Appendix B**

So then, how do you distinguish the people that are on like, you know, aid like welfare stuff like that. Where do they fit in this poverty thing?

We got Google now. Some way, maybe they had a computer, too. it doesn't matter. What do they eat?

You know I would like to see the data in figure 7. I'd like to see the comparison of low-income housing develop in these areas like where the poverty level is high. Because what you looking at then, is, who's milking that community. And who's milking the money out of that community? Because, like, you only get a percentage of people going in for housing in a huge development, right? But that development stays there as long as there are services. So the person that you know there is encouraged to develop these things in lower income neighborhoods, and they call it affordable housing, when the problem is it is a ruse. Because housing should be affordable. We should be able to make money to live, you know, and if you got jobs in the community that can't pay a family to survive, then that's not a job. It shouldn't be here.

Something interesting in the population by race on page 5. Alameda County population by race. And okay. So you know what I'm I seeing here is that the races that have obviously a strong culture are, you know, doing a lot better.

Strong. Well, like their dollars circulate, and they're commuting pretty much. They work with each other because that's what they wanted to do. And so those communities or those races fare a lot better.

Looking at people who come in and take the money and run. Because this grant money comes 1x per year. The reason why they become vultures is an aspect of it. Some communities are thriving like Asian communities, I mean, the LatinX community now is what was the African American community; pretty much the borders are open. I mean, they're great people. but at the same time we like, I think it's not actually what's happening to us is what we let happen to ourselves. What we're doing to ourselves is not recognizing where our gifts are, where our resources are. We don't have some of the resources like land that other countries have, like Asia, China. They come, you know, people from all over, and they come home with something, mostly, right? But we do have a lot of rich resources, but when they're exploited by other people, and we don't get the true benefit of it in that neighborhood. I mean, we got great basketball players, football players we

**2024 – 2025 Community Action Plan**  
**Low-income Testimony and AC-OCAP's Response**  
**Appendix B**

	<p>got, you know, great talent. That's our resource. We got singers, everything. And I'm going culturally. Because if you see these cultural groups thriving, you gotta realize that there's something there's, you know, there's something in need in that that being together. You know. Familial. So we, you know, developing that can help, you know. because we you know this thing poverty I think we just we just see how it works very closely with every culture.</p>
4.	<p><b>Brandon Revada (Community Member):</b></p> <p><b>Public Hearing Comment:</b> Before we move on, early on when you showed the number in 2019 or 2021 in Alameda County and those funds that come from overall. How much is allocated to the City of Oakland? There's \$1.2 million allocated to the large number of cities throughout Alameda County. Each city will be reduced in dollars allocated in Oakland?</p> <p>So a certain amount of programs are allotted to 40% to other cities in Alameda county and 60% to grants in Oakland?</p> <p>Okay, does that hurt the particular City of Oakland? Nothing against the other cities. I understand that because percentage of population and different demographics, Asians, Latinx, and you know, African American people here in the City of Oakland. Since that money is being split up, you know. It just seems like open. So provided it being more of a county thing then, just because you still have funds allocated to different grants in different cities.</p> <p>And in no particular fashion, I just want to see Oakland to have more programs because it is pretty bad in Oakland.</p> <p>Is there a criteria for that program to apply for grants?</p> <p>That is the federal poverty guideline. California has set its own criteria by itself. Federal guideline and across the board in the U.S. with that number \$7 an hour and \$8 may be good, but not in the Bay area, maybe in Walmart California, but definitely not here. That number just doesn't apply here.</p> <p>So that's..that was my question So those numbers show dropping really fast. So less funding is available.</p>

