



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

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

Vision Statement: To End Poverty Within the City of Oakland and Throughout Alameda County.

Core Values: Community-Driven | Equitable | Collaborative | Impactful | Results-Driven

Our Promise: Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes Oakland and Alameda County a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

Administering Board Meeting
Monday, September 11, 2023, 5:30 PM
City Hall – 1 Frank H. Ogawa Plaza, Hearing Room 3

Please visit AC-OCAP.com for Zoom Participation Link.

Community members who would like to comment on board agenda items will need to do so in person.

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

Board Vacancies: Community Development Block Grant (CDBG) District 4 and 6, 2 Alameda County-Community, and Private Sector

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

AGENDA

- A. 5:30 p.m. Call to Order/Recite AC-OCAP Promise
- B. 5:35 p.m. Roll Call/Determination of Quorum/Approval of Agenda
ACTION ITEM:
- C. 5:40 p.m. Approval of Draft July 10, 2023, Administering Board Minutes – Attachment C1
ACTION ITEM:
- D. 5:45 p.m. Public Comment: (Specific Agenda Item(s): Audience Comment Period)
- E. 5:45 p.m. Community Action Partnership (CAP) Updates (Dwight Williams)
 - 1. Board Update
 - A. Private Sector, CDBG Oakland District 4 and 6, and two Alameda County-Community Vacancies

The meeting is held in a wheelchair accessible facility. Contact the Office of the City Clerk, 1 Frank H. Ogawa Plaza, Room 201, or call (510) 238-3611 (VOICE) or (510) 238-6451 (TTY) to arrange for the following services: Sign interpreters or Phonic Ear hearing devices for hearing impaired; 2) Large print Braille, or cassette tape text for visually impaired.

Please refrain from wearing scented products to this meeting.

- B. Approval of Oakland Mayor Sheng Thao Appointee – Deputy Mayor Dr. Kimberly Mayfield – **Attachment E1B**
ACTION ITEM:
- C. Approval of Alameda County Supervisor Lena Tam Appointee – Cesley Ford-Frost – **Attachment E1C**
ACTION ITEM:
- D. Approval of Oakland District #6 (Lawanda Smith) – **Attachment E1D**
ACTION ITEM:
- E. Board Acknowledgements
- F. 2023 Board Retreat

2. AC-OCAP Programming

- A. AC-OCAP Update –
 - 1. CSD CSBG Close-Out Report – Contract 22F-5002 - **Attachment E2A.1**
 - 2. CSD Audit Transmittal Report - **Attachment E2A.2**
 - B. Late 2024-2025 Community Action Plan – **Attachment E2B**
 - C. 2024-2025 CAP Plan Timeline (Final) – **Attachment E2C**
 - D. 2024-2025 Community Needs Assessment Presentation – **Attachment E2D**
 - E. 2024-2025 CAP Plan (Draft) – **Attachment E2E**
- ACTION ITEM:**
- C. 2024-2025 Community Needs Assessment
- ACTION ITEM:**
- D. 2024-2025 CAP Plan (Draft)

3. Travel/Conventions

- A. National Community Action Partnership (NCAP) Annual Convention, August 23-25, Atlanta, Georgia – (A. Ford and A. Gums)
 - B. CalCAPA Annual Conference, November 6-9, San Francisco, California
- ACTION ITEM:**

4. SNAP Program Update

H. 6:40 p.m. **Committees - Return to Standing Meetings & Composition of Committees – Handout**
ACTION ITEM:

I. 7:00 p.m. **Future/Proposed Agenda Items (see chart below)**
AC-OCAP Board Member Refresher Training

J. 7:10 p.m. Attachments

- C1 Draft March 13, 202, Administering Board Minutes
- D1 May 8, 2023 AC-OCAP Administering Board Meeting Summary
- E1 AC-OCAP Resolution 7-23
- G1B Oakland Mayor Appointee Letter
- G1C Alameda County Supervisor Appointee Letter
- G2A 2022 CSD Annual Report Feedback and Factsheet
- G2B 2023 AC-OCAP Budget (Amendment 1)

K. 7:15 p.m. Announcements

- United Seniors of Oakland and Alameda County
- Alameda County Social Services/ /Board of Supervisors

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- City of Oakland
- Board Members/Others

L. 7:25 p.m. Open Forum: (General Audience Comment Period)

M. 7:30 p.m. Adjournment

Next In-Person Meeting: **September 11, 2023 (Board & Committees on Recess the Month of August)**

ACTION ITEM:

Future Agenda Items (* = Presented)

Health	Rise Up*
Bay Area Regional Healthy Inequalities Initiative (BARHII)	Housing
Trauma Informed Care* Trauma Informed Care II*	Alameda-County Housing Authority*
Alameda County Building Collaborative*	Tri-Valley Housing
Financial Empowerment	Community Housing – Path/Everyone Home*
Cal Reinvestment	East Bay Housing Organization*
Earned Income Tax Credit/United Way of Bay Area*	Spectrum – Low Income Home Energy Assistance*
SaverLife	Oakland Housing Authority*
Bank on Oakland (BOO) 2.0*	City of Oakland Housing Road Map*
Tri-Valley Anti-Poverty Collaborative (TVAPC)	Alameda County Housing & Community Development*
AssistHub*	Tenant Advocacy
Youth	Education
Los Padres Unidos*	Promise Neighborhoods – Cal State East Bay*
REACH Ashland/Cherryland Youth Center*	Head Start/Early Head Start
Oakland Fund Children Youth (OFCY)*	Employment
Oakland Youth Commission*	Alameda County Workforce Investment Board*
Economic Development	East Bay Sustainable Alliance
Oakland Metropolitan Chamber of Commerce*	Oakland Workforce Investment Board*
Alameda County Wealth Building Initiative*	Local Union
Public Safety	West Oakland Job Resource
Cease Fire/Street Outreach*	East Bay Works
Oakland Unite* Chief of Violence Prevention*	Employee Ownership – Project Equity
Social Justice	Infrastructure
Urban Habitat*	Federal RAISE Grant/ Reconnecting the Town Project
East Oakland Collective*	Board Development/Training
2022 Oakland Vice Youth Poet Laureate Kaylan Black*	SEI Form 700 Training
Ella Baker Center for Human Rights	Jim Masters CAP History* Structure of American Economy
Families	Food Security
Ashland Cherryland Healthy Community Collaborative	Safe Passages*
Fremont Family Resource Center	Alameda County Community Food Bank (ACCFB)*
Social Services TANF, GA*	Community Development
All-In Alameda County*	Community Development Block Grant (CDBG) *
Oakland Thrives*	CDBG – Oakland Redistricting

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MINUTES



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

Administering Board Meeting
Monday, July 10, 2023, 5:30 p.m.

A. Call to Order/Recite AC-OCAP Promise

Board Vice Chair S. Johnson called the July 10, 2023, Administering Board Meeting to order at 6:05 PM. The AC-OCAP Promise was recited.

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

Roll Call was performed by staff L. Diangson, a quorum was established at 6:14 PM

MOTION: To approve the July 10, 2023 Administering Board Agenda

M/S/Carried: B. Cook / A. Ford / Motion Carried

C. Approval of Draft March 13, 2023 Administering Board Minutes – Attachment C1

MOTION: To approve the Draft March 13, 2023 Administering Board Minutes

M/S/Carried: A. Gums / J. Mapp / Motion Carried

D. Review of May 08, 2023, Administering Board Meeting Summary – Attachment D1

E. Adopt AC-OCAP Resolution 7-23 to Authorize New Signatory Authority – Attachment E1

MOTION: To approve the Resolution 7-23 to Authorize New Signatory Authority to Interim HSD Director, D. Scott Means

M/S/Carried: A. Ford / B. Cook / Motion Carried.

F. Open Forum

No public comments

G. Community Action Partnership (CAP) Updates

1. Board Update

A. Private Sector, Community Development Block Grant (CDBG) Oakland District 4 and 6, and 2 Alameda County Community Representative Vacancies:

Vice Chair S. Johnson asked everyone to reach out to their friends, community members, and networks to recruit new members to fill our open seats.

ACTION ITEM: Board members to help recruit new members.

B. Oakland Mayor Appointee Letter – Attachment G1B

ACTION ITEM: Vice Mayor Dr. Kimberly Mayfield was sworn in by Vice Chair S. Johnson.

C. Alameda County Supervisor Appointee Letter – Attachment G1C

ACTION ITEM: Cesley Ford-Frost was sworn in by Vice Chair S. Johnson.

D. Board Acknowledgements

E. 2023 Board Retreat – Saturday, October 14th 10a-2pm

Nothing has been scheduled for the retreat yet. The Program Planning Committee will lead the effort to plan the retreat. Angelica Gums will chair the Program Planning Committee. She is seeking others to serve on the committee. Arnold and Karen Perkins are potential facilitators to facilitate the retreat. They did a fantastic job facilitating our last retreat.

2. AC-OCAP Programming

A. AC-OCAP Update – Attachment G2A

CSD sent AC-OCAP a notice reminding the agency that the 2024-2025 Community Action Plan has not been received. The CAP Plan was due on June 30, 2023. Jennifer Milovina, CSD, had been notified by staff that AC-OCAP would not be able to submit the CAP Plan by the due date due to staffing shortages. A response is required from AC-OCAP that includes a plan and a date for the completion and submission of the CAP Plan. This must include hosting a listening session in the community prior to submitting the CAP Plan. The notice also states that “negative results may delay funding for contracts beginning in 2024 for failure to submit a CAP Plan.” I am working on the CAP Plan. I will submit the plan and a submission date to CSD by Friday, July 14th. That doesn't give me a lot of time, but I am working on it, and we will have the plan submitted, and the community hearing will occur. We are looking for a location to host the event. We should not be impacted if we submit the CAP Plan response by Friday, July 14, 2023. We have hired Maria Huynh and she is doing an outstanding job helping me gather the contract data.

MOTION: To approve the AC-OCAP Update – Attachment G2A

M/S/Carried: B. Cook / P. Schader / 1 Abstention Motion Carried.

B. 2023 AC-OCAP Budget (Amendment 1) – Attachment G2B

The CSBG Grant for 2022 has been successfully closed and we have spent both the basic grant and the discretionary grant that combined to total \$1,455,230. The 2023 CSBG Grant was issued for \$1,294,234 which is \$97,000 lower than 2022 grant. The draft budget for 2023 was approved at the last board meeting with the understanding that changes needed to be made to balance the budget. Since that time, we have received Amendment #1 which has increased our grant by \$107,602 and brought our 2023 grant to \$1,401,836. The new budget to match the allocation from Amendment #1 is included in the packet. The grants were reduced from \$45,000 to \$30,000 to fit the lower amount received for the 2023 grant. The amendment #1 funds enabled us to increase the \$30,000 grants to \$40,000. The three seeded grants that were \$25,000 will remain the same.

MOTION: To approve the 2023 AC-OCAP Budget (Amendment 1) – Attachment G2B

M/S/Carried: T. Love / A. Ford / 1 Abstention / Motion Carried.

C. Earned Income Tax Credit (EITC) Program Outcomes

Don Raulston and Jacqueline Jacobs, our tax team, operated our EITC program from February 1st through May 31st at the Downtown Oakland Senior Center. They were able to recruit 21 students from UC Berkeley and 13 volunteers from Volunteer Match to assist with tax preparation. 175 total tax returns were completed and the total refunds requested were \$132,974.00. Last year we prepared 60 tax returns. The City of Oakland Tax Team earned the Alameda County “Highest Growth Award” for the 2023 Volunteer Income Tax filing season. This award recognizes the 292% increase from 60 to 175 tax returns. We are hoping to bring back many of the same team members next year.

We have started looking for a new location for the next tax season that would be in the community and have plenty of parking so we can make our tax site easy to get reach and hopefully increase the number of people that come in and get their taxes prepared for free. We also hope we do not have to repeat the Wi-Fi challenges we experienced at the

Downtown Oakland Senior Center. This issue negatively affected our productivity. We will start preparations in September.

We also are looking for a place to host the CAP Plan Public Hearing. We want people to attend so they can hear what our CAP plan is and see the demographic information that we have collected. The San Antonio Center has been suggested by Brittany Garza (Dist. 5). All their community meetings are held there. She will reach out to them and see if it's possible to hold it there. The meeting would start at 5:30 p.m. The meeting will be in August because the hearing has to be completed before submitting it. We will publicize it on our website so everybody that is willing to come can hear what we have to say and give us feedback. Brittany will reach out to the West Oakland Senior Center and the West Oakland Public Library as well. Incidentally, we are trying to make the West Oakland Public Library our Tax Center for the next tax season.

D. Bank on Oakland (BOO) Financial Empowerment Program Update

We had good momentum towards the end of the year, but we don't have the personnel to staff this program so it will be put on hold.

3. Travel

**A. National Community Action Partnership (NCAP) Annual Convention, August 23-25, Atlanta Georgia
(A. Ford and A. Gums will attend)**

B. CalCAPA Annual Conference, November 6-9, San Francisco, California

There will be a lot of valuable information given at this conference. Please inform staff if you are interested in attending. Think about it.

H. Committees – Return to Standing Meetings & Composition of Committees – Handout

MOTION: Postpone until next meeting

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

AC-OCAP Board Member Refresher Training

The Board Orientation will be held in October for the new board members

We have one application for District 6

J. Attachments

C1 Draft March 13, 2023, Administering Board Minutes

D1 May 8, 2023 AC-OCAP Administering Board Summary

E1 AC-OCAP Resolution 7-23

G1B Oakland Mayor Appointee Letter

G1C Alameda County Supervisor Appointee Letter

G2A 2022 CSD Annual Report Feedback and Factsheet

G2B 2023 AC-OCAP Budget (Amendment 1)

K. Announcements

Last Friday United Seniors of Oakland and Alameda County had their 32nd annual convention which was on June 30th at St. Columbia Catholic Church in Oakland. It was well attended, had excellent presenters and a lot of exhibitors. It was a phenomenal convention. I am hoping that next year, some people on the board can attend because AC-OCAP are members and therefore, we do not have to pay any amount to attend the convention. I would like you to "save the date" for the 20th annual healthy living festival which will take place at the Oakland Zoo on Thursday, September 25th from 9:00a-2pm. The theme will be promoting health and wellness for adults 55 and older. As stated before, we are members so it won't cost us anything, but we will need to register for the healthy living festival. We are hoping to have approximately 2,000 people in attendance. There will be exercises and you will be able to get vaccines if you have not already gotten

them. There will be a blues band, lunch and many exhibitors. It will be a healthy living day of fun. Please share this information with others.

