

**MODIFIED BASED ON RECENT HUD FUNDING ANNOUNCEMENT -  
ANNUAL ALLOCATION OF FUNDS IN THE 2020-2022 FUNDING CYCLE**  
MODIFIED 2/21/2020

City of Oakland recently received HUD notification of its FY2020-2021 entitlement grant amount for CDBG. Based on the announced CDBG allocation to the City of Oakland, the total available under the 2020/21-2021/22 CDBG Request For Proposals is increased from \$1,500,000 to **\$1,577,409 (21% of the anticipated annual grant) per year**. This is an increase of \$77,409 over the previously estimated CDBG allocation under this RFP. The second year of funding is contingent upon the actual HUD award to the City for fiscal year 2021/22. Of the \$1,577,409 available for District programs, not more than **\$587,719** can be allocated to **public service activities**. The balance of **\$989,690** may be allocated for **non-public service activities** as indicated in the fourth column below for Capital/Infrastructure, Housing Improvement, Economic Development or other eligible projects. CD District allocations are based on low- and moderate-income population for each District:

CD Districts	District Percentages	Maximum Public & Housing Related Services	Minimum Economic Development; Public Facilities/Improvements; Housing Improvements; & Property Acquisition	Total
District 1: North Oakland	7.30%	\$42,904	\$72,247	\$115,151
District 2: Eastlake/San Antonio/ Chinatown	17.90%	\$105,202	\$177,154	\$282,356
District 3: Western Oakland	15.80%	\$92,860	\$156,371	\$249,231
District 4: Central Oakland	8.30%	\$48,781	\$82,144	\$130,925
District 5: Fruitvale/San Antonio	19.30%	\$113,430	\$191,010	\$304,440
District 6: Central East Oakland	15.90%	\$93,447	\$157,361	\$250,808
District 7: Elmhurst	15.50%	\$91,096	\$153,402	\$244,498
<b>TOTAL</b>	<b>100.00%</b>	<b>\$587,719</b>	<b>\$989,690</b>	<b>\$1,577,409</b>

**SCORING CRITERIA**

**FUNDING YEAR 2020-2022**

**Project Name:** \_\_\_\_\_ **CD District #:** \_\_\_\_\_

<b>Homeless and Affordable Housing Funding Priorities</b>		
1.	Does this project provide services to eradicate homelessness?	<b>If YES, 5 points</b>
2.	Does this project provide affordable housing or housing services?	<b>If YES, 5 points</b>
<b>TOTAL POINTS (10 POSSIBLE)</b>		

*(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?					
<b>TOTAL POINTS (50 POSSIBLE)</b>						
<b>GRAND TOTAL POSSIBLE POINTS (60)</b>						

**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 corrective actions resolved in a timely manner?		
Has the applicant submitted monthly payment requests?		
Were the payment requests received on time with little or no errors?		

**CODING NO. 28 PFI-I-1-D1 [FOR STAFF USE ONLY]**

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM – 2020-2022 FUNDING CYCLE  
D-2 - PROPOSAL COVER SHEET – COMMUNITY DEVELOPMENT DISTRICT PROGRAMS**

**A Proposal Cover Sheet must be attached to each separate proposal submitted to a District and for each project or site for which funding is requested. Submit only one proposal packet for each separate request. TYPE OR PRINT LEGIBLY. DO NOT REFORMAT OR CHANGE.**

Date: 2/28/20

Submitted By: Jason Mitchell		Title: Director, Oakland Public Works Department		
Agency: City of Oakland, Public Works Department				
Address: 250 Frank H. Ogawa Plaza, Suite 4314		City: Oakland	Zip Code: 94612	
Email: jwmitchell@oaklandca.gov		Phone/Ext. (510) 238-4470	Fax:	
Project Title: Bushrod Recreation Center Improvements		DAUN#	Priority Code: PFI-I-1	
Address/Proposed Project: 560 59 <sup>th</sup> Street		City: Oakland	Zip: 94609	
Total Request FY20-22: \$ 72,247		Amount for FY20-21: \$	Amount for FY21-22: \$72,247	
CD District to Be Served [CHECK ONE ONLY]:	<input checked="" type="checkbox"/>	1. North Oakland	2. Eastlake/San Antonio/Chinatown	3. Western Oakland
	<input type="checkbox"/>	4. Central Oakland	5. Fruitvale/San Antonio	6. Central East Oakland
	<input type="checkbox"/>	All Districts/Citywide		7. Elmhurst
	<input type="checkbox"/>	Program Category [CHECK ONE ONLY]:		
	<input type="checkbox"/>	Affordable Housing	Homeless Solutions (Services & Operation Costs)	Public Services
	<input type="checkbox"/>	Housing Related Services	Homeless Facility	
	<input type="checkbox"/>	Economic Development	Housing Improvements	Property Acquisition
	<input checked="" type="checkbox"/>			Public Facility Improvements

**Checklist of Required Documents**

Please check "Yes" to indicate that the documents are attached. Attach a written explanation if any are not included. Submit proposal documents in the order listed below. **SUBMIT ONLY ONE SET OF DOCUMENTS.**

	Yes	No	Explanation Attached
1. Proposal Cover Sheet [ORIGINAL]	X		
2. Proposal Narrative – 5 pages maximum [ORIGINAL]	X		
3. Budget Form [ORIGINAL]	X		
4. Articles of Incorporation <b>AND</b> Bylaws			
5. Documentation of Good Standing from the State of California			
6. State <b>AND</b> Federal Tax Exemption Determination Letters			
7. List of Board of Directors			
8. Board of Director's authorization to submit request and designation of authorized Officials [ORIGINAL]			
9. Organizational chart			
10. Resume of program administrator			
11. Resume of fiscal officer			
12. Financial statement, audit			
13. Conflict of interest questionnaire [ORIGINAL]			
14. Application Certification [ORIGINAL]	X		

- City agencies to submit documents Nos. 1, 2, 3, 14.
- Private non-profit agencies to submit all documents.
- Private non-profit agencies using a fiscal agent to submit the following documents of the fiscal agent (Nos. 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14) as well as their own corporate documents.

## PROPOSAL NARRATIVE FORM

Agency Name: **Oakland Public Works**

Page: **1**

Project Title: **Bushrod Park Improvements**

District Priority Code: **PFI-I-1**

HUD CDBG Matrix Code: **03F**

Services/Activity Title: **Parks, Recreational Facilities**

### **I. Need for Program [1/2 page]**

Bushrod Recreation Center, 560 59th Street, Oakland, CA 94609. The Center serves 700-800 persons per week. Thirty to forty youth ages 5 to 11 participate in the after-school program. It is estimated that the majority of the Center's patrons are low-income. Programs at the Center are provided and coordinated by staff from Oakland Parks, Recreation and Youth Development (OPRYD). Oakland Public Works (OPW) is responsible for maintenance and improvements at the site. Activities and programs at the center include: an after-school program, "Town Camp" OPRYD's Summer Camp, community events, and youth/adult sports. The Center's amenities include: two baseball fields, a softball field, outdoor basketball courts and tennis courts, and a recreation center with an indoor basketball court, weight room and arts center.

With regard to youth sports, Bushrod Park is legendary for launching the careers of several notable Oakland/East Bay athletes including: Rickey Henderson, Curt Flood, Frank Robinson, Willie Stargell, and Vada Pinson. Today, there are several organizations that continue to inspire young athletes. Youth Tennis Advantage is a non-profit organization that provides free tennis instruction to youth ages 8-18, and they use the tennis courts at both Bushrod and Mosswood for their programming. The facility also hosts Amateur Athletic Union (AAU) basketball, and Little League Baseball games.

According to the City's Equity Dashboard Map, the area has a "Disadvantaged Index" described as "Low-Moderate" with "Low" being the most advantaged and "High" meaning the most disadvantaged areas within the City of Oakland.

Bushrod Park also hosts an after-school program which serves students from primarily from Sankofa Academy. The California Department of Education (CDE) data for Sankofa indicates that of the 187 students enrolled: 2.1% are foster youth, 9.6% of students are English Language Learners, and 90.4% may be considered socio-economically disadvantaged (From the CDE website, "Students who are eligible for free or reduced priced meals; or have parents/guardians who did not receive a high school diploma.")

### **II. Description of Use of Funds [1-1/2 pages]**

The funds will be used to make repair a leak in Center's roof fascia. Additionally, the funds will be used to repair the front wall of the building structure impacted by the leaking roof fascia, and to paint the repaired areas and exterior doors.

### **III. Program Monitoring [1/2 page]**

Progress in implementing the proposed project will be monitored by the Oakland Public Works (OPW), Bureau of Maintenance and Internal Services (BMIS), Facilities Services Division. The

## PROPOSAL NARRATIVE FORM

Agency Name: Oakland Public Works

Page: 2

Project Title: Bushrod Park Improvements

District Priority Code: PFI-I-1

HUD CDBG Matrix Code: 03F

Services/Activity Title: Parks, Recreational Facilities

Division utilizes asset and project management software to track project deliverables and completion.

Throughout the course of the grant period, OPW will submit timely and accurate reporting of its activities that pertain to this project.

### **IV. Describe the Experience/Capacity of Your Agency [1 page]**

#### **IV.A. Agency Purpose/Experience/Capacity**

OPW plans, builds, and maintains Oakland's physical and environmental infrastructure for residents, businesses and visitors, making Oakland a sustainable and desirable place to live, work, invest and visit. The infrastructure maintained by OPW includes, but is not limited to: 140 parks, 7,500 stormwater structures, 400 miles of storm drains, and 42,600 trees.

OPW is accredited through the American Public Works Association (APWA). APWA formally verifies and recognizes public works organizations for compliance with best practices established within the public sector. APWA practices are integrated with OPW operational standards and procedures, and this Plan will foster further compliance with the APWA best practices through improved service coordination and delivery.

OPW has more than 630 full-time and part-time employees in four Bureaus. Each Bureau is led by an Assistant Director. The Assistant Directors oversee Division Managers, who in turn oversee Program Supervisors.

#### **IV.B. Financial Capacity**

The City conducts a biennial budget process. The City's Adopted Budget for Fiscal Year 2019-2021 contains a comprehensive analysis of the City's financial capacity and position. The document can be accessed here: <https://www.oaklandca.gov/documents/fy-2019-21-adopted-budget>.

#### **IV.C. Personnel**

The City of Oakland, of which OPW is part, has written personnel policies contained in various Administrative Instructions (AIs), Civil Service Rules, and Ordinances, along with OPW's own standard operating procedures (SOPs), that may collectively be referred to as its "Personnel Policy". The City's Affirmative Action policies and grievance procedures may be found in the Oakland Municipal Code, and AIs: 31 (Equal Benefits for Domestic Partners); 71 (Equal Opportunity/Anti-Discrimination/Non-Harassment Policy and Complaint Procedure); AI 145

PROPOSAL NARRATIVE FORM

Agency Name: Oakland Public Works

Page: 3

Project Title: Bushrod Park Improvements

District Priority Code: PFI-I-1

HUD CDBG Matrix Code: 03F

Services/Activity Title: Parks, Recreational Facilities

(Equal Access to City Services); and AI 527 (Department Equal Opportunity Representatives Policy).

**V. Describe Staff Capacity [1/2 page]**

Three management teams steer the Department. OPW's management structure is described below.

The Executive Management Team (EMT) is a weekly meeting that includes the Office of the Director and Assistant Directors

The Lead Team is a monthly meeting that includes the EMT members and the Division Managers and key staff.