**2024 – 2025 Community Action Plan**  
**Low-income Testimony and AC-OCAP's Response**  
**Appendix B**

	<p>It is disturbing that what were the criteria. I am not against education. When I was, you know, not very well going to school. And the criteria was tougher, and they ask you..So it depends. But say that our students were educated here to where viewers have 2019 still at below marks. So I mean, those are great numbers. So it's good to see the progress in school systems.</p> <p>So I realize that I got to worry about the struggles, So upon hearing at this public hearing, given the information, and it's kind of alarming. And then some of those numbers are kind of no big pulse reading on what is really going on. For census working, and that's conducted by knocking on doors. How can we get the real numbers? Even population people not being healthy, stated some people really not well, like 40 or 50 years old. So they will get out of the city for more aid, or to a place when they can be more accessible to the things that they need. And I mean, we're seeing more unhealthy people at a younger age. I mean many reasons. You know people using their bodies. But I mean, you know, I mean, I just want the real numbers associated with funding. We gotta find a way to get the true accurate numbers. So we can have more funds allocated to the county to help.</p> <p>Is there a success rate of actual programs that are in existence now?</p> <p>However, barbecue and people really don't patronizing. But when people used to be the system group of people that are in open now that are financially well-off and buying Victorian homes. Money, this number. So I don't know. Kind of sucks, I mean. So those few black businesses are really not helping black people. I mean, there, there are other races, people...Barbecue place order or you know.</p> <p>And for, like seniors, I started working with the seniors for long periods in nonprofit organizations. The biggest problem with seniors is housing and health care. I mean the health issues that they have, just kind of like end of life. And so we kind of don't have no answer. We talk about birth and end of life. The young ones and the other people who fight for themselves is their strongest group of people. But you know if Black people are just left on their own, or children left on their own will be recipe for this continuing process (of poverty) anytime soon.</p>
5.	<b>Angelica Gums (AC-OCAP Board member)</b>

**2024 – 2025 Community Action Plan**  
**Low-income Testimony and AC-OCAP’s Response**  
**Appendix B**

	<p><b>Public Hearing Comment:</b> I think that other unincorporated areas with the highest levels of poverty can get funding in Alameda County. It could serve in addition to Oakland as well. So they can. Also, I guess, kind of up here.</p> <p>Give them health benefits also. So sort of agency was partner in this, which is what you have for me. Oh, they have their data, so you don't always decide.</p> <p>So that's something that we really try to do in housing and job placement.</p> <p>Either that as organize in terms of at ports.</p>
6.	<p><b>Ken Lupoff (Community Member)</b></p> <p><b>Public Hearing Comment:</b> The decline in poverty is because...it is getting better?</p>
7.	<p><b>Fordyce Logan (Community Member):</b></p> <p><b>Public Hearing Comment:</b> Do they account for people put in jail? Does it also take into account those who stopped looking for jobs?</p> <p>Oh. for the food security. Yeah. Something that's been on SNAP for many years at different like food security is absolutely one of most important things. That it all boils down to whether or not you have even a couple of dollars to give to your kid for lunch. If you're already in like, “where do you get that money for food?” And then, once you don't have food, you have to find the area to go into anything, these effects mental health and daily everything is clearly the most necessary and vital pivoting thought we have. And when you're struggling all day to make it where you can get anything else.</p> <p>You know, as somebody that is homeless. Yeah. Technically I am unhoused, but I have a nice tent. How are you work with like the affordable housing or work in the affordable houses for the RFP/FMR for a 2-bedroom? And if there is money, or if there's something I would really suggest looking into graphs, expanding mental health, or finding a group or a brand for that cause. That is a main hurdle in pretty much all of society.</p>
8.	<p><b>Pamela Glasshall, #211</b></p>

**2024 – 2025 Community Action Plan**  
**Low-income Testimony and AC-OCAP's Response**  
**Appendix B**

	<p><b>Public Hearing Comment via Zoom attendance:</b> Hi! Everyone! You can hear me? Great, great! Well, I work for 211, in Alameda County. I'm the senior housing manager and one of the things that I think there's a great need for is housing navigators in the county. We have a lot of people who just can't navigate how to apply for affordable housing, or any kind of housing. Either. They just don't have, you know, the wherewithal, and they don't know how to get applications. They don't know how to fill them out. They just so there's a lot of people out there that are could really benefit from housing navigation, which is basically helping someone move from getting their documents together, finding applications, helping them fill them out of submitting the applications, that stuff, helping them get deposits assistance and everything else. So it's sort of a complete package. So that's what my personal idea.</p>
9.	<p><b>Unidentified Zoom participant</b></p> <p><b>Public Hearing Comment via Zoom attendance:</b> That is a good idea. I'll just follow behind Pamela. My mother is a typical example. She moved from Arizona back to Oakland, and we were just trying to submit some applications for the different senior housing. And I was doing it. Pamela, are you still my Internet is unstable? And I think that there's a lot breaking up so unfortunately I can't hear you, were you? Oh, you couldn't hear me. I'm sorry. So I was just saying that I was helping my mother with housing, senior housing, and if I tell you that I was frustrated, and I have been working with computers for over 20 years. I could imagine what someone who is not computer literate especially a senior is going through. So that is a really good piece with the seniors. I'm gonna say, specifically, the housing navigation piece.</p>
10.	<p><b>Mike Baretta</b></p> <p><b>Public Hearing Comment via Zoom attendance:</b> (Inaudible words) ... we don't have to go. More (inaudible words; breaking up connection)</p>
11.	<p><b>Quantum Norwood</b> <a href="mailto:Quantum@Diplomatscenter.org">Quantum@Diplomatscenter.org</a></p> <p><b>Written Comment:</b> Once we have identified the available resources and sustainable resources in our community, we can then build a viable self-sustainable economic infrastructure. Yes We Can!</p>

