



Alameda County - Oakland Community Action Partnership

Administering Board Teleconference

September 13, 2021 | 5:30 PM - 7:30 PM

COMMUNITY PARTICIPATION GUIDE

TO OBSERVE

To observe by Zoom video conference, click on the link provided on the agenda.

To observe by phone, dial + 1 669 900 9128 at noticed meeting time. When prompted, enter Webinar ID: 942 0725 5579

TO COMMENT

To comment by Zoom video conference: "Raise Your Hand" to request to speak when Public Comment is being taken on an eligible agenda item. When it is your turn to speak, accept the unmute prompt to make public comments.

To comment by phone: "Raise Your Hand" by dialing "*9" to request to speak when Public Comment is being taken on an eligible agenda item. When it is your turn to speak, you will be prompted to unmute yourself by dialing "*6".



Alameda County - Oakland Community Action Partnership

Administering Board Teleconference

September 13, 2021 | 5:30 PM - 7:30 PM

PANELIST PARTICIPATION GUIDE

VIDEO CONFERENCE

Join the teleconference as a Panelist by clicking on the link provided on your Zoom invite.

Sign on to webinar 10 minutes early to ensure your speakers and mic work. A technical roll call will be performed.

The Zoom link on the Agenda, Community Participation Guide and AC-OCAP website is for Attendees only.

Panelists must raise hand and be recognized by the Chair. Host will unmute Panelist to speak. If a Panelist muted their mic, they need to accept the unmute prompt before they are unmuted.

TELEPHONE

Join by telephone, dial +1 669 900 9128, enter Webinar ID: 942 0725 5579 when prompted.

You will enter the Teleconference as an Attendee. Expect to be on hold as staff completes technical roll call with the videoconferencing Panelists.

When the host permits you to speak, you will receive a notification. Follow the telephone prompt to unmute yourself. Dial *6 to toggle between mute/ unmute. To raise your hand, dial *9.



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.

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 Teleconference

Monday, September 13, 2021 5:30 p.m.

Zoom Community Participation Link: <https://us06web.zoom.us/j/94207255579> Webinar ID: 942 0725 5579

Board Membership: Gladys Green (Chair), Monique Rivera (Vice Chair), Andrea Ford (Treasurer), Sandra Johnson (Secretary), Laura Guevara, Mitchell Margolis, David Walker, Samantha Columbus, Njeri McGee-Tyner, John Michael Baratta, Mayor Libby Schaaf (Lisa Ruhland), Councilmember Carroll Fife (Tonya Love), Councilmember Noel Gallo, Councilmember Treva Reid (Rosa Velazquez), Supervisor Wilma Chan (Sarah Oddie), Supervisor Nate Miley (Angelica Gums), and Sean Callum

Board Vacancy: Oakland CDBG District 4

Staff: Estelle Clemons, Dwight Williams, Vanessa Floyd-Rodriquez, and Melissa Francisco

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 12, 2021 Administering Board Minutes – Attachment C1**
ACTION ITEM:
- D. 5:45 p.m. **Community Action Partnership (CAP) Updates (E. Clemons)**
 - 1. **Board Update**
 - A. Community Development Block Grant (CDBG) Oakland District 4 Board Vacancy – **Attachment D1A**
 - B. District 5 Elected Official Appointee Designation Request – **Attachment D1B**
 - C. 2021 Board Retreat – October 16, 2021, 10am-3pm
 - D. Alameda County Board of Supervisors AC-OCAP Presentation – October 25, 2021
 - E. Board Acknowledgments – Board Chair G. Green
 - 2. **AC-OCAP Programming**
 - A. AC-OCAP Update – **Attachment D2A**
 - CSD Close-Out of 2020 Contract
 - State Approval of 2022-2023 CAP Plan
 - 2021 CSBG and CARES Budget Update
 - B. Bank On Oakland 2.0 and Guaranteed Income Update
 - C. 2021-2022 Earned Income Tax Credit (EITC) Campaign, State CTC & Golden State Stimulus; and Federal Monthly CTC Expansion Launched July 15, 2021
 - 3. **Conferences/Travel:**
 - 2021 NCAP National Community Action Partnership Annual Convention, (Aug 30 – Sept 3, 2021) Boston, MA