On Saturday, July 15th we will be conducting our West Oakland community clean up from 9:00a-2p. We will be meeting at Jefferson Square Park. There will be free trash drop off on 6th and Castro for neighbors. We will have a volunteer appreciation celebration at the park from 1:00p-2p. Hopefully you can all come.

J. Mapp announced that City Council member Treva Reid's office will be hosting another coffee and conversation for our seniors this coming Wednesday from 9am-10:30a at the Senior Center. Scott Means, Oakland Interim Human Services Director will be joining us and sharing some updates and some resources for our seniors. If you are interested, please reach out to me and I will supply the flyer. Last year, we held our first annual day of action which was created through our community safety task force. As a result, we did 3-day actions where we had all of our partners and city agencies come out and provide resources to the community between 82nd and 90th Avenue on International Blvd. We are geared up for the next one on July 28th, 3:00p-5p. It will be held in the same block corridor area. Another meeting with the partners will be held before the day of action. We are excited and look forward to the next meeting. The Mayor had an "Interfaith in the Park" event on June 24th in District 6 at Arroyo Viejo. It was part of activating spaces and having community groups come and share information with the district. This was the first time it was done. We are planning to recognize the 50th year of the hip/hop genre in September at Frank Ogawa Plaza. As the details become more solidified, information will be shared with Mr. Williams and he can send it out. I think it will happen before the next meeting.

On July 29th, the family support advocates, which is a subsection of the violence prevention coalition, is having a Family Fun Day that will be held at Mosswood Park, 10a-2p. The goal is to have an event for families of victims of crime that can come together in a very fun, supportive environment for those who have experienced loss or the trauma of being a victim. We are not inviting the entire city, but it may end up being the entire city. Thanks goes to the city council members who supported the resolution to help fund this event. We have had several events and they have all been really impactful for the families who are still struggling with the loss and grief.

On July 15th, from 10am-3pm, Allen Temple Baptist Church will be having a Health Fair that will include HIV, Covid-19, and Cancer screenings, eye exams, free glasses, clothes give aways, and a blood drive. Come out and enjoy!

L. Open Forum: (General Audience Comment Period)

No comments.

M. Adjournment 6:40 PM

MOTION: To adjourn the July 10, 2023 Administering Board Meeting

M/S Carried: A. Gums / T. Love / Motion Carried

INTEROFFICE MEMORANDUM

DATE: June 28, 2023

TO: Monique Rivera, AC-OCAP Board Chair
Asha Reed (areed@oaklandca.gov)
Boards and Commissions Management
Office of the City Clerk

FROM: Honorable Mayor Sheng Thao

SUBJECT: Appointment of Mayoral Representative for the Alameda County – Oakland
Community Action Partnership Administering Board

I would like to appoint Deputy Mayor Dr. Kimberly Mayfield to be my representative on the Alameda County - Oakland Community Action Partnership Administering Board.



Mayor Sheng Thao

cc: Dwight Williams, AC-OCAP Acting Program Manager
150 Frank H. Ogawa Plaza, 4th Floor
AC-OCAP Administering Board



B O A R D O F S U P E R V I S O R S

LENA TAM
Supervisor, Third District

May 2, 2023

Dwight Williams
Interim AC-OCAP Director
150 Frank H. Ogawa Plaza, Ste 4340,
Oakland, CA 94612

Dear Mr. Williams:

I am appointing Ms. Cesley Frost as my representative for the Alameda County-Oakland Community Action Partnership (AC-OCAP). She will attend her first meeting next Monday, May 8th, at 5:30 PM.

Sincerely,

Lena Tam
Alameda County Supervisor | Third District



APPLICATION FOR ADMINISTERING BOARD MEMBERSHIP
Oakland Low-Income Community

Applicant Name: Lawanda D. Smith
Address: 1500 Bancroft Ave City: Oakland State: Ca Zip: 94605
Home Phone: same as Cell Phone: 510.414.4149 Email: smithwanda519@gmail.com

GEOGRAPHIC AREA TO BE SERVED: Identify the Oakland CDBG low-income geographic area you would represent. (Please Check One)

- DISTRICT 1 _____
- DISTRICT 2 _____
- DISTRICT 3 _____
- DISTRICT 4 _____
- DISTRICT 5 _____
- DISTRICT 6 _____
- DISTRICT 7 _____

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

I am a community advocate, involved with the community from youth to adults and I feel like with my involvement the City services will truly be a work of art, and more successful, in all aspects.

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

Signature of Applicant:

Name: [Signature] Date: July 7, 2023

Please submit the completed application and original signed petition to:

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

Oakland Low-Income Community Representation Petition

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

Signature (required): Lawanda Smith Date: _____ Oakland CDBG District: _____
 Printed name: Lawanda Smith Address: 1650 Bancroft Zip Code: 94605

PETITION TO ELECT AN OAKLAND LOW-INCOME COMMUNITY REPRESENTATIVE TO THE AC-OCAP ADMINISTERING BOARD FOR A THREE-YEAR TERM

	Print Full Name **must be 18 or older**	Signature **Required**	Complete Address **must live within CDBG district**	District Resident Y/N	Date
1	Letroy Quinney		6504 Bancroft Ave	Y	6-30
2	Michael Smith		4506 Bancroft Ave	Yes	6-30
3	Melvin Pate		6126 Foot Hill Bl	N - Business Barbershop	8/30
4	KC Hogan	KC Hogan	6126 Foot Hill 1	✓	6/30/27
5	Claudia Martin	Claudia Martin	6512 Bancroft Ave	Yes	7/7
6	Julio Martin	Julio Martin	6512 Bancroft Ave	Y	7/7
7	Ernisha Jackson		7510 May Ave	Y	7/7/1
8	Alexander Sanders		7510 May Ave 94605	Y	7/7/1
9	Natanyia Quinney		4504 Bancroft Ave	Y	07/1
10	Shirley Brown		2149 12th Ave Oakland, CA 94605	N - Property owner	



DAVID SCRIBNER
DIRECTOR

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov



GAVIN NEWSOM
GOVERNOR

8/3/2023

VIA ELECTRONIC MAIL ONLY

Dwight Williams, Interim Executive Director
DWilliams5@oaklandca.gov
City of Oakland, Community Action Partnership

SUBJECT: CSBG CLOSE-OUT PACKAGE – CONTRACT 22F-5002

Dear Executive Director,

The Department of Community Services and Development's ("CSD") Field Operations Unit ("FOU") has received your agency's Close-out Report for contract 22F-5002. My analysis of the Close-out information indicates the following:

CAA

- The agency fully expended the \$1,424,230 contract allocation.
- The agency reported **no** program income for the program year.
- The agency reported **no** interest for the program year.
- The agency reported purchasing **no** equipment for the program year.
- The programmatic reports associated with this contract have been reviewed and accepted.

Discretionary

- The agency fully expended the \$31,000 contract allocation.
- The agency reported **no** program income for the program year.
- The agency reported **no** interest for the program year.
- The agency reported purchasing **no** equipment for the program year. The programmatic reports associated with this contract have been reviewed and accepted.

FOU considers this contract closed and the Close-out Report has been forwarded to CSD's Financial Services Unit for processing. However, this contract is subject to a final review by CSD's Audit Unit. If you have any questions concerning this report, please call me at (916) 594-2327 or e-mail your comments to me at jennifer.milovina@csd.ca.gov.

Sincerely,

Jenny Milovina

Jennifer J Milovina
Associate Governmental Program Analyst

c: Wilmer Brown, Jr., Manager
CSBG Field Operations Unit

Attachment E2A.1



DAVID SCRIBNER
DIRECTOR

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov



GAVIN NEWSOM
GOVERNOR

August 29, 2023

VIA: Electronic Mail

Dwight Williams, Acting Executive Director (dwilliams5@oaklandca.gov)
City of Oakland
150 Frank Ogawa Plaza, Suite 4340
Oakland, CA 94612

Dear Mr. Williams:

Audit Transmittal Report TR 22-040 (FYE 6/30/2022)

The Department of Community Services and Development (CSD) has performed a desk review of an audit report submitted to this office by the City of Oakland (City or Agency) or the auditor identified below. This review is conducted in accordance with the provisions of Office of Management and Budget (OMB) Title 2, Code of Federal Regulations (CFR), Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," Subpart F, Section 200.500 et seq.

Auditor: Macias Gini & O'Connell LLP
Audit Period: July 1, 2021 through June 30, 2022
Contract No. 's 20F-3641, 21F-4002, 21F-4404 and 22F-5002
Report Date: 12/23/22 **FAC Date:** 4/5/23 **Date Rec'd:** 4/12/23

The State Controller's Office (SCO) reviews the audit report to ensure that applicable standards have been met and resolve outstanding matters regarding format, required statements, and items that appear to cut across multiple programs or funding sources.

This review is solely based on the Single Audit desk review for the fiscal year ended June 30, 2022, and is not part of any other audit or investigation. The TR letter prepared by this department covers the statements as they pertain to CSD contracts. Based on our review, we have the following comments or actions required.

SUBMISSION OF AUDIT REPORT

Per 2 CFR §200.512 and Article 8.3.C. of your contract with CSD, single audits are to be submitted to the Federal Audit Clearinghouse (FAC) and CSD respectively "... within the earlier of 30 calendar days after receipt of the audit's report(s), or nine months after the end of the agency's fiscal year."

Attachment E2A.2

Mr. Dwight Williams
August 29, 2023

The audit was submitted to the FAC on 3/31/23 and accepted on 4/5/23 which is 103 days after the audit report date and outside the 30 calendar day timeframe. However, due to the fact that there was a breach at the City of Oakland's website, and CSD was advised not to accept emails from the City of Oakland, CSD will take no action on this issue. CSD downloaded a copy of the City's single audit for fiscal year ended June 30, 2022 from the Federal Audit Clearinghouse (FAC) website.

CONTRACTS: 21F-4002 and 21F-4404

The terms of these contracts were covered in the audit period. Since there were no audit exceptions, we consider these contracts closed.

CONTRACT: 20F-3641

The term of this contract extends beyond the audit reporting period. The discretionary expenditures for this contract were not broken out separately on the Schedule of Expenditures of Federal Awards (SEFA) as mentioned in the prior TR21-016. However, the 2021 single audit had a separate Supplemental Statement of Revenues and Expenses (SSRE) for the discretionary funds which identified how much of the total SEFA expenditures were for the main grant and how much were for the discretionary portion of the contract. It appears the discretionary fund portion of the contract was fully spent during the agency's fiscal year ending 6/30/21. This contract closes out in the next single audit (fiscal year ending 6/30/23). SSREs that reconcile to the SEFA are required for all CSD contracts whose terms end during the single audit period.

Action Required:

1. Since this contract has two components, please ensure that **two** SSREs are provided next year – one for the main grant and one for the discretionary grant. Each SSRE should break down the expenditures by contract line item, by the agency's fiscal year (one column for each fiscal year), total audited costs, total reported costs and, total budgeted costs. Please refer to the [Supplemental Audit Guide](#) for examples of SSREs. The total expenditures on the SSREs should reconcile to the combined total expenditures reported on the SEFAs for each fiscal year of this contract.

CONTRACT: 22F-5002

The term of this contract extends beyond the audit reporting period. No separate discretionary funds were reported on the SEFA for this contract. SSREs that reconcile to the SEFA are required for all CSD contracts whose terms end during the single audit period.

Action Required:

2. Please report main grant expenditures and discretionary grant expenditures separately on the SEFA for this contract going forward.
3. Please ensure that **two** Supplemental Statements of Revenues and Expenses (SSRE) are provided – one for the main grant and one for the discretionary grant.

Mr. Dwight Williams
August 29, 2023

Each SSRE should break down the expenditures by contract line item, by the agency's fiscal year (one column for each fiscal year), total audited costs, total reported costs and, total budgeted costs. The total expenditures on the SSREs should reconcile to the combined total expenditures reported on the SEFAs for each fiscal year for this contract.

SINGLE AUDIT FINDINGS:

The auditor reported one finding classified as a significant deficiency in internal controls related to the financial statements with respect to the Information Technology Program. The auditor also reported one finding classified as a material weakness in internal controls over compliance related to the Home Investment Partnerships Program which was given a qualified opinion. The audit report was unmodified for all other major federal programs however, CSD was not audited as a major program and therefore concerns exist that CSD funds may have similar issues.

The City provided a corrective action plan for the current findings which will be followed up on by the CPA in the next single audit; therefore, CSD has no actions required for these issues at this time. CSD will review the next single audit to ensure that the City has implemented the corrective action plan and that the findings have been resolved.

CONCLUSION:

Our review did not disclose any findings requiring written response; therefore, the audit has been closed. If the City has any questions or needs additional information, please reference the TR number in your correspondence. I may be contacted by phone at (916) 570-7532 or by email at Jodi.Basham@csd.ca.gov.

Thank you for your dedication and commitment to serving low-income individuals and families throughout the state. CSD looks forward to working in partnership with you to develop innovative and effective programs and strengthen our capacity to reduce poverty and improve the lives of those living in poverty in California.