**2024 – 2025 Community Action Plan**  
**Low-income Testimony and AC-OCAP’s Response**  
**Appendix B**

12.	<p><b>Toshonna Ross</b> <a href="mailto:TRoss@Courageouswomen.org">TRoss@Courageouswomen.org</a></p> <p><b>Written Comment:</b> We have a transitional home that would like to receive support from the City. We have a small budget but have helped over 1,000 women and children annually through the work we’ve done within the community, and have received little to no financial support.</p>
13.	<p><b>Eddie Dunbar</b> <a href="mailto:EDunbar@oaklandca.gov">EDunbar@oaklandca.gov</a></p> <p><b>Written Comment:</b> How are Oakland’s priority for food security being met currently in Oakland’s Equitable Climate Action Plan (ECAP)?</p>
14.	<p><b>Rochelle Tan</b> <a href="mailto:Rochelle_t_tan@hotmail.com">Rochelle t tan@hotmail.com</a></p> <p><b>Written Comment:</b> What efforts are in place to improve the poverty situation and improve the quality of life in Oakland?”</p>



Public Hearing Commenters  
Appendix B

<b>Name</b>	<b>Area of Concern</b>	<b>Is concerned addressed in Plan</b>	<b>If so, indicate page numbers</b>	<b>If not, indicate reason why</b>
1. Sharon Clayton	RFP and understanding poverty chart	Yes	14, 16, 18. 19	
2. Quantum Norwood	Homelessness	Yes	16	
3. Quantum Norwood	Mental Health	No		Mental health was not identified as a focus area when the strategic plan was completed. It will be discussed at the next Board retreat.
4. Quantum Norwood	Understanding poverty chart	Yes	14, 16, 18. 19	
5. Brandon Revada	Understanding poverty chart	Yes	14, 16, 18. 19	
6. Ken Lupoff	Why Poverty changes?	Yes	14, 16, 18. 19	
7. Fordyce Logan	Are people in jail counted in the census	No		Information not discussed
8. Fordyce Logan	Food security	Yes	17	
9. Fordyce Logan	Homelessness	Yes	16	
10. Pamela Glasshall	Need for Housing navigators	No		Not a focus area

# 2020 - 2025 STRATEGIC PLAN

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



## MISSION

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

## VISION

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

## VALUES

- Community-driven
- Equitable
- Collaborative
- Impactful
- Results-driven



### ENTREPRENEURSHIP/JOB TRAINING & EMPLOYMENT

**GOAL**  
Increase workforce development opportunities for Black, Latinx, Indigenous, People of Color (BLIPOC) residents with low-income that lead to employment or entrepreneurship.

#### STRATEGY

Improve the employment continuum, including entrepreneurial opportunities, and align AC-OCAP's funding with the Workforce Investment Opportunity Act (WIOA) demand-sector industry.



### LOW-INCOME HOUSING

**GOAL**  
End homelessness for: 1) BLIPOC families with children; and 2) seniors 55+.

#### STRATEGY

Partner with organizations focused on increasing the number of un-housed families with children and/or seniors who obtain housing.

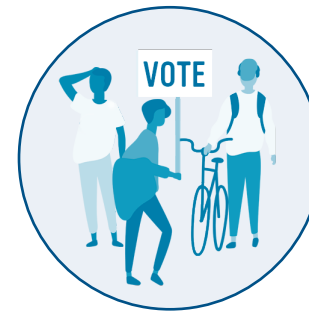


### COMMUNITY DEVELOPMENT

**GOAL**  
Increase access to resources and information, and empower BLIPOC residents with low-income to build assets and wealth.

#### STRATEGY

Host community fairs and use collaborations to offer skill training and other resources; Increase food security and access to the Earned Income Tax Credit, banking, financial coaching, credit repair, debt reduction, and home ownership.