– Report Out: S. Johnson (In-Person Attendee), CAP Staff and Board Members

- 2021 NCAF National Community Action Foundation Conference, Virtual, October 25 and November 1, 8, 15, and 17, 2021

ACTION ITEM:

E. 6:05 p.m. AC-OCAP Grantee Presentations

- Downtown Streets Inc.
- Fremont Family Resource Center
- Covenant House of California
- Alliance for Community Wellness
- Lao Family Community Development

F. 7:00 p.m. Future/Proposed Agenda Items (see chart below)

- **October** – Grantee Presentations: (Housing and Economic Rights Advocates, Civicorps, Eden I & R, Rubicon Programs Inc, St. Mary's Center)
- **November** – Barbara Leslie (Chamber of Commerce)

G. 7:05 p.m. Attachments

- C1** Draft July 12, 2021 Administering Board Minutes
- D1A** CDBG 4 Community Representative Request
- D1B** District 5 Elected Official Appointee Designation Request
- D2A** 2021 AC-OCAP Fiscal Report

H. 7:10 p.m. Announcements:

- Oakland Rotary
- United Seniors of Oakland and Alameda County
- Alameda County Social Services/All-In/Board of Supervisors
- City of Oakland
- Board Members/Others

I. 7:20 p.m. Open Forum

J. 7:30 p.m. Adjournment

Next Teleconference: October 11, 2021

ACTION ITEM:

Future Agenda Items
(* = Presented)

Health	Housing
Trauma Informed Care Trauma Informed Care II*	Alameda-County Housing Authority*
La Clinica De La Raza	Tri-Valley Housing
Alameda County Building Collaborative*	Community Housing – Path Everyone Home
Financial Empowerment	East Bay Housing Organization*
Cal Reinvestment	Spectrum – LIHEAP/Weatherization
Earned Income Tax Credit/UWBA*	Oakland Housing Authority*
Youth	City of Oakland Housing Road Map*
Los Padres Unidos*	Alameda County Housing Community Dev.*
Oakland Fund Children Youth (OFCY)*	Alameda Housing Resource Center
Oakland Youth Commission*	Education
REACH Ashland/Cherryland Youth Center*	Promise Neighborhoods – Cal State East Bay*
Early Care & Education Planning Council*	Employment
Head Start/Early Head Start	Alameda County WIB*
AC Child Care*	East Bay Sustainable Alliance
Public Safety	Oakland WIB*
AnnieCannons Inc.*	Minimum Wage/Life-Up Oakland/\$15 hour
Citywide Public Safety Plan	Local Union
Cease Fire/Street Outreach*	W. Oakland Job Resource Ella Baker Center
Oakland Unite*	East Bay Works*
City of Oakland, Chief of Violence Prevention*	Board Development
Seven Step (Re-Entry Population)*	Jim Masters – CAP History/Board Training*
Social Justice	Jim Masters – Structure of the American Economy
Urban Habitat*	Public Ethics Presentation*
East Oakland Collective*	Strategic Planning – RDA*
Oakland Community Organization (OCO)	Food Security
Families	Alameda County Community Food Bank*
Mayor’s Commission on Aging*	Transportation
Social Services – TANF, GA*	Alameda County Transportation Commission
All-In*	Community Development
Alameda County Hope Collaborative	CDBG/CARES*
Rise Up*	Census 2020 Complete Count*



MINUTES



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

Administering Board Teleconference
Monday, July 12, 2021, 5:30 p.m.
Granicus Recording Link: <https://oakland.granicus.com/player/clip/4335?&redirect=true>

Board Members Present: Gladys Green (Chair), Monique Rivera (Vice Chair), Andrea Ford (Treasurer), Sandra Johnson (Secretary), Mitchell Margolis, David Walker, Alicia Rossetti, Samantha Columbus, Njeri McGee-Tyner, Mayor Libby Schaaf (Lisa Ruhland), Councilmember Carroll Fife (Tonya Love), Councilmember Noel Gallo (Emilia Ordaz-Salto), Councilmember Treva Reid (Rosa Velazquez), Councilmember Nate Miley (Angelica Gums), and Supervisor Wilma Chan (Sarah Oddie), and Sean Callum
Board Members Excused: Laura Guevara and John Michael Baratta
Staff: Sarah Bedford, Estelle Clemons, Dwight Williams, Vanessa Floyd-Rodriguez, and Melissa Francisco
Guests: Michael Munson (City of Oakland, KTOP), Jaskiret Rai, Katie Derrig, Rashida Washington (Alameda County Administrator's Office), Kevin Hickey, Brooklyn Williams, Gidalthi Gonzalez, James Lande, Anina Tweed, Alexandra Gallegos, Omar Butler, Alcian Lindo, Bret Sweet, Lola Rockwell, Randi Lauderdale, Tiffany Shumate, Ginelle Curincita, and Amadi Mobley.

