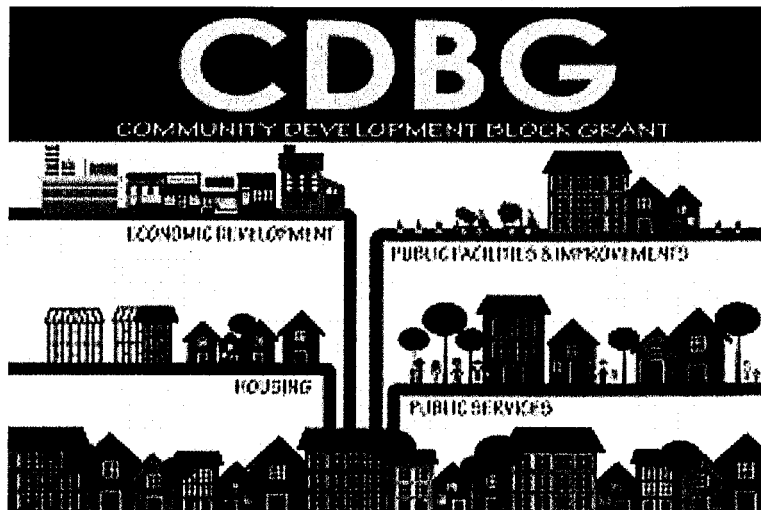


City of Oakland

Department of Housing and Community Development



COMMUNITY DEVELOPMENT DISTRICT BOARDS

ORIENTATION & TRAINING

**On
Citizen Participation Structure and Process
And
2020-22 Funding Cycle Funding Recommendation Process**

**Friday, March 6, 2020
6:00 – 8:30 p.m.
250 Frank H. Ogawa Plaza * 6th Floor * Oakland, CA 94612**



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Basically CDBG (November 2017) 2-4 HUD, Office of Block Grant Assistance

Chapter 2: Activity Selection And Implementation

2.1.3. Citizen Participation

The Consolidated Plan regulations stipulate that grantees meet certain minimal citizen participation requirements. In fact, each grantee is required to prepare a Citizen Participation Plan that details the community's procedures for involving the public in its program planning and implementation. The complete requirements can be found in 24 CFR 91.105.

At a minimum, the Citizen Participation Plan must ensure that the following requirements are met:

- The grantee must hold at least two public hearings a year to obtain citizens' views and to respond to proposals and questions. They should be conducted at a minimum of two different stages of the program year;
- One of the public hearings should be held during the development of the plan. This can count as one of the two required public hearings;
- The proposed Consolidated Plan must be published. At a minimum, the grantee is required to publish a summary of the proposed plan in one or more newspapers of general circulation, and make copies available in libraries, government offices, and public places;
- There must be a 30-day period for citizen review and comment prior to submitting the plan to HUD;
- and Public comments must be given consideration. The plan should include a summary of comments received and reasons the comments/suggestions were not incorporated.

In addition, grantees must consult with other public and private agencies that provide assisted housing, health services, social services, child welfare agencies (regarding lead paint), adjacent units of local government (for non-housing community development needs), and local housing authorities.

Meeting or exceeding the minimum citizen participation requirements may help grantees to:

- Better inform the public about community needs and the resources available to address needs;
- Learn about "hidden" community needs and issues;
- Allow citizens and organizations to bring forward ideas on how to address community needs; and
- Generate involvement in and commitment to proposed solutions.

In developing the Consolidated Plan and making choices about the types of programs to be undertaken, grantees need to think about the range of possible CDBG activities and about how these activities compare to the needs of the community.

The citizen participation plan must provide for at least two public hearings per year to obtain residents' views and to respond to proposals and questions, to be conducted at a minimum of two different stages of the program year. Together, the hearings must address housing and community development needs, development of proposed activities, proposed strategies, and actions for affirmatively furthering fair housing consistent with the Assessment of Fair Housing (AFH) and a review of program performance.

The second public hearing is required when reporting the Consolidated Annual Performance and Evaluation Report (CAPER), or performance reports submitted to HUD. citizen participation plan must provide citizens with reasonable notice and an opportunity to comment on performance reports. The citizen participation plan must state how reasonable notice and an opportunity to comment will be given. The citizen participation plan must provide a period, not less than 15 days, to receive comments on the performance report that is to be submitted to HUD before its submission.

COMMUNITY DEVELOPMENT DISTRICT BOARD
RULES AND PROCEDURES

ARTICLE I

COMMUNITY DEVELOPMENT DISTRICT BOARDS

Section 1 The name of this organization shall be “District (#-Area Name)” Community Development District Board.

ARTICLE II

PURPOSE

Section 1 (a) General – The general purpose of this organization shall be to publicly represent the views of a cross-section of community residents interested in the physical improvements, social and economic activities supportive to the community in the District and the City as a whole. Additionally, the purpose of this organization shall be to act as an advisory board to the City Council Member, evaluate proposals and make Community Development Block Grant (CDBG) funding recommendations relating to the District and to provide those recommendations to City Department of Housing & Community Development CDBG Staff for review of CDBG eligibility and to forward to the Oakland City Council for final review, denial, or approval of recommendations.

(b) Additional General – The purpose of this organization shall be to assist residents, their neighborhoods and community in the following ways:

- i. To provide an opportunity for residents to participate in the shaping of their neighborhoods and community life and to encourage participation by residents within the Community Development District for those above stated purposes.
- ii. To help residents determine the important needs and problems of their neighborhoods and the community by providing an opportunity whereby ideas and information can be exchanged and problems studied to be developed into funding priorities for the Community Development District (CD District).
- iii. To provide education and information regarding CDBG funding opportunities and the levels it’s availability as it relates to each CD District and organizations within the CD Districts.

ARTICLE III
MEMBERSHIP REQUIREMENTS

Section 1 Board Members are required to complete a Statement of Economic Interests Form (Form 700) which will be mailed to each Board Member every year, for submission to the City of Oakland City Clerk's Office.

ARTICLE IV
CD DISTRICT BOARD MEMBERS

Section 1 **Powers** – The Board is empowered to consider and make policy recommendations that are in keeping with the general policy of the Community Development District.

- (a) **Develop Priorities** – To develop priorities based on community needs during the non-funding year of the two-year cycle.
- (b) **Funding Recommendations** – To review and analyze proposals and make funding recommendations based on the priorities set by the CD District.
- (c) **Information and Recommendations** – To accumulate and present to the members, information pertaining to the City's 5 Year Consolidated Plan (Strategic Plan), the City's Annual Action Plan (AAP) or other future planning related to CDBG policy and funding.

Section 2 **Number of Board Members**

The Community Development District Board shall consist of not more than 15 members and not less than 5 members.

Section 3 **Attendance**

Board business is best carried out by an informed and engaged membership. Board business is difficult to complete without a quorum. Board members will automatically be removed from the board after three absences within six scheduled meetings.

