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OFFICE OF THE CITY CLERK  
OAKLAND

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# CITY OF OAKLAND

## AGENDA REPORT

TO: Office of the City Administrator  
ATTN: Dan Lindheim  
FROM: Department of Human Services  
DATE: April 13, 2010

RE: **A Supplemental Report From The Department Of Human Services Oakland Community Action Partnership (OCAP) For Additional Information Requested At The December 15, 2009 Life Enrichment Committee To Provide: 1) A Historical Review Of The City Of Oakland's Current And Past Poverty Rates; 2) Information And Comparison Of Public Community Action Agencies And Private Community Action Agencies; 3) Information On OCAP's Strategic Planning Process; And 4) A Breakdown Of OCAP's Administrative And Program Cost For Its Community Services Block Grant (CSBG) Annual And Stimulus Funding**

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### SUMMARY

This is a supplemental follow-up report to the annual Oakland Community Action Partnership (OCAP) report presented to Life Enrichment Committee at its December 15, 2009 meeting. This report responds to the Committee's request for additional information on: 1) Oakland's current and past poverty rates; 2) public and private Community Action Agencies; 3) OCAP's strategic planning process; and 4) OCAP's administrative and program costs for its Community Services Block Grant (CSBG) annual and stimulus funding.

### FISCAL IMPACT

This supplemental report is informational only.

### BACKGROUND

Staff presented an annual Oakland Community Action Partnership (OCAP) report and a resolution to the Life Enrichment Committee on December 15, 2009. The Committee bifurcated the report by forwarding the time sensitive grant resolution to City Council and directing staff to return to the committee with a supplemental report to provide additional information on: 1) historical information on the change in poverty in Oakland; 2) the number of private versus public community action agencies and their funding; 3) OCAP's strategic plan for administration and funded programs; 4) breakdown of Oakland's Community Services Block Grant Stimulus

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funds and the ratio of program overhead; and 5) how much money is allocated to administration and how much to programs and suggestions for improving that ratio.

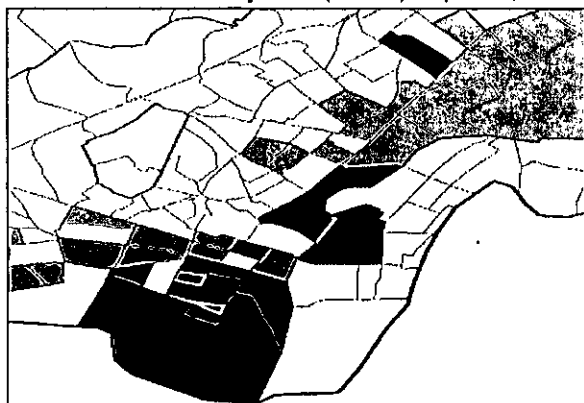
## KEY ISSUES AND IMPACTS

### A Historical Review of the City of Oakland's Current and Past Poverty Rates

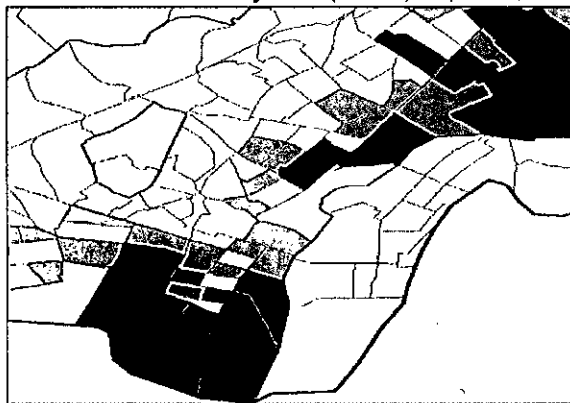
According to the 2000 Census, 76,489 (19.4%) of Oakland's 399,484 residents live at 100% of the federal poverty level. This compares to 16.6% in 1970; and 18.5% for both 1980 and 1990. Current data published by the California Department of Finance shows Oakland's total population as of January 1, 2009 at 425,068. However, recent data provided in the 2008 American Community Survey, a nationwide census sample survey designed to provide communities with annual data, indicated a decline in not only the City's population but the overall poverty rate as well. The 2008 data estimates Oakland's population to be around 362,342 with an 18% poverty rate. Based on the data provided, it appears that Oakland is experiencing a slight decrease in its overall poverty rate. However, it is worth noting that the formula for local funding allocations for the Federal Community Services Block Grant is solely based on the number of residents living below the federal poverty level as captured in the decennial (every 10 years) census data.