A. Call to Order/Recite AC-OCAP Promise
Vice Chair M. Rivera called the July 12, 2021 Administering Board Teleconference to order at 5:34p.m.
The AC-OCAP Promise was recited.

B. Roll Call/Determination of Quorum/Approval of Agenda
Roll call was performed by staff M. Francisco. A quorum was established at 5:38 p.m.
MOTION: To approve the July 12, 2021 Administering Board Agenda
M/S/Carried: S. Callum / S. Columbus / Motion Carried

C. Approval of Draft June 14, 2021 Administering Board Minutes - Attachment C1
MOTION: To approve the Draft June 14, 2021 Administering Board Minutes
M/S/Carried: S. Oddie/ A. Rossetti / Motion Carried

D. Community Action Partnership (CAP) Updates (E. Clemons)
1. Board Updates
A. New Board Member Orientation (T. Love and L. Guevara) – Rescheduled for Monday, September 13, 2021, at 4:15 p.m.
B. 2021 Board Retreat, October – A Doodle Poll was sent to board members with the proposed October dates (9th, 16th, 23rd). The preliminary poll results were displayed on the teleconference screen. The majority of poll results supported a virtual retreat on October 16, 2021.
ACTION ITEM: Board members to submit Doodle Poll response by Friday, July 16, 2021.
C. Board Acknowledgements: S. Columbus was recognized by E. Clemons and the Board for graduating from Urban Habitat's Boards and Commissions Leadership Institute (BCLI) program. Board Members interested in pursuing leadership development through the BCLI or a comparable program, should notify staff, so AC-OCAP may provide sponsorships.
A. Rossetti's departure from the Board was announced, with E. Clemons and the Board thanked her for her service and wishing her well on her new endeavors and relocation to New York.

2. AC-OCAP Programming

A. AC-OCAP Update

The Community Services Block Grant (CSBG) 2021 contracts are executed, and staff D. Williams has finalized the 2020 Outcomes Reporting to the State. Staff V. Floyd-Rodriguez continues to work on providing The Coronavirus Aid, Relief, and Economic Security (CARES) Act monies to families; 250 Head Start families have already received their first allocation of funds. E. Clemons thanked AC-OCAP Grantees for submitting 2021 mid-year progress reports on time, allowing staff to begin the review process.

B. Bank On Oakland (BOO) and Guaranteed Income Update

The BOO 2.0 Inaugural Banking Partners Meeting was held on June 21, 2021 with federal and state updates, lessons learned, and the City of Oakland's vision among the topics covered. A soft launch of BOO 2.0 will come after the banking programs are vetted. Housing and Economic Rights Advocates (HERA) is the coordinating agency that is partnering with CAP to ensure the success of BOO 2.0 re-launched..

The first phase of applications for Oakland Resilient Families (Guaranteed Income Program) closed on the 30th of June. The second phase is scheduled to launch later this summer or early fall, with applications available to low-income households citywide. To receive updates on the Oakland Resilient Families initiative, sign-up here: <https://oaklandresilientfamilies.org/learn-more>

C. Ratify Executive Committee Approval of the 2022-2023 Final Anti-Poverty Community Action Plan for CSBG

Vice Chair M. Rivera discussed the Executive Committee's review and approval of the final 2022-2023 Anti-Poverty Community Action Plan submittal to the State to comply with the June 30, 2021 deadline.

MOTION: To ratify the Executive Committee's approval of the final 2022-2023 Anti-Poverty Community Action Plan submittal to the State.

M/S/Carried: L. Ruhland / S. Columbus / Motion Carried

3. Conferences/Travel:

National Community Action Partnership (NCAP) Annual Convention, Hybrid | Boston, MA, August 30 – September 3, 2021

AC-OCAP will be represented in-person at the NCAP Convention by S. Johnson and M. Baratta. Board Members interested in attending the NCAP Convention remotely must submit a Training Request Form. S. Oddie's registration will be converted to a virtual ticket as she has chosen not to travel to the convention.