Section 4 Election of Board Members

- (a) All Community Development District Board members shall be elected by the Community Development District voting membership. All Board Members shall be elected for a two-year term.
- (b) All Community Development District Board elections shall be held as needed to provide recommendations to the City Council Member on a biennial basis.

Section 5 Vacancies

A vacancy in any office, except Chairperson and/or Vice-Chairperson because of resignation, disqualification, death, removal, or any other cause, shall be filled by the Board Members at a Board meeting. The positions of officers: (Chairperson and/or Vice-Chairperson) shall be filled at the discretion of the City Councilmember.

Newly elected Board members must attend two consecutive meetings before having voting privileges.

Section 6 Removal of Board Members

Any Board Member may be recommended for removal by the Board Members. Such recommendation will be forwarded for action to the respective City Councilmember for cause as specific in Sections 3 and 5.

Section 7 Duties of Board Members

The duties of the Board Members are to attend meetings and perform such other duties as necessary for the best functioning of the organization.

- (a) To review without exception all proposals submitted to the Board for consideration.
- (b) Review and recommend the allowed limit of Grant Agreements under the Public Service, Housing, and Neighborhood/Capital Improvement programs for CDBG funding categories.

ARTICLE V

OFFICERS

Section 1 Officers

The Community Development District Board shall have three (3) officers who may be appointed by the Council Member or elected from the current Board membership. The officers shall be: Chairperson, Vice-Chairperson/Parliamentarian, and Secretary.

If for any reason the Chairperson is unable to attend a regular meeting of the Community Development District Board, the Vice-Chairperson/Parliamentarian shall represent the District with the consent of his or her District Chairperson.

Section 2 Duties of Officers

- (a) Chairperson: The Chairperson shall be the primary officer of the organization and shall work in cooperation with the City Councilmember and City Staff. He/she shall preside at all meetings of members. He/she shall be ex-officio, a member of the Applicant Review subcommittee.
- (b) Vice Chairperson/Parliamentarian: The Vice-Chairperson/Parliamentarian shall preside over all District activities in the absence of the Chairperson. The Vice-Chairperson/Parliamentarian shall be provided with an official copy of Robert's Rules of Order as well as a copy of this Rules and Procedures. The Parliamentarian shall guide members on parliamentary procedure during discussions that require input from either of these documents.
- (c) Secretary: The Secretary shall be responsible for recording and keeping minutes of all meetings of the members. He/she shall be responsible for making minutes available to all Board meeting minutes for City Council and/or audit review.

ARTICLE VI

COUNCILMEMBER DUTIES AND RESPONSIBILITIES

Section 1 **Duties**

- (a) Each City Councilmember or his/her assigned staff is in charge of the oversight of the meetings and acts as technical advisor to the Chair.
- (b) City Councilmember or his/her assigned staff may cancel a meeting if a quorum is not achieved within 30 minutes of the scheduled meeting start time.
- (c) City Councilmember or his/her assigned staff will adjourn a meeting if, in their judgment, the meeting has become disorderly to the extent that the chair is unable to conduct the business of the Board.
- (d) If a schedule change is required, City Councilmember or his/her assigned staff will set the date and time of the meeting after soliciting input from Board members, review of meeting space availability and staff availability.
- (e) City Councilmember or his/her assigned staff will set the agenda using the “Future Agenda Items” discussed in the previous meeting and with input from the Board Chair.
- (f) CDBG staff will continue to provide technical assistance for the CDBG funding process for all contract development and funding recommendations.

ARTICLE VII

MEETINGS

Section 1 Board Meeting

- (a) Frequency of Meetings – The Board Members are required to meet at least two or three times yearly pertaining to CDBG Proposal Review processes and any issues beyond the CDBG process, will be the responsibility of the Councilmember.
- (b) Notice of Meeting – Notice to Board members of Board meetings, shall be given by Council staff in writing at least one (1) week, but not later than seventy-two (72) hours prior to meeting date, as prescribed by the Sunshine Ordinance.
- (c) Quorum – **Eight** Board members (out of 15 members) shall constitute a quorum for the transactions of business at a Board Members meeting. A quorum of a board membership of less than 15 members shall be constituted by 60% of the established total board membership.
- (d) Nothing can be added to the Agenda once it is posted.
- (e) Agenda changes (moving and dropping items) must be made with a vote of the Board with a quorum. Otherwise, no Agenda changes can be made.
- (f) Open Forum is to be limited to 15 minutes with a maximum of 2 minutes per speaker.

Section 2 Bi-Annual Election Meeting

- (a) Purpose – A bi-annual election meeting of the Community Development District Board shall be held to elect the Board Members.
- (b) Notice – Notice of the Bi-Annual Election meeting, when possible, shall be given in writing at least 10 days, but not later than seventy-two (72) hours prior to the meeting date, as prescribed by the Sunshine Ordinance.
- (c) People eligible to be nominated to the Board must be residents of the Community Development District – A resident is any person who lives or owns a business in

the Community Development District, and possesses appropriate identification; and has reached 18 years of age.

- (d) People eligible to vote in elections must be residents of the Community Development District – A resident is any person who lives or owns a business in the Community Development District, and possesses appropriate identification; and has reached 18 years of age.

ARTICLE VIII

COMMITTEES

Section 1 Formation of Applicant Review Subcommittee

The Community Development District Board shall have the power to form and delegate authority to review applicants and provide analysis and recommendations to the entire board for consideration. The subcommittee must not exceed seven of the Board members.

ARTICLE IX

AMENDMENTS

Section 1 The Community Development District Board shall not support or oppose any political party or candidate for public office.

The term “public office” shall be defined as any office voted on by the electorate of the City of Oakland at any general, primary, local, regular, or special election.

In the event a grant recipient has been awarded funds but has not been able to complete the project, reallocation of funds will be made collaboratively with Council members and DHCD staff; recommendations based on 1) costs allowable, 2) activities eligibility, 3) low to moderate beneficiary outcomes and 4) financial/budget status.

ARTICLE X
RULES OF ORDER

Section 1 Rules of Order – The rules contained in Robert’s Rules of Order will govern all Community Development District Board meetings and shall govern the transaction of all business except when such rules are inconsistent with these Rules and Procedures.

Members are able to vote in any of the following categories:

- Aye
- Nay
- Abstain
- Recuse

Votes pass with a majority of votes in the Aye and Nay category. Abstentions and Recusals do not count in the vote.