Supervisors are persons that oversee the work of colleagues in either an administrative or operational setting.

This project will be managed by the BMIS, Facilities Services Division which oversees maintenance of all City owned buildings and facilities.

**VI. Description of Facilities Where Activities will be Carried Out [1/2 page]**

The work will be carried out at Bushrod Recreation Center located at 560 59<sup>th</sup> Street, Oakland, CA. The park fully complies with the American's with Disabilities Act ("ADA"). The City of Oakland has established AI 123 which details how the City will adhere to and implement the ADA.

**VII. Other City Contracts [1/2 page]**

Not applicable.

**VIII. Mayor and City Council Priorities [1/2 page]**

The project aligns with the following priorities as stated in the fiscal year (FY) 2019-21 Adopted Budget:

Mayor

VISION

- Oakland is an equitable, resilient city where everyone thrives.

**PROPOSAL NARRATIVE FORM**

**Agency Name: Oakland Public Works**

**Page: 4**

**Project Title: Bushrod Park Improvements**

**District Priority Code: PFI-I-1**

**HUD CDBG Matrix Code: 03F**

**Services/Activity Title: Parks, Recreational Facilities**

**PRIORITIES**

- Vibrant, Sustainable Infrastructure
- Responsive, Trustworthy Government

City Council, Councilmember Kalb, District 1

Park Maintenance

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**SECTION D-7 BUDGET FORM-PROPOSAL PUBLIC FACILITIES/IMPROVEMENTS  
AND HOUSING IMPROVEMENTS**

Bushrod Recreation Center District 1	SUPPLEMENTAL FUNDS- SOURCE & USE	FY20-21	FY21-22	Total FY20-22
<b>ARCHITECTURAL/ENGINEERING DESIGN SERVICES</b>				
<i>TOTAL ARCHITECTURAL ENGINEERING DESIGN SERVICES</i>				
<b>PERMITS/FEES</b>				
<i>TOTAL PERMIT FEES</i>				
<b>CONSTRUCTION COSTS</b>				
Building Fascia Repair and Painting	Minor Capital Improvement Project*		72,247	72,247
<i>TOTAL CONSTRUCTION COSTS</i>			72,247	72,247
<b>CONSTRUCTION MANAGEMENT</b>				
<i>TOTAL CONSTRUCTION MANAGEMENT</i>				
<b>TOTAL EXPENSES</b>			\$ 72,247	\$ 72,247

Department of Housing and Community Development-CDBG Division  
D-7 BUDGET FORM-PROPOSAL FOR PUBLIC FACILITIES/IMPROVEMENTS AND HOUSING IMPROVEMENTS January 2020

\*Any costs which exceed the CDBG award will be paid from "Minor Capital Improvement Project" or Sugar Sweetened Beverage Tax (Measure HH) funds allocated to OPW.



**SCORING CRITERIA**

**FUNDING YEAR 2020-2022**

**Project Name:** \_\_\_\_\_ **CD District #:** \_\_\_\_\_

<b>Homeless and Affordable Housing Funding Priorities</b>		
1.	Does this project provide services to eradicate homelessness?	<b>If YES, 5 points</b>
2.	Does this project provide affordable housing or housing services?	<b>If YES, 5 points</b>
<b>TOTAL POINTS (10 POSSIBLE)</b>		

*(1 Min. To 5 Max)*

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**CODING NO. 37 H-17-D1 [FOR STAFF USE ONLY]**

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM – 2020-2022 FUNDING CYCLE**  
**D-2 - PROPOSAL COVER SHEET – COMMUNITY DEVELOPMENT DISTRICT PROGRAMS**

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Date: 2.28.2020

Submitted By: Julia Heath & Wanda Redic		Title: Food Recovery & Redistribution Program	
Agency: City of Oakland, Public Works, Environmental Services Division			
Address: 250 Frank H. Ogawa Plaza Ste. 5301		City: Oakland	Zip Code: 94612
Email: jheath@oaklandca.gov		Phone/Ext. 6221	Fax: 7286
Project Title: D1 Food Hub Pilot		D-U-N-S# 181123878	Priority Code: HS-1-1
Address/Proposed Project: 250 Frank H. Ogawa Plaza Ste. 5301		City: Oakland	Zip: 94612
Total Request FY20-22: \$ 42,904		Amount for FY20-21: \$	Amount for FY21-22: \$ 42,904

<b>CD District to Be Served</b> [CHECK ONE ONLY]:	<input checked="" type="checkbox"/>	1. North Oakland	2. Eastlake/San Antonio/Chinatown	3. Western Oakland
4. Central Oakland		5. Fruitvale/San Antonio	6. Central East Oakland	7. Elmhurst
All Districts/Citywide				
<b>Program Category</b> [CHECK ONE ONLY]:		Affordable Housing	Homeless Solutions (Services & Operation Costs)	<input checked="" type="checkbox"/> Public Services
		Housing Related Services	Homeless Facility	
Economic Development		Housing Improvements	Property Acquisition	Public Facility Improvements

**Checklist of Required Documents**

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	Yes	No	Explanation Attached
1. Proposal Cover Sheet [ORIGINAL]	x		
2. Proposal Narrative – 7 pages maximum [ORIGINAL]	x		
3. Budget Form [ORIGINAL]	x		
4. Articles of Incorporation <b>AND</b> Bylaws			
5. Documentation of Good Standing from the State of California			
6. State <b>AND</b> Federal Tax Exemption Determination Letters			
7. List of Board of Directors			
8. Board of Director's authorization to submit request and designation of authorized Officials [ORIGINAL]			
9. Organizational chart			
10. Resume of program administrator			
11. Resume of fiscal officer			
12. Financial statement, audit			
13. Conflict of interest questionnaire [ORIGINAL]			
14. Application Certification [ORIGINAL]	x		

- City agencies to submit documents Nos. 1, 2, 3, 14.
- Private non-profit agencies to submit all documents.
- Private non-profit agencies using a fiscal agent to submit the following documents of the fiscal agent (Nos. 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14) as well as their own corporate documents.

## PROPOSAL NARRATIVE FORM

**Agency Name:** City of Oakland (OPW-ESD)

**Page: 1**

**Project Title:** D1 Food Hub Pilot

**District Priority Code:** HS-1-1

**HUD CDBG Matrix Code:** 05W

**Services/Activity Title:** Food Banks

### **I. Need for Program [1/2 page]**

One "bad month" can be enough to plunge a household into food insecurity. Lay-offs at work, unexpected car maintenance or an accident on the job can suddenly force a family to choose between buying food and paying rent. Some of the most common, effects of food insecurity include: serious health complications, especially when people facing hunger are forced to choose between spending money on food and medicine or medical care. Food insecurity leads families to make difficult decisions like choosing between paying for food, critical healthcare or housing.

In 2017, Feeding America estimated that 12.2% of residents in Alameda County were food insecure (<https://map.feedingamerica.org/>). The Alameda County Community Food Bank recently estimated that in Oakland, 1 in 5 residents are food insecure but there is good news. California passed a law (Short-Lived Climate Pollutants – SB 1383) that prioritizes food for people over food for composting and requires food generators to donate surplus food. Oakland is required to increase food generators' access to food donation organizations and to help food rescue and donation organizations increase their capacity to receive additional food donations. This means that soon, more food will be available to help with the hunger problem in Oakland.

In, November 2019, staff convened a focus group of food rescue and distribution organizations and reviewed additional research. These activities revealed consistently there are two primary barriers to food donation: lack of cold food storage equipment and the lack of reliable transportation from generators to distribution facilities.

### **II. Description of Use of Funds [1-1/2 pages]**

This program seeks to serve a conservative estimate of 34,982 Oakland residents in CD District 1 both sheltered and unsheltered across all ethnicities in very low to moderate income levels.

According to 2010 census data, this population includes:

Women & Men: Age 18+

Children: Age 0 to <18

Seniors: Age 65+

All ethnicities falling within income levels will be included especially the largest population of low-income residents identifying as Hispanic and African-American.

Addressing the City's mandate to increase access to food rescue organizations, Recycling Program staff will establish the first of several food hubs throughout Oakland. A food hub is a collaboration of organizations including those who rescue and distribute food. Participating members will consist of collaborate to establish a supportive and reliable food network or food hub. A successful food hub may have any of these elements but are not limited to: local government, local participating non-profits and faith-based organizations with the support of Recycling Program staff and the Alameda County Community Food Bank (ACCFB). Many non-profits and faith-based organizations are already deeply committed to the work of feeding people. This project will not supplant their efforts but rather create a communication network and an environment of mutual support.

## PROPOSAL NARRATIVE FORM

**Agency Name:** City of Oakland (OPW-ESD)

**Page:** 2

**Project Title:** D1 Food Hub Pilot

**District Priority Code:** HS-1-1

**HUD CDBG Matrix Code:** 05W

**Services/Activity Title:** Food Banks

Participating organizations must:

1. Register or already be registered with the ACCFB,
2. Serve as a food distribution site
3. Weigh and keep records of food received as direct donations
4. Serve as a food storage site
5. Serve as a food rescue site (collecting food from donors)
6. If serving as a food rescue site, must receive & maintain signed commitment from donor

The ACCFB will:

1. Receive and record the amount of food rescued and distributed in pounds from each site
2. Report that information to the Recycling program staff; and
3. Assist stakeholders with registration

Recycling Program staff will:

1. Convene stakeholder meetings and establish the communication and collaboration network to help them leverage resources, increase capacity to receive and distribute food, and ensure smaller organizations have equitable access to food.
2. Develop an online volunteer recruitment portal to increase staffing for collaborating members.
3. Draft documents needed to comply with reporting requirements of SB 1383 and the ACCFB.
4. Conduct outreach to food generating businesses about their requirement to donate food and provide instructions for accessing the food hub.

**CDBG funding will be used to support the success of stakeholders by procuring:**

- Subscriptions to food rescue and/or inventory control software systems
- Access to or developing an online volunteer recruitment & registration system
- Portable scale systems to weigh food donations which is a requirement of both SB 1383 and the ACCFB
- Outreach material for distribution to all stakeholders, food donors and the general public
- Reusable food transport equipment and reusable food preparation equipment as needed to reduce waste and the cost of procuring weekly collection an important mission of the Recycling Program.to landfill

**PROPOSAL NARRATIVE FORM**

**Agency Name:** City of Oakland (OPW-ESD)

**Page: 3**

**Project Title:** D1 Food Hub Pilot

**District Priority Code:** HS-1-1

**HUD CDBG Matrix Code:** 05W

**Services/Activity Title:** Food Banks

**III. Program Monitoring [1/2 page]**

Recycling Program staff will develop a timeline with milestones in collaboration with participating agencies. Progress reports will be made available on a quarterly basis or as required by the granting agency.

Recycling Program staff will work with the ACCFB to establish a baseline of food donation data. We will then leverage the ACCFB their existing data collection system, enhanced with additional portable scales procured for participating agencies to report their activities.

Recycling Program staff will work very closely with ACCFB to monitor program activities and progress. We will design a feedback loop for food donors, participating food agencies and food recipients to monitor successes, system failures and make program adjustments as needed.