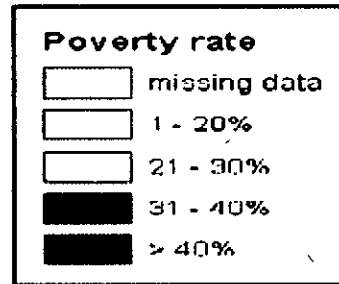
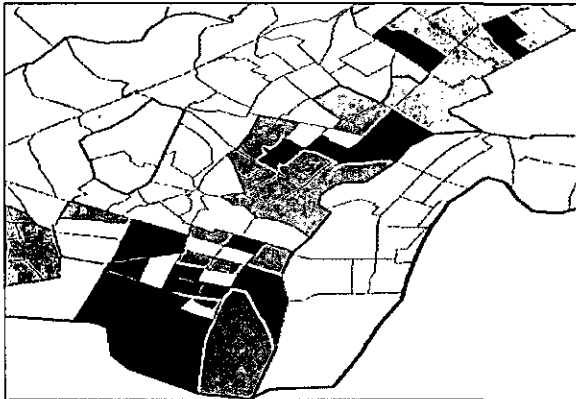
The maps below provides a visual historical perspective of the shift in the concentration of poverty within the City of Oakland from 1970-1990. As the maps indicate, poverty in Oakland for the last 30 years has and continues to plague the City's flatland communities. However, on the up side, the degree to which poverty is concentrated in areas such that 40% or more of the families live in poverty in on the decline.

Oakland 1970 Poverty data (16.6%) Pop: 361,561



Oakland 1980 Poverty data (18.5%) Pop: 339,337





Oakland 1990 Poverty data (18.5%) Pop: 372,242

In an attempt to understand poverty, it is important to look beyond the numbers and look at the broader social and economic issues, like to the dot com bust of 2000, the decline in the U.S. housing market, and most recently, the persistent double digit unemployment numbers. These social and economic forces continue to contribute to the growing disparity of those who are not able to make ends meet and those who can.

### The Role of Community Action Agencies

In 1964, President Lyndon Johnson declared “war on poverty”. Today, there are 1,100 Community Action Agencies, all part of a national network collectively working to eradicate poverty on a federal, state and local level. Within the State of California, there are a total of 63 Community Action Agencies; thirty-nine (39) are private (not for profit) agencies; twenty-one (21) are public county agencies, and three (3) are public city agencies-(City of Berkeley, City of Los Angeles, and City of Oakland). (*Attachment A*)

Based on the Federal Statue governing Community Action Agencies, no two agencies are exactly alike. Information Memorandum Transmittal No. 37 (*Attachment B*) from the Administration for Children and Families dated December 10, 1999 best describes the unique usage of the Community Services Block Grant Funds. The memo reads “the purpose of the CSBG award differs from most other grant because it does not focus on funding a particular service; CSBG does not function solely as a “stand alone” program. Rather, CSBG funding can support (1) creation of new programs and services, (2) augmentation of existing programs and services; and (3) organizational infrastructure required to coordinate and enhance the multiple programs and resources that address poverty conditions in the community. Within this framework, use of CSBG funds to both coordinate and expand local services and programs related to the elimination of poverty meet the standards for allowable cost. These activities comprise the largest spending category for the CSBG award. They also leverage, enhance and supplement the impact of programs supported by other Federal, State, local and private funding sources.”

For example, the City of Berkeley leverages an estimated \$3,206,652 in non-CSBG federal Weatherization and Low-Income Heating and Energy Assistance Program (LIHEAP) funding

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and \$279,251 in unrestricted local government funds with its annual CSBG allocation of \$259,646 to address the condition of its 19,495 low-income residents living in poverty. In comparison, the City of Los Angeles leverages \$15,764,476 in Community Development Block Grant (CDBG) Funding with its \$7,525,417 in CSBG funding to address its 801,050 low-income individuals living in poverty.

### **Oakland Community Action Agency**

For calendar year 2010, the City of Oakland's Community Action Partnership received \$718,453 in its annual Community Services Block Grant funding to address and eradicate poverty amongst the 76,489 individuals documented as living below the federal poverty level. This translates into the City receiving approximately \$9.39 per person to fight its war against poverty. To maximize its funding allocation, the Oakland Community Action Partnership utilizes its strategic planning process to review and assess the community's needs, identify gaps in services, identify priority funding areas, review policy and propose system changes, explore new partnerships, and leverage existing resources to expand programs and services deemed necessary to help Oakland's low-income families.