Reference: <http://www.robertsrules.com/>

CDBG CONFLICT OF INTEREST RESTRICTIONS **Community Development District Board Members**

District Board members are considered officials of the City by virtue of their responsibility for reviewing and hearing presentations on funding proposals from and recommending CDBG funding for agencies applying for their respective CD District's allocation. Consequently, they are subject to compliance with conflict of interest provisions and can be in conflict of interest if they recommend funding for an agency in which they have a financial interest or from which they receive a personal benefit, such as:

1. Receiving services from the agency.
2. Being an employee, director, or officer of the agency.
3. Being paid to provide a service to the agency. However, in-kind services offered to the agency do not constitute conflict of interest if the Board member is not a government official or employee.
4. Investing (buying stocks) in the agency.
5. Receiving gifts from the agency
6. Having real estate interests that increase the value of their personal property that is in proximity to the agency's property – e.g. recommending funding for improvements to a facility that is beside a home or business they own; advocating for or voting on capital improvement projects that are within 500 feet of a property that they, their relatives or their partners have any ownership or interest in.

The Board members should carefully consider whether any of the proposals submitted to their respective District may give rise to an improper conflict of interest situation. They should ask themselves the following questions:

- Will I or any of my immediate family members, business associates and/or employees receive a financial interest or benefit from the proposed CDBG funds?
- To my knowledge, will the proposed program or project have a financial effect on me or an immediate family member or business associate? For example:
 - Will I, or any of my immediate family members, business associates and/or employees be receiving rental payments, other business income, or program services from the proposed program?
 - Do I or any of my immediate family members, business associates and/or employees own real property near the program or project site, and is it likely that the program or project will have an effect on neighboring real property values?

If a Board member can answer “yes” to any of these questions, it is possible that there may be a conflict of interest.

When funding proposals are being reviewed by a CD District Board, any member of the Board who has a conflict of interest with a proposal must announce for the record, “I have a conflict, I will not participate”, and leave the room without participating in any aspect of the presentation and decision on that specific proposal, including asking a question of the presenter of the proposal and voting. If recusing him/herself is not practical because the presentations all happen at the same time, they are very brief and the presentation period is separate from the discussion period, then it may be acceptable for the Board member to stay during presentations. This depends on the circumstances. Under no condition

can the Board member with a conflict ask a question of the presenter of the proposal that causes them a conflict or participate in the discussion in any way.

A Board member does need to recuse him/herself if the proposal “may put him/her in a conflict of interest situation.” But it first needs to be determined whether the Board member actually has a conflict before he/she is instructed to recuse him/herself. Board members who think they may have a conflict should inform City staff so that a determination can be requested from the City Attorney’s Office.

Funding for organizations that are affected by conflict of interest could be disqualified. Pursuant to HUD regulations, an affected person cannot receive financial interest or benefits while in his/her position and for one year after leaving that position.

**Hardcopy 2019/2020 Form 700 packet will be available at the
CD District Boards Orientation and Training.**

Online Fillable Form 700 available at: www.fppc.ca.gov

2019/202 Statement of Economic Interests



Form 700
A Public Document

Also available on the FPPC website:

Form 700 in Excel format

Reference Pamphlet for Form 700

California Fair Political Practices Commission

Email Advice: advice@fppc.ca.gov

Toll-free advice line: 1 (866) ASK-FPPC • 1 (866) 275-3772

Telephone: (916)322-5660 • Website: www.fppc.ca.gov

City of Oakland Public Ethics Commission

Online: Government Ethics Training for Form 700 Filers

https://www.youtube.com/watch?v=6kLfd3dC_ig&feature=youtu.be

For further filing information with the City of Oakland please contact:

Krystal K. Sams, Legislative Recorder - Elections & Political Compliance

Office of the City Clerk * City of Oakland

Ph. (510) 238-6405 / Fx. (510) 238-6868 / Email: KSams@oaklandca.gov

"The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created."

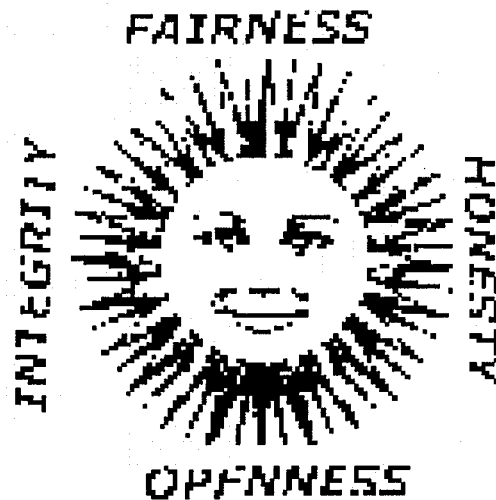
Introduction to The Ralph M. Brown Act

HOW TO NOTICE A PUBLIC MEETING

A GUIDE FOR STAFF

COURTESY OF THE OAKLAND

PUBLIC ETHICS COMMISSION



FORWARD

Oakland is one of several California cities to have adopted a "sunshine" ordinance. These ordinances attempt to provide the public with greater opportunities to access public meetings and information. They also create special obligations on City employees to ensure these opportunities are fulfilled.

The Oakland Sunshine Ordinance and the State of California's open meeting law, the Ralph M. Brown Act, contain specific requirements to ensure that the public has an effective right to learn about, attend, and participate in public meetings. With few exceptions, **all City Boards, Commissions, and their respective Committees must conduct their business publicly and provide ample notice of the items to be considered.**

In addition, the Oakland Sunshine Ordinance, together with the California Public Records Act, governs how and under what circumstances the City must respond to requests for public information.

This guide is intended to assist City staff in meeting the specific requirements of the Brown Act, the Public Records Act and the Oakland Sunshine Ordinance. The contents of this guide are meant to provide general information only; any specific questions regarding your obligations under the law should be directed to the Office of the City Attorney or the Public Ethics Commission.

Special "Notes" are provided throughout this guide as helpful hints in complying with the open meeting and public record laws. A copy of the Oakland Sunshine Ordinance can be accessed through the Public Ethics Commission's website at oaklandca.gov.

The Public Ethics Commission is interested in any comments, corrections or suggestions you may wish to offer. Please feel free to contact the Public Ethics Commission staff at 510-238-3593.

*** There are specific requirements in the Sunshine Ordinance pertaining to the City Council, the Port Commission, the Redevelopment Agency, the Public Ethics Commission, and their respective committees. This guide is not intended to address those entities or their special requirements under the Sunshine Ordinance.

OAKLAND ORGANIZATIONS SUBJECT TO OPEN MEETING LAWS

The Brown Act is a state law that applies to all legislative bodies in the State of California. The Oakland Sunshine Ordinance is a local law that was enacted in 1997 to supplement the Brown Act and to provide greater public access to the workings of Oakland government.

The following is a description of local bodies that are subject to the Sunshine Ordinance:

- The Oakland City Council; the Oakland Redevelopment Agency, and the Board of Port Commissioners.
- Any "board, commission, task force or committee" which is established by the City Charter or ordinance, or by motion or resolution of the City Council, Redevelopment Agency or the Port Board of Commissioners.
- Any advisory board, commission or task force created and appointed by the Mayor and which exists for longer than a 12-month period.
- Any standing committee of the above entities.