**PROPOSAL NARRATIVE FORM**

**Agency Name:** City of Oakland (OPW-ESD)

**Page:** 4

**Project Title:** D1 Food Hub Pilot

**District Priority Code:** HS-1-1

**HUD CDBG Matrix Code:** 05W

**Services/Activity Title:** Food Banks

**I. Describe the Experience/Capacity of Your Agency [1 page]**

**IV-A. Agency Purpose/Experience/Capacity**

The Recycling Program staff have focused 25+ years of experience in reducing waste, managing discards and franchise agreements and solid waste operations in government agencies. We are now applying that experience to reducing wasted surplus food and ensuring all remaining surplus is donated. Specifically, staff have over 13 years of experience with efficient vehicle routing systems applicable to food rescue collection operations; 12+ years of community engagement and outreach. In addition to Recycling Program staff, staff at Alameda County Community Food Bank have collectively more than 20+ years of experience providing food, collecting data and reporting results in partnership with many non-profit and faith-based organizations in Oakland.

**IV-B. Financial Capacity**

Recycling Program (City) is seeking \$42,904 for year two of the funding cycle beginning FY 2021-2022. Recycling Program staff will be funded via City funding from 1710.SC17SC 17 as in-kind services for a portion of 3 staff salaries: Program Analyst I, Recycling Specialist and Senior Recycling Specialist.

Recycling Program operates under Oakland's Oracle accounting system and utilizes all established protocols for procurement, payment and accounting. Recycling Program staff are supported by all Oakland Public Works financial and procurement staff.

**IV-C. Personnel**

Oakland has established personnel policies; anti-discrimination policies and staff are covered under collective bargaining with established grievance procedures.

## PROPOSAL NARRATIVE FORM

**Agency Name:** City of Oakland (OPW-ESD)

**Page:** 5

**Project Title:** D1 Food Hub Pilot

**District Priority Code:** HS-1-1

**HUD CDBG Matrix Code:** 05W

**Services/Activity Title:** Food Banks

### II. Describe Staff Capacity [1/2 page]

As described in IV-A&B, Recycling Program staff (City) involved in this program include: Daniela Milian, Program Analyst I – Daniela has 2+ years of experience working on volunteer recruitment and support in the City's Stewardship program. Daniela is completing a MPA degree. She has a BA in Spanish with a focus in social services and linguistically isolated populations. Daniela's primary role will be to assist with data collection, GPS mapping, conduct outreach and engagement with Hispanic populations, provide guidance for engagement with other linguistically isolated residents and implement an online volunteer recruitment system.

Julia Heath, Recycling Specialist – Julia has 3+ years of Recycling Program support. During that time, she has gained experience with data visualization and reporting systems such as Power BI, monitoring contract performance and identifying non-compliance issues. She has worked to increase awareness around reuse and food rescue at venues and large events and has developed relationships with food rescue organizations in Oakland. Julia has a Masters' Degree in Diplomacy with an emphasis in Conflict Resolution.

Wanda Redic, Senior Recycling Specialist – Wanda brings over 25 years of ingenuity and problem-solving skills to this work. Wanda has 13+ years in supporting solid waste operations including routing support for trash, recycling and compost collection. During that time Wanda developed and implemented highly successful new programs such as a commercial food scraps collection program, a residential food waste collection program and an ISO 14000 Environmental Management System. In the most recent 12+ years in Oakland, Wanda successfully deployed an outreach campaign to reduce Oaklanders dependence upon single-use plastic bags. Prior to laws being passed banning the material, it was determined there was a 75% reduction of single-use plastic bags countywide due to this effort. Wanda also has 10+ years of experience conducting and directing citywide outreach for recycling, compost, trash and bulky pickup services.

### III. Description of Facilities Where Activities will be Carried Out [1/2 page]

Activities will be carried out within the community of participants at their existing locations. City Facilities within the geographic area may be identified as needed in support of these activities. Recycling Program staff operate at their assigned work location of 250 Frank H. Ogawa Plaza, Ste. 5301. ACCFB staff are located at 7900 Edgewater Drive. Oakland, CA 94621.

Oakland residents receiving services under the current traditional food distribution system, mainly must travel to a distribution site to receive groceries. At the current available funding level, this system will remain as it is.

Recycling Program staff will promote these activities using existing resources such as social media advertising, direct mail to residents within CCD1, direct engagement by tabling at local events and participating agencies will be requested to make announcements within their networks. Grocery stores and other businesses will be notified in person via recycling technical assistance providers, direct mail and using trash bill inserts of their requirement to donate food.

**PROPOSAL NARRATIVE FORM**

**Agency Name:** City of Oakland (OPW-ESD)

**Page: 6**

**Project Title:** D1 Food Hub Pilot

**District Priority Code:** HS-1-1

**HUD CDBG Matrix Code:** 05W

**Services/Activity Title:** Food Banks

**VII. Other City Contracts [1/2 page]**

N/A

**VIII. Mayor and City Council Priorities [1/2 page]**

City of Oakland Mayor and City Council priorities do not point directly to food insecurity. However, it should be noted that reducing or relieving food insecurity in a community is a preventive measure for priorities such as: Affordable Housing by making additional household income available for housing which potentially reduces or prevents homelessness and may make additional household funds available to improve quality of life.



**SECTION D-5**  
**BUDGET FORM-PROPOSAL FOR PUBLIC AND HOUSING RELATED SERVICES**

	SUPPLEMENTAL FUNDS-SOURCE & USE	FY20-21	FY21-22 <i>CDBG Request</i>	Total FY20-22
<b><u>SALARIES, PAYROLL TAXES AND FRINGE BENEFITS</u></b>				
<b>Salaries<sup>1</sup> City of Oakland Funding</b>				
Position Title Program Analyst I	\$11,346			\$11,346
Position Title Recycling Specialist	\$11,346			\$11,346
Position Title Senior Recycling Specialist	\$15,998			\$15,998
<b>Fringe Benefits</b>	Loaded costs included in totals			
<b>TOTAL SALARIES AND TAXES/BENEFITS</b>	<b>\$38,690</b>			<b>\$38,690</b>
<b><u>OPERATING COSTS</u><sup>2</sup></b>				
Supplies -				
Food rescue service/inventory control software subscription			\$5,000	\$5,000
On-line volunteer recruitment & registration system			\$20,000	\$20,000
Portable scale system			\$10,000	\$10,000
Outreach	\$10,000		\$2,904	\$12,904
Food transport packaging			\$5,000	\$5,000
<b>TOTAL OPERATING COSTS</b>				<b>\$52,904</b>
<b><u>SUB-SUBGRANTEE SERVICES</u></b>				
<b>TOTAL SUB-SUBGRANTEE SERVICES</b>				
<b><u>TRAINEE STIPENDS</u></b>				
<b>TOTAL TRAINEE STIPENDS</b>				
<b><u>INDIRECT COSTS</u><sup>3</sup></b>				
<b>TOTAL EXPENSES</b>			<b>\$42,904</b>	

<sup>1</sup> It is recommended that salaries be the primary budget line item as the documentation to be maintained and submitted with requisitions is more manageable.

<sup>2</sup> It is recommended that the number of line items in Operating Costs be limited to minimize the documentation that has to be maintained and submitted with requisitions.

<sup>3</sup> Subgrantees who intend to include Indirect Costs as a line item must submit for City files a detailed cost allocation plan that lists the costs to be charged, the total annual allocation for each line item, the amount charged to other grants or agreements, and the percentage to be charged to the CDBG agreement. See page 21, Item 6 of Section D-4 for the definition of Indirect Costs.

**SCORING CRITERIA**

**FUNDING YEAR 2020-2022**

**Project Name:** \_\_\_\_\_ **CD District #:** \_\_\_\_\_

<b>Homeless and Affordable Housing Funding Priorities</b>		
1.	Does this project provide services to eradicate homelessness?	<b>If YES, 5 points</b>
2.	Does this project provide affordable housing or housing services?	<b>If YES, 5 points</b>
<b>TOTAL POINTS (10 POSSIBLE)</b>		

*(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?					
<b>TOTAL POINTS (50 POSSIBLE)</b>						
<b>GRAND TOTAL POSSIBLE POINTS (60)</b>						

**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 corrective actions resolved in a timely manner?		
Has the applicant submitted monthly payment requests?		
Were the payment requests received on time with little or no errors?		

**CODING NO. 47HS1-1-D1 [FOR STAFF USE ONLY]**

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM – 2020-2022 FUNDING CYCLE**  
**D-2 - PROPOSAL COVER SHEET – COMMUNITY DEVELOPMENT DISTRICT PROGRAMS**

**A Proposal Cover Sheet must be attached to each separate proposal submitted to a District and for each project or site for which funding is requested. Submit only one proposal packet for each separate request.**  
**TYPE OR PRINT LEGIBLY. DO NOT REFORMAT OR CHANGE.**

Date: 2/28/2020

Submitted By: Sharon Cornu		Title: Executive Director	
Agency: St. Mary's Center			
Address: 925 Brockhurst St. (PO Box 23403)		City: Oakland	Zip Code: 94608 (94623)
Email: accounting@stmarycenter.org		Phone/Ext. 510-923-9600	Fax: 510-923-9606
Project Title: Winter Shelter		D-U-N-S# 927580795	Priority Code: HS-1-1
Address/Proposed Project: 925 Brockhurst St.		City: Oakland	Zip: 94608
Total Request FY20-22: <b>\$61,506</b>		Amount for FY20-21: <b>\$30,753</b>	Amount for FY21-22: <b>\$30,753</b>
<b>CD District to Be Served</b> [CHECK ONE ONLY]:	<input checked="" type="checkbox"/>	1. North Oakland	2. Eastlake/San Antonio/Chinatown
		3. Western Oakland	
		4. Central Oakland	5. Fruitvale/San Antonio
		6. Central East Oakland	7. Elmhurst
		All Districts/Citywide	
<b>Program Category</b> [CHECK ONE ONLY]:		<input checked="" type="checkbox"/> Affordable Housing	Homeless Solutions (Services & Operation Costs)
		Housing Related Services	Homeless Facility
			Public Services
		<input type="checkbox"/> Economic Development	Housing Improvements
			Property Acquisition
			Public Facility Improvements

**Checklist of Required Documents**

Please check "Yes" to indicate that the documents are attached. Attach a written explanation if any are not included. Submit proposal documents in the order listed below. **SUBMIT ONLY ONE SET OF DOCUMENTS.**

	Yes	No	Explanation Attached
1. Proposal Cover Sheet [ORIGINAL]	X		
2. Proposal Narrative – 5 pages maximum [ORIGINAL]	X		
3. Budget Form [ORIGINAL]	X		
4. Articles of Incorporation <b>AND</b> Bylaws	X		
5. Documentation of Good Standing from the State of California	X		
6. State <b>AND</b> Federal Tax Exemption Determination Letters	X		
7. List of Board of Directors	X		
8. Board of Director's authorization to submit request and designation of authorized Officials [ORIGINAL]	X		
9. Organizational chart	X		
10. Resume of program administrator	X		
11. Resume of fiscal officer	X		
12. Financial statement, audit	X		
13. Conflict of interest questionnaire [ORIGINAL]	X		
14. Application Certification [ORIGINAL]	X		

- City agencies to submit documents Nos. 1, 2, 3, 14.
- Private non-profit agencies to submit all documents.
- Private non-profit agencies using a fiscal agent to submit the following documents of the fiscal agent (Nos. 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14) as well as their own corporate documents.