Sincerely,



JODI BASHAM
CSD Management Auditor

c: Monique Rivera, Board Chairperson (morivera05@yahoo.com)



DAVID SCRIBNER
DIRECTOR

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov



GAVIN NEWSOM
GOVERNOR

July 5, 2023

Via email to Dwilliams5@oaklandca.gov

Dwight Williams
Executive Director (Interim)
City of Oakland HSD
150 Frank H. Ogawa Plaza, Ste. 4340
Oakland, CA 94612

Via email to

Monique Rivera
Chair, Board of Directors
City of Oakland HSD
3212 Bona Street
Oakland, CA 94601

SUBJECT: Late 2024- 2025 Community Action Plan

Dear Mr. Williams:

The purpose of this letter is to notify you that the Department of Community Services and Development (CSD) has not received your Community Action Plan (CAP), which was due to CSD by **June 30, 2023**. CSD is the designated agency which administers the Community Services Block Grant (CSBG) Program in California.¹ Your agency, **City of Oakland HSD**, receives a CSBG allocation and is responsible for complying with applicable state and federal laws, as well as a CSBG Annual Contract with CSD. In accordance with the CSBG Annual Contract (Section 7.3.2), Contractor shall submit a CAP, including a Community Needs Assessment (CNA), meeting the requirements of Government Code § 12747 no later than June 30th of every odd year, unless/until otherwise instructed by CSD. To date, your CAP has not been received.

Attachment E2B

¹ Gov. Code § 12735.

The CSBG Act, Public Law 105-285, Section 676(b)(11) states as a condition of receiving funding through the CSBG, eligible entities must complete a Community Action Plan that includes a Community Needs Assessment.² To ensure compliance with the submission of the CAP and CNA, **City of Oakland HSD** must provide a plan including the date the CAP will be submitted to CSD for review. The plan must address all the elements in the Community Action Plan Checklist, found on page 6 of the 2024-25 Community Action Plan Template.

Response Required:

- **City of Oakland HSD** will submit a plan and date for the completion and submission of the Community Action Plan by July 14, 2023.

Failure to submit a CAP (including the CNA) may result in delayed funding for contracts beginning in 2024. CSD encourages your agency to reach out to CalCAPA for assistance as needed in order to meet this important requirement.

If you have any questions regarding this notice, please contact your assigned Field Representative by phone at (916) 594-2327 or by email at jennifer.milovina@csd.ca.gov.

Sincerely,



LESLIE TAYLOR, Deputy Director
Community Services Division

C: Wilmer Brown Jr., CSBG Field Operations Manager

² 42 USC § 9908(b)(11).

2024-2025 CAP Timeline – as of August 9, 2023

Time Frame/Due Date	Action Item(s)	Assigned to
Tuesday, July 18	Send out public hearing save the date #1 <input type="checkbox"/> Constant contact <input type="checkbox"/> Social media <input type="checkbox"/> Grantees/Board	Melissa/Jacqueline
Monday, July 24	Send out draft of Needs Assessment and Survey to the Board	Dwight
Monday, July 24	Prepare translation announcements in other languages	Melissa
Friday, August 11	Send out draft of Needs Assessment and Survey (written public comment due back Friday, August 25) and Post draft to website/social media outlets for review with translation services by request (at least 15 days before public hearing of August 29 th) #2	Melissa/Jacqueline
Monday, August 14 thru Friday, August 25	Prepare Draft public hearing 2024-2025 Needs Assessment and CAP PowerPoint presentation	Dwight/Jacqueline
Friday, August 18	Send out public hearing announcement #3 (RSVP) <input type="checkbox"/> Constant contact <input type="checkbox"/> Social media <input type="checkbox"/> Grantees/Board	Jacqueline
Friday, August 25	Send out public hearing announcement reminder #4	Jacqueline
Tuesday, August 29	Host 2024-2025 CAP Public Hearing	Dwight/Jacqueline/Staff/Board
Wednesday, August 30	Close comment period on website. Last Day to submit written public comment on Needs Assessment.	Staff
Thursday, August 31 – Wednesday, Sept 6	Finalize 2024-2025 Needs Assessment and CAP	Staff/Consultant
Monday, September 11	Administering Board or Executive Board to approve 2024-2025 CAP for submission to state by September 21, 2023	Staff
Thursday, Sept 21	2024-2025 CAP Plan to be submitted to state	Dwight

WELCOME TO THE
Alameda County-Oakland
Community Action Partnership



HAVE YOUR VOICE HEARD

**PUBLIC HEARING ON POVERTY IN
ALAMEDA COUNTY**



August 29, 2023

West Oakland Public Library

Attachment E2D

2023 Community Needs Assessment



August 29, 2023
West Oakland Public Library

What is the Community Services Block Grant (CSBG)?

- Federal funding to support local Community Action Agencies which are governed by the principle of community self help
- Funding is based on a calendar year (Jan-Dec)
- Funds are block granted to the States for oversight and administration
- States calculate and distribute funds to local Community Action Agencies based on the number of people documented in the US Census as living in poverty

(Governed by State Government Code Section 12725-12729)

History of Community Action

1964

President Lyndon B. Johnson declares “War on Poverty” and signs the Economic Opportunity Act of 1964, establishing Community Action Agencies



History of Community Action, cont'd

- 1971** Community Action brought Head Start to the City – Department of Human Services
- 1977** Community Action helped start the Oakland Paratransit for the Elderly (OPED)
- 1979** CA served as advocate to start the City's Multi-Senior Service Program (MSSP)
- 1998** Community Action received \$2 million dollars to implement a Welfare-to-Work program
- 2003** CA helped secure a \$1 million dollar grant for Project Choice (EITC Launched)
- 2005** Community Action secured \$250,000 from USDA for Food Stamp Outreach
- 2007** Community Action secured \$250,000 from HHS for IDA's
- 2009** CA received \$1.2 million in ARRA funding and Bank On Oakland is launched
- 2011** OCAP expanded throughout Alameda County creating AC-OCAP
- 2019** AC-OCAP received \$176,000 from State Franchise Tax Board to support AC EITC Coalition
- 2020** AC-OCAP received \$1.9 million in CARES Act Funding
- 2021** AC-OCAP celebrates 50th Anniversary of Helping People ... Changing Lives

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

VISION STATEMENT

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

MISSION STATEMENT

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

PURPOSE

The Community Action Partnership has the responsibility to plan, develop, and execute efforts to alleviate poverty and work toward systemic change to enhance the opportunities for families of low-income throughout Alameda County to achieve self-sufficiency

AC-OCAP's Self-Sufficiency Definition

Having the means and opportunity to meet a range of individual needs

Governance of Community Action Partnership (CAP)

Mandated Three Part Administering Board Structure (18 members)

1. Public Official Representatives (6)

- Oakland City Council Members
 - Councilmember Carroll Fife (District 3)
 - Councilmember Noel Gallo (District 5)
 - Councilmember Treva Reid (District 7)
- City of Oakland Mayor
 - Mayor Sheng Thao
- Alameda County Board of Supervisors
 - Supervisor Lena Tam (District 3)
 - Supervisor Nate Miley (District 4)

2. Representatives of private groups and interests (3)

- Alameda County Social Services
- United Seniors

3. “Not fewer” than 1/3 are democratically elected/ selected from the low-income community (9)

- (7) Low-income residents from Oakland
- (2) Low-income Alameda County residents



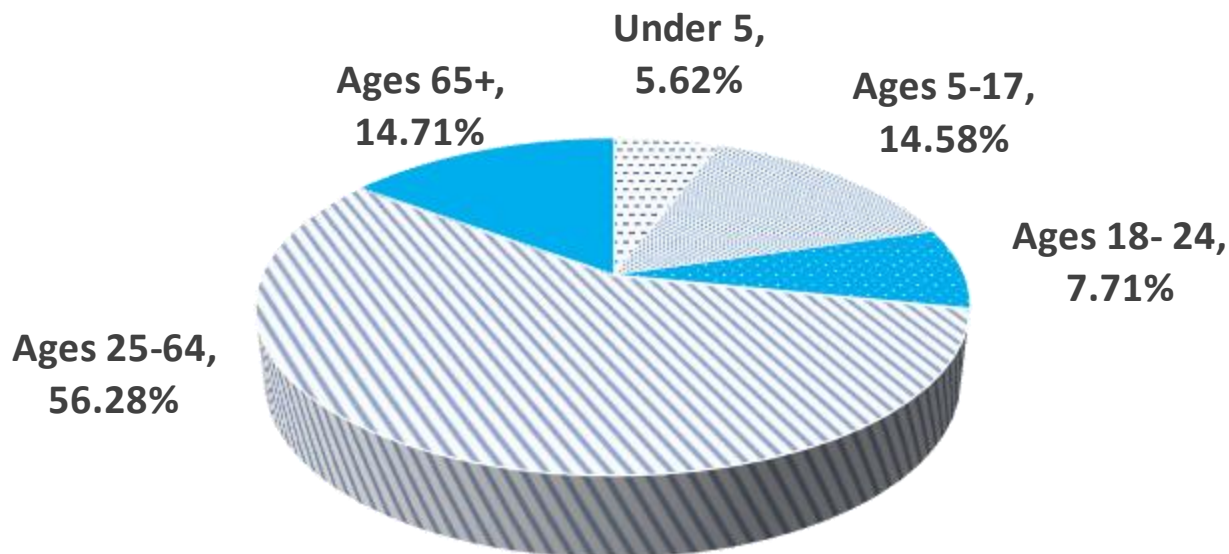
(2021 AC-OCAP Board at the Retreat)

Alameda County's Community Demographics

2017-21 American Community Survey:

- Alameda County Total Population: **1,673,133**
- Oakland Total Population: **437,548**
- **Total population of the county decreased by 9% since 2012.**