→ *NOTE: Neither the Sunshine Ordinance nor Brown Act apply to a committee or task force which consists solely of employees of the City of Oakland or of the Port of Oakland.*

→ *NOTE: If you have any question whether your board, commission, task force, or committee is required to comply with the Brown Act or Sunshine Ordinance, please contact the Public Ethics Commission or the Office of the City Attorney.*

WHAT CONSTITUTES A MEETING

Under the Sunshine Ordinance, a "**meeting**" for which public notice must first be given is defined as:

- 1) 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.
- 2) The use of direct or indirect communication that causes a majority of the members of a local body to become aware of their respective views on an item of business and negotiate a consensus regarding that item is prohibited.

A "**meal gathering**" conducted immediately 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.

→ **NOTE:** *Under the above law, a prohibited "serial meeting" can occur if a staff or member of a local 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.*

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

→ **NOTE:** *It is not uncommon for members of a local body to meet socially or as friends. Care must be taken whenever a majority of members gather to avoid discussing any specific item or topic that may be within the jurisdiction of the local body. Under the Sunshine Ordinance, gathering together before or after a public meeting could trigger a public notice requirement!*

→ **NOTE:** *The attendance of a majority of the members of a local body at one of its subcommittee meetings could become an improper meeting if those members who are not on the subcommittee attend the meeting and speak, deliberate or vote. A good practice is to notice any subcommittee meeting at which you expect a majority of the local body to appear and participate as a special meeting of the full local body on the subcommittee's agenda.*

→ **NOTE:** Also remember that if additional members of a local body appeal and participate at one of the local body's subcommittee meetings, causing a quorum of the local body to become present, the full local body is prohibited under the Sunshine Ordinance from taking action at that subcommittee meeting.

SEE ATTACHMENT 1: Sample Meeting Agenda

TYPES OF PUBLIC MEETINGS

There are three types of public meetings recognized under the Brown Act and Sunshine Ordinance: **Regular Meetings, Special Meetings, and Emergency Meetings.** Each has its own particular notice requirements, which are discussed below.

Regular Meetings

All of Oakland's local bodies must take formal action (by a motion and vote) to establish a regular time and place for holding regular meetings. (For example: "7:00 p.m. the first Monday of every month at City Hall.") The Sunshine Ordinance states that "whenever reasonably possible" such regular meetings shall be conducted on weekday evenings.

Special Meetings

A special meeting may be called by the presiding officer or by a majority of the local body at a date, time, or place that deviates from the regular meeting schedule.

→ **NOTE:** If a local body does not have a regular time or place for meetings, or if regular meeting is set for a different date, time, or location, the meeting should be designated as a "special meeting" and comply with the special meeting noticing requirements under the Sunshine Ordinance. (See "Providing Notice For A Public Meeting", below).

Emergency Meetings

An "emergency meeting" can be called only in specific situations that are usually quite rare. An "emergency" exists when a majority of the members determine that a "work stoppage or other activity" or a "crippling disaster" has occurred that severely impairs public health or safety. Any further discussion of "emergency meetings" is beyond the scope of this guide.

PROVIDING NOTICE FOR A PUBLIC MEETING

Under the Sunshine Ordinance and Brown Act, boards and commissions must post and distribute a copy of the agenda within certain time limits before a public meeting occurs. The amount of time depends on whether it is a regular meeting or a special meeting. (There are also additional pre-meeting requirements discussed in the next section on "Agendas, Agenda-Related Materials And Agenda Subscribers.")

Notice For A Regular Meeting

The agenda for all regular meetings must be posted at least 72 hours before the meeting in a location that is freely accessible to the public 24 hours a day. The Sunshine Ordinance also requires that copies of the agenda *and* all agenda-related materials (i.e., the agenda package) be filed with the City Clerk's office 72 hours before the meeting. (The City Council, Board of Port Commissioners and the Public Ethics Commission must meet these same posting requirements ten days in advance of their meetings as well as post notice on-line.)

→ **NOTE:** *The City Clerk's office will post a copy of your meeting agenda in the kiosk in Frank H. Ogawa Plaza to satisfy the public posting requirement. Care must be taken to ensure the City Clerk has enough time to make the posting in the kiosk before the 72-hour deadline.*

Notice For A Special Meeting

Special meetings must be noticed under the Sunshine Ordinance by:

- 1) **posting** a copy of the agenda in a location freely available to the public *at least 48 hours before the stated time of the meeting* (excluding Saturdays, Sundays and holidays).
- 2) **delivering** to each member of the local body, news media, and any person who has previously requested notice in writing (See "Agenda Subscribers", below) a copy of the agenda *at least 48 hours before the stated time of the meeting* (excluding Saturdays, Sundays, and holidays). The agendas may be delivered in person, mailed, faxed, or e-mailed.
- 3) **filing** a copy of the agenda and all agenda-related materials in the Office of the City Clerk *at least 48 hours before the stated time of the meeting* (excluding Saturdays, Sundays, and holidays).

If the special meeting is held in a location other than the regular meeting place, then the above special meeting notice requirements must be met *at least ten (10) days* before the meeting date. This ten-day requirement does not apply if the meeting is held in the same building as the local body's regular meetings.

- **NOTE:** *Special meetings are subject to more extensive noticing requirements than regular meetings because of the short amount of time involved in providing public notice and the fact that the meeting may entail a change in the meeting time or location.*
- **NOTE:** *It is not permissible to schedule a special meeting simply to correct a mistake or defect that may have occurred in noticing a regular meeting. For example, if the agenda for a regular meeting was not posted in time to meet the 72- hour posting requirement, the Sunshine Ordinance prohibits the local body from calling a special meeting (with its 48- hour notice requirement) on the same day to consider the same issues.*

Canceling a Meeting

To the extent practicable, all special meetings must be cancelled by delivering a "**NOTICE OF CANCELLATION**" under the same procedure as for noticing a special meeting. However, for meetings cancelled on short notice or due to a lack of members, good meeting practice requires that cancellation be announced at the time and place of the noticed meeting.

SEE ATTACHMENT 2: Sample "Notice Of Cancellation."

Cure And Correction Of An Improperly Noticed Meeting

The actions a local body takes at a meeting may be challenged on the basis that the notice provided for that meeting did not meet the requirements of the Brown Act or the Sunshine Ordinance. Any local body whose actions are challenged may "cure and correct" the alleged violation by placing the challenged action on a subsequent meeting agenda to affirm or supersede the action after first taking any new public testimony.

If a person files a formal complaint with the Public Ethics Commission alleging that meeting notice requirements were not met, and the Commission determines that a violation occurred, then the local body *must* agendaize for immediate determination whether to cure or correct the violation at the local body's next regular meeting.