**PROPOSAL NARRATIVE FORM**

**Agency Name: St. Mary's Center**  
**Project Title: Winter Shelter**  
**HUD CDBG Matrix Code: 03T**

**Page: 1**  
**District Priority Code: HS-1-1**  
**Services/Activity Title: Homeless Programs**

**I. Need for Program [1/2 page]**

The number of unhoused neighbors in Oakland increased 43% from 2017 to 2019, according to the EveryOneHome point-in-time count, exceeding 4,000 at one time but including as many as 8,000 who experience homelessness throughout the year. Seniors are the fastest growing segment of our homeless population, according to researchers at the UCSF Benioff Homelessness and Housing Initiative.

UCSF research also shows the striking health impact of homelessness, and its traumatic impact – with the medical profiles of unhoused 55 year olds similar to 75 year olds. Additionally, UCSF research shows that many of today's unhoused Seniors became homeless for the first time after age 50. While we often hold a picture of homelessness as connected to mental health or substance abuse issues, and that is the case for certain chronically unhoused neighbors, today we see an increasing number due to economic causes.

Racial discrimination in housing practices, skyrocketing rents, lack of tenant protections, decreasing supply of affordable rental stock, and a legacy of structural racism contribute to disparate impact for African-Americans, particularly men, but increasingly also women. St. Mary's Center has served homeless Seniors for more than 80 years and is known in the community for approaching clients with respect, services and solutions. Our comprehensive program offers low barriers to entry, beginning with lunch, social activities, emergency shelter, case management, counseling and transitional housing – a continuum of services that support Seniors in becoming and remaining housed.

**II. Description of Use of Funds [1-1/2 pages]**

St. Mary's Center will operate our Emergency Winter Shelter from December 1 to April 30 for up to 30 unhoused Seniors 55 years and older. We will provide a warm, secure place to sleep; an evening meal and nutritious breakfast; showers and hygiene kits; and (small) locker storage while onsite. We will offer Wellness Classes four times per week, run by experienced, licensed staff members and high quality outside service providers. Classes are designed to provide clients with opportunities to express themselves, discuss their experiences, and grow the collective community of the shelter. Classes include Creative Writing, Art Therapy, Trauma-Informed Care, Reframing Your Narrative, and other topics. Every Friday, the shelter will run a House Meeting to reaffirm shelter rules, address the needs of clients, and to receive feedback on the shelter program from participants.

Shelter participants will have access to other programs within St. Mary's to assist them with finding and maintaining housing. These programs include, but are not limited to, Housing Navigation, Housing Clinic, and Case Management Services. Clients that go through our shelter and homeless programming will also receive an intake into Alameda County's HMIS and Coordinated Entry System. For clients that need services outside of our scope, St. Mary's will refer clients to outside service providers. St. Mary's enjoys many fruitful partnerships and long-lasting relationships with organizations throughout Alameda County, including St. Vincent de Paul, Building Futures, Abode services, Center for Elder's Independence (CEI) and many other agencies. St. Mary's also works with many community and government agencies on an ongoing basis to

**PROPOSAL NARRATIVE FORM**

**Agency Name: St. Mary's Center**

**Page: 2**

**Project Title: Winter Shelter**

**District Priority Code: HS-1-1**

**HUD CDBG Matrix Code: 03T**

**Services/Activity Title: Homeless Programs**

secure housing for our seniors, among them are TRUST Clinic, SAHA, EBALDC, Bay Area Community Services (BACS), Alameda County Behavioral Health Care, Life Long Medical Center, Healthcare for the Homeless, the Oakland Public Housing Authority, and many low-income housing developers.

St. Mary's Center has a long history of serving needy Seniors throughout West and North Oakland. We are extremely well-known and frequently receive referrals from other agencies, including the Oakland Housing Authority. We actively connect with Oakland churches, agencies, and senior residencies telling them about our comprehensive services and how to access them. We do outreach to senior centers, other nonprofits, and social service departments of hospitals.

Most funds will go towards professional and paraprofessional staffing costs, including staff with lived experience. For the 2019-2020 season, St. Mary's successfully re-recruited a team of experienced Shelter Counselors including a retired social worker, community worker, teacher's college student, and night manager, as well as a Shelter Manager with more than a decade of experience. St. Mary's Center conducts pre-season training with shelter staff and continues regular on-the-job training to ensure quality service for clients and communication between the case management team and overnight team. Funds will also go towards other staff that support our shelter program, including an intake worker, a case manager who specifically works with shelter clients, a data manager and the program administrator.

**PROPOSAL NARRATIVE FORM**

**Agency Name: St. Mary's Center**  
**Project Title: Winter Shelter**  
**HUD CDBG Matrix Code: 03T**

**Page: 3**  
**District Priority Code: HS-1-1**  
**Services/Activity Title: Homeless Programs**

**III. Program Monitoring [1/2 page]**

In 2019, St. Mary's Center retained a Mental Health Consultant (Licensed Clinical Social Worker) to coordinate clinical practices and support staff training. This consultant joins our on-staff Data Manager, Shelter Manager, and Executive Director in a daily review of nightly reports, referral to external services, and coordination with the case management team.

Case review and tracking is accomplished through HMIS and our proprietary Salesforce database. Key team members receive automatic weekly data reports showing intakes, exits, and demographics. A weekly team conference reviews case plans and progress, and refers shelter participants to St. Mary's transitional housing or permanent housing opportunities when available.

St. Mary's Center participates in EveryoneHome's (Alameda County's Continuum of Care, the federally mandated coordinating agency) Results Based Accountability task force as well as training and evaluation by Alameda County Behavioral Health, Oakland Housing Authority, and FEMA.

**PROPOSAL NARRATIVE FORM**

**Agency Name: St. Mary's Center**

**Page: 4**

**Project Title: Winter Shelter**

**District Priority Code: HS-1-1**

**HUD CDBG Matrix Code: 03T**

**Services/Activity Title: Homeless Programs**

**IV. Describe the Experience/Capacity of Your Agency [1 page]**

St. Mary's Center specializes in addressing the housing, health, nutrition, social and community needs of extremely low-income Seniors in North and West Oakland. For decades, we have served the whole person -- providing hot meals, shelter, transitional housing, counseling, navigation, fellowship, and leadership development to improve the conditions and quality of life for Seniors. We offer time-tested models with wraparound services, meeting the full complement of needs, to address complex physical and behavioral health conditions.

All of St. Mary's services and supports are dedicated to assisting people in ending their homelessness, obtaining permanent homes, improving health, stabilizing their financial condition, and getting on with joyful life. St. Mary's Center brings a proud tradition of service to difficult-to-serve populations, a commitment to innovation and community development, and new techniques in data management.

We conduct a weekly Housing Clinic to create document portfolios, educate program participants on search techniques, and connect to community resources. St. Mary's Center case managers develop trusting relationships with clients and perform detailed eligibility assessments to support advocacy for all potential benefits. Our regular contact with program participants allows us to update and track eligibility for programs and housing opportunities. Representative Payee services are provided to participants in our housing and community center programs to support savings, rent/utility payments, medication, and personal needs.

**PROPOSAL NARRATIVE FORM**

**Agency Name: St. Mary's Center**  
**Project Title: Winter Shelter**  
**HUD CDBG Matrix Code: 03T**

**Page: 5**  
**District Priority Code: HS-1-1**  
**Services/Activity Title: Homeless Programs**

**V. Describe Staff Capacity [1/2 page]**

St. Mary's creates a welcoming, inclusive place for Seniors from diverse backgrounds, regardless of race, religion, gender identity, sexual orientation, or housing status. We are known as a place where all are welcomed and served.

We have developed relationships of deep trust through our presence in the community over decades of service; low-threshold activities like our community center, lunch program, shelter, wellness checks; and provider partnerships in the neighborhood with community organizations, faith groups, and small businesses.

Our staff includes professionals, including Licensed Clinical Social Workers, MSW, MSHS, certified drug and alcohol counselors, as well as paraprofessional staff and people with lived experience. Our Housing Navigation team, including a full-time Housing Navigator, Case Managers, and Advocates partner with other service providers to conduct street outreach, presentations at encampments, housing developments, and community events. Our team also provides standardized assessments for eligibility for social services and local service providers, including assessment through Alameda County's Coordinated Entry System and HMIS.

**VI. Description of Facilities Where Activities will be Carried Out [1/2 page]**

St. Mary's Center operates our "Almost Home Senior Shelter" (re-named by our Senior Advocates and Council of Elders in 2019) from our 925 Brockhurst St. Headquarters near 32nd St. and San Pablo Avenue in West Oakland.

Our facility includes a full-service kitchen, separate ADA compliant showers for men and women, storage lockers for shelter participants, and space for up to 30 overnight guests. It is accessible by AC Transit and features a welcoming, peaceful garden with outdoor seating space and an awning-covered waiting area.

Shelter space is adjacent to our case management and counseling offices so that shelter guests do not have to travel for services. CSU East Bay Nursing Students and the Healthcare for the Homeless program offer weekly health assessments and care to shelter participants. In addition, St. Mary's Center operates 41 units of transitional housing and, depending on availability, can rapidly place shelter guests in SRO-style single rooms in route to permanent housing.

Shelter guests may also take advantage of our Community Center, open Monday-Friday from 9am-1pm. Our Community Center provides social and recreational activities, in addition to a hot lunch prepared onsite. The center also hosts a Sunday dinner prepared by a number of volunteer organizations featuring excellent food options that support the dietary needs of attendees.



**PROPOSAL NARRATIVE FORM**

**Agency Name: St. Mary's Center**  
**Project Title: Winter Shelter**  
**HUD CDBG Matrix Code: 03T**

**Page: 6**  
**District Priority Code: HS-1-1**  
**Services/Activity Title: Homeless Programs**

**VII. Other City Contracts [1/2 page]**

St. Mary's Center contracts with the City of Oakland to provide Permanent Access to Housing (PATH) housing navigation services and shelter services.

Alameda County Social Services and Alameda County – Oakland Community Action Partnership (OCAP) also provide shelter funding, which varies by year or cycle.

The total cost of winter shelter in 2020-2021 will exceed \$200,000, with a gap of about \$50,000 to be raised from private fundraising and donations, if CDBG funding is consistent.

**VIII. Mayor and City Council Priorities [1/2 page]**

The shelter program falls under the Homeless Solutions Priority, specifically HUD Matrix Code 03T. Our shelter program is designed to keep unhoused seniors off the streets and then move them into other programs within St. Mary's and elsewhere, if needed. For many of our clients, our shelter is their first point of contact with St. Mary's and the start of their journey with our agency.

Shelter participants have access to the full suite of St. Mary's programming. This is all in service of providing participants support with the goal of helping them find stable, affordable housing and supporting their self-determination. The proposed CDBG funds go towards staffing costs for our Winter Shelter Program, which conforms with the HUD Matrix 03T definition for acceptable funding categories.