### CIVIC ENGAGEMENT & ADVOCACY

**GOAL**  
Empower BLIPOC residents with low-income to advocate for systems-change and harness political power.

#### STRATEGY

Leverage existing networks and fund grassroots trusted community leaders and Community Based Organizations (CBOs) that empower and advocate for communities of color (e.g., voter registration, citizenship).

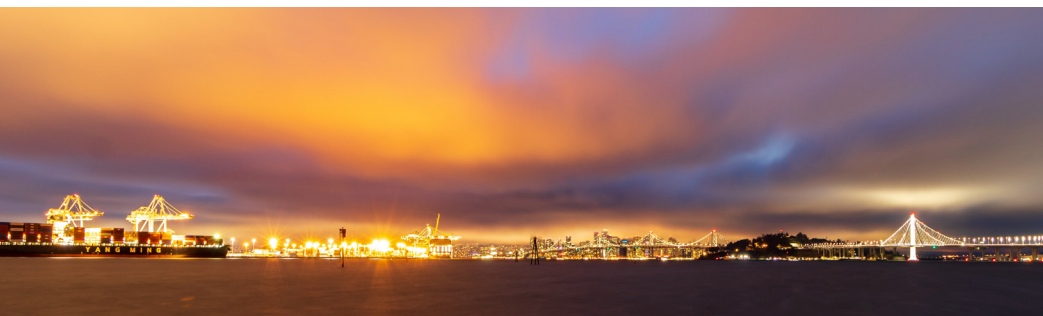


### CAPACITY BUILDING

**GOAL**  
Raise awareness and transform AC-OCAP's community impact into a MOVEMENT. #EndPovertyNowAC

#### STRATEGY

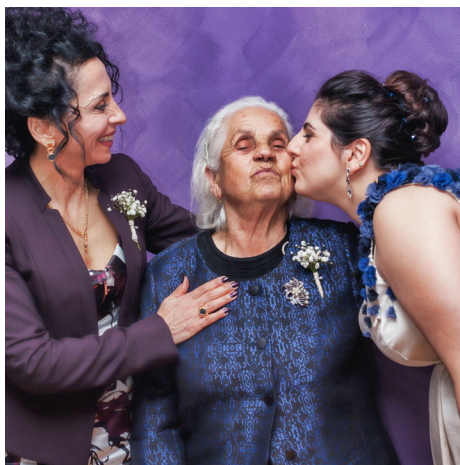
Leverage relationships to build an anti-poverty coalition and create a community campaign to end poverty now.



# 2020 - 2025 STRATEGIC PLAN

Alameda County - Oakland Community Action Partnership

Appendix C





## ACKNOWLEDGMENTS

The Alameda County – Oakland Community Action Partnership would like to thank:

The **Community Economic Opportunity (C.E.O.) Network** of grantees for sharing their experiences and providing feedback to inform our planning effort;

**Alameda County anti-poverty thought partners** for providing valuable insight;

**Staff** for their contributions, guidance and support; and

The **AC-OCAP Administering Board** and **Strategic Planning Ad-Hoc Committee** for countless hours of thoughtful dialogue, editing, and decision-making.

This plan was developed with support from Resource Development Associates (RDA) under contract with the Alameda County – Oakland Community Action Partnership.



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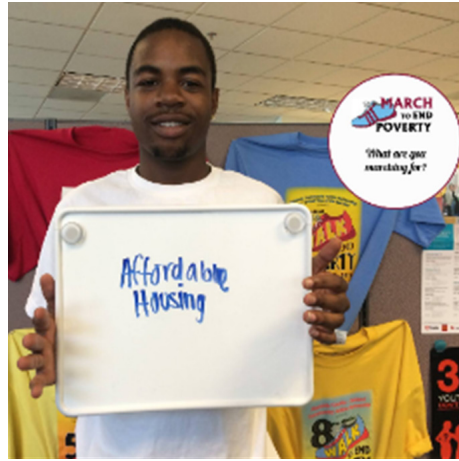
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## ABOUT US

The Alameda County - Oakland Community Action Partnership (AC-OCAP) is a public city agency federally funded through the Community Services Block Grant (CSBG). AC-OCAP is committed to creating community-based programs and pathways that lead to social and economic empowerment and prosperity, with the aim of ending poverty within Oakland and throughout Alameda County (excluding the City

of Berkeley). Rooted in assessing and analyzing the needs of the community, and using a trauma-informed approach, the AC-OCAP strategic plan centers around funding local community level services that align with the agency's priority focus areas. These focus areas are all aimed at eradicating poverty through an equity lens to address the needs of Black, Latinx, Indigenous, People of Color (BLIPOC) residents.