AGENDAS, AGENDA-RELATED MATERIALS AND AGENDA SUBSCRIBERS

Agenda Requirements

Meeting agendas must specify the date, time, and location of the meeting and a brief general description of each item of business to be transacted or discussed. Agenda items should be informative and give the public sufficient information to decide whether or not to attend a meeting. Agendas must avoid the use of abbreviations or acronyms whose meaning would not be known to the general public.

→ **NOTE:** *Be sure to identify any agenda item for which the local body may or intends to take action. For example: "Discuss and Action To Be Taken In The Matter Of..." This notifies the public that the body may be taking action on an item in which they have an interest.*

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

- 1) 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) vote that there is a need to take immediate action which came to the attention of the local body after the agenda was posted **and** the need to take immediate action is required to avoid a "substantial adverse impact" that would occur if the action were deferred to a subsequent special

or regular meeting; b) the item relates to federal or state legislation; or, c) the item relates to a purely ceremonial or commendatory action; and

- 2) the item was continued to a meeting no more than five days after a properly noticed meeting in which the item was on the agenda.

Contact the City Attorney if you think any of the above conditions apply!

Members of a local body *may* ask a question for clarification, make a brief report or announcement of their activities, refer a matter to staff, or direct staff to place on a future agenda any item or matter that is not listed on the agenda.

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

SEE ATTACHMENT 1: Sample Meeting Agenda

SEE ATTACHMENT 3: Sample Pre-meeting Checklist

Agenda-Related Materials

Agenda-related materials are defined as the agenda, reports, and any other document prepared and forwarded to the local body that provides background information or recommendations concerning the subject matter of any agenda item.

- ***NOTE:*** *Examples of typical agenda related material are staff reports, memoranda, correspondence sent to the local body from an outside source, and reports from consultants that the local body will be reviewing or relying upon at the meeting.*

The agenda and all agenda-related material (except material that is exempt from public disclosure under state or federal law) is a public record subject to public inspection and copying. Every local body is required to make agenda-related materials available to the public ***without delay.***

- ***NOTE:*** *Every agenda should state where and how agenda- related materials can be reviewed prior to the meeting.*

Agenda Subscribers

Under the Brown Act and Sunshine Ordinance, any person may request that a copy of the agenda and agenda-related materials be mailed to that person. To qualify as an agenda subscriber, the person must make a written request to the Office of the City Clerk and renew it annually following January 1 of each year. The agenda subscriber may be charged a fee for "reasonable mailing costs."

The local body is required to mail copies of the agenda and agenda-related materials at the time the agenda is posted or at the time the materials are distributed to a majority of the members of the local body, *whichever occurs first*.

- *NOTE: It is good practice to add to your mailing list anyone who makes a written request for the agenda and agenda-related materials. Also, be aware that all documents constituting agenda-related material that staff provides to a majority of the members of the local body must also be provided at the same time to all agenda subscribers!*

CONDUCT OF A MEETING

The Brown Act and Sunshine Ordinance do not expressly state how a public meeting must be conducted. There are issues that may arise at a public meeting however that may affect whether the meeting complies with open meeting laws after the meeting begins. The following is a brief summary of those issues:

Presence Of A Quorum

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

- *NOTE: Any member who recuses himself or herself due to a conflict of interest on an item is not counted in establishing a quorum. For example, on a seven-member commission in which two members are absent and two other members recuse themselves on a vote because of a conflict, the item c a n n o t be acted upon due to lack of 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 Recorded

With few exceptions, all local bodies in Oakland must make an audio recording of their open, regular and special meetings. All recordings are public records that may be inspected during regular business hours. The recordings must be preserved for at least four years. The local body must provide, without charge, the equipment necessary for the public's inspection of any audio or visual recording. Any person may record or photograph any meeting as long as these activities do not unreasonably disrupt the proceedings.

Right To Public Comment At A Meeting

Every regular and special meeting at which action is proposed to be taken shall provide an opportunity for members of the public to directly address the local body *before* action is taken on the item.

In addition to permitting speakers to address the local body before action is taken on any item, every regular and special meeting agenda must provide an opportunity for members of the public to comment directly on an item of interest to the public that is within the local body's jurisdiction.

→ ***NOTE: This is usually accomplished by providing an "Open Forum" item on every meeting agenda.***

It is City policy that persons addressing a local body be entitled to a *minimum* of two minutes of speaking time per agenda item, subject to the discretion of the chairperson of the meeting.

The chairperson may reduce this minimum amount of speaking time only after publicly announcing the reasons for any reduction. Among the acceptable reasons are:

a) constraints on the time allocated or anticipated for the meeting; b) the number and complexity of agenda items; and, c) the number of persons wishing to address the local body.

Any time constraints imposed on public testimony must be adopted at the outset and uniformly applied.

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.

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.

→ *NOTE: If there is any indication prior to the meeting that an item may be cancelled or continued (e. g., withdrawal of the item by the party seeking a hearing, illness of staff, absence of an essential party), good meeting practice suggests that as much prior notice as possible be given to members of the public. This should at least include an announcement and action at the beginning of the meeting on those items that will not be heard.*

Conditions On The Right To Attend Or To Speak At A Public Meeting

The local 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 of *attending* a public meeting.

TAKING AND KEEPING MINUTES

The Sunshine Ordinance requires that all local bodies (except advisory bodies created and appointed by the Mayor) take and keep minutes of their meetings. At a minimum, minutes should contain at least the following information:

- The time the meeting was called to order
- The names of the members attending the meeting
- A one-sentence summary of the action taken on each item and the roll call vote (Note the names of each member who voted "Aye", "No," or "Abstained" if the vote is not unanimous)
- The names of those people who spoke on each item
- The time the meeting was adjourned

A draft of the minutes of each meeting must be available for public inspection and copying no later than ten (10) business days after the meeting.

The officially adopted minutes must be available for public inspection and copying no later than five (5) business days after the meeting at which the minutes were formally adopted.

→ **NOTE:** *The above deadlines are maximum time limits. Good meeting practice suggests that minutes be drafted and made available for inspection as soon as possible.*

SEE ATTACHMENT 4: Sample Meeting Minutes

REQUESTS FOR PUBLIC INFORMATION

The Oakland Sunshine Ordinance works in concert with the California Public Records Act to ensure that public, non-confidential information is made available promptly to those who request it.

Requests To Inspect A Public Record

Public records must be open to inspection at all times during regular business hours. A "public record" includes any writing containing information relating to the conduct of public business "prepared, owned, used, or retained" by a local agency regardless of its physical form or characteristics.

As a general rule, the Sunshine Ordinance favors the disclosure of records. Any refusal to disclose a record must be justified in writing. (See "Written Justification For Withholding Documents" below.)

→ **NOTE:** *Whether a record is a "public" and disclosable record can sometimes be a difficult determination to make. If you have any question whether it is appropriate to release any document for inspection or copying, contact the Office of the City Attorney at once.*

Requests To Obtain Copies Of An Identifiable Record

A local agency must provide exact copies of any public record upon request. The request for a copy of a public record must be "focused and specific" but need not be in writing.