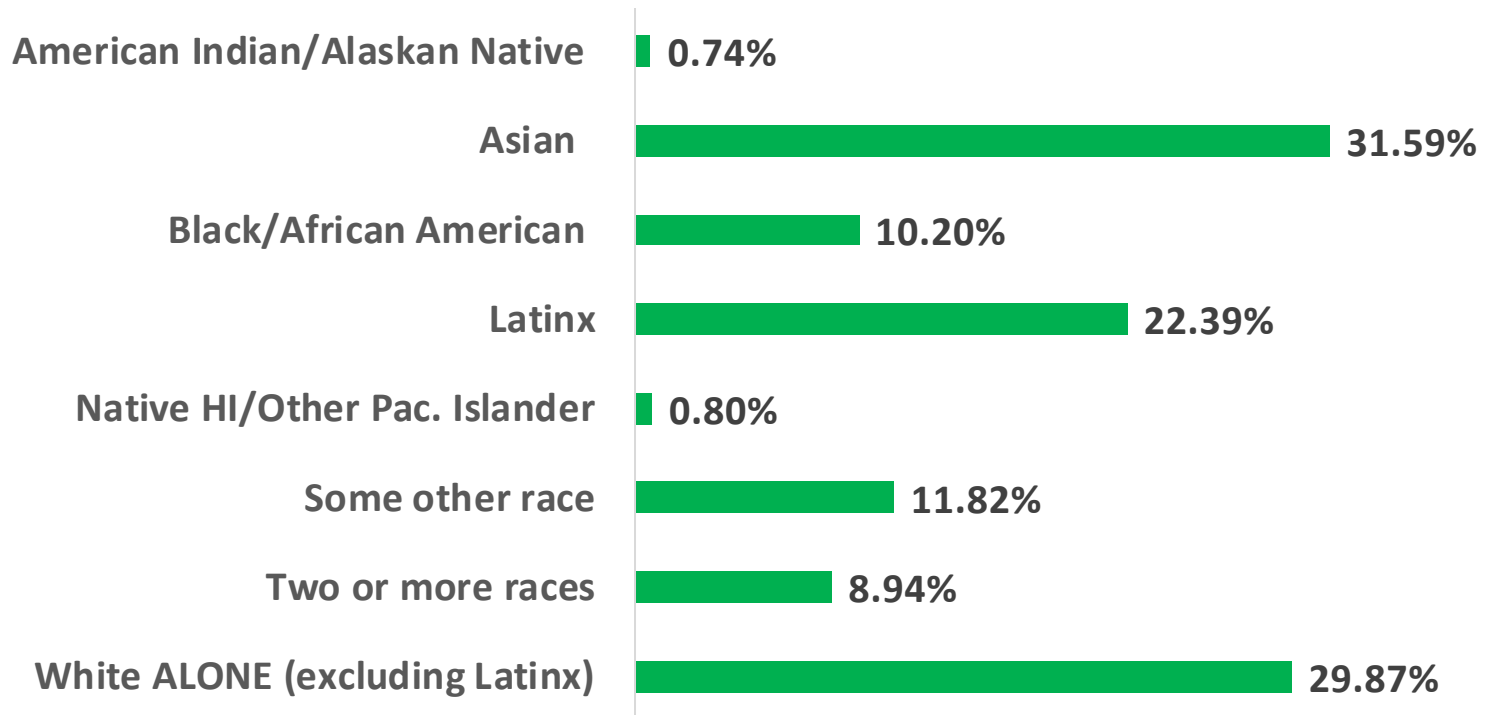
Alameda County Residents by Age



Source: U.S. Census Bureau, 2017-21 American Community Survey 5-Year Estimates

Alameda County's Community Demographics

Race/Ethnicity of Alameda County Residents, 2021



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

2023 Federal Poverty Guidelines

48 Contiguous States & the District of Columbia

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

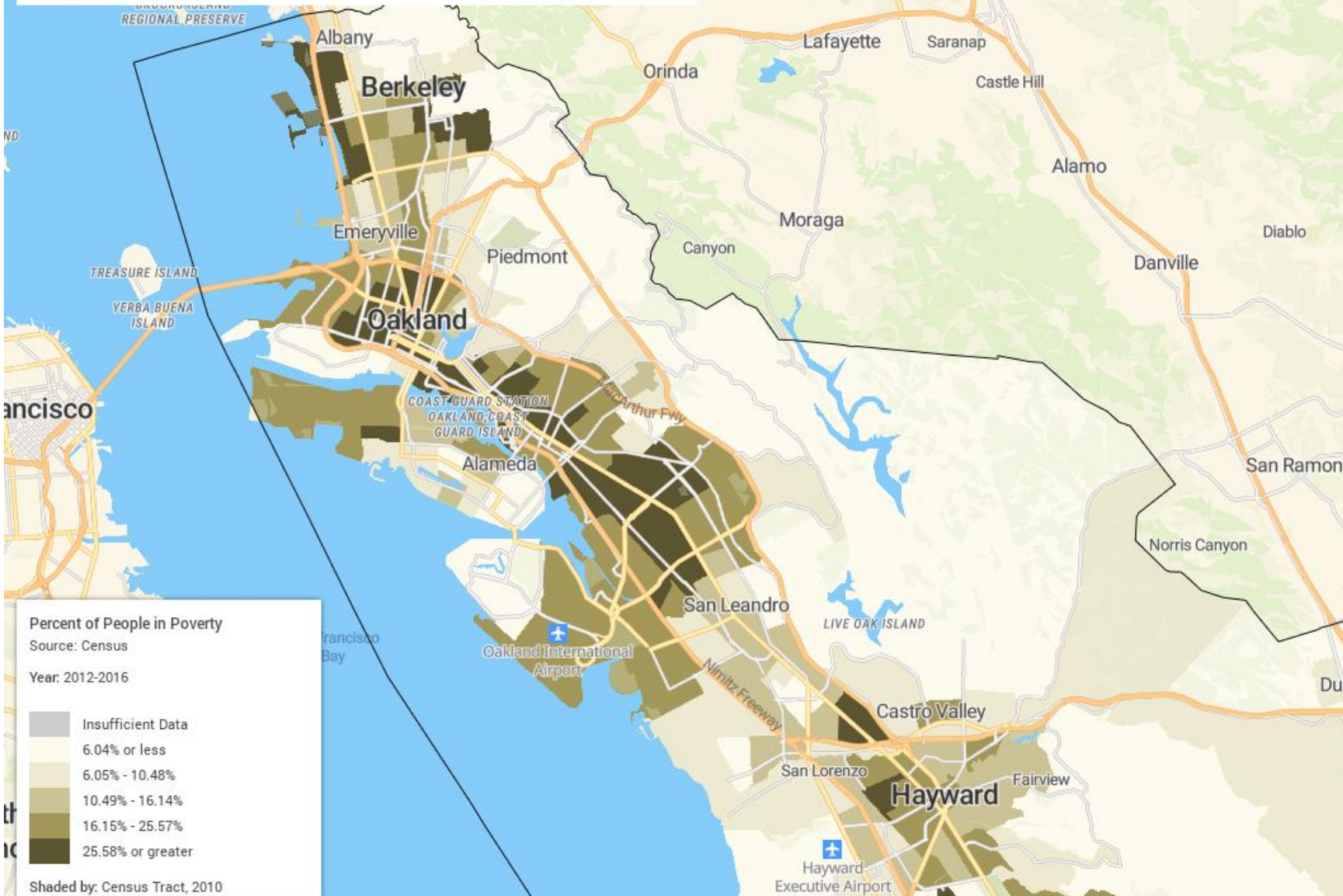
Size of Family Unit or Number in Household	Monthly Poverty Guideline	Annual 100% of Poverty Guideline	200% of Poverty
1	1,215.00	14,580.00	29,160.00
2	1,643.33	19,720.00	39,440.00
3	2,071.67	24,860.00	49,720.00
4	2,500.00	30,000.00	60,000.00
5	2,928.33	35,140.00	70,280.00
6	3,356.67	40,280.00	80,560.00
7	3,785.00	45,420.00	90,840.00
8	4,213.33	50,560.00	101,120.00

For family units with more than 8 members, add \$4,540/year for each additional member.

Source: 2023 U.S. Dept. of Health & Human Services Poverty Guidelines <https://aspe.hhs.gov/poverty-guidelines>

Estimated percent of all people living poverty, Northern Alameda County, 2017-21 ACS

— Counties (2020)



Percent of People in Poverty

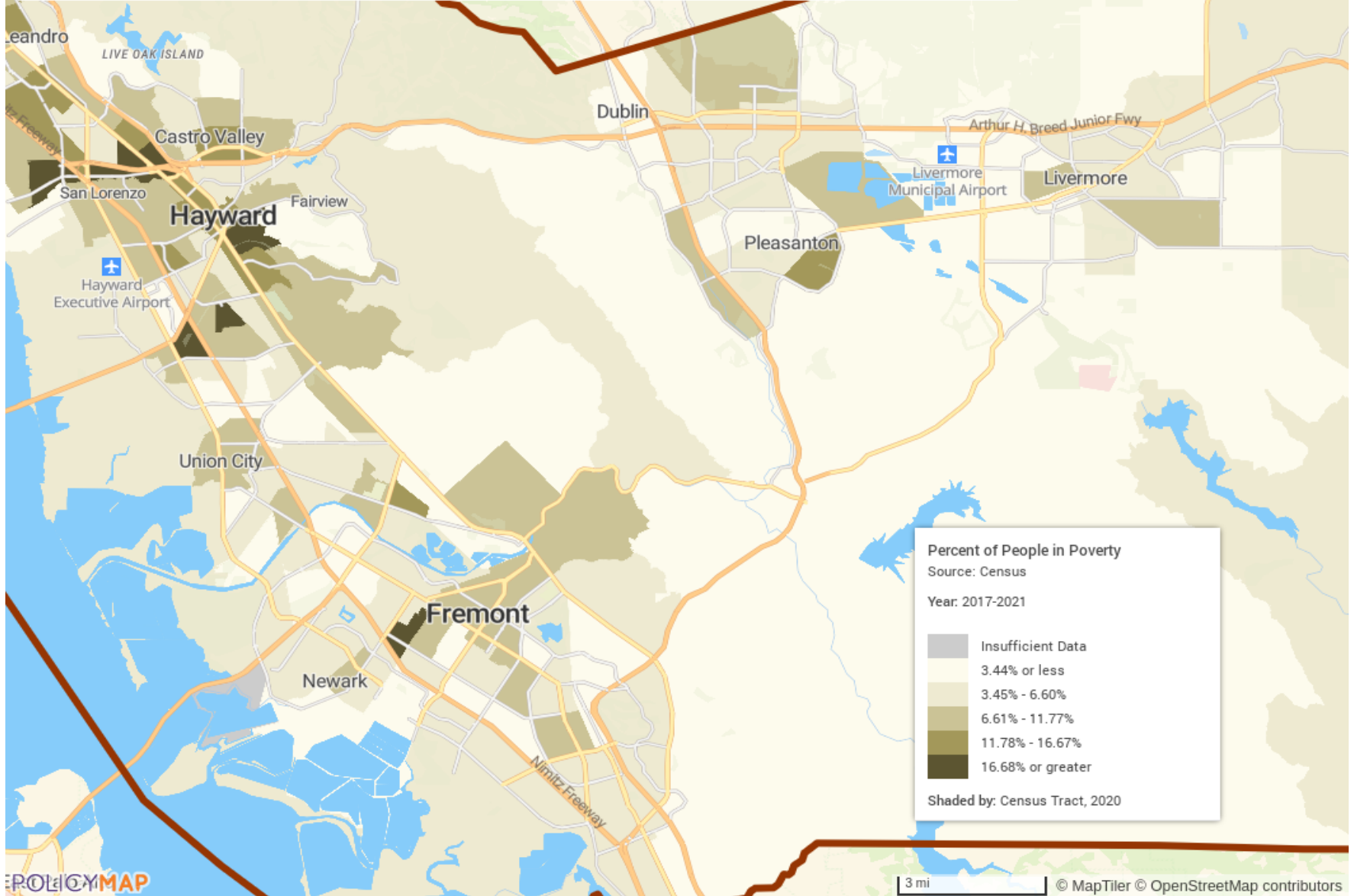
Source: Census

Year: 2012-2016

- Insufficient Data
- 6.04% or less
- 6.05% - 10.48%
- 10.49% - 16.14%
- 16.15% - 25.57%
- 25.58% or greater

Shaded by: Census Tract, 2010

Estimated percent of all people that are living in poverty, Southern Alameda County, 2017-21
ACS

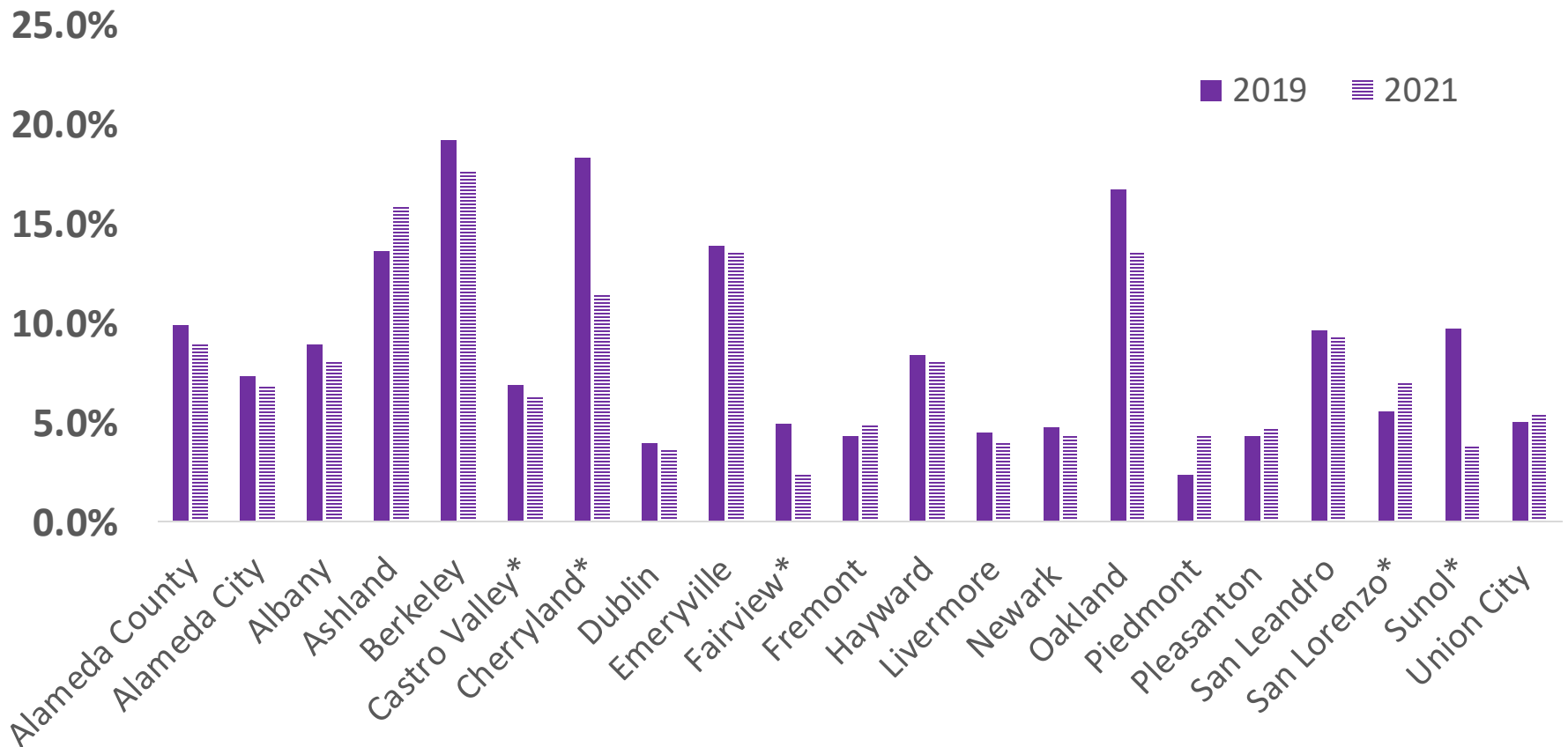


Alameda County & Oakland's Low-Income Community Profile

	2000 Below Poverty	% of Total Pop.	2010 Below Poverty	% of Total Pop.	2021 Below Poverty	% of Total Pop.	Change from 2010
Alameda County (AC)	156,804	11.0%	172,348	11.7%	146,763	8.91%	(25,585)
Oakland	76,489	19.4%	74,335	19.3%	58,518	13.51%	(15,817)
AC (no Oakland & Berkeley)	60,820	6.4%	79,543	8.1%	69,483	5.13%	(10,060)
AC-OCAP Areas	137,309	96.0%	153,878	10.4%	128,001	8.24%	(25,877)
Berkeley	19,495	20.0%	18,470	18.4%	18,762	17.6%	292