## THE COMMUNITY ACTION PARTNERSHIP

Since 1971, AC-OCAP as a public agency has been a part of the broad national Community Action Partnership (CAP) network of nearly 1,000 agencies that are embedded throughout communities all across the United States. This network was created by President Lyndon B. Johnson as part of the 1964 national War on Poverty. As the issue of social and economic inequities continues to impact our low-income communities and families, the National Community Action Partnership (NCAP) network association has adopted the following three overarching goals: 1) Individuals and families with low-incomes are stable and achieve economic security; 2) Communities where people with low-income live are healthy and offered economic opportunity; and 3) People with low-income are engaged and active in building opportunities in communities.

These goals and the network Theory of Change were considered throughout the AC-OCAP strategic planning process. Additionally, the agency is guided by sixteen national organizational standards that are broken into give categories to guide maximum feasibility and organizational vision and direction. These standards include commitments to guide consumer input and involvement, community engagement, community assessment, organizational leadership, and board governance.

The national Community Action Partnership's adopted promise is to change people's lives, embody the spirit of hope, improve communities, and make America a better place to live. The Community Action Partnership cares about the entire community and is dedicated to helping people help themselves and each other.





# OUR CURRENT STRATEGIC RESPONSE

## GUIDED BY CORE VALUES

The AC-OCAP Administering Board, comprised of local community members, elected officials, and community partners, identified the following five core values as a declaration to intentionally guide how the agency moves forward in implementing its strategic plan.



## OUR MISSION

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

## OUR VISION

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

## OUR PURPOSE

The Community Action Partnership has the responsibility to plan, develop, and execute efforts to alleviate poverty and work toward systemic change to enhance the opportunities for families of low-income throughout Alameda County to achieve self-sufficiency. Self-sufficiency is defined by AC-OCAP as having the means and opportunity to meet a range of individual needs.



## ROOTED IN COMMUNITY

AC-OCAP is results-oriented and conducts a comprehensive community needs assessment every two years to keep its community profile current and identify areas of need.

According to AC-OCAP's 2019 Community Needs Assessment, the leading areas of concern for Alameda County residents are affordable housing (69%), education (39%) and homelessness (31%). According to the 2013-2017 American Community Survey (ACS), it is estimated that 11.3% (181,194) of Alameda County residents live below the federal poverty level. It is worth noting that while Alameda County is one of the most diverse counties in the nation, African Americans account for only 11.1% of the County's population, but 22.4% live in poverty and make up 49% of Alameda County's homeless population.

Alameda County children are also overrepresented among those living in poverty, with nearly one in every eight of the County's 340,749 children under 18 years of age living in poverty according to 2013-2017 ACS survey. In particular, Latinx children make up almost half (46.7%) of the children living below the poverty level. The 2017 survey also reports the significant growth in the number of Transition Age Youth experiencing homelessness, increasing 122% from 414 in 2015 to 919 in 2017. Older generations also experience poverty in Alameda County, with 9.4% (19,201) of seniors 65 years and older living below the poverty line, 39.8% of which are of Asian descent.

AC-OCAP utilizes the following community indicators of poverty when establishing and tracking the progress of their goals: income, unemployment, education, childcare, health coverage, food security, affordable housing, homelessness, and public safety.

# 11.3%

**of Alameda  
County residents  
live below the  
federal poverty line.**



# 1 IN 8

**children in Alameda  
County under 18 years  
of age live in poverty.**





## THE NEXT FIVE YEARS

### HOW WE DEVELOPED THIS PLAN

During the creation of the 2020-2025 strategic plan goals, AC-OCAP utilized the Results Oriented Management and Accountability (ROMA) Cycle and Logic Model for Planning framework. The framework ensures that each goal is SMART (specific, measurable, achievable, relevant to the mission and vision, and time-oriented), and sustainable by aligning them with targeted activities, inputs, outcomes and indicators, informed by the community needs assessment.