Under state law, City employees must assist persons who request an inspection or copies of public records. First, they must help identify records being sought. They must describe the "information technology and physical location" in which the records exist, and they must provide suggestions for overcoming any practical basis for denying access to the records or information sought.

- **NOTE:** *While persons making a request to inspect or obtain copies of a public record do not have to state why they wish to do so, it is permissible to ask for additional clarifying information to help identify the records being sought.*

Charging For Copies

The City of Oakland requires that single copies of any current agenda be provided without charge. Copies of any other public record (except for environmental impact reports) may be charged a fee that is established under the Oakland Master Fee Schedule. This fee may be charged in advance of providing a copy of the record.

- **NOTE:** *It is not permissible to charge a copy fee that exceeds the "direct costs of duplication." The costs of staff time searching for or duplicating records cannot be "built in" to copy charges.*

When To Respond To Requests For Copies

The copying and distribution of public records must be accomplished "promptly." As a practical matter, if the record can be located quickly and there is no doubt about its public nature, simply provide the record at the time of the request. Otherwise, tell the requestor immediately the earliest time when the records can be made available for inspection or copying.

- **NOTE:** *The requirement that public records be produced promptly underscores the need for every local office to establish and maintain efficient record keeping practices. Records and files should be kept in good order to permit their immediate location and inspection.*

Sometimes, additional time may be required to respond to a request for public records. Under state law, a local body has up to ten days to determine whether a request for copies seeks a **disclosable** public record in the possession of the local body.

A local body, agency or department must "promptly" notify the person making the request whether the records are disclosable and the reasons why if the record cannot be produced. The reasons justifying any denial must set forth the name and title or position of each person responsible for the denial.

In certain unusual circumstances, it may be necessary to request an extension of the ten-day deadline. You should contact the Office of the City Attorney if you think you will require additional time to respond.

Immediate Disclosure Requests

One of the unique features of the Oakland Sunshine Ordinance is its provisions requiring "immediate disclosure" of certain records.

Any person may request the immediate disclosure of any record that has been previously distributed to the public, such as past meeting agendas and agenda packages. The request must be in writing and provide the requestor's name and a telephone number, fax or email address.

Once the requestor has provided his or her information, the local body must provide a copy of the document immediately, but in no case, longer than three business days. If additional time is necessary to respond, the requestor must be notified within that three business-day period and provided a determination of whether the documents will be disclosed within seven days of the request.

Requests For "Oral Public Information"

Another unique feature of the Oakland Sunshine Ordinance is its policy regarding "oral" public information. Every Oakland agency director must designate a person "knowledgeable about the affairs of the agency" in order to facilitate the inspection and copying of public records and to provide oral information about agency plans, policies, and positions. The names of such persons must be submitted to the Office of the City Clerk and posted on-line.

Written Justification For Withholding Documents

No record can be withheld in its entirety unless all information contained in it is exempt from disclosure by law. In some cases, it may be necessary to delete or segregate confidential material from an otherwise public document. Any such deleted or segregated material must be identified by a footnote or other reference indicating the appropriate reason why the information is being withheld.

You should consult with the Office of the City Attorney to discuss the appropriate reasons for withholding any document.

Mediation Of Public Record Disputes

Any person whose request for a public record has been denied by the City may demand mediation of his or her denied request through the Oakland Public Ethics Commission. Mediation must generally begin within ten days after the request for mediation is made. The local body or agency must designate a person to participate. The mediator's recommendations are not binding.

ATTACHMENT 1

"Sample Agenda"

Name of Meeting Body

Type of Meeting (Regular or Special)

Date, Time and Location of Meeting Page

Page#

Membership: List all members noting Chairperson first

Staff Members: List names of staff

AGENDA

- A. Roll Call And Determination Of Quorum
- B. Approval of Draft Minutes of _____(date)_____
- C. Title of item to be considered and whether or not action will be taken

Examples:

- 1. A Report And Action To Be Taken Regarding _____(describe item)_____
- 3. Discussion Regarding _____(describe item)_____
- 4. Report from _____(name & title)_____

- D. Announcements
- E. *Open Forum*
- F. Adjournment

SUGGESTED ADDITIONAL AGENDA INSTRUCTIONS

1) Procedures For Receiving Public Comment. Describe your board or commission's rules or bylaws for taking public comment. For example: "You may speak on any item appearing on the agenda for up to three minutes; however, you must fill out a Speaker's Card and give it to a representative of the Commission. Multiple agenda items cannot be listed on one speaker card. If a speaker signs up to speak on multiple items listed on the agenda, the Chairperson may rule that the speaker be given an appropriate allocation of time to address all issues at one time (cumulative) before the items are called."

2) Where To Obtain Agenda Related Materials. Describe where members of the public can obtain the agenda package if they are not agenda subscribers. For example: "Copies of the agenda package are available from the Commission on Local Business by contacting the Commission at 238-XXXX, 18th Floor, One Frank Ogawa Plaza, Oakland, or by accessing the material at the Commission's website at www.CLB.org."

3) Special Notice For Subcommittee Meetings. At any subcommittee meeting at which you anticipate that other members of the local body may attend, you should include the following additional notice on the agenda: "In the event that a quorum of the Commission on Local Business attends and participates at this subcommittee meeting, this subcommittee meeting is hereby noticed also as a special meeting of the Commission on Local Business; however, no final action by the Commission on Local Business can be taken."

4) Information About Special Access Or Policies. Describe how members of the public can be accommodated for any special personal requirements, or any relevant policies of the City or local body. For example: "In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meetings of (name of public body)___or its Committees, please contact the Office of the City Clerk. Notification two full business days prior to the meeting will enable the City of Oakland to make reasonable arrangements to ensure accessibility. In compliance with Oakland's policy for people with chemical sensitivities, please refrain from wearing strongly scented products to events."

Open Forum: Every regular and special meeting must provide an opportunity for members of the public to directly comment on an item of interest that is within the local body's subject matter jurisdiction. Speakers may, under special circumstances, be permitted to address the Commission before Open Forum is called on the agenda. Please notify the Chairperson or staff at least 15 minutes before the meeting commences, so that the Chairperson can review the circumstances and make a determination about the exception.

Approved for Distribution

Date

ATTACHMENT 2

"Notice Of Cancellation"

A "NOTICE OF CANCELLATION" should be sent out on the letterhead of the local body and include the following:

**THE _____(Name of Body)_____ (REGULAR/SPECIAL) MEETING SET
FOR _____(date, time & location)_____ HAS BEEN CANCELLED.**

THE NEXT MEETING IS SCHEDULED FOR ____(date, time & location)_____.