National Community Action Foundation (NCAF) Conference, Virtual | September 27-28 and October 4-5, 2021

Board Members are encouraged to attend the virtual NCAF Conference, even if their schedule does not permit full participation.

ACTION ITEM: Board Members to submit Training Request Form for NCAP Convention and/or NCAF Conference by Friday, July 23, 2021.

MOTION: To accept E. Clemons Community Action Partnership Updates.

M/S/Carried: M. Rivera / R. Velazquez./ Motion Carried

E. AC-OCAP Grantee Presentations

Chabot Las-Positas Tri-Valley Career Center | Presenter: Alcian Lindo, Program Manager

The Tri-Valley Career Center connects employers with qualified, skilled talent and job seekers with employment and career development opportunities to achieve economic prosperity. A. Lindo shared Career Center offerings, participant quotes, COVID challenges, and program outcomes.

Hack the Hood Inc. | Presenter: Tiffany Shumate, Executive Director

Hack the Hood provides youth with technological and professional training, coaching, and the support necessary to obtain tech-related employment. T. Shumate shared two success stories from the Internship Pilot Program, COVID challenges and pivots, staffing updates, participant demographics, and 2021 progress year to date.

New Door Ventures | Presenters: Brooklyn Williams, Program Director, and Kevin Hickey, Chief Program Officer

New Door Ventures assists disconnected young people to prepare for work and life by providing skills training, meaningful jobs, educational aid, and personal support. B. Williams and K. Hickey provided updates on activities and outcomes, as well as future plans to return to in-person work experience and initiate integrated cash assistance supports. *Youth Speaker* Randi Lauderdale, Leadership Council Alumni, shared her program experience.

Operation Dignity | Presenters: Katie Derrig, Development Contracts Manager, and Lola Rockwell, Program Manager

Operation Dignity offers veterans and their families shelter, transitional housing, and supportive services to help them regain stability. K. Derrig and L. Rockwell presented information on House of Dignity, the demographics of homeless veterans they serve, and 2021 outcomes thus far.

Renaissance Entrepreneurship Center | Presenters: Bret Sweet, Center Director, and Ginelle Curincita, Program Manager

Renaissance Entrepreneurship Center promotes and enhances the entrepreneurial capabilities of people from various social and economic backgrounds, in order to establish sustainable new enterprises, new jobs, and financial self-sufficiency. B. Sweet and G. Curincita discussed the challenges and outcomes of pivoting to a virtual format. Entrepreneur Amadi Mobley, shared his program experience, including the development of his vision and mission statement for his apparel business, Space Chemp Clothing.

The Presenters were commended for their inspiring efforts and honesty in acknowledging the challenges posed by COVID. AC-OCAP Grantee Presentations to the Board will continue after the August recess.

F. Future/Proposed Agenda Items (See Chart Below)

September – Barbara Leslie (Oakland Chamber of Commerce) and Grantee Presentations (Downtown Streets Inc, Fremont Family Resource Center, Covenant House CA, Alliance for Community Wellness, and Lao Family Community Development)

October - Grantee Presentations: (Housing and Economic Rights Advocates, Civicorps, Eden I & R, Rubicon Programs Inc, and St. Mary's Center)

G. Committee Report(s)

Executive Committee “Special Meeting” – Convened on Wednesday, June 23, 2021. Vice Chair M. Rivera provide a brief overview of the meeting during Agenda Item D2C.

H. Attachments

- | | |
|------------|---|
| C1 | Daft June 14, 2021 Administering Board Minutes |
| D2C | 2022-2023 FINAL Anti-Poverty Community Action Plan for CSBG |
| D3 | Board Member Training Request Form |

I. Announcements

- **Oakland Rotary** – [In Person and Zoom Civic Meeting](#) are held Thursdays at 12:30 p.m. Contact S. Callum for membership information.
- **United Seniors of Oakland and Alameda County (USOAC)** – CAP staff and the Board are **USOAC** members and are encouraged to register for the 2021 Walk Club Celebration, July 23rd, 11 a.m.-2 p.m.
- **Alameda County Social Services/All IN/ Board of Supervisors (BOS)–ALL IN's** Recipe4Health initiative (formerly Food as Medicine) won a competitive National Association of Counties Achievement Award for Best in Health. Read more at <https://www.naco.org/achievement-awards/2021-best-category>.
- **City of Oakland – Oakland District 6 & 7, Animal Services Town Hall**, Wednesday, July 14th, 6-7 p.m.
- **Board Members/Others** – COVID-19 Vaccination Clinic Flyers were shared on the teleconference screen.