The ROMA Cycle begins with Assessment, where community needs, resources, and agency data are assessed. Then the cycle moves to Planning, using the agency mission statement and assessment data to identify results and strategies. Following is Implementation where services and strategies produce results, and Achievement of Results occurs when progress is observed and reported out. The last element of the cycle is Evaluation, in which data is analyzed and compared with benchmarks. This final element feeds back into the Assessment stage and the cycle repeats to foster continuous improvement in achieving equitable results, improving management, and increasing accountability.

During the strategic planning process, AC-OCAP modified its focus areas to narrow in and create impactful and results-driven goals that aligned with the agency's community-driven approach.

For each goal, the related strategies and outcomes have been summarized on the following pages.



## FOCUS AREA ONE

# ENTREPRENEURSHIP, JOB TRAINING, & EMPLOYMENT PLACEMENT



The **Entrepreneurship, Job Training, & Employment Placement** focus area aims to help people with low-income and the hard to serve population build skills that lead to employment.

### OUR GOAL

Increase workforce development opportunities for Black, Latinx, Indigenous, People Of Color (BLIPOC) residents with low-income that lead to employment or entrepreneurship.

### HOW WE'LL GET THERE

AC-OCAP plans to achieve this goal by improving the employment continuum to encompass low skilled workers and by aligning its funding with the Workforce Investment Opportunity Act (WIOA) to support demand-sector training and entrepreneurial opportunities.

### HOW WE'LL HELP PEOPLE AND CHANGE LIVES

The creation of an employment continuum and entrepreneurial opportunities that allows Alameda County's low-income residents to earn a livable wage.



## FOCUS AREA TWO

# LOW-INCOME HOUSING



The **Low-Income Housing** focus area strives to increase opportunities that help people with low-income access safe temporary shelter and/or stable affordable housing/homeownership.

### OUR GOAL

End homelessness for BLIPOC families with children; and seniors 55 years and up.

### HOW WE'LL GET THERE

This goal will be achieved by partnering with and funding organizations focused on increasing the number of un-housed families with children and/or seniors who obtain housing.

### HOW WE'LL HELP PEOPLE AND CHANGE LIVES

Homeless BLIPOC families with children and seniors 55 years and up will have stable and secure housing (shelter, transitional, permanent).





## FOCUS AREA THREE

# COMMUNITY DEVELOPMENT



The **Community Development** focus area aims to increase access, opportunities, and resources for Alameda County and Oakland's low-income community.

### OUR GOAL

Increase access to resources and information, and empower BLIPOC residents with low-income to build assets and wealth.

### HOW WE'LL GET THERE

This goal will be achieved through hosting community fairs and using collaborations to offer skill training and other resources; and increasing food security and access to the Earned Income Tax Credit (EITC), banking services, financial coaching, credit repair, debt reduction and home ownership.

### HOW WE'LL HELP PEOPLE AND CHANGE LIVES

Increased net-wealth and security within low-income BLIPOC communities that is supported by economic development.



## FOCUS AREA FOUR

# CIVIC ENGAGEMENT & ADVOCACY



The **Civic Engagement and Advocacy** focus area aims to increase public awareness, expand partnerships, and empower low-income communities to take action.

### OUR GOAL

Empower BLIPOC residents with low-income to advocate for systems-change and harness political power.

### HOW WE'LL GET THERE

Leverage existing networks and fund grassroots trusted community leaders and Community Based Organizations (CBOs) that empower and advocate for communities of color (e.g., voter registration, citizenship).

### HOW WE'LL HELP PEOPLE AND CHANGE LIVES

BLIPOC residents will be empowered, access to resources will be increased, and local determination and self-actualization will be realized.



## FOCUS AREA FIVE

# CAPACITY BUILDING



The **Capacity Building** focus area is aimed at expanding the agency's capacity in order to address and eradicate poverty throughout Oakland and Alameda County.

### OUR GOAL

Raise awareness and transform AC-OCAP's community impact into a MOVEMENT. #EndPovertyNowAC

### HOW WE'LL GET THERE

Leverage relationships to build an anti-poverty coalition and create a community campaign to end poverty now.

### HOW WE'LL HELP PEOPLE AND CHANGE LIVES

Disenfranchised, marginalized, low-income communities of color in Alameda County are engaged and mobilized, and working in collaboration with AC-OCAP to end poverty.