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

Residents Living in Poverty in Alameda County by City and Unincorporated Area

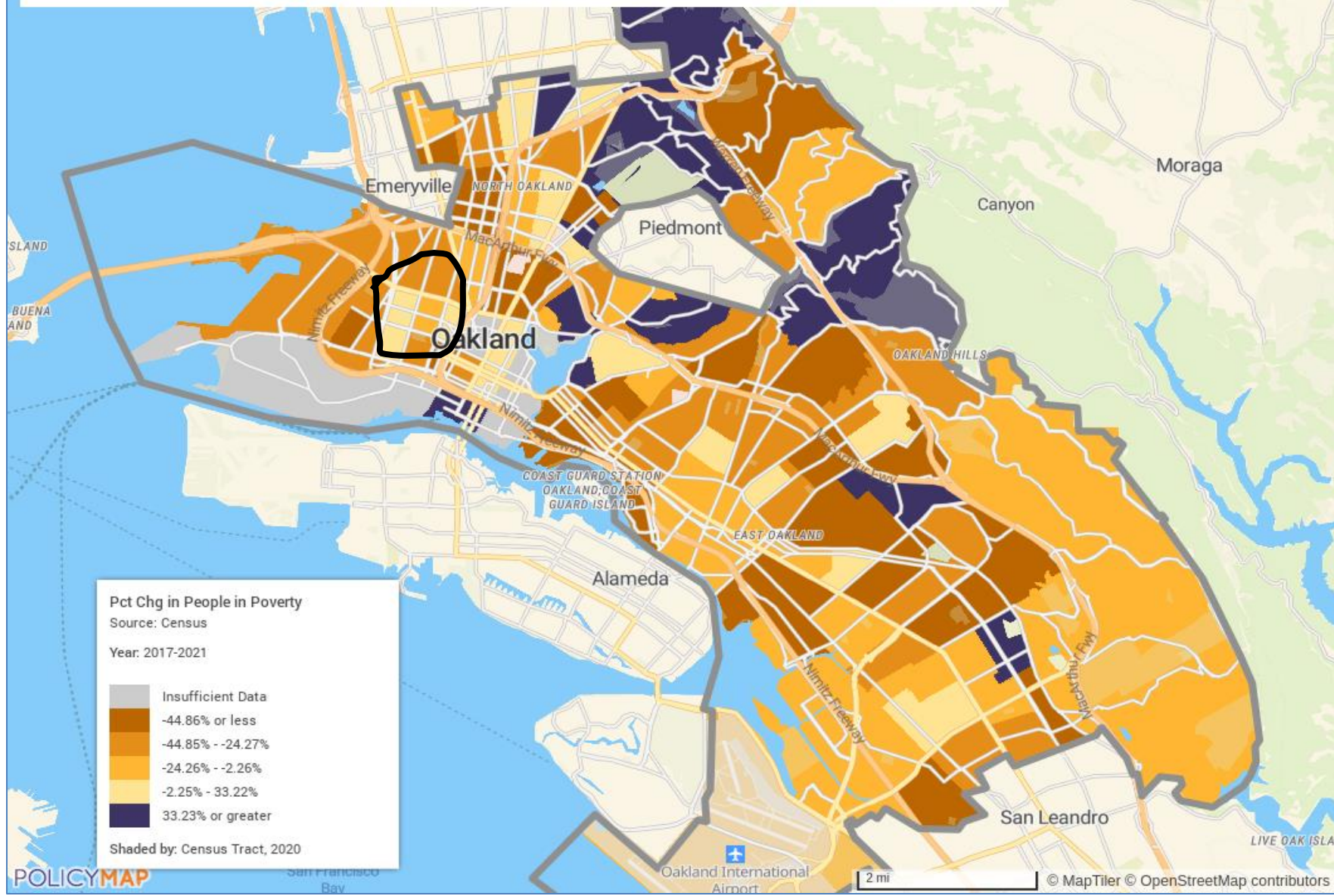


Source: US Census Bureau, 2017-21 ACS 5-Year

Note: Berkeley poverty is overstated due to the number of college students

* Unincorporated areas

Estimated percent change in the number of people living in poverty in Oakland between the periods of 2012-2016 and 2017-2021.



What's Behind the Lower Poverty Levels?

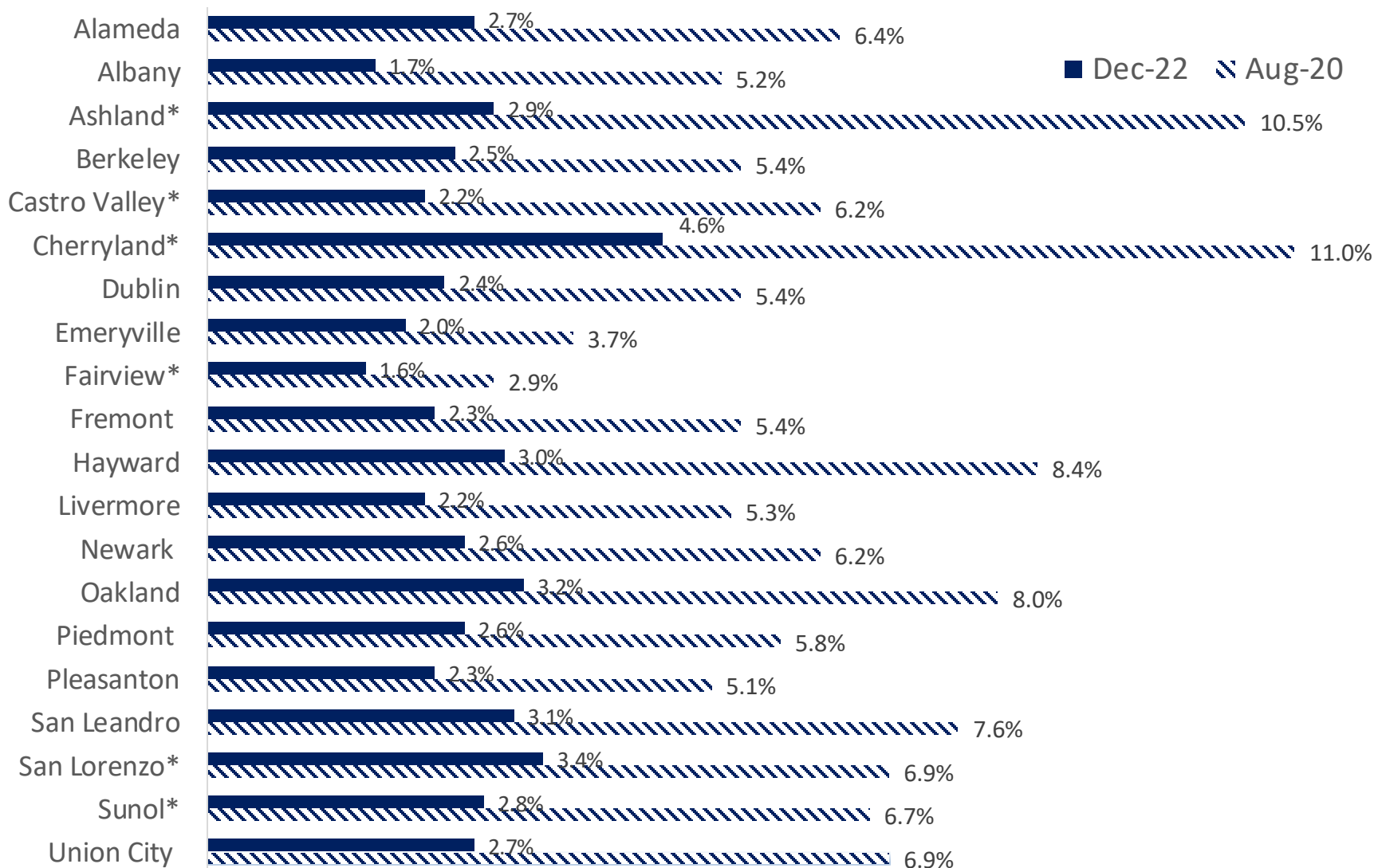
- Federal Child Tax Credit expansions resulted in child poverty falling nationally from 9.7% in 2020 to 5.2% in 2021, the lowest rate ever recorded.
- The 70% or 3.1 percentage points of that 4.5 percentage-point reduction in poverty between 2020 and 2021 is attributed specifically to the American Rescue Plan Act Child Tax Credit (ARPA CTC).
- In Alameda County, 6,526 fewer children were living in poverty in 2021 than in 2019.
- Poverty in the Bay Area would have been 5 percentage points higher had it not been for the child tax credit and increased CalFresh benefits

Annual Income for Family of Four in Alameda County by Type



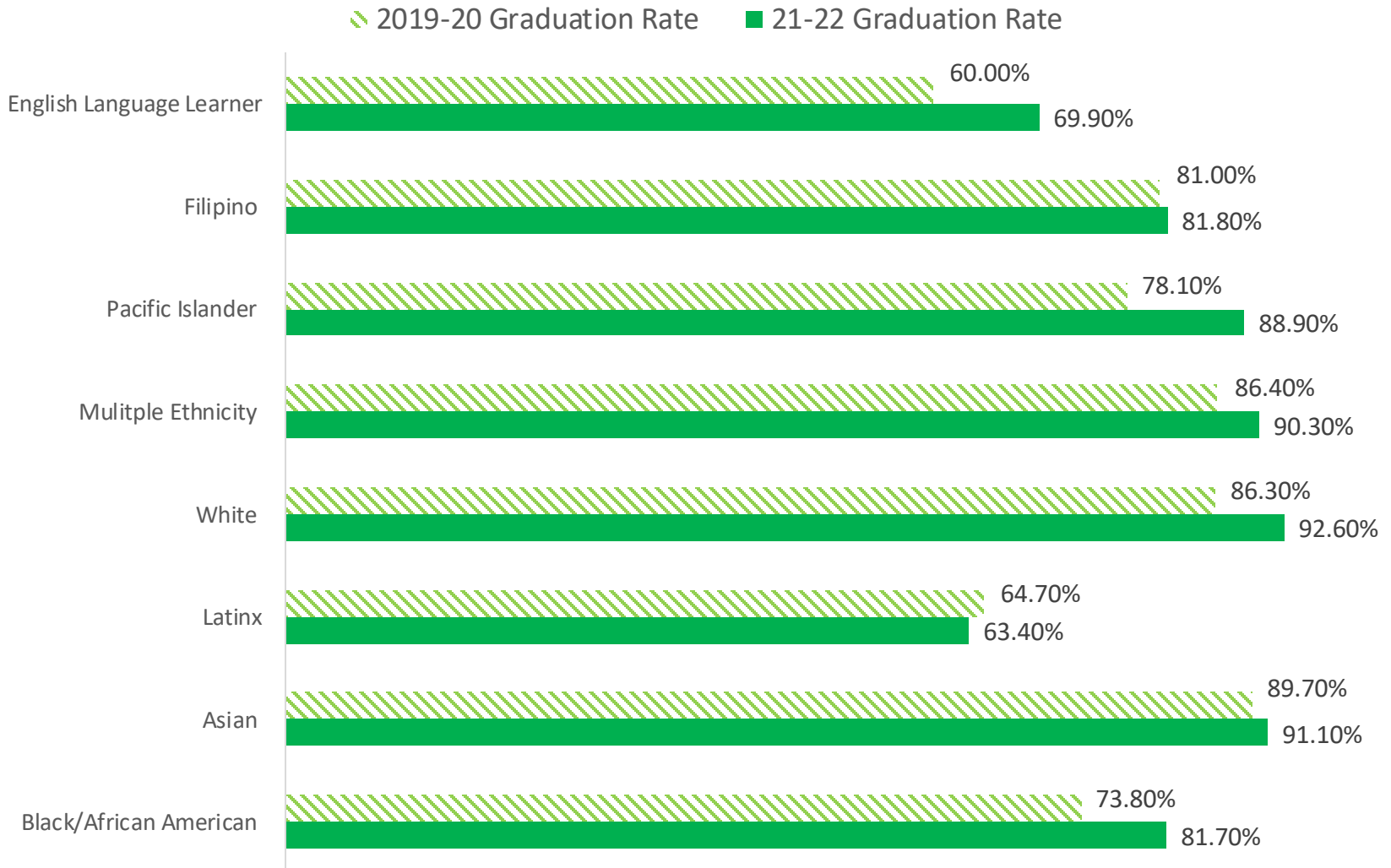
Source: Insight Center for Community Economic Development's (ICCED) Family Needs Calculator for 2023

Unemployment Rates by Alameda County City and Unincorporated Area 2020 v. 2022



Source: Employment Development Department

Education –Oakland Unified School District Graduation Rates by Race/Ethnicity and English Language Learners



Source: California Department of Education Data Reporting Office 2021-22

Food Security



The number of individuals receiving CalFresh increased by **30%** between February of 2020 and December 2022.



The Alameda County Community Food Bank distributes enough food to **serve 60,000 people per day** in the county.



8% or 134,800 residents are food insecure in Alameda County in 2021.



40% of Alameda County students and **72%** of Oakland students qualify for free or reduced price lunches.

Financial Information Gathered from Tax Filers 2023

						Responses	Yes	No
1. Carry on conversation in English, both understand and speaking:							62	3
							95.4%	4.6%
2. Read a newspaper or book in English:							63	1
							98.4%	1.6%
3. Do you or any member of your household have a disability:							13	50
							20.6%	79.4%
4. Are you or your spouse a Veteran of the US Armed Forces?							8	52
							13.3%	86.7%
5. What is your race?						Responses	59	
	Asian					1	1.7%	
	Black or African American					39	66.1%	
	American Indian or Alaska Native					1	1.7%	
	Native Hawaiian or other Pacific Islander					0	0.0%	
	White					13	22.0%	
	Perfer Not to Answer					5	8.5%	
6. What is your spouse's race?						Responses	26	
	Asian					0	0.0%	
	American Indian or Alaska Native					0	0.0%	
	Black or African American					10	38.5%	
	Native Hawaiian or other Pacific Islander					0	0.0%	
	White					3	11.5%	
	Perfer Not to Answer					13	50.0%	

Financial Information Gathered from Tax Filers 2023

7. What is your ethnicity?						Responses	52	
	Hispanic or Latino					6	11.5%	
	Not Hispanic or Latino					35	67.3%	
	Prefer Not to Answer					11	21.2%	
8. What is your spouse's ethnicity?						Responses	22	
	Hispanic or Latino					0	0.0%	
	Not Hispanic or Latino					6	27.3%	
	Prefer Not to Answer					16	72.7%	
						Responses	Yes	No
9. Was Taxpayer Physically Present during Tax Prep and Review Porcess?							54	3
							94.7%	5.3%
						Responses	Yes	No
10. Is this your first-time filing taxes at a free tax site (VITA or TEC)?							23	39
							37.1%	62.9%
11 Are you comfortable using mobile banking:							34	30
							53.1%	46.9%
12. Are you comfortable with your current banking partner?							54	3
							94.7%	5.3%

Financial Information Gathered from Tax Filers 2023

14. What is your age:						Responses	62	
	Ages 14-17					0	0.0%	
	Ages 18-24					2	3.2%	
	Ages 25-34					1	1.6%	
	Ages 35-44					7	11.3%	
	Ages 45-54					3	4.8%	
	Ages 55-64					7	11.3%	
	Ages 65-84					40	64.5%	
	Age 85+					2	3.2%	
	Decline to answer					0	0.0%	
15. What is your race or ethnicity?						Responses	58	
	White or Caucasian					12	20.7%	
	Black or African American					32	55.2%	
	Arab or Middle Eastern					0	0.0%	
	Pacific Islander					0	0.0%	
	Latinx or Hispanic					5	8.6%	
	Multi--ethnic					1	1.7%	
	Other					1	1.7%	
	Decline to Answer					7	12.1%	
						Responses	Yes	No
16. Do you pay fees for ATM transactions							9	50
	If yes, how much?					1/\$1.50		
						4/\$3.00		
						1/\$5.00		

Now Let's Hear From You!