**SECTION D-5**  
**BUDGET FORM-PROPOSAL FOR PUBLIC AND HOUSING RELATED SERVICES**

	<b>SUPPLEMENTAL FUNDS-SOURCE &amp; USE</b>	<b>FY20-21</b>	<b>FY21-22</b>	<b>Total FY20-22</b>
<b><u>SALARIES, PAYROLL TAXES AND FRINGE BENEFITS</u></b>				
<b>Salaries<sup>1</sup></b>				
Shelter Manager	Public and Private Contributions	\$9,007	\$9,007	<b>\$18,014</b>
Shelter Counselor 1	Public and Private Contributions	\$593	\$593	<b>\$1,186</b>
Shelter Counselor 2	Public and Private Contributions	\$630	\$630	<b>\$1,260</b>
Shelter Counselor 3	Public and Private Contributions	\$593	\$593	<b>\$1,186</b>
Shelter Counselor 4	Public and Private Contributions	\$593	\$593	<b>\$1,186</b>
Shelter Counselor 5	Public and Private Contributions	\$630	\$630	<b>\$1,260</b>
Shelter Counselor 6	Public and Private Contributions	\$593	\$593	<b>\$1,186</b>
Shelter Counselor 7	Public and Private Contributions	\$593	\$593	<b>\$1,186</b>
Shelter Counselor 8	Public and Private Contributions	\$593	\$593	<b>\$1,186</b>
Shelter Counselor 9	Public and Private Contributions	\$630	\$630	<b>\$1,260</b>
Shelter Counselor 10	Public and Private Contributions	\$593	\$593	<b>\$1,186</b>
Facilities Assistant	Public and Private Contributions	\$405	\$405	<b>\$810</b>
Executive Director	Public and Private Contributions	\$1,558	\$1,558	<b>\$3,116</b>
Data Manager	Public and Private Contributions	\$865	\$865	<b>\$1,730</b>
Intake Worker	Public and Private Contributions	\$2,421	\$2,421	<b>\$4,842</b>
Shelter Case Manager	Public and Private Contributions	\$2,421	\$2,421	<b>\$4,842</b>
<b>Fringe Benefits</b>	Public and Private Contributions	\$3,635	\$3,635	<b>\$7,270</b>
<b>TOTAL SALARIES AND TAXES/BENEFITS</b>		<b>\$26,353</b>	<b>\$26,353</b>	<b>\$52,706</b>
<b><u>OPERATING COSTS</u> <sup>2</sup></b>				
Utilities	Public and Private Contributions	\$1,200	\$1,200	<b>\$2,470</b>
Liability Insurance	Public and Private Contributions	\$1,200	\$1,200	<b>\$2,400</b>
Maintenance and Repairs	Public and Private Contributions	\$2,000	\$2,000	<b>\$4,000</b>
<b>TOTAL OPERATING COSTS</b>		<b>\$4,400</b>	<b>\$4,400</b>	<b>\$8,800</b>
<b>TOTAL EXPENSES</b>		<b>\$30,753</b>	<b>\$30,753</b>	<b>\$61,506</b>

<sup>1</sup> It is recommended that salaries be the primary budget line item as the documentation to be maintained and submitted with requisitions is more manageable.

<sup>2</sup> It is recommended that the number of line items in Operating Costs be limited to minimize the documentation that has to be maintained and submitted with requisitions.

**SCORING CRITERIA**

**FUNDING YEAR 2020-2022**

**Project Name:** \_\_\_\_\_ **CD District #:** \_\_\_\_\_

<b>Homeless and Affordable Housing Funding Priorities</b>		
1.	Does this project provide services to eradicate homelessness?	<b>If YES, 5 points</b>
2.	Does this project provide affordable housing or housing services?	<b>If YES, 5 points</b>
<b>TOTAL POINTS (10 POSSIBLE)</b>		

*(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?					
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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?					
<b>TOTAL POINTS (50 POSSIBLE)</b>						
<b>GRAND TOTAL POSSIBLE POINTS (60)</b>						

**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 corrective actions resolved in a timely manner?		
Has the applicant submitted monthly payment requests?		
Were the payment requests received on time with little or no errors?		

**CODING NO. 49-AS-CITYWIDE [FOR STAFF USE ONLY]**

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM – 2020-2022 FUNDING CYCLE  
D-2 - PROPOSAL COVER SHEET – COMMUNITY DEVELOPMENT DISTRICT PROGRAMS**

**A Proposal Cover Sheet must be attached to each separate proposal submitted to a District and for each project or site for which funding is requested. Submit only one proposal packet for each separate request. TYPE OR PRINT LEGIBLY. DO NOT REFORMAT OR CHANGE.**

Date: 2/25/2020

Submitted By: Tracey Williams	Title: Executive Director	
Agency: urban university		
Address: 3237 Grand Avenue	City: Oakland	Zip Code: 94610
Email: tweaver@urbanuniv.org	Phone/Ext. (510) 835-3165	Fax:
Project Title: Single Moms at Work Transitional Housing	D-U-N-S# 965993145	Priority Code:
Address/Proposed Project: Same as above	City:	Zip:
Total Request FY20-22: <b>\$ 54,959</b>	Amount for FY20-21: <b>\$ 22,694</b>	Amount for FY21-22: <b>\$ 32,265</b>

<b>CD District to Be Served</b> [CHECK ONE ONLY]:	1. North Oakland	2. Eastlake/San Antonio/Chinatown	3. Western Oakland
	4. Central Oakland	5. Fruitvale/San Antonio	6. Central East Oakland
			7. Elmhurst
<input checked="" type="checkbox"/> All Districts/Citywide			
<b>Program Category</b> [CHECK ONE ONLY]:	Affordable Housing	<input checked="" type="checkbox"/> Homeless Solutions (Services & Operation Costs)	Public Services
	Housing Related Services	Homeless Facility	
Economic Development	Housing Improvements	Property Acquisition	Public Facility Improvements

**Checklist of Required Documents**

Please check "Yes" to indicate that the documents are attached. Attach a written explanation if any are not included. Submit proposal documents in the order listed below. **SUBMIT ONLY ONE SET OF DOCUMENTS.**

	Yes	No	Explanation Attached
1. Proposal Cover Sheet [ORIGINAL]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Proposal Narrative – 5 pages maximum [ORIGINAL]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Budget Form [ORIGINAL]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Articles of Incorporation <b>AND</b> Bylaws	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Documentation of Good Standing from the State of California	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. State <b>AND</b> Federal Tax Exemption Determination Letters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7. List of Board of Directors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. Board of Director's authorization to submit request and designation of authorized Officials [ORIGINAL]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Organizational chart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10. Resume of program administrator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11. Resume of fiscal officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. Financial statement, audit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	X
13. Conflict of interest questionnaire [ORIGINAL]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
14. Application Certification [ORIGINAL]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

- City agencies to submit documents Nos. 1, 2, 3, 14.
- Private non-profit agencies to submit all documents.
- Private non-profit agencies using a fiscal agent to submit the following documents of the fiscal agent (Nos. 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14) as well as their own corporate documents.

## PROPOSAL NARRATIVE FORM

Agency Name: urban university

Page: 1

Project Title: Single Moms @ Work Transitional Housing Program District Priority Code:

HUD CDBG Matrix Code: 05Z

Services/Activity Title: All District/Citywide

**I. Need for Program** Oakland, we must do better. “Forty-seven percent of homeless residents in Alameda County are African-American. According to Elaine De Coligny, Executive Director of Every One Home, “In the county, 34 percent of the unsheltered homeless population live in tents, 23 percent in cars or vans, 22 percent in RVs, 20 percent outside and 1 percent in abandoned buildings.”<sup>1</sup> This we know for sure. 100% of the mothers that have applied to our Single Moms at Work Program over the last 5 years have been homeless with 75% over the past 2 years having the awful experience of living in their cars. Simply looking at the homeless with a broad swath is not the best strategy, providing support that addresses root causes - is key.

**II. Description of Use of Funds** urban university’s (uu), **Single Moms at Work Transitional Employment & Housing Program (SMAW)**, is Oakland’s public service program with the mission to reduce inequality and accelerate meaningful and inclusive growth for low-income mothers in the bay area through transitional housing and support. **We respectfully seek a total of \$54,959 over the time period of 2 years to scale our program and provide 9 unduplicated single mothers with up to 24 months of transitional housing with the intention to lift women raising children onto a pathway of upward mobility. When we include the children, the cost to the city of Oakland for uu to provide critical housing opportunities to single mothers calculate at \$3,053 per person for 2 years of services (9 moms with an average of 1 child).**

During FY2019-2020, SMAW will stabilize 9 homeless single mother families (a total of 18 unduplicated individuals), over 2 fiscal years; FY 2020-2022: 4 single mother families will be housed and in FY 2021-2022: 5 single mother families will be housed. **All 9 single mothers living at the transitional house will be 100% of the federal poverty level and will participate in transitional employment, housing and support.** Moving into our sixth year of services, *The SMAW* housing program specifically benefits homeless, low-income African American and Latina single mothers from 21 – 35 years of age, parenting an average of one child approximately 4-7 years of age. This level of activity is an increase in our current service level of 3 mothers, all participants will be unduplicated. As a result of our 2020 strategic planning; uu’s board of directors approved the housing program expansion and is in the process of fundraising and developing partnerships with bay area homeowners who desire to lease their homes in support our mission.

1. Marisa Kendall; 2019: “Oakland’s Homeless Population Grows 47% in Two Years.” The Mercury News

## PROPOSAL NARRATIVE FORM

Agency Name: urban university

Page: 2

Project Title: Single Moms @ Work Transitional Housing Program District Priority Code:

HUD CDBG Matrix Code: 05Z

Services/Activity Title: All District/Citywide

### **Program phases, goals and outcome objectives**

#### **Recruitment and Intake: September 2020-June 30, 2022 (ongoing)**

The Success Coach conducts recruitment and intake activities in partnership with referral partners including the Alameda County Social Services Agency CalWORKs Department. Recruitment activities will include attendance of community events, visits to community partners and launching of social media strategies. To determine the single mother's eligibility, the Success Coach will conduct intake screenings. Successful candidates will be scheduled for a panel interview with the Success Coach and SMAW Program Director, including a tour of the property and an additional interview with housemates (other single mothers).

**Individualized Case Management and Coaching:** Case management begins with an assessment of the mother's overall well-being. Assessment tools and activities include the administration of ACES surveys, Well Being Surveys (health, self-esteem, nutrition, stress, co-housing competencies) and employability readiness. After all assessments are completed, the Success Coach a Case Management/Well-Being Plan consisting of short and long-term goals and planned outcomes. Case management activities include the following: 1) developing and updating of action plans, 2) role playing for skill building, 3) brokering referrals to community-based organizations to address specific mental health, health, educational and nutritional needs, 4) advocating for single mothers on behalf of their goals and their children, 5) accompanying single mothers on appointments to educational, mental health or medical facilities, and 6) coaching single mothers on critical life skills including self-esteem, communication skills and coping mechanisms. **Mothers receive 1 hour of case management per week (increases or decreases according to need).**

**Co-housing/Learning Workshops:** The purpose of monthly co-housing/learning workshops is to bring the mothers together in community and enhance their resiliency and self-efficacy through skill building in life skills. The SMAW Program Director and Success Coach present monthly, two-hour learning workshops at the housing unit. Based on the needs of the participants, curriculum is designed in partnership with the mothers and a workshop calendar created and posted in the home. Additionally, Briana Moore our SMAW Therapist Consultant provides monthly trauma informed workshops (2 hours per month) to provide strategies for emotional intelligence, stress reduction and well-being. **Learning Workshops occur 2 hours per month**

**III. Program Monitoring** Overarching Program Monitoring is conducted by the Executive Director/Program Director (ED), with reports to uu's Board of Directors. Specific measurement tools and processes: **Regarding program progress:** The ED meets regularly with the *SMAW* Team Leaders (Success Coach and SE Manager). Both team leaders complete respective reports documenting the progress of participants from their responsibilities. Additionally, the Success Coach maintains case management reports for each participant. The ED creates a Monthly Program and Enterprise Report that summarizes program, enterprise and staff activities, challenges, progress and program timelines, sales revenue and budget expenses. This report is presented to the uu Board of Directors at the monthly Board of Directors Meetings which occurs every third Tuesday. Feeder reports include: Enterprise Manager Progress Reports, Case Manager Notes, Coaching Reports, Monthly Sales Goals. **Regarding program quality:** uu will utilize Customer Satisfaction Surveys as method to receive and include participant feedback and adjust for quality improvement along the way. **Regarding financial progress:** Monthly financial data is entered on a monthly basis and

## PROPOSAL NARRATIVE FORM

Agency Name: urban university

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Project Title: Single Moms @ Work Transitional Housing Program District Priority Code:

HUD CDBG Matrix Code: 05Z

Services/Activity Title: All District/Citywide

includes inputting of program costs, payroll and rent. Financial reports (Income & Expense/Position of Standing) are created monthly by uu's Finance Team. Payroll reports are received from ADP. Monthly financials are completed and reviewed by uu's Executive Director and Board of Directors.