ACTION ITEM: Flyers to be distributed to Board Members by email.

J. Open Forum: E. Clemons discussed the City's reopening plan, which includes staff returning to the office at least two days per week beginning mid-August. The first phase of reopening for [Senior Centers](#) is now underway, with scheduling of appointments for registration.

K. Adjournment – Next Teleconference: September 13, 2021

MOTION: To adjourn the July 12, 2021 AC-OCAP Administering Board Teleconference at 7:25 p.m.

M/S/Carried: S. Johnson/L. Ruhland/Motion Carried

Future Agenda Items

(* = Presented)

Health	Housing
Trauma Informed Care Trauma Informed Care II*	Alameda-County Housing Authority*
La Clinica De La Raza	Tri-Valley Housing
Alameda County Building Collaborative*	Community Housing – Path Everyone Home
Financial Empowerment	East Bay Housing Organization*
Cal Reinvestment	Spectrum – LIHEAP/Weatherization
Earned Income Tax Credit/UWBA*	Oakland Housing Authority*
Youth	City of Oakland Housing Road Map*
Los Padres Unidos*	Alameda County Housing Community Dev.*
Oakland Fund Children Youth (OFCY)*	Alameda Housing Resource Center
Oakland Youth Commission*	Education
REACH Ashland/Cherryland Youth Center*	Promise Neighborhoods – Cal State East Bay*
Early Care & Education Planning Council*	Employment
Head Start/Early Head Start	Alameda County WIB*
AC Child Care*	East Bay Sustainable Alliance
Public Safety	Oakland WIB*
AnnieCannons Inc.*	Minimum Wage/Life-Up Oakland/\$15 hour
Citywide Public Safety Plan	Local Union
Cease Fire/Street Outreach*	W. Oakland Job Resource Ella Baker Center
Oakland Unite*	East Bay Works*
City of Oakland, Chief of Violence Prevention*	Board Development
Seven Step (Re-Entry Population)*	Jim Masters – CAP History/Board Training*
Social Justice	Jim Masters – Structure of the American Economy
Urban Habitat*	Public Ethics Presentation*
East Oakland Collective*	Strategic Planning – RDA*
Oakland Community Organization (OCO)	Food Security
Families	Alameda County Community Food Bank*
Mayor’s Commission on Aging*	Transportation
Social Services – TANF, GA*	Alameda County Transportation Commission
All-In*	Community Development
Alameda County Hope Collaborative	CDBG/CARES*
Rise Up*	Census 2020 Complete Count*



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Human Services Department
Alameda County – Oakland Community Action Partnership

(510) 238-2362

September 1, 2021

Councilmember Sheng Thao
1 Frank H. Ogawa Plaza, 2nd Floor
Oakland, CA 94612

RE: AC-OCAP Board Recruitment for CDBG District 4

Dear Honorable Councilmember Thao,

We are eagerly looking forward to partnering and working with you and your staff in helping AC-OCAP fulfill its mission of *eliminating poverty within the City of Oakland and throughout Alameda County*.

To that end, I am writing to notify your office of a vacancy on the Alameda County – Oakland Community Action Partnership Administering Board. The AC-OCAP Administering Board is an elected and appointed body of 18 members who are an intricate part of the local planning and decision-making process in the agency's effort to eradicate poverty.

In order to adhere to AC-OCAP's governing bylaws, the board will be accepting applications to democratically select a District 4 CDBG community representative, until the vacancy is filled. Board members serve a three-year term and meet the second Monday of each month at 5:30 p.m. at City Hall (currently via Zoom Teleconference due to COVID-19). Please consider posting the recruitment notice in your district newsletter. A copy of the application is attached for your reference and available on our website at www.AC-OCAP.com.

If you should have any questions or require additional information, please feel free to contact me at (510) 238-3597 or at our main number at (510) 238-2362.