What's missing or what would you like to see improved?

Thank You For Attending

Our Promise: Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes Oakland and Alameda County a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.



(510) 238-2362

AC-OCAP@oaklandca.gov

AC-OCAP.com

#EndPovertyNowAC

2024-2025 Community Action Plan

California Department of Community Services
and Development

Community Services Block Grant



Attachment E2E

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Introduction

The Department of Community Services and Development (CSD) has developed the 2024/2025 Community Needs Assessment (CNA) and Community Action Plan (CAP) template for the Community Services Block Grant (CSBG) Service Providers network. Each agency must submit a completed CAP, including a CNA to CSD on or before **June 30, 2023**. Changes from the previous template are detailed below in the “What’s New for 2024/2025?” section. Provide all narrative responses in 12-point Arial font with 1.15 spacing. When the CNA and CAP are complete, they should not exceed 65 pages, excluding the appendices.

Purpose

Public Law 105-285 (the CSBG Act) and the California Government Code require that CSD secure a CAP, including a CNA from each agency. Section 676(b)(11) of the CSBG Act directs that receipt of a CAP is a condition to receive funding. Section 12747(a) of the California Government Code requires the CAP to assess poverty-related needs, available resources, feasible goals, and strategies that yield program priorities consistent with standards of effectiveness established for the program. Although CSD may prescribe statewide priorities or strategies that shall be considered and addressed at the local level, each agency is authorized to set its own program priorities in conformance to its determination of local needs. The CAP supported by the CNA is a two-year plan that shows how agencies will deliver CSBG services. CSBG funds are by their nature designed to be flexible. They shall be used to support activities that increase the capacity of low-income families and individuals to become self-sufficient.

Federal CSBG Programmatic Assurances and Certification

The Federal CSBG Programmatic Assurances are found in section 676(b) of the CSBG Act. These assurances are an integral part of the information included in the CSBG State Plan. A list of the assurances that are applicable to CSBG agencies has been provided in the Federal Programmatic Assurances section of this template. CSBG agencies should review these assurances and certify that they are complying.

State Assurances and Certification

As required by the CSBG Act, states are required to submit a State Plan as a condition to receive funding. Information provided in agencies’ CAPs will be included in the CSBG State Plan. Alongside Organizational Standards, the state will be reporting on [State Accountability Measures](#) in order to ensure accountability and program performance improvement. A list of the applicable State Assurances and the agency certification for them are found in the State Assurances section of this template.

Compliance with CSBG Organizational Standards

As described in the Office of Community Services (OCS) [Information Memorandum \(IM\) #138](#) dated January 26, 2015, CSBG agencies will comply with implementation of the Organizational Standards. CSD has identified the Organizational Standards that are met through the completion of the CAP and the CNA. A list of Organizational Standards that will be met upon completion of the CAP can be found in the Organizational Standards section of this template. Agencies are encouraged to utilize this list as a resource when reporting on the Organizational Standards annually.

What's New for 2024/2025?

Community Action Plan Workgroup (CAPWG). In summer 2022, CSD organized a workgroup to inform the development of the 2024/2025 CNA and CAP. Workgroup members were selected from the CSBG Service Provider network and the ROMA Coalition. The feedback CSD received from the workgroup has informed not only the 2024/2025 template but also the accompanying CAP training scheduled for mid-December 2022.

Public Hearings – Additional Guidance. The public hearing requirement has been modified. Two years ago, we were in an active pandemic due to the COVID-19 virus. The public health guidelines throughout the state advised communities against large gatherings. CSD advised agencies to follow public health protocols and hold public meeting virtually if an in-person meeting was not an option. For the public hearing on the 2024/2025 draft CAP, CSD requests that agencies conduct in-person, virtual, or hybrid public hearings. While transmission rates of COVID-19 remain high in many communities, agencies are requested to follow their local public health guidelines when deciding in which format to conduct the public hearing. For more information, please see the Public Hearing section of this template.

CNA Helpful Resources. The Helpful Resources section in Part I: Community Needs Assessment contains additional data sets and resources. On recommendation of the CAPWG, CSD has added data sets from the Massachusetts Institute of Technology, the University of Wisconsin, and a point-in-time data set from the U.S. Department of Housing and Urban Development. We have also added links to the Local Agencies Portal where you can find examples of completed Community Needs Assessments and project timelines from the CSBG Service Providers network.

Part II: Community Action Plan. The number of questions in the Tripartite Board of Directors, Service Delivery System, Linkages and Funding Coordination, and Monitoring sections has changed. Questions were removed because it was determined that agencies meet these reporting requirements through other CSBG work products such as monitoring and Organizational Standards. In the Service Delivery System and Linkages and Funding Coordination sections, new questions were added. These questions will be covered during the template training webinar.

Sunset of COVID-19 Flexibilities. In the 2022/2023 template, CSD allowed agencies to indicate on selected questions whether there were changes to the response provided in the 2020-2021 CAP or whether agencies would like CSD to accept the 2020-2021 response without adaptations. This option was an effort to reduce administrative burden on agencies during the COVID-19 pandemic. While CSD has retained some of the flexibilities developed in the previous template, the option for agencies to reference

responses in their prior CAP has been discontinued.

Response and Community Awareness. This section replaces the “Additional Information” section in the previous template. For 2024/2025 CSD has included questions pertaining to Diversity, Equity, and Inclusion (DEI). The questions about disaster preparedness have been retained from the previous template. While none of this information is directly mandated by statute, CSD is requesting the information to gauge where the CSBG Service Provider network is as a whole on these topics. Responses to the questions in this section are mandatory.

ROMA Certification Requirement. Under section 676(b)(12) of the CSBG Act, CSD and all CSBG agencies are required to assure that we will participate in a Results Oriented Management and Accountability System “not later than fiscal year 2001.” CSD and the CSBG Service Providers have fulfilled this requirement through various approaches. With respect to the ROMA certification of the network CAPs (Organizational Standard 4.3), CSD has allowed agencies to submit their CAP without the signature of a ROMA trainer or implementer if the agency did not have a ROMA trainer or implementer on staff. CSD staff who had the requisite training would certify those CAPs on behalf of the agencies. This process will still be in place for the 2024/2025 template. However, for the 2026/2027 template, CSD will require that CSBG Service Providers provide their own ROMA certification either by staff who have the required ROMA training or in partnership with another agency or organization. CSBG Service Providers should begin formulating a plan to fulfill this requirement.

Checklist

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

Part I: Community Needs Assessment

- Narrative**
- Results**

Part II: Community Action Plan

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

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

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

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

05/16/2023

Board and Agency Certification

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

Monique Rivera		7/30/23
Board Chair (printed name)	Board Chair (signature)	Date
Dwight Williams		7/30/23
Executive Director (printed name)	Executive Director (signature)	Date

Certification of ROMA Trainer/Implementer (If applicable)

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

NCRT/NCRI (printed name)	NCRT/NCRI (signature)	Date

CSD Use Only

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

Public Hearing(s)

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

State Statute Requirements

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

Guidelines

Notice of Public Hearing

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

Public Hearing

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

Additional Guidance

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

Public Hearing Report

Date(s) of Public Hearing(s)	August 29, 2023
Location(s) of Public Hearing(s)	West Oakland Library
Dates of the Comment Period(s)	July 24 – August 28, 2023
Where was the Notice of Public Hearing published? (agency website, newspaper, social media channels)	City of Oakland Website, Facebook, Twitter, Internal City of Oakland newsletters
Date the Notice(s) of Public Hearing(s) was published	July 24, 2023
Number of Attendees at the Public Hearing(s) (Approximately)	40

Part I: Community Needs Assessment

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

Helpful Resources

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

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

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

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

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

Community Needs Assessment Narrative

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

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

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

AC-OCAP gathered data from various sources:

- US Census Bureau Report, Community Surveys, 2017-2021
- First5 of Alameda County
- Healthy Alameda County, A Health Policy Survey, 2023
- Alameda County Community Food Bank
- Fair Market Rent Documentation system
- Unhoused Population
- City of Oakland Equity Index
- 2021 US Department of Health and Human Services Poverty Guidelines
- Indicators of Poverty within Alameda County
- CA Department of Education
- CA Department of Justice, Crime and Clearances Data
- City of Oakland Equity Index

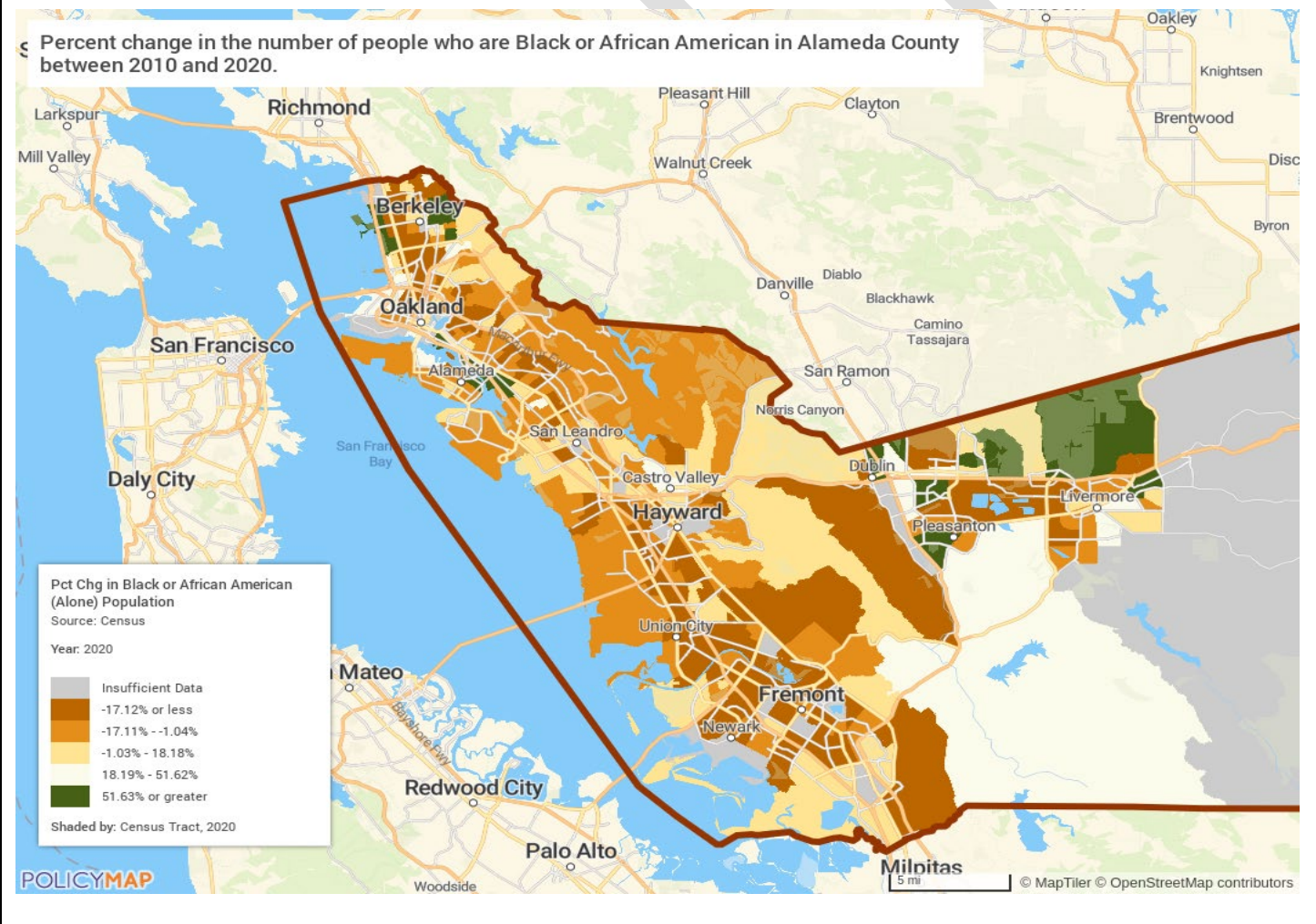
2. Describe the geographic location(s) that your agency is funded to serve with CSBG. If applicable, include a description of the various pockets, high-need areas, or neighborhoods of poverty that are being served by your agency.