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**CITY OF OAKLAND FINANCIAL SURVEY RESULTS  
VITA TAX SEASON 2023**

**FIANANCIAL INFORMATION GATHERED FROM TAX FILERS 2023 TAX SEASON**

								Yes	No
1. Carry on conversation in English, both understand and speaking:								62	3
								95.4%	4.6%
2. Read a newspaper or book in English:								63	1
								98.4%	1.6%
3. Do you or any member of your household have a disability:								13	50
								20.6%	79.4%
4. Are you or your spouse a Veteran of the US Armed Forces?								8	52
								13.3%	86.7%

5. What is your race?								Number	59
Asian								1	1.7%
Black or African American								39	66.1%
American Indian or Alaska Native								1	1.7%
Native Hawaiian or other Pacific Islander								0	0.0%
White								13	22.0%
Perfer Not to Answer								5	8.5%

6. What is your spouse's race?								Number	26
Asian								0	0.0%
American Indian or Alaska Native								0	0.0%
Black or African American								10	38.5%
Native Hawaiian or other Pacific Islander								0	0.0%
White								3	11.5%
Perfer Not to Answer								13	50.0%

7. What is your ethnicity?								Number	52
Hispanic or Latino								6	11.5%
Not Hispanic or Latino								35	67.3%
Prefer Not to Answer								11	21.2%

8. What is your spouse's ethnicity?								Number	22
Hispanic or Latino								0	0.0%
Not Hispanic or Latino								6	27.3%
Prefer Not to Answer								16	72.7%

								Yes	No
9. Wax Taxpayer Physically Present during Tax Prep and Review Porcess?								54	3
								94.7%	5.3%

	Yes	No
10. Is this your first-time filing taxes at a free tax site (VITA or TEC)?	23	39
	37.1%	62.9%
11 Are you comfortable using mobile banking:	34	30
	53.1%	46.9%
12. Are you comfortable with your current banking partner?	54	3
	94.7%	5.3%

		Number
13. Have you seen any of the following promotions for Free Tax Help services?		
Friend/Family member told me		18
IRS Referral		4
Non-profit or social service referral		13
211		2
Social Media		2
Online		3
Bus or train advertisement		0
Radio/Flyer/Postcard		1
Signage (billboard, banner, poster)		1
Other		10
Decline to Answer		8

14. What is your age:	Number	62
Ages 14-17	0	0.0%
Ages 18-24	2	3.2%
Ages 25-34	1	1.6%
Ages 35-44	7	11.3%
Ages 45-54	3	4.8%
Ages 55-64	7	11.3%
Ages 65-84	40	64.5%
Age 85+	2	3.2%
Decline to answer	0	0.0%

15. What is your race or ethnicity?	Number	58
White or Caucasian	12	20.7%
Black or African American	32	55.2%
Arab or Middle Eastern	0	0.0%
Pacific Islander	0	0.0%
Latinx or Hispanic	5	8.6%
Multi--ethnic	1	1.7%
Other	1	1.7%
Decline to Answer	7	12.1%

							Yes	No
16. Do you pay fees for ATM transactions							9	50
If yes, how much?							1/\$1.50	
							4/\$3.00	
							1/\$5.00	

17. How many children 17 or under are in your household?							Number	59
1 Child							3	5.1%
2 Children							2	3.4%
3 children							1	1.7%
4 or more children							0	0.0%
Non/no children							50	84.7%
Decline to answer							3	5.1%

18. How likely would you recommend Free Tax Help services to friend/family? (Scale 0-10)							Number	62
1							0	0.0%
2							1	1.6%
3							0	0.0%
4							0	0.0%
5							1	1.6%
6							1	1.6%
7							2	3.2%
8							3	4.8%
9							2	3.2%
10 - Extremely Likely							47	75.8%
Decline to Answer							5	8.1%

19. How do you currently pay your monthly bills?							Number	73
Personal Check							29	39.7%
Money Order							4	5.5%
Pay On-line							30	41.1%
Pay in Person							10	13.7%

20. How much do you consistently save monthly?							Number	60
\$25							3	5.0%
\$50							8	13.3%
\$75							3	5.0%
\$100							10	16.7%
Other							18	30.0%
None							18	30.0%

21. What are your financial goals for the next 2-5 years:							Number	81
Purchase a home						6	7.4%	
Save for child's education						3	3.7%	
Purchase new household appliances						4	4.9%	
Home Repairs						8	9.9%	
Travel						18	22.2%	
Purchase new/used car						5	6.2%	
Pay off student loans						6	7.4%	
Credit Repair						6	7.4%	
Other						25	30.9%	

							Yes	No
22. Would you be interested in financial educ to reach your financial goals?							15	43
							25.9%	74.1%