Sincerely yours,

Estelle Clemons

Estelle Clemons
AC-OCAP Program Director

cc: AC-OCAP Board Members



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Human Services Department
Alameda County – Oakland Community Action Partnership

(510) 238-2362

September 1, 2021

Councilmember Noel Gallo
1 Frank H. Ogawa Plaza, 2nd Floor
Oakland, CA 94612

Re: District 5 Elected Official Appointee for the Alameda County - Oakland's Community Action Partnership (AC-OCAP) Administering Board

Dear Honorable Councilmember Gallo,

We are eagerly looking forward to partnering and working with you and your staff in helping Alameda County - Oakland's Community Action Agency fulfill its mission of *eliminating poverty and its effects in Oakland and throughout Alameda County.*

Per federal Community Services Block Grant (CSBG) regulations and AC-OCAP's Administering Board By-laws, "The Councilmember may be represented by a designated representative of their individual choice" during his or her term.

Please confirm your selection of a new representative to serve on your behalf to the Community Action Partnership Administering Board. The board meets the second Monday of every month in City Hall, 1 Frank H. Ogawa Plaza, in Hearing Room 3 at 5:30 PM (currently via Zoom Teleconference due to COVID-19).

If you should you have any questions or require additional information, please feel free to contact me at 510-238-3597. We look forward to hearing from you.

Sincerely yours,

Estelle Clemons

Estelle Clemons
AC-OCAP Program Director

cc: AC-OCAP Board Members



DAVID SCRIBNER
INTERIM 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

May 13, 2021

Estelle Clemons, Executive Director
Alameda County-Oakland Community Action Partnership
150 Frank Ogawa Plaza, Suite 4340
Oakland, CA 94612

Dear Ms. Clemons:

Audit Transmittal Report TR 20-029 (FYE 6/30/2020)

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 (Oakland 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, 2019, through June 30, 2020
Contract No. 's 19F-4002; 19F-4405; 20F-3002; 20F-3641
Report Date: 3/30/21 **FAC Date:** 4/1/21 **Date Rec'd:** 4/5/21

The State Controller's Office (SCO) reviews the audit report to ensure that applicable standards have been met and to resolve outstanding matters regarding format, required statements, and items that appear to cut across multiple programs or funding sources. CSD's review is solely based on the single audit for the fiscal year ended June 30, 2020, 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.

CONTRACTS: 19F-4002 and 19F-4405

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

CONTRACTS: 20F-3002 and 02F-3641

The terms of these contracts extend beyond the audit reporting period. Please ensure these contracts are included in the next single audit and that expenditures are identified by CSD contract number, program components (i.e., Weatherization and ECIP/HEAP/Assurance16; CSBG and CSBG Discretionary), and Catalog of Federal Domestic Assistance number.

Ms. Estelle Clemons
May 13, 2021

Supplemental Statements of Revenues and Expenses that reconcile to the Schedule of Expenditures of Federal Awards are required for all contracts passed through CSD. These supplemental statements should also be broken down by program component, fiscal year, and CSD budget line item.

RELATED CONCERNS:

The single audit identified a material weakness in internal control over financial reporting pertaining to SEFA expenditures. The auditor noted, “...the City included expenditures incurred in fiscal year 2019 and 2020 [on the SEFA] that were not eligible for grant reimbursement in fiscal year 2019 and 2020...”

The City provided a corrective action plan stating it will “...take measures to ensure that personnel responsible for communicating federal expenditure data to the Finance Department are familiar with SEFA reporting requirements and emphasize the need for reporting federal expenditures on an accrual accounting basis. The City will develop procedures to ensure the completeness of the amounts provided by departments to be reported on the SEFA.”

Although the finding did not pertain to CSD’s pass-through funding, concerns exist that the CSD-funded programs may have similar issues in the future. CSD considers the issue closed since the agency provided planned corrective actions. However, CSD will review next year’s single audit report to ensure the agency implemented the corrective actions.

CONCLUSION:

Our review did not disclose any findings requiring corrective action; therefore, the audit has been closed. If Oakland has any questions or needs additional information, please reference the TR number in your correspondence. I may be contacted by phone at (916) 576-7123 or by email at Jodi.Basham@csd.ca.gov.