As part of its strategic planning process, OCAP conducted an employment and workforce development focus group meeting, on March 25, 2009, with local service providers to assess the employment needs of Oakland's low-income community. Results from the focus group included the need to connect workforce development efforts with local economic development efforts; provide paid training opportunities for participants; expand apprenticeship programs; subsidize employment; work with industry to support the city's local hire policy-Oakland First; develop a career academy to address educational barriers; and provide wrap around supportive services to address mental health and substance abuse issues for participants.

In addition, the OCAP Board held a retreat in April 2009 to revisit their vision, goals, and outcomes based on the community needs assessment and to strategically plan for the next four years (2010-2014). OCAP uses its strategic planning process to foster internal and external reflection in order to adapt and respond to changes and meet the needs of Oakland's low-income population. The following chart summarizes the results of OCAP's 2010-2014 strategic planning efforts that support the California Department of Community Services and Development's (CSD) state-wide priority of ***Family Self-Sufficiency***. OCAP has adopted a working definition of ***Family Self-Sufficiency*** as having the *means to meet a range of individual needs*.

<b>OCAP PROGRAM AND AGENCY STRATEGIES</b>				
<b><i>Job Training/ Education &amp; Employment</i></b>	<b><i>Community Development</i></b>	<b><i>Supportive Services</i></b>	<b><i>Community Engagement/ Advocacy</i></b>	<b><i>Capacity Building</i></b>
<b><i>Purpose:</i></b> Support programs and services that address training/education and employment for adults, youth, seniors, re-entry population, and the homeless with special emphasis on Oakland's hard to place population.	<b><i>Purpose:</i></b> Support programs and services that provide transitional, and affordable housing, micro enterprise opportunities, and sustainable gardens with special emphasis placed on programs that help the low-income populations obtain home ownership and maintain self-sufficiency.	<b><i>Purpose:</i></b> Support programs and services that assist low-income individuals and families to thrive in the areas of employment, housing, transportation, income support, health and wellness, financial security, and asset building.	<b><i>Purpose:</i></b> Support programs and services that increase public awareness, advocacy and promote civic action on poverty and other issues that affect Oakland's low-income population.	<b><i>Purpose:</i></b> Support programs and services that foster agency capacity-building in the areas of fund development, board development, and community building.

OCAP's programming also aligns with the National Performance Goals and Indicators for the Community Service Block Grant (CSBG) program established by the Federal Administration of Children and Families' Office of Community Services (OCS). In addition, the results of OCAP's strategic planning efforts and its companion 2010-2011 Community Action Plan (*Attachment C*) was presented at OCAP's state mandated community public hearing on June 8, 2009. The needs assessment and strategic plan informed the request for proposal process. A list of OCAP's 2010-2011 grantees and brief description of their program services is provided as *Attachment D*.

**Oakland's Community Action Agency 2010 Budget**

The following chart shows OCAP's operating budget, as defined by CSD's regulations, and as reported to the state. This budget includes not only the CSBG annual allocation but also CSBG ARRA dollars, leveraged CDBG dollars, and DHS program and administrative dollars that are related to CSBG programming. The state uses this comprehensive budget as the basis for its "administrative cost" allocation. As such, the portion of the City's CSBG allocation that is used for "administration" which is \$259,369 from the regular allocation plus \$144,768 in ARRA funding is matched against this compilation budget. As such, the administrative costs equal 11% of this total budget, within the state mandated cap of 12%.

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This compilation budget is an essential component of the CSBG program which is designed to support existing work, supplement other efforts, and leverage additional dollars. It should also be noted that DHS recently passed single audit of its use of CSBG funds with no financial findings.

<b>DHS OCAP 2010 Total Operating Budget As Defined and Reported to the State of California January 1, 2010- December 31, 2010</b>		
	CSBG – ARRA 2010	1,212,697
	CDBG – IDA, matching, and operation	550,000
	CDBG-EITC	25,000
	Walk to End Poverty	8,961
	DHS Admin and Program Costs	1,023,096
	DHS Mayor's Hunger Program -	100,000
	CSBG 2010- Federal Grant	718,453
	<b>2010 OCAP Total Operating Budget</b>	<b>3,638,207</b>

The following chart provides the OCAP budget for the annual CSBG allocation only -- \$718,453. This is the budget that the City Council is typically asked to review and approve, as was done in December 2009. This budget treats “