#### **IV. Describe the Experience/Capacity of Your Agency**

Established in 1998, urban university (uu) is an award winning non-profit 501c3 organization with the mission to improve the socio-economic status of disenfranchised individuals by delivering employability training, coaching and transitional employment opportunities. From the frontlines, uu has served over 2,000 low-income individuals through workforce development, transitional employment (social enterprise/job creation), individualized support and transitional housing to include single mothers transitioning from public assistance, former foster care young adults, returning community members and Veterans. From **1998 – 2009**, uu served as the soft skills and wrap around service partner of local and regional workforce development

In **2009-present** uu launched *urban furniture & boutique*, its first social enterprise formed to serve as a job creation and training ground for individuals with barriers. It was by serving single mothers through our job creation component that the critical need for housing surfaced. Homelessness rates of or our single mother job training participants increased from 40% in 2009 to 100% by 2014.

In **2014**, uu was gifted the lease of a single-family home – which launched its transitional housing component. Moving into its' sixth year, we have disrupted homelessness for more than 9 families (20 individuals), 90% single mothers with an average of 1 child, with most mothers experiencing homelessness as a result of job loss or wage reduction, leaving domestic violence or sexual exploitation.

uu's current total operating budget is approximately \$349,166 which consists of a diverse revenue stream of social enterprise earned income, foundation and community support (approximately 64% community and foundation support and 36% earned revenue). uu was awarded its first CDBG funding of \$68,000 in FY2019-2020 to deliver the *Single Moms at Work Program* (District 2 & 4 funds).

Our current fiscal management and disbursement methods are followed as outlined in our Fiscal Policies and Procedures Manual which we are happy to share. Our payroll is processed through ADP, we are current with all payroll taxes and worker's compensation as required by State and Federal Laws. Our agency has a written employee handbook, affirmative action plan, anti-harassment policies, and an open-door policy. Additionally, our participants have a Bill of Rights, grievance policy and easy access to the Executive Director and Board. Finally, as we strive to promote equity for women in the community, we do so by leading the way, we continue to be a beacon of light in the community - as an organization founded and led by women of color who are committed to the well-being of mothers. Thank You.

## PROPOSAL NARRATIVE FORM

Agency Name: urban university

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Project Title: Single Moms @ Work Transitional Housing Program District Priority Code:

HUD CDBG Matrix Code: 05Z

Services/Activity Title: All District/Citywide

### V. Describe Staff Capacity [1/2 page]

**Tracey Williams, Founder, Executive Director/Program Director** Under Williams' leadership, uu is moving into its 22<sup>nd</sup> year of community impact. Regarding *SMAW*, Williams is the Program Director and supervises the SMAW Success Coach and SE Manager Case Manager. Williams will focus on overall program monitoring, workshop facilitation, partnership and fundraising to build an ecosystem of resources and expand community for Oakland's single mothers. A single mother and daughter of incarcerated parents, Williams completed the Executive Program in Social Entrepreneurship at Stanford University's Graduate School of Business.

**Elsa Cardona, Social Enterprise Manager** Cardona is responsible for all phases of daily operations and performance of the urban store and *SMAW* retail skill building for single mothers. Specific responsibilities include lead, supervise, train and ensure safe work of program participants and volunteers, maintain operations, operational, and human resource policies and best practices. A single mother of a 6-year old, Elsa holds a B.A. in Film Studies & Spanish from U.C. Berkeley.

**Haninah Abdullah, Success Coach** Abdullah is responsible for the direct care, development and progress of each single mom enrolled in the *SMAW* program. With more than 20 years in homelessness and housing services, Abdullah is responsible for intake, enrollment, case management and retention activities. Haninah is also co-responsible for property supervision with Tracey Williams.

#### **Briana Moore, LCSW Mental Health Social Worker Consultant**

Ms. B's role is to provide monthly trauma informed workshops to the single mothers in the housing component. Ms. B. also consults with the *SMAW* team on strategies to promote the well-being of single mother participants. With more than 10 years of clinical therapy experience and 20 years of leadership in the CA Department of Public Health and Housing and Homeless Programs at San Francisco Human Services Agency.

**Sandy Carvalho, Financial Support** Carvalho has more than 30 years of experience in small business operations. Carvalho provides administrative and finance support to uu. To this role, Carvalho brings her reputation of professionalism and care.

### VI. Description of Facilities Where Activities will be Carried Out.

Currently, our transitional housing unit is located in the Grand Ave/Lakeshore District (District 2). We are in the process of expanding our transitional housing component, interviewing homeowners who are interested in leasing their single-family homes to our organization with a preference of Oakland and surrounding locations.



**PROPOSAL NARRATIVE FORM**

Agency Name: urban university

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Project Title: Single Moms @ Work Transitional Housing Program

District Priority Code:

HUD CDBG Matrix Code: 05Z

Services/Activity Title: All District/Citywide

**VII. Other City Contracts [1/2 page]**

urban university does not have any other city contracts.

**VIII. Mayor and City Council Priorities** As a homeless solution specifically for single mothers and their children, The *Single Moms at Work Program* is in alignment with the Mayor and City Council Priorities:

**Mayor and City Council Priorities:**

- Current City of Oakland Priorities: Homeless Solutions/Anti-displacement Service Gaps
- Corresponding Eligible CDBG Subcategories: Public Services/Operations
- HUD Matrix Codes: 05Z
- City Priority: All Districts/Citywide

**SECTION D-5**  
**BUDGET FORM-PROPOSAL FOR PUBLIC AND HOUSING RELATED SERVICES**  
**Single Moms at Work Housing For Homeless Single Mothers**

	<b>SUPPLEMENTAL FUNDS-SOURCE &amp; USE</b>	<b>FY20-21</b>	<b>FY21-22</b>	<b>Total FY20-22</b>
<b><u>SALARIES, PAYROLL TAXES AND FRINGE BENEFITS</u></b>				
<u>Salaries<sup>1</sup></u>				
Position Title Success Coach/Work & Housing FY20-21 Cost=39,572 1FTE (19/hr) FY21-22 Cost=40,759 1FTE	CDBG Funds OJT Contract \$19,786	\$19,786	\$20,380	\$40,166
<u>Fringe Benefits</u>	CDBG Funds OJT Contract \$2,908	\$2,908	\$2,986	\$5894
<b>TOTAL SALARIES AND TAXES/BENEFITS</b>		<b>\$22,694</b>	<b>\$23,366</b>	<b>\$46,060</b>
<b><u>OPERATING COSTS <sup>2</sup></u></b>				
<u>Rent</u> FY21-22 urban university admin office and learning center \$989/yr@824/month	Source: urban university social enterprise \$989 @10% admin		\$8,899	\$8,899
Insurance				
Equipment Lease				
Travel				
<b>TOTAL OPERATING COSTS</b>				
<b><u>SUB-SUBGRANTEE SERVICES</u></b>				
<b><u>TRAINEE STIPENDS</u></b>				
Taxes				
<b>TOTAL TRAINEE STIPENDS</b>				
<b><u>INDIRECT COSTS <sup>3</sup></u></b>				
<b>TOTAL EXPENSES</b>		<b>22,694</b>	<b>\$32,265</b>	<b>\$54,959</b>

<sup>1</sup> It is recommended that salaries be the primary budget line item as the documentation to be maintained and submitted with requisitions is more manageable.

<sup>2</sup> It is recommended that the number of line items in Operating Costs be limited to minimize the documentation that has to be maintained and submitted with requisitions.

<sup>3</sup> Subgrantees who intend to include Indirect Costs as a line item must submit for City files a detailed cost allocation plan that lists the costs to be charged, the total annual allocation for each line item, the amount charged to other grants or agreements, and the percentage to be charged to the CDBG agreement. See page 21, Item 6 of Section D-4 for the definition of Indirect Costs.

**SCORING CRITERIA**

**FUNDING YEAR 2020-2022**

**Project Name:** \_\_\_\_\_ **CD District #:** \_\_\_\_\_

<b>Homeless and Affordable Housing Funding Priorities</b>		
1.	Does this project provide services to eradicate homelessness?	<b>If YES, 5 points</b>
2.	Does this project provide affordable housing or housing services?	<b>If YES, 5 points</b>
<b>TOTAL POINTS (10 POSSIBLE)</b>		

*(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?					
<b>TOTAL POINTS (50 POSSIBLE)</b>						
<b>GRAND TOTAL POSSIBLE POINTS (60)</b>						

**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 corrective actions resolved in a timely manner?		
Has the applicant submitted monthly payment requests?		
Were the payment requests received on time with little or no errors?		

**CODING NO. 43AH-Citywide [FOR STAFF USE ONLY]**

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM – 2020-2022 FUNDING CYCLE**  
**D-2 - PROPOSAL COVER SHEET – COMMUNITY DEVELOPMENT DISTRICT PROGRAMS**

**A Proposal Cover Sheet must be attached to each separate proposal submitted to a District and for each project or site for which funding is requested. Submit only one proposal packet for each separate request. TYPE OR PRINT LEGIBLY. DO NOT REFORMAT OR CHANGE.**

Date: 02/28/2020

Submitted By: Leslie Palaroan		Title: Senior Project Manager	
Agency: Satellite Affordable Housing Associates			
Address: 1835 Alcatraz Avenue		City: Berkeley	Zip Code: 94703
Email: lpalaroan@sahahomes.org		Phone/Ext. 510-809-2727	Fax: 510-647-0820
Project Title: 3050 International		D-U-N-S# 002087729	Priority Code: Affordable Housing
Address/Proposed Project: 3050 International Boulevard		City: Oakland	Zip: 94601
Total Request FY20-22: <b>\$150,000</b>		Amount for FY20-21: <b>\$24,000</b>	Amount for FY21-22: <b>\$126,000</b>
<b>CD District to Be Served</b> [CHECK ONE ONLY]:		1. North Oakland	2. Eastlake/San Antonio/Chinatown
		3. Western Oakland	
		4. Central Oakland	5. Fruitvale/San Antonio
		6. Central East Oakland	7. Elmhurst
<input checked="" type="checkbox"/> All Districts/Citywide			
<b>Program Category</b> [CHECK ONE ONLY]:		<input checked="" type="checkbox"/> Affordable Housing	Homeless Solutions (Services & Operation Costs)
		Housing Related Services	Homeless Facility
			Public Services
		<input type="checkbox"/> Economic Development	Housing Improvements
			Property Acquisition
			Public Facility Improvements

**Checklist of Required Documents**

Please check "Yes" to indicate that the documents are attached. Attach a written explanation if any are not included. Submit proposal documents in the order listed below. **SUBMIT ONLY ONE SET OF DOCUMENTS.**

	Yes	No	Explanation Attached
1. Proposal Cover Sheet [ORIGINAL]	X		
2. Proposal Narrative – 5 pages maximum [ORIGINAL]	X		
3. Budget Form [ORIGINAL]	X		
4. Articles of Incorporation <b>AND</b> Bylaws	X		
5. Documentation of Good Standing from the State of California	X		
6. State <b>AND</b> Federal Tax Exemption Determination Letters	X		
7. List of Board of Directors	X		
8. Board of Director's authorization to submit request and designation of authorized Officials [ORIGINAL]		X	X
9. Organizational chart	X		
10. Resume of program administrator	X		
11. Resume of fiscal officer	X		
12. Financial statement, audit	X		
13. Conflict of interest questionnaire [ORIGINAL]	X		
14. Application Certification [ORIGINAL]	X		

- City agencies to submit documents Nos. 1, 2, 3, 14.
- Private non-profit agencies to submit all documents.
- Private non-profit agencies using a fiscal agent to submit the following documents of the fiscal agent (Nos. 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14) as well as their own corporate documents.