Thank you for your dedication and commitment to serve 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: Gladys Green, AC-OCAP Board Chair

COMMUNITY SERVICES BLOCK GRANT (CSBG)
2022/2023 Community Needs Assessment and Community Action Plan
Cover Page and Certification

Agency Name	Alameda County-Oakland Community Action Partnership
Name of CAP Contact	Estelle Clemons
Title	Program Director
Phone	510-238-3597
Email	Eclemons@oaklandca.gov

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

04/23/2021

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 2022/2023 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)

Gladys Green	<i>Gladys Green</i>	6/28/21
Board Chair (printed name)	Board Chair (signature)	Date
Estelle Clemons	<i>Estelle Clemons</i>	6/28/21
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).

Wilmer Brown, Jr.	<i>Wilmer Brown, Jr.</i>	8/25/2021
NCRT/NCRI (printed name)	NCRT/NCRI (signature)	Date

CSD Use Only

Dates CAP (Parts I & II)		Accepted By
Received	Accepted	
<i>6/27/2021</i>	<i>8/20/2021</i>	<i>Jennifer J Milovina</i>

				2021	Project to Date	
	OF	Account #	PROJ	Budget	Expnse	Balance
TOTAL GRANT				1,396,158	1,396,158	1,396,158
ADMINISTRATIVE COSTS						
10.1		Salaries and Wages	1004480	116,921	67,970	48,951
10.2		Fringe Benefits	1004480	143,042	75,387	67,655
Subtotal Personnel Costs				259,963	143,357	116,606
10.3		Operating Expenses				
10.32		Consumable/supplies	52911-BOTTLED WA 55312 -	3,000		3,000
10.34		Membership Dues	MEMBERSHIP	8,000		8,000
10.34		Membership Dues	55311-EMPLOYEE AS	1,000		1,000
10.34 SUBTOTAL				9,000	-	9,000
10.35		Official Hospitality	53313-OFFICIAL HOS	500		500
10.36		Parking Validation	55119-MISC TRAVEL	1,644		1,644
10.37		Telephone	53117-MOBILE PHON			-
Total Operating				14,144	-	14,144
10.6		Subcontractor Srvs(Prof/Board Devlp)	54919-CONTRACTS I	2,000		2,000
10.7		Other Costs - (Dept. OH costs) 12.	58521 - DEPT. OVER	10,630	5,708	4,922
Subtotal Administrative Costs				286,736	149,065	137,671
PROGRAM COSTS						
20.1		Salaries and Wages	1004481	200,094	96,021	104,073
20.2		Fringe Benefits	1004481	245,520	86,577	158,943
Sub-total Personnel Costs				445,614	182,598	263,016
20.3		Operating Expenses				
20.31		Program Expenses	52211-STATIONARY	4,000	140	3,860
20.31		Program Expenses	52212-MINOR FURNI	1,000		1,000
20.31		Program Expenses	52213-MINOR COMPI	1,000		1,000
20.31		Program Expenses	52911-FOOD FOR HU	-		-
20.31		Program Expenses	52919-MISC COMMO	1,500	1,588	(88)
20.31		Program Expenses	53611-POSTAGE ANI	2,000		2,000
SUBTOTAL: 20.31				9,500		9,500
20.32		Travel In State-Program	55112-COMMERCIAL	1,500		1,500
20.32		Travel In State-Program	55113-MEALS	1,000		1,000
20.32		Travel In State-Program	55114-PER DIEM ANI	1,000		1,000
20.32		Travel In State-Program	55119-MISC TRAVEL	1,000		1,000
20.32		Travel In State-Program	55212-REGISTRATIO	3,000		3,000
20.32 SUBTOTAL				7,500	-	7,500
Total Operating				17,000	1,728	24,772
20.4		Equipment = \$5K >				
		OUT OF STATE TRAVEL-PG	55112-COMMERCIAL	3,900	120	3,780
		OUT OF STATE TRAVEL-PG	55113-MEALS (?)	-	340	(340)
		OUT OF STATE TRAVEL-PG	55114-PER DIEM ANI	3,000		3,000
		OUT OF STATE TRAVEL-PG	55119-MISC TRAVEL	100		100
		OUT OF STATE TRAVEL-PG	55212-REGISTRATIO	3,000	2,100	900
20.5 Out of State Travel-Program				10,000	2,560	7,441
20.6		Subcontractors				
AC		Downtown Streets (Hayward)	54912-THIRD PARTY	40,000	6,405	33,595
		Hack the Hood	54912-THIRD PARTY	40,000	11,667	28,333
		Rubicon	54912-THIRD PARTY	40,000	20,696	19,304
		Chabot Tri-Valley Career Cente	54912-THIRD PARTY	25,000	9,110	15,890
		Fremont Resource Center	54912-THIRD PARTY	40,000	20,000	20,000
		La Familia (FESCO)	54912-THIRD PARTY	40,000	13,311	26,689
OAK						-
		New Door Ventures	54912-THIRD PARTY	40,000	22,229	17,771
		Civicorps O	54912-THIRD PARTY	40,000	21,136	18,864
		PIC	54912-THIRD PARTY	-		-
		Renaissance Center	54912-THIRD PARTY	40,000	17,022	22,978
		INA	54912-THIRD PARTY	40,000	24,676	15,324
		SAVE	54912-THIRD PARTY CONTRACTS	40,000		40,000
		Covenant House	54912-THIRD PARTY CONTRACTS	40,000	22,861	17,139
		Operation Dignity	54912-THIRD PARTY CONTRACTS	40,000	11,692	28,308
		St. Mary's Center	54912-THIRD PARTY CONTRACTS	40,000	13,333	26,667
Internal				545,000	214,138	330,862
20.61		Bank On Oakland/HERA	54919-CONTRACTS I	30,000		30,000
		Earned Income Tax Credit	54919-CONTRACTS I	10,000	10,000	-
		Hunger Program (Thanksgiving + Summer Lunch + Brown Bag ACCFB, Safe Passages	54919-CONTRACTS I	10,000		10,000
		Bay Area Legal Aid	54919-CONTRACTS I	-		-