Signature of Presiding Officer or Designee

ATTACHMENT 3

"Pre- Meeting Check List"

1. Determine the date, time and place for the meeting
2. Reserve meeting room with the City Clerk at 238-3226
3. Create an agenda deadline checklist:

Meeting Date: _____

Posting Date: _____

a. File Agenda and Agenda
Package with City Clerk: _____

b. Post Agenda Online:
(If applicable) _____

c. FAX/Mail or Distribute
Agenda/Agenda Packages: _____

Last Day To Submit
To Printer/Copier: _____

Last Day For Agenda
Review and Approval: _____
(If applicable)

Last Day For Receipt of Related
Material For Agenda Package: _____

Last Day To Receive
Proposed Agenda Items: _____

Arrive early to the meeting to ensure that all doors are open and that speaker cards and extra copies of the meeting agenda and related materials are made available to the public. If your meeting is not televised, arrange to tape record the proceedings.

SECTION B

CALENDAR FOR THE DEVELOPMENT OF THE SEVEN CD DISTRICT RECOMMENDED FUNDING ALLOCATIONS TO BE INCLUDED IN THE CONSOLIDATED PLAN ANNUAL ACTION PLAN AS THE CITY OF OAKLAND'S APPLICATION FOR FUNDING CYCLE 2020-2022 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT FUNDS

The Calendar presents the dates for the sequence of events in the development of the allocations for the Community Development Block Grant funds to be awarded to applicants for CD District funding for the 2020-2022 funding cycle beginning July 1, 2020. A Consolidated Plan was prepared and submitted to HUD in May 2020 that described the housing and community development needs of lower income households and individuals in the City of Oakland; and included a Five Year Strategy for the period July 1, 2020 to June 30, 2025 as well as an Annual Action Plan identifying how these needs will be addressed. Each year for the five-year period an Annual Action Plan is submitted to HUD. In order that citizens have adequate opportunity to participate in an advisory role, the Calendar describes how timely information is distributed and how the input of citizens will be recognized. A public hearing will be held as required by Federal regulations.

2020

February 7 The Seven Community Development (CD) District Boards to identify their respective specific priority activities for funding. **The recommended priorities will be submitted to CDBG staff no later than 12:00 noon on Friday, February 7, 2020.**

Fri.

February 11 Staff releases the Request for Proposals (RFP) for projects to be funded from the allocation for the seven CD Districts for projects that will operate in their respective districts.

Tues.

February 21 Mandatory Trainings for prospective applicants for 2020-2022 funding. In order to be eligible to submit a proposal, prospective applicants are required to attend one of the two meetings which will be held in **City Hall Hearing Room One , First Floor, City Hall, One Frank H. Ogawa Plaza, Oakland at the following times: 10:00 a.m. to 12:00 noon; 1:30 p.m. to 3:30 p.m. RFP packets will not be distributed after this date.**

Fri.

February 28 **Deadline for submission of funding requests for the Seven Community Development Districts from non-profit organizations and City Departments to the Department of Housing and Community Development (DHCD) by 2:00 p.m.** Acknowledgment letters will be sent to organizations and City Departments when initial staff review is completed. Copies of each proposal will be distributed to the appropriate City bodies.

Fri.

March 6 CDBG staff will conduct an overview of the CDBG funding process for the members of the Seven Community Development (CD) District Boards; distribute respective District proposals; and obtain the dates/times/locations of Board meetings to be held in March. This meeting will be held from **6:00-8:30 p.m. in the Lunchroom 6 Floor, Dalziel Building, 250 Frank H. Ogawa Plaza.**

Fri.

- March 14 Presentations from funding applicants will be made to the Board members of the Seven Community Development (CD) Districts **from 9:30 a.m.-3:00 p.m. in Hearing Rooms 1-4 in Oakland City Hall, One Frank H. Ogawa Plaza. Applicants will be notified of the scheduled time slots and will convene at 9:30 a.m. in Hearing Room 1.** Funding will not be considered or recommended for applicants who do not attend to make presentations.
- Sat.
- March 16-27 The Board members of the Seven Community Development (CD) Districts will meet in their respective Districts to formulate recommendations for programs to be funded from the respective District allocations.
- Mon. –
- Fri.
- March 31 The Board members of the Seven Community Development (CD) Districts will submit their respective funding recommendations to the respective Councilperson and to CDBG staff **no later than 12:00 noon on Tuesday, March 31, 2020.**
- Tues.
- March 31 Publication of the Notice of the Official City Council Public Hearing on 2020-2022 budget recommendations, of the availability of the Annual Action of the Consolidated Plan, and the request for public comments on proposed budget allocations. The budget allocations for 2021-2022 will be tentative pending HUD's notification of entitlement grant funds at the beginning of 2021.
- Tues.
- April 3 CDBG staff will compile the funding recommendations of the Boards of the Seven Community Development (CD) Districts in the staff report on the proposed 2020-2022 budget allocations for the Annual Action Plan of the Consolidated Plan.
- Fri.
- April 28 The City Council Community and Economic Development Committee will review the proposed 2020-2022 budget allocations for the Annual Action Plan of the Consolidated Plan. The meeting will be held on the 2nd or 4th Tuesday in **Sgt. Mark Dunakin Room (Hearing Room One), City Hall, One Frank H. Ogawa Plaza, from 1:30 to 4:00 p.m.** The staff report must be submitted to the City Administrator's Office by 4:00 p.m. on Monday, April 6, 2020; and to the City Clerk Agenda Management by 4:00 p.m. on Thursday, April 16, 2020.
- Tues.

May 1 End of 30 day comment period and deadline for submission of all public comments on the Annual
Fri. Action Plan.

May 5 **Official City Council Public Hearing** on the recommendations for 2020-2022 budget allocations
Tues. at **6:30 p.m. in the City Council Chambers, Third Floor, City Hall, One Frank H. Ogawa Plaza**. The Council meets on the 1st, 3rd, and 5th Tuesdays. Council will obtain citizen views and respond to proposals and questions, and will direct staff to prepare the draft Annual Action Plan of the Consolidated Plan. The staff report must be submitted to the City Administrator's Office by 4:00 p.m. on Monday, April 13, 3030; and to the City Clerk Agenda Management by 4:00 p.m. on Thursday, April 23, 2020.

May 15 Deadline for submittal of Annual Action Plan to HUD.
Fri.

May/June Private nonprofit agencies recommended for funding will be required to attend the mandatory orientation meeting(s) that will be scheduled to provide information on grant agreement procedures and guidelines, including required documents that must be completed before grant agreements are developed. Funded agencies will be notified of the dates, times and locations. No grant agreements will be executed with and no funds released to a prospective subgrantee that has not attended an orientation meeting. In the early Fall, staff will schedule additional trainings to provide in-depth review of fiscal and program monitoring requirements.

Mandatory meetings will also be scheduled with City staff who will be administering CDBG funded public service and capital improvement programs for the purpose of reviewing the development of Inter-Office Memoranda as well as requirements for reporting program accomplishments and expenditures.