## PROPOSAL NARRATIVE FORM

Agency Name: Satellite Affordable Housing Associates

Page: 1

Project Title: 3050 International

District Priority Code: Citywide Affordable Housing

HUD CDBG Matrix Code: 12

Services/Activity Title: Construction of Housing

### I. Need for Program [1/2 page]

Currently, 3050 International is a vacant parcel located in a Census Tract with approximately 38% of people living below the poverty line. According to a *January 2020 Affordable Housing Market Study by Laurin Associates*, they studied the Central Oakland Market Area (COMA) as defined by the neighborhoods that are within Broadway, Interstate 880, 73<sup>rd</sup> Avenue, Highway 13, and Moraga Avenue/Pleasant Valley Avenue/51<sup>st</sup> Street. With rising costs and rents, “there is a demand for 850 units targeting homeless households with incomes at 20% - 30% Area Median Income (AMI).” There are also “approximately, 46% of COMA households that earn less than 50% AMI and 19% of the households are classified as 50% - 80% of AMI. According to Trulia and PolicyLink, the average market rent for a one-bedroom is \$1,900; and an Oakland minimum wage worker would have to devote 112% of their income towards rent. There are no affordable units for minimum wage workers and entry-level teachers. Therefore, low wages and high costs of housing has caused homelessness and cultural displacement. According to *PolicyLink’s Oakland’s Displacement Crisis: As Told by the Numbers Report*, “nearly half of rental households in Oakland are housing cost burdened. [In particular], 63% of African American households and 53% of Latinx households are rent burdened.” Displacement his also forcing African American households with children to move away from Oakland. “Between 2000 – 2010, the Oakland Unified School District lost more than 10,000 students and the City lost more than 34,000 African American households.” Finally, according to *Oakland at Home*, a 2016 housing report by the City of Oakland and Enterprise Community Partners, “at least 17,000 affordable homes will [need to] be created to preserve Oakland’s economic and racial diversity.”

Satellite Affordable Housing Associates (SAHA) will be developing a five-story, mixed-use development for low-income families. On the ground floor, Native American Health Center (NAHC) will build own, manage, and provide a health and cultural center. SAHA will build 76 affordable family units, which will begin on the second floor and continue to the fifth floor. The affordable housing will be for families earning 20% AMI to 60% AMI, and it is projected that 19 units will be set aside for homeless families earning 20 – 30% AMI.

### II. Description of Use of Funds [1-1/2 pages]

The funds will be used to pay for \$150,000 housing predevelopment costs for the architect and engineers. PYATOK Architects (PYATOK) is an Oakland-based architecture firm with significant experience in affordable housing development. They have helped design 3050 International from a vacant parcel into a five-story 76 unit affordable housing development. In addition, PYATOK has designed the first floor of the building to accommodate NAHC health and cultural center. PYATOK has completed schematic design phase for the development, and the \$150,000 will help pay for the start of next phases of design. Design development will start in July 2020 to January 2021. In this phase, PYATOK will finalize the structural and civil engineering plans and coordinate with the mechanical, electrical, and plumbing engineers for the building systems. Input from the engineers, landscape architect, and green building consultants will allow PYATOK to refine the architectural drawings. From January 2021 to the end of 2022, PYATOK will continue to the next two phases of design, which are generating construction documents and construction

## PROPOSAL NARRATIVE FORM

Agency Name: Satellite Affordable Housing Associates

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Project Title: 3050 International

District Priority Code: Citywide Affordable Housing

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administration. Construction documents consist of drawings and instructions that will be used by construction general contractor and sub-contractors to build the development. Once construction begins, PYATOK will begin Construction Administration, in which they will monitor and advise the general contractor throughout the construction phase to ensure that the building is built to code.

Once the building is built, it will house 76 affordable family units. There will be 28 one-bedroom units, 29 two-bedroom units, and 19 three-bedroom units. 3050 International's target population will be for families earning 20% - 60% AMI. Four (4) units will be designated as HIV/AIDS units and nineteen (19) units will be special needs homeless units. There will be one unit dedicated to an on-site property manager. It is estimated that 362 families will live in the development, and 124 children will live at the property. Residents will have a residential lobby with stairs, mailboxes, bike parking, elevator, and utilities on the ground floor. A residential parking garage will also be located on the ground floor with 28 residential parking spaces. Upstairs on the second floor, are the main activity areas including spacious community room with kitchen, outdoor space, two property management offices, a resident services office, and on-site laundry. The community room and staff offices are within close proximity to each other and adjacent to the spacious podium-level open space. These adjacencies help to foster a strong community and sense of neighborliness among residents and to facilitate indoor-outdoor activities such as gardening, farm-to-table cooking classes, community meals, and children's activities. SAHA will staff a Resident Services Coordinator (RSC) on-site to assist residents in meeting their individual needs and to promote community building at the new development.

The 3050 International will have one full-time RSC on-site dedicated to helping residents find and maintain a healthy and purposeful life. The RSC will work with the residents on collaborative financial, functional, and social assessments; provide linkages to: job training, financial literacy, adult education classes, health and wellness, mental health care; help residents navigate health care coverage choices; and foster trusting relationships in order to create a safe and useful place for residents to come for help. The RSC will hold welcome orientations at the time of move-in, explain the programs available for youth and adults, and learn about the households' needs and goals. From there the RSC will link residents with the related community based resources that are available to help meet these goals. SAHA staff also provides access to other local services providers. SAHA has far-reaching ties throughout the Bay Area and in the Oakland and Alameda County Community that will enrich the delivery of supportive services with practical solutions to residents. SAHA is also working alongside NAHC to create a services plan that leverages the fact that NAHC services and SAHA's services are all located in 3050 International. Since NAHC's health and cultural center are on the ground floor, SAHA residents can engage with NAHC's community programming, qualify for pediatric dental services, access Women, Infant, and Children programming, and obtain pediatric and women's medical services.

### III. Program Monitoring [1/2 page]

Leslie Palaroan is the Senior Project manager for the development of 3050 International. Leslie will monitor the program funds. She manages the overall development process, schedule, hires and oversees consultants, garners financing, and oversees construction. Leslie tracks the progress of the development through project management tools such as Smartsheet, Microsoft Project

## PROPOSAL NARRATIVE FORM

Agency Name: Satellite Affordable Housing Associates

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Manager, Microsoft Outlook, Excel Program. She also provides monthly reports to the City and funders. Leslie will ensure that the architects and engineers' invoices are correct. Leslie works closely with SAHA's Accounting Department to pay for invoices, and will request reimbursement from the CDBG funds.

### IV. Describe the Experience/Capacity of Your Agency [1 page]

#### *A. Agency Purpose/Experience/Capacity*

3050 International will enable SAHA to continue its mission of providing quality affordable homes and services that empower people and strengthen neighborhoods. SAHA is a nonprofit 501c3 housing developer, property manager, and services provider with over 50 years of experience in the field. With 63 existing properties in our portfolio, SAHA is a compassionate community-based nonprofit, committed to ensuring that each new community it creates will remain a well maintained asset to the community and residents alike. Founded in 1968, SAHA specializes in creating and operating infill housing and mixed-use developments throughout the Bay Area for families, seniors, people with special needs, and people who have experienced homelessness and chronic homelessness. Our work is informed by our commitment to create a more just society that promotes the health, security, and personal development of all people regardless of their financial means. SAHA currently has 216 employees, and is led by Susan Friedland, CEO & President, and overseen by a 15 member volunteer Board of Directors who bring a diversity professional and lived experiences to their role. SAHA's innovative properties provide much-needed affordable housing and services to more than 4,000 residents in seven counties in Northern California. In our affordable housing portfolio, we serve over 200 formerly homeless households. With a commitment to high-quality design and responsive property management, we facilitate our residents to build better lives and create healthier, safer neighborhoods. SAHA is one of the most robust community-based nonprofit housing organizations in the region. We also have a long and successful history in Oakland, where we have completed 26 developments and currently have four developments in the pipeline (including two in construction).

#### *B. Financial Capacity*

SAHA's annual operating budget is \$12,606,000. The major sources of funding are developer fee, property management fee, resident services fees and income from property operations. The major expenses are salaries and benefits, facilities and equipment and employee expenses. This is detailed in our annual audited financials. SAHA pays all payroll taxes and worker's compensation as required by Federal and State law.

#### *C. Personnel*

SAHA has a written personnel policy, affirmative action plan, and grievance procedure. SAHA provides personnel with policies that apply to all employees of SAHA, and any and all employees of any subsidiary or affiliated companies. SAHA is an equal-opportunity employer and makes employment decisions on the basis of merit. SAHA prohibits discrimination based on race, color, religion, including religious dress & grooming, creed, sex, including pregnancy, childbirth, breastfeeding and related medical conditions, sexual orientation, gender, gender identity, gender expression, genetic information, marital status, age, national origin or ancestry, physical or mental disability, medical condition, veteran status, citizenship status or any other status protected by

## PROPOSAL NARRATIVE FORM

Agency Name: Satellite Affordable Housing Associates

Page: 4

Project Title: 3050 International

District Priority Code: Citywide Affordable Housing

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federal, state or local laws. All such discrimination is unlawful. SAHA's commitment to equal-opportunity employment applies to all persons in the organization and prohibits unlawful discrimination by any employee of SAHA, including supervisors and co-workers. SAHA provides its employees with an opportunity to present work-related complaints and appeal management decisions, where there is perceived unfairness, through a grievance procedure. Any employee who is dissatisfied with an employment-related decision (excluding involuntary separation) or any policy or procedure by management has the right to lodge a grievance.

### V. Describe Staff Capacity [1/2 page]

SAHA has over 50 years of experience developing, owning, and managing affordable housing in the Bay Area including housing for frail elderly, for people with disabilities, and for people experiencing homelessness. The SAHA Real Estate Development (RED) team is highly skilled in all phases of project development including site acquisition, managing design and entitlements, securing project financing, and overseeing construction completion. On every development, the architectural team is carefully selected to ensure it has the right design aesthetic for the surrounding neighborhood as well as the appropriate experience.