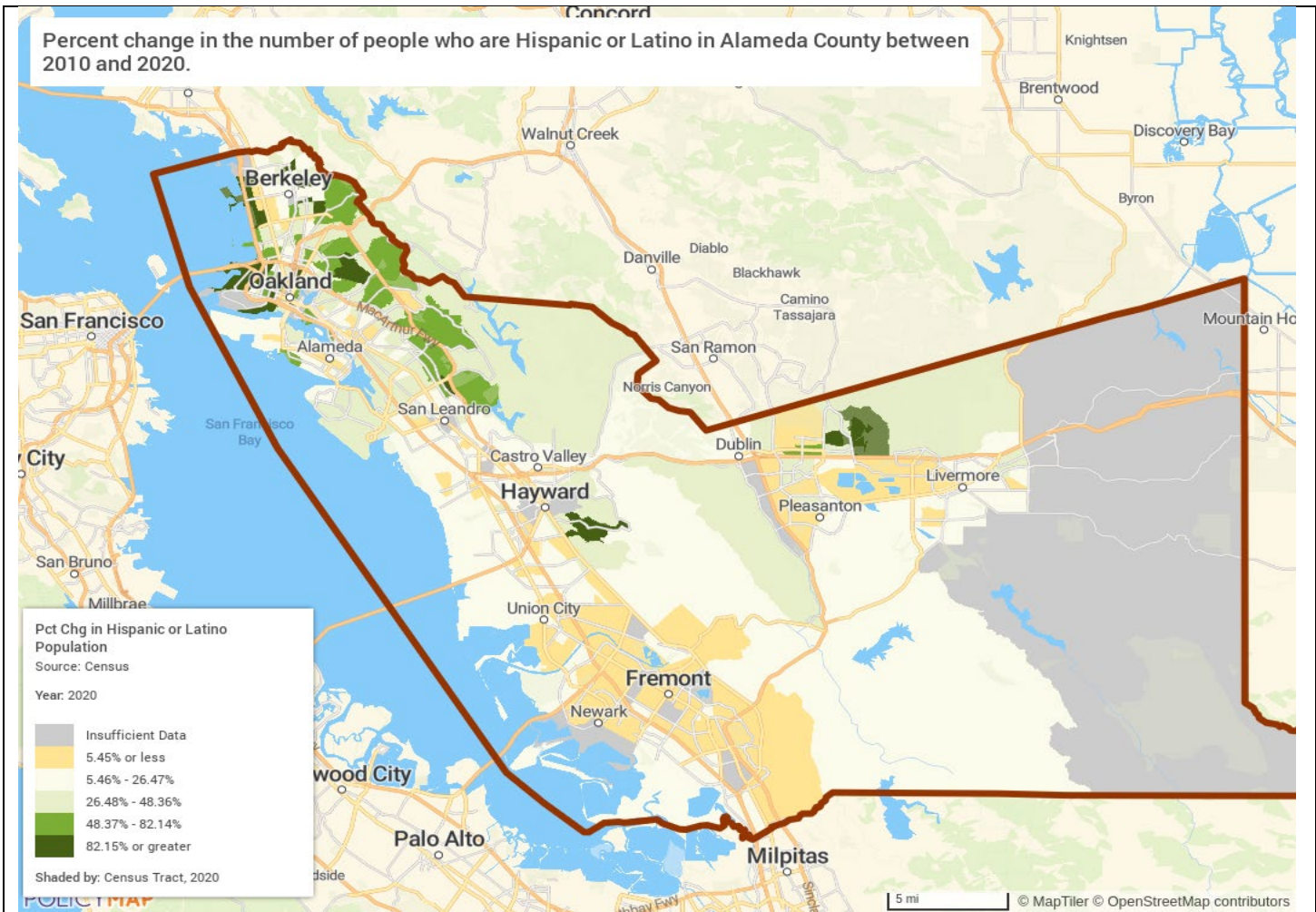
Alameda County-Oakland Community Action Partnership’s (AC-OCAP) service area includes Alameda County, excluding the city of Berkeley. The first chart below shows all the cities and unincorporated areas that AC-OCAP is funded to serve. The second chart shows the percentage of residents living below the federal poverty level for each city/unincorporated area. Even though Berkeley has the highest poverty numbers in Alameda County, most are college students, who are not low-income.

Figure 3: Race/Ethnicity Breakdown of Alameda County Cities and Unincorporated Areas

City or Unincorporated Area	Total Population	Am Indian/ AK Nat.	Asian	Black/ AA	Latinx	NHPI	Some Other Race	Two + Races	White
Alameda County	1,673,133	0.7%	31.6%	10.2%	22.4%	0.8%	11.8%	8.9%	29.9%
Alameda City	78,320	0.5%	31.3%	6.1%	12.4%	0.5%	4.9%	10.5%	42.1%
Albany	19,958	0.4%	29.0%	4.1%	12.9%	0.3%	4.7%	13.2%	44.3%
Ashland*	23,640	0.6%	24.3%	14.7%	46.1%	1.1%	22.7%	9.4%	10.3%
Berkeley	119,607	0.7%	20.5%	7.5%	12.0%	0.4%	4.8%	8.7%	53.0%

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





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

Federal Government/National Data Sets

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

Local Data Sets

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

California State Data Sets

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

Surveys

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

Agency Data Sets

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

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

N/A

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

Surveys

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

Focus Groups

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

 Community Forums**Interviews**

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

 Asset Mapping **Other**

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

N/A

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

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

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

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

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

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

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

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

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

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

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

Poverty in Alameda County

Poverty: Based on the 2023 federal poverty guidelines in the table below (Figure 4), the income threshold for an individual living in poverty is \$14,580 annually (around \$7.01 per hour for a forty-hour work week) and \$29,160 (\$14.02 per hour) for those making 200% of poverty. The state minimum wage is currently \$15.50 per hour, and Oakland’s minimum wage is currently \$15.97 per hour. The 2017-21 ACS estimates that 9% (146,763) of Alameda County residents live below the federal poverty level. Oakland has 58,518 residents living in poverty, **which is 40% of the county total.**

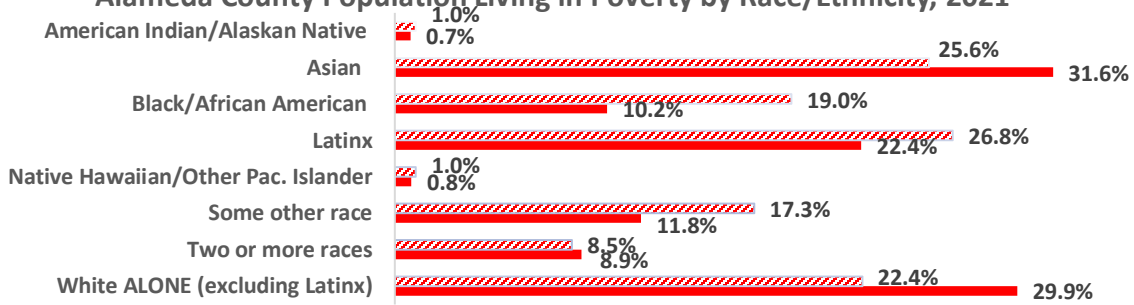
Figure 4: CSBG Poverty Guidelines (January 1, 2023 to December 31, 2023)			
Size of Family Unit or Number in Household	Monthly Poverty Guideline	Annual 100% of Poverty Guideline	200% of Poverty
1	1,215.00	14,580.00	29,160.00
2	1,643.33	19,720.00	39,440.00
3	2,071.67	24,860.00	49,720.00
4	2,500.00	30,000.00	60,000.00
5	2,928.33	35,140.00	70,280.00
6	3,356.67	40,280.00	80,560.00
7	3,785.00	45,420.00	90,840.00
8	4,213.33	50,560.00	101,120.00

For family units with more than 8 members, add \$4,540/year for each additional member.

Source: 2023 [U.S. Dept. of Health & Human Services Poverty Guidelines](#)

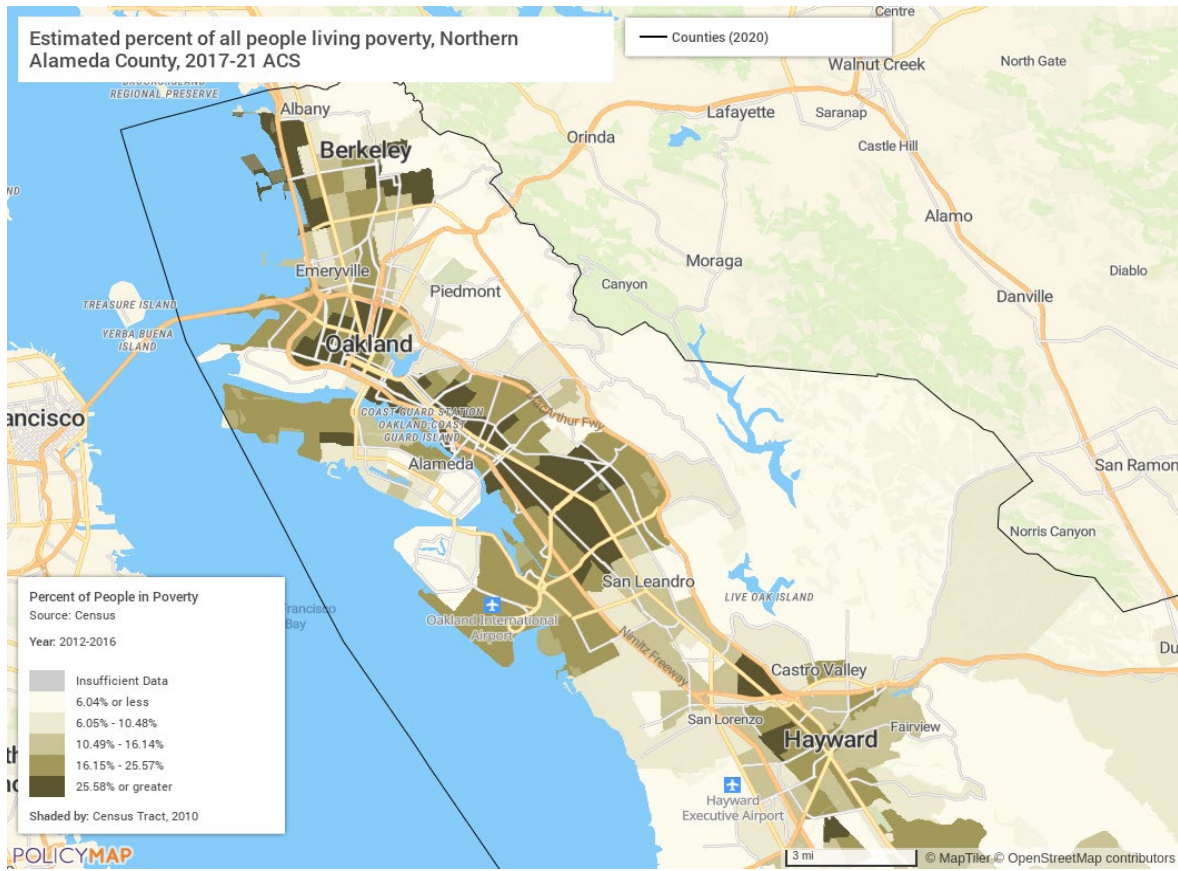
Racial/Ethnic Breakdown of those Living in Poverty: The bar chart below (Figure 5) shows the percentage of people living in poverty. While **Black/African Americans account for only 10.2% of the county’s population, they represent 16.4% of all people living below the poverty level.** While Whites represent 29.8% of the population, they represent 22.4% of those living in poverty. Of all the Black/African American people living in Alameda County, 16.4% live in poverty, compared to just 6.6% of all White people in the county and 7.1% of all Asians. The maps on the following pages show the percentage of people living below poverty throughout the county in 2021.

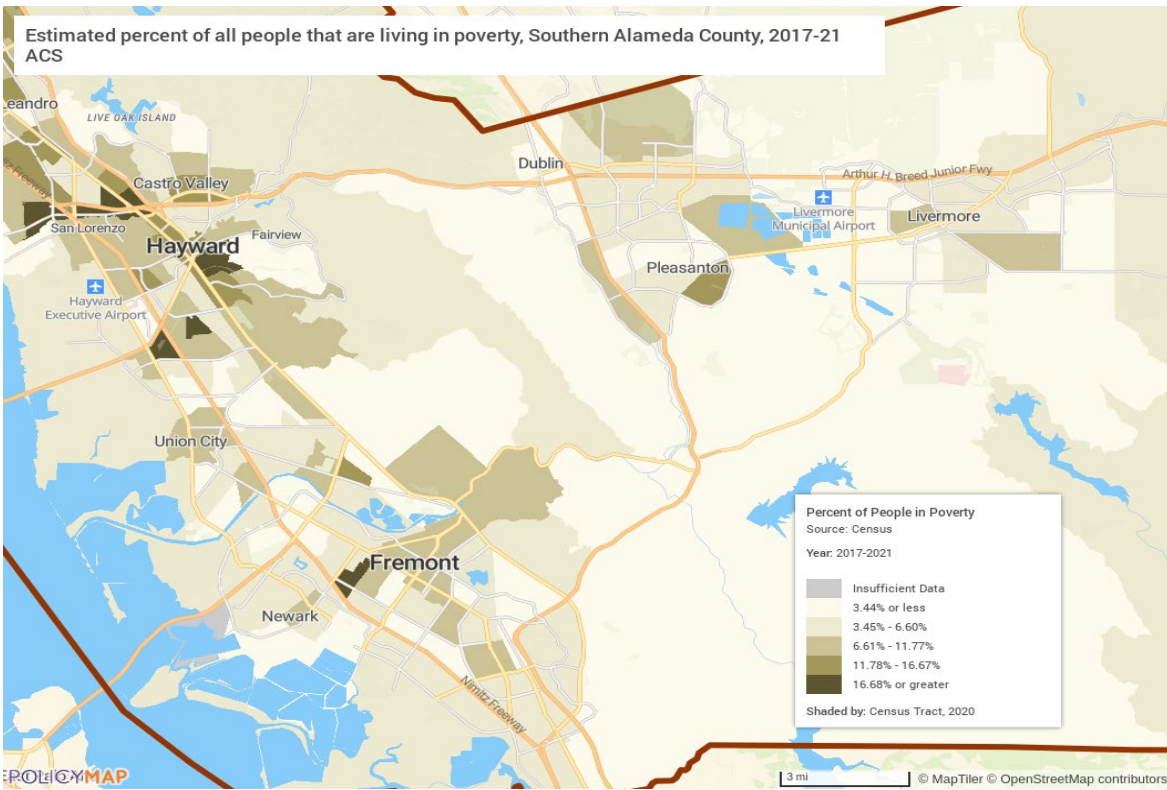
Figure 5: General Alameda County Population by Race/Ethnicity v. Alameda County Population Living in Poverty by Race/Ethnicity, 2021