ORGANIZATIONS SHOULD NOT INCUR ANY COSTS, PERFORM ANY WORK, PURCHASE ANY GOODS OR SERVICES, NOR MAKE ANY COMMITMENTS OR SIGN ANY CONTRACTS WITH ANY PERSON, ORGANIZATION OR COMPANY RELATED TO THE PROJECT FOR WHICH CDBG FUNDS HAVE BEEN REQUESTED UNTIL THE FUNDS HAVE BEEN APPROPRIATED BY THE CITY COUNCIL AND A GRANT AGREEMENT OR MEMORANDUM OF UNDERSTANDING HAS BEEN EXECUTED WITH THE CITY.

Department of Housing and Community Development-CDBG Division

B. CALENDAR FOR THE DEVELOPMENT OF THE SEVEN CD DISTRICTS' RECOMMENDED FUNDING ALLOCATIONS January 2020

\$115k for D1

CDBG NATIONAL OBJECTIVES

1. Benefit to low- and moderate-income persons.
2. Aid in the prevention or elimination of slums or blight.
3. To meet community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs.

MAYOR AND CITY COUNCIL PRIORITIES

1. **Affordable Housing:** Protect and preserve existing housing for vulnerable residents; acquire sites for future affordable housing; rehabilitation assistance for low-income homeowners; ADA access improvements to support affordable housing for persons with disabilities; and acquisition of transitional housing facilities.
2. **Homeless Solutions/Anti-displacement Services Gaps:** Support rapid-rehousing, services anti-displacement, interventions for homeless, housing security, and improvements. Expand existing homeless programs such as Community Cabins, safe parking, enhance the health, sanitation, and safety of unsheltered residents and provide employment opportunities for the unsheltered..
3. **Economic/Workforce Development:** Provide business assistance in East Oakland; Provide workforce development, employment training and job placements; Support youth summer employment opportunities to serve low-income, underserved Oakland residents to teach job skills in construction, transportation, distribution, and logistics.
4. **Illegal Dumping/Clean Up:** Illegal dumping crew, strengthens illegal dumping rewards program; fund free dump day once a month; and fund additional cameras in illegal dumping hot spots.
5. **Park Maintenance (Capital Improvements):** Expansion Oakland Parks, Recreation & Youth Development programs in aquatics, youth sports and recreation.
6. **Street Improvements:** Improves the overall condition of Oakland's streets and roads. Prioritizes paving projects based on based on equity framework. Funds sidewalk repair, bike and pedestrian improvements, and curb ramps.
7. **Community Safety & Violence Prevention:** Brings on-line Oakland's first Department of Violence Prevention. Expand the impact of violence prevention efforts, including addressing backlog of homicide cases and gun tracing; expand geographic reach of Shotspotter. Additional crossing guards for safer routes to school. Add a complaint investigator to the Community Police Review Agency.
8. **Wildfire Prevention:** Vegetation, management, fuel reduction, and tree removal for wildfire prevention. Increases timely and coordinated emergency response. Replaces an aging Fire Station (#29). Adds 11 new positions in the Fire Prevention Bureau.

MAYOR AND CITY COUNCIL PRIORITIES expanded descriptions (1-8) may be viewed online at: <https://www.oaklandca.gov/news/2019/city-council-adopts-two-year-3-29-billion-oakland-together-budget>

SCORING CRITERIA

Homeless and Affordable Housing Funding Priorities			
1.	Does this project provide services to eradicate homelessness?	If YES, 5 points	
2.	Does this project provide affordable housing or housing services?	If YES, 5 points	

(1 Min. To 5 Max)

		1	2	3	4	5
1.	Was the applicant on time for the scheduled presentation to the District Board(s)?					
2.	Did the applicant respond adequately to questions posed during the presentation?					
3.	Are the goals and objectives stated in the proposal attainable and sustainable?					
4.	Does the proposal meet the District-specific priorities?					
5.	Is the proposal budget reasonable and adequate to implement the proposed activity?					
6.	Does the applicant have other funding sources in place to supplement the requested CDBG funding?					
7.	Is the applicant the only source of the service in District ___ ?					
8.	Does the applicant provide adequate outcome and project accomplishments?					
8.	Does the applicant's program provide a more comprehensive range of services in comparison to other applicants?					
10.	Will the services meet ADA requirements and be easily accessible to District residents?					
TOTAL POINTS (60 POSSIBLE)						

STAFF INFORMATION FOR THE BOARD'S CONSIDERATION

	YES	NO
Has the applicant received prior CDBG funding?		
Did applicants who received previous CDBG funding submit required documentation and complete the contracting process in a timely manner?		
Were there any corrective actions on monitoring reports? Were the problems corrected in a timely manner?		
Has the applicant submitted monthly payment request and were the payment requests received on time with little or no errors?		

SUMMARY TOTAL FUNDING CATEGORIES

	FY 2020 - 2022	FY 2020 - 2021	FY 2021 - 2022
Acquisition and Disposition	\$		\$
Economic Development			\$
Health and Wellness Programs			\$
Homeless Services			\$
Housing Related Services			\$
Public Services			\$
Public Facility and Improvements			\$
TOTAL			\$

**CDBG RFP FISCAL YEARS 2020/21-2021/22
DECLINED PROPOSAL**

Proposal No. #	Agency	Project Title	Acquisition and Disposition	Economic Development	Health and Wellness Programs	Homeless Services	Housing Related Services	Public Services	Public Facility and Improvements	Declined Proposal Explanation

CITY OF OAKLAND'S CONTACT INFORMATION

DEPARTMENT	TELEPHONE	EMAIL
COUNCIL MEMBERS' ADMINISTRATIVE STAFF	510-238-6917	ssanchez@oaklandca.gov
	510-238-7584	SCipparrone@oaklandca.gov
COUNCIL MEMBER DISTRICT #1	510-238-7001	dkalb@oaklandca.gov
COUNCIL MEMBER DISTRICT #2	510-238-7002	nfortunatobas@oaklandca.gov
COUNCIL MEMBER DISTRICT #3	510-238-7003	lmcelhaney@oaklandca.gov
COUNCIL MEMBER DISTRICT #4	510-238-7004	sthao@oaklandca.gov
COUNCIL MEMBER DISTRICT #5	510-238-7005	ngallo@oaklandca.gov
COUNCIL MEMBER DISTRICT #6	510-238-7006	ltaylor@oaklandca.gov
COUNCIL MEMBER DISTRICT #7	510-238-7007	lreid@oaklandca.gov
<i>COUNCIL MEMBER-AT-LARGE DISTRICT</i>	510-238-7008	rkaplan@oaklandca.gov
CITY CLERK (<i>Forms 700 FAQ</i>)	510-238-7226	ksams@oaklandca.gov
PUBLIC ETHICS COMMISSION	510-238-3593	ethicscommission@oaklandca.gov
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	510-238-3716	cdbg@oaklandca.gov