Assuming 4% Vacancy Rate, 5%COLA added fo
120.09% and 126.33% (paid leave treated as fri

Blue mean possible reprogramming

7.45% DOH Annie Updated

Assuming 4% Vacancy Rate, 5%COLA added fo
120.09% and 126.33% (paid leave treated as fri

What's covered?

staff mileage
staff development

Reprogram Dollars

HIGHLIGHT

Edent I and R

(\$10K)

	Self-Help Credit Union/Hera	54919-CONTRACTS	1004481			-	
	CAP Forum/community Events	54919-CONTRACTS	1004481			-	
	Donal Raulston- EITC Program Analyst	51111, 51511, 51611,	1004481		23,562	23,562	Total \$48,396(\$24,834,Cover part of Don's Salar
	Hunger-free Summer Campaign	54911-Services Contra	1004481				Advetising and Promotion Added
	Alameda County All In - New War on Poverty ;Tri Valley; Fatherhood	54911-Services Contra	1004481				
	AC OCAP Programming	51911-MISC OCAP P	1004481				Advetising, Promotion Added, Tshirts
	Discretionary Grant (\$32,000) (\$28,500-2021)		1004426				must have own project # (Annie)
	TOTAL Internal						
20.6	Sub-total - Subcontractors			618,562	224,138	394,424	
20.7	Other Costs/(Dept.OH costs) 12.93	58521 - DEPT. OVER	1004481	18,245	7,851	10,394	7.45% DOH (Annie Updated)
	Subtotal Program Costs			1,109,421	418,875	700,047	
	Total CSBG Funds			1,396,158	567,940	837,718	Plus \$28,500 Discretionary (2021)
	Unallocated Funding (Deficit)			0			2021 use GPS or Discretionary
	* Furlough Savings						

Note: Administrative Cost must be below 12% of total budget

		542,915.58
2021 AC-OCAP Operating Budget		2021
2020-2022 CSBG CARES		\$1,933,830
City CSO GPF Contribution		122,877
City ISF GPF Contribution		44,982
City I GPF Contribution		30,262
Oakland Promise Brilliant Baby		500,000
Eden I and R General Fund		100,000
Walk to End Poverty (Donations)		35,699
CHD Mayor's Hunger Program - 78111		100,000
Summer Lunch		260,489
CENTRAL LEGAL CONTRACT		-
Total		3,128,139
2021 CSBG - Fedral Grant		1,396,158
2021 AC-OCAP Total Operating Budget		4,524,297

Total Administrative Budget
 12% of CAP Adminstraive Budget
 Allowable Administrative Costs 12.00% 252,679

CSD contract 21F-4002

13124