#### *Pyatok Architects*

PYATOK is an Oakland-based firm with over 35 years of experience. PYATOK's mission has been to provide the highest quality design and technical assistance in a world of shrinking resources to people across a wide spectrum of incomes, socio-cultural backgrounds, and ages. During Program & Design phases, they undertake careful research to uncover the unique needs of the community being served, and organize a process that engages clients and community in a participatory, people-centered effort customized to the context of the target population. They have devised useful 2D and 3D tools to help people create for themselves a wide variety of their own physical options that meet not only their functional requirements, but also reveal insights into softer issues about their values, goals, intentions and aspirations. PYATOK has designed over seventeen affordable housing developments in Oakland. Ben Harth is the Project Architect for 3050 International. He has over 11 years of experience and recently completed Coliseum Connections and Casa Arabella. Curtis Canton is a Principal at PYATOK with over 35 years of experience, and will aid in the design process.

#### *SAHA Real Estate Development Staff*

SAHA's developments are routinely recognized for excellence from organizations including American Institute of Architects, Pacific Coast Builders' Conference, and Affordable Housing Finance Magazine. SAHA has been named to the San Francisco Business Times Top 50 Bay Area Developers list for the past three consecutive years. SAHA is also a leader in supportive housing. Over 10 years ago, we adopted a housing first approach to our leasing and management practices and are currently at the forefront of working with coordinated entry systems in Alameda, Contra Costa, and Napa Counties to house highly vulnerable populations who are experiencing chronic homelessness. We have also implemented a voluntary homeless preference at our HUD subsidized building and have called on peers to do the same. We especially enjoy working in partnership with local governments and community members to plan and design housing and mixed-use communities that meet local affordable housing needs, integrate into the existing architectural



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context, minimize energy and water consumption, and contribute to the community at-large. We work with stakeholders very early in the site planning and design process to ensure that their voices are heard. The majority of our new construction work involves close partnership with local agencies on publicly owned parcels that are being leased or sold for the purpose of meeting community housing needs. We are currently working with the cities of Napa, Pleasanton, Livermore, Oakland, and Albany as well as Sonoma County to develop affordable housing on public land.

Eve Stewart, Vice President of Real Estate Development, has nearly 20 years of experience in real estate finance and development and has been with SAHA since 2003. Eve has directly managed or overseen the completion of more than 1,400 housing units and 21,000 square feet of commercial space. Currently, Eve is responsible for over 1200 units in SAHA's predevelopment pipeline. Eve oversees all aspects of SAHA's work in Real Estate Development. Eve is closely involved in the project-level design and entitlement approvals as well as financial structuring of the development and will be actively involved in the community engagement process with neighbors and stakeholders. Leslie Palaroan, Senior Project Manager, will carry out day-to-day project management work including managing the design process, construction progress, and securing financing for the development. Leslie Palaroan has over ten years of diverse experience in affordable housing and community development. Leslie is closely managing 3050 International, Choice in Aging Senior Housing in Pleasant Hill, and Albany Family Housing in Albany. Ngan Mai, Assistant Project Manager, will provide key support for the funding applications, monitoring and project management. She joined SAHA in June 2018 as part of the inaugural class of the Bay Area Housing Internship Program launched by Non-Profit Housing Association of Northern California.

### *SAHA Property Management*

SAHA's track record for providing professional, high-quality property management stretches back to 1971. We currently manage 65 properties serving low income families, seniors, and people with special needs with the goal of ensuring a high quality of life for our residents and strong property stewardship. Having a number of facilities under one central management entity provides valuable economies of scale in operations and an efficient coordination of services for all developments. The property management staff of SAHA, led by Angela Cavanaugh Vice President of Property Management, is highly skilled and experienced in the affordable housing field. SAHA property management employs 125 full time staff including supervisors, site managers, maintenance and janitorial staff. Staff are responsible for providing a wide range of services including responding to resident requests and concerns, carrying out day-to-day maintenance, and coordinating capital improvements such as roof replacements. Property Managers monitor property waiting lists, fill vacancies promptly when they occur, perform tenant screening, and carry out annual income certifications. SAHA has created and implemented preventative maintenance programs, management control systems, and emergency preparedness programs for all of our properties. The many buildings in SAHA's portfolio represent a tremendous community asset, one that staff has pledged to protect. This commitment and care is evident in the excellent condition of SAHA's properties, including those that have been in operations for three decades or more.

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### *SAHA Resident Services*

As a housing provider for over 40 years, SAHA has seen the tremendous impact that our services program has made in lives of our residents, helping them to achieve their life goals and maintain stable housing. Our program provides personalized, supportive services to all families and individuals living in our housing communities. Currently, SAHA employs thirty full time services staff and conducts a robust volunteer program that incorporates over 250 volunteers per year. This program area is led by Cristi Ritschel, Vice President of Resident Services. Each of our properties is staffed with RSCs who provide one-to-one non-clinical case management for residents who need additional support. In addition, SAHA delivers a comprehensive array of programs designed to help families and individuals form and strengthen social connections, develop new skills, and maintain the best possible physical, emotional, and cognitive health. These programs include social and recreational activities, community gardening, exercise and health classes, civic engagement opportunities, after-school activities, intergenerational interaction, and service linkages. The focus will be on supporting residents based on their interests and needs. The RSC will focus on 1) organizing on-site community building activities and 2) individual service coordination, with the goal of connecting residents to services available in the community. SAHA's on-site services coordinator will coordinate community-building activities (based on resident interests) that facilitate support systems and authentic connections among residents. Types of programs that could be offered include: exercise (Tai Chi, Zumba), personal narrative/memoir writing, choirs, arts and crafts, resident art galleries, after school tutoring, family game night, movie night, digital literacy, ESL, dancing and meditation, gardening, cooking, cultural potlucks, and political organizing. In addition, the RSC assesses and connects residents with a wide range of services depending upon the household's concerns and goals. The RSC will provide residents with information and referral support, assessment and service plan development, leadership development, lease counseling, life skills counseling/training, accessing primary and behavioral health services, employment skills development, computer literacy and digital access, benefit navigation, food assistance, and other needs.

### **VI. Description of Facilities Where Activities will be Carried Out [1/2 page]**

3050 International is located directly west of the AC Transit Bus Rapid Transit Derby Stop, and approximately 0.22 miles from Fruitvale Bart Station. Other nearby bus stops are located at Fruitvale Ave & International Blvd, lines 20, 21, 39, 1, 801, and at East 12th St & 29th Ave, line 62; both bus stops are 0.1 miles from the site. In terms of marketing and promoting the availability of affordable housing, SAHA will market the units in a manner that is consistent with Affirmative Fair Marketing guidelines and comply with the provisions of Federal, State and Local law prohibiting discrimination in the lease or rental or in the use, occupancy or tenure of enjoyment of the property. SAHA's Affirmative Marketing Plan will target outreach efforts to groups least likely to apply. According to the census data for the area, the populations least represented and therefore least likely to apply for housing are Asian, and Black or African American. Affirmative marketing outreach efforts will focus on community and minority agencies and other agencies that reach those least likely to apply. SAHA will market this property to a broad network of community-based organizations and local public sector agencies. SAHA will send an email to its Housing Interest Notification List notifying households of 3050 International's waiting list opening and how to apply. As of September 2019, this list has over 34,000 individuals.

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The development will be fully ADA accessible and will meet the design and construction requirements of the Fair Housing Act and accessibility requirements under section 504 of the Rehabilitation Act of 1973. The 504 compliance will result from our application of the 2010 ADA, while ensuring the design follows the guidance provided by HUD Docket No. FR-5784-N-01 for projects applying the ADA standard. The building is elevator served and all units are visitable and adaptable per the provisions of the California Building Code Chapter 11-A, with removable sink/vanity cabinets, grab bar blocking, accessible controls and appliances, etc. Additionally, 8 units are designed as accessible for use by mobility impaired residents and 4 units are designed as accessible for residents with communications impairments (hearing and/or visual).

**VII. Other City Contracts [1/2 page]**

For 3050 International, the only city contract is in an Exclusive Negotiating Agreement with the City of Oakland's Economic and Workforce Development department to enter into a Lease Disposition and Development Agreement for the site. As an organization, SAHA has developed twenty-six (26) properties in Oakland for the past 53 years with awards from the Department of Housing and Community Development and Oakland Housing Authority. There are three SAHA Oakland projects in development: 3050 International, 3268 San Pablo Avenue, and 2227 International Boulevard.

**VIII. Mayor and City Council Priorities [1/2 page]**

3050 International will meet the citywide priority of creating affordable housing. The affordable housing development will bring much-needed affordable apartments to families earning between 20% and 60% AMI. Although this application underlines the priority as affordable housing, there will also be other City of Oakland priorities that will be met as a result of the development. The development also addresses homelessness, generates economic and workforce development, will build street improvements, and will promote community safety. The development addresses homelessness by providing nineteen (19) units will be set-aside for homeless households. SAHA is committed at all levels of the organization to ending homelessness and to housing the hardest to serve residents. The housing will also generate economic and workforce development. The development is located on City-owned land, and construction jobs are subject to local-hire requirements. Four (4) permanent jobs will be created. Since the property has three street frontages and is directly located in front of the BRT Derby Station. The development will create street improvements by installing new ADA curb ramps, street trees, and lighting. In addition, the development will have to reconfigure the street to allow traffic flow on 31<sup>st</sup> and Derby Avenues to accommodate the BRT Station's impacts on neighborhood traffic, as well as create safer streets for the neighborhood. As voices in the community meetings, these adjacent streets are currently very narrow, cars drive in the wrong direction, and/or there are pedestrian and vehicular collisions. Finally, the development will create community safety and violence prevention. We have heard from our community meetings and collaboration with NAHC that the vacant property is known for crime and underage sex trafficking. The development will create more neighborhood connections and crime awareness. Due to the extensive community engagement process and partnership with NAHC, this development carries out the priorities of not just affordable housing, the development is a result of community input and is an example of holistic community development.

**SECTION D-7 BUDGET FORM-PROPOSAL PUBLIC FACILITIES/IMPROVEMENTS  
AND HOUSING IMPROVEMENTS**

	<b>SUPPLEMENTAL FUNDS- SOURCE &amp; USE</b>	<b>FY20-21</b>	<b>FY21-22</b>	<b>Total FY20-22</b>
<b><u>ARCHITECTURAL/ENGINEERING DESIGN SERVICES</u></b>				
Pyatok Architects	Architecture Fees	\$20,000	\$110,000	<b>\$130,000</b>
Civil Engineer and Survey	Civil Engineering Fees and Survey	\$2,000	\$8,000	<b>\$10,000</b>
Structural Engineer	Structural Engineering Fees	\$2,000	\$8,000	<b>\$10,000</b>
<i>TOTAL ARCHITECTURAL/ ENGINEERING DESIGN SERVICES</i>		<i>\$24,000</i>	<i>\$126,000</i>	<i>\$150,000</i>
<b><u>PERMITS/FEES</u></b>				
<i>TOTAL PERMIT/ FEES</i>				
<b><u>CONSTRUCTION COSTS</u></b>				
<i>TOTAL CONSTRUCTION COSTS</i>				
<b><u>CONSTRUCTION MANAGEMENT</u></b>				
<i>TOTAL CONSTRUCTION MANAGEMENT</i>				
<b>TOTAL EXPENSES</b>		<b>\$24,000</b>	<b>\$126,000</b>	<b>\$150,000</b>