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

▨ % of Total Living in Poverty ■ % of Total Population





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

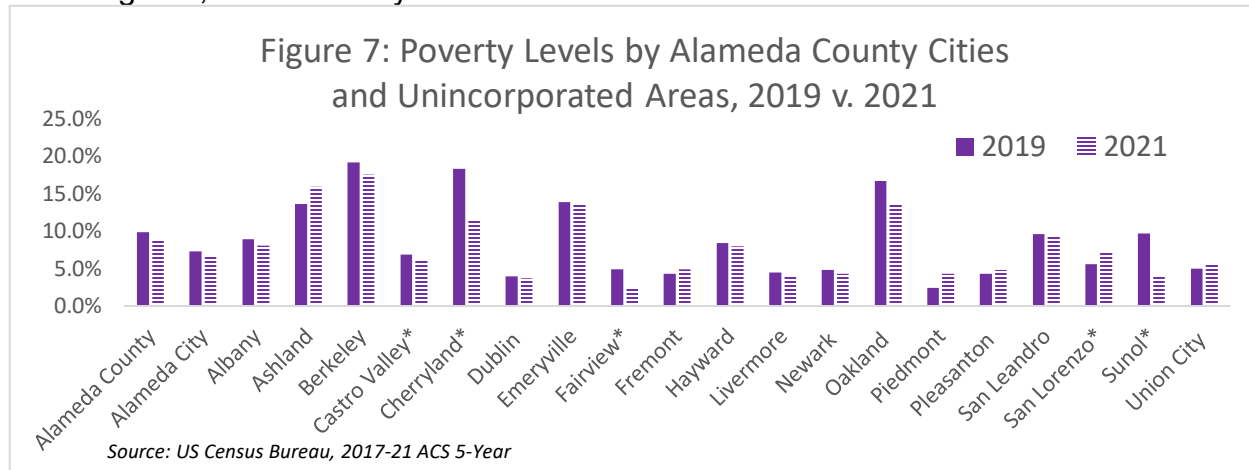
Figure 6: Alameda County and Oakland's Low- Income Community Profile

	2000 Below Poverty	% of Total Pop.	2010 Below Poverty	% of Total Pop.	2021 Below Poverty	% of Total Pop.	Change from 2010
Alameda County (AC)	156,804	11.0%	172,348	11.7%	146,763	8.91%	(25,585)
Oakland	76,489	19.4%	74,335	19.3%	58,518	13.51%	(15,817)
AC (no Oakland & Berkeley)	60,820	6.4%	79,543	8.1%	69,483	5.13%	(10,060)
AC-OCAP Areas	137,309	96.0%	153,878	10.4%	128,001	8.24%	(25,877)
Berkeley	19,495	20.0%	18,470	18.4%	18,762	17.6%	292

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

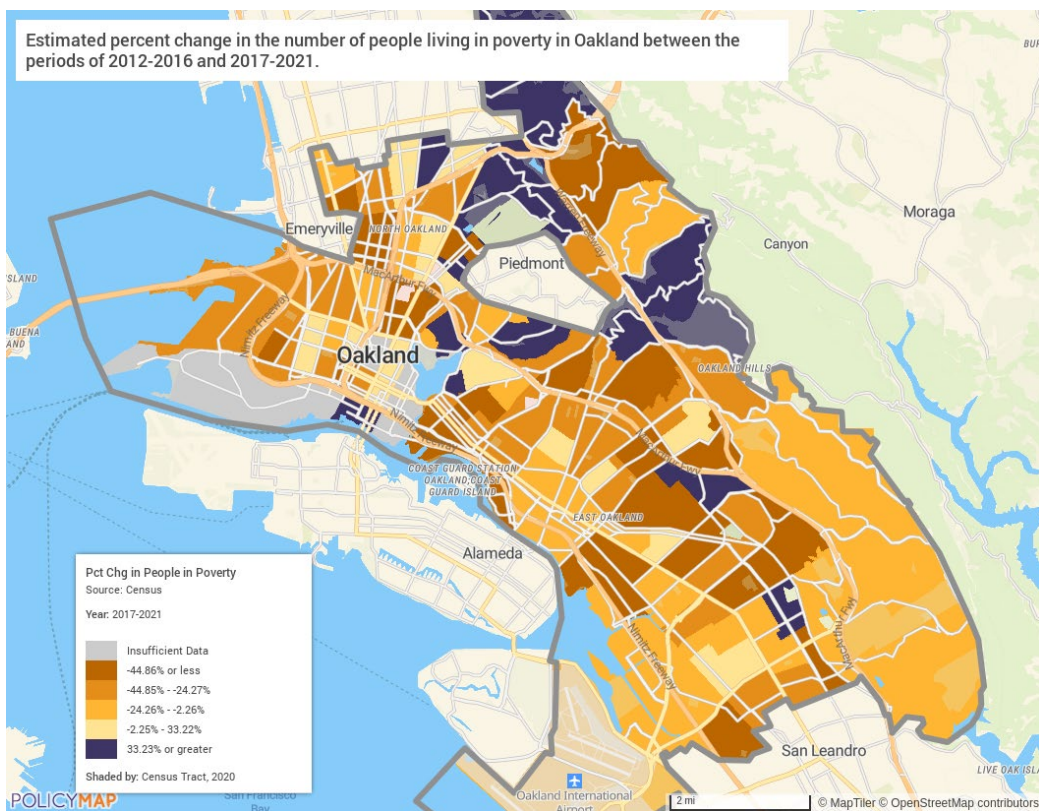
Geography of Poverty: The bar chart below (Figure 7) highlights the percentage of residents living below the federal poverty level for each city and unincorporated areas within Alameda County in both 2019 and 2021. Poverty has dropped in nearly every city and area with the

exceptions of the unincorporated area of Ashland, Fremont, Piedmont, Pleasanton, San Lorenzo, and Union City. Berkeley, with its high number of students, continues to lead the cities with the highest poverty level. Alameda County has several unincorporated areas and communities. The unincorporated areas of Ashland (15.9%) and Cherryland (11.5%) have the highest percentage of residents living in poverty. In Ashland, 1,342 or 35.9% of everyone living in poverty are children under age 18, and in Cherryland it is 436 or 24.7%.



*unincorporated areas

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



Children and Youth: Nearly 22% or one in five of all people living in poverty in Alameda County are children under the age of 18, totaling 31,840. There are 6,526 fewer children living in

poverty compared to the total of 38,366 in 2019. Latinx children make up 43% of the children living below the poverty level. Black/African American children account for 23%, some other race accounts for 30%, two or more races account for 13.5%, and White children account for 11%. Youth under 18 years of age account for 35% of the total number of people living in poverty in Ashland. Twenty-seven percent of all people living in poverty in Pleasanton are children **and 28% of people in poverty in Albany.** **Forty-eight percent of the 31,840 children living in poverty in Alameda County reside in Oakland.** The number of children living in poverty in Oakland decreased by 32% between 2019 and 2021, **resulting in almost 5,000 fewer children living in poverty.**

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

Community Needs Assessment Results

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

State Plan 14.1a

Table 1: Needs Table

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

Needs Identified	Level	Agency Mission (Y/N)	Currently Addressing (Y/N)	Agency Priority (Y/N)
Homelessness	Community	Y	Y	Y
High unemployment rates	Community and Family	Y	Y	Y
Lack of good paying jobs	Community	Y	Y	Y
Lack of accessibility to healthcare and social services	Community and Family	Y	Y	Y
Racial inequities	Community	Y	Y	Y

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

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

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

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

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

Table 2: Priority Ranking Table

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

Agency Priorities	Description of programs, services, activities	Indicator(s) or Service(s) Category	Why is the need a priority?
1.Homelessness	AC-OCAP grantees’ programs (2 years’ time frame and a total of 18 grantees); 40 is the average number of clients to be served.	FNPI and SRV	It is the main cause of poverty in Oakland and Alameda County.
2.High unemployment rates	AC-OCAP grantees’ programs (2 years’ time frame and a total of 18 grantees); 40 is the average number of clients to be served.	FNPI and SRV	It is one of the causes of poverty in Oakland and Alameda County.
3.Racial inequities	AC-OCAP grantees’ programs (2 years’ time frame and a total of 18 grantees); 40 is the average number of clients to be served.	FNPI and SRV	It is one of the causes of poverty in Oakland and Alameda County.
4. Lack of accessibility to healthcare and social services	AC-OCAP grantees’ programs (2 years’ time frame and a total of 18 grantees); 40 is the average number of clients to be served.	FNPI and SRV	It is one of the causes of poverty in Oakland and Alameda County.
5. Lack of good paying jobs	AC-OCAP grantees’ programs (2 years’ time frame and a total of 18 grantees); 40 is the average number of clients to be served.	FNPI and SRV	It is one of the causes of poverty in Oakland and Alameda County.

Agency Priorities: Rank your agency’s planned programs, services and activities to address the needs identified in Table 1 as agency priorities.

Description of programs, services, activities: Briefly describe the program, services or activities that your agency will provide to address the need. Identify the number of clients to be served or the number of units offered, including timeframes for each.

Indicator/Service Category: List the indicator(s) (CNPI, FNPI) or service(s) (SRV) that will be reported in CSBG Annual Report.

Why is this need a priority: Provide a brief explanation about why this need has been identified as a priority. Connect the need with the data. (CSBG Act Section 676(b)(3)(A))

Part II: Community Action Plan

CSBG Act Section 676(b)(11)

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

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

Vision and Mission Statement

1. Provide your agency's Vision Statement.

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

2. Provide your agency's Mission Statement.

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

Tripartite Board of Directors

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

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

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

AC-OCAP holds a monthly Administering Board Meeting in Oakland City Hall at room #3. This meeting is open for community members and the public to attend. Announcement of the board meeting is made at least 14 days in advance. We encourage individuals to contact us if they are interested in serving as a board member, and they will go through the processes in order to be sworn-in by the Board.

DRAFT

Service Delivery System

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

State Plan 14.3

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

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

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

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

Linkages and Funding Coordination

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

California Government Code Sections 12747, 12760

Organizational Standards 2.1, 2.4

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

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

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

EveryOne Home

United Way of the Bay Area, and

Spectrum Community Services. These organizations also employ proven strategies to combine self-reliance, community engagement and government support to end poverty.

Additional partners are:

Alameda County Community Food Bank

AC First Five

AC Public Health Department

AC Social Services Agency

EASTBAY Works

AC Workforce Investment Board

Oakland Workforce Investment Board,

Oakland Fund for Children and Youth (OFCY)

Oakland Head Start

Oakland Unite

Tri-Valley Anti-Poverty Collaborative, and

Oakland Thrives.

The following are executed contracts and service agreements with sub-grantees:

Entrepreneurship/Job Training & Employment

Chabot Las Positas Community College District; Hack the Hood, Inc.; Rubicon Programs, Inc.; Urban University; New Door Ventures;

Low-Income Housing

St. Mary's Center; Alliance for Community Wellness; Covenant House Ca; Fremont Family Resource Center; Lao Family Community Development Operation, Dignity, Inc.

Information & Referral

Eden Information & Referral, Inc

Financial Empowerment

Housing & Economic Rights Advocates (HERA)

Memorandums of Understanding

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

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

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

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

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

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

No change to the response in your agency's 2024-2025 CAP.

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

No change to the response in your agency's 2024-2025 CAP.

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

No change to the response in your agency's 2024-2025 CAP.

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

No change to the response in your agency's 2024-2025 CAP.

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

AC-OCAP will continue to fund programs to help Alameda County's low-income communities secure and retain meaningful/gainful employment and provide wraparound services that include life skills training, educational enhancement, improving literacy skills, vocational training, job search and resume' building, job placement assistance, case management services and mentoring so families and individuals can obtain economic security through meaningful and gainful employment. AC-OCAP is dedicated to supporting employment and training programs that promote capacity building and create pathways for economic security for Alameda County's low-income communities. AC-OCAP continues to participate and engage with the Oakland and Alameda County Workforce Investment Board (WIB); and collaborate with Oakland's Private Industry Council, local Chamber of Commerce, community colleges, and other organizations to address employment and job training needs of Alameda County's low-income communities. As a mandated partner of the Workforce Innovation and Opportunity Act (WIOA), AC-OCAP has signed MOU (memorandum of understanding) agreements with both Alameda County and the City of Oakland Workforce Development Agencies.

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

No change to the response in your agency's 2024-2025 CAP.

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

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

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

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

Monitoring

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

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

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

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

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

Data Analysis, Evaluation, and ROMA Application

CSBG Act Section 676(b)(12)

Organizational Standards 4.2, 4.3

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

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

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

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

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

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

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

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

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

DRAFT

Response and Community Awareness

Diversity, Equity, and Inclusion

1. Does your agency have Diversity, Equity, and Inclusion (DEI) programs in place that promote the representation and participation of different groups of individuals, including people of different ages, races and ethnicities, abilities and disabilities, genders, religions, cultures, and sexual orientations?
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. If yes, please describe.
Equal opportunities regardless of age, race, ethnicity, disabilities, gender, religion, culture, and sexual orientation.
3. Does your agency have Diversity, Equity and Inclusion (DEI) policies in place that promote the representation and participation of different groups of individuals, including people of different ages, races and ethnicities, abilities and disabilities, genders, religions, cultures and sexual orientations?
<input checked="" type="checkbox"/> Yes This is identical question to Q #1 <input type="checkbox"/> No
4. If yes, please describe.
Equal opportunities regardless of age, race, ethnicity, disabilities, gender, religion, culture, and sexual orientation.

Disaster Preparedness

1. Does your agency have a disaster plan in place that includes strategies on how to remain operational and continue providing services to low-income individuals and families during and following a disaster? The term disaster is used in broad terms including, but not limited to, a natural disaster, pandemic, etc.
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. If yes, when was the disaster plan last updated?
2009
3. Briefly describe your agency's main strategies to remain operational during and after a disaster.

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

DRAFT

Federal CSBG Programmatic Assurances and Certification

CSBG Act 676(b)

Use of CSBG Funds Supporting Local Activities

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

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

Needs of Youth

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

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

Coordination of Other Programs

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

Eligible Entity Service Delivery System

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

Eligible Entity Linkages – Approach to Filling Service Gaps

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

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

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

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

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

Eligible Entity Emergency Food and Nutrition Services

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

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

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

State Coordination/Linkages and Low-income Home Energy Assistance

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

Community Organizations

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

Eligible Entity Tripartite Board Representation

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

Eligible Entity Community Action Plans and Community Needs Assessments

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

State and Eligible Entity Performance Measurement: ROMA or Alternate System

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

Fiscal Controls, Audits, and Withholding

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

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

State Assurances and Certification

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

For CAA, MSFW, NAI, and LPA Agencies

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

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

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

For MSFW Agencies Only

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

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

Organizational Standards

Category One: Consumer Input and Involvement

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

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

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

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

Category Two: Community Engagement

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

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

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

Category Three: Community Assessment

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

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

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

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

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

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

Category Four: Organizational Leadership

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

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

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

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

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

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

Appendices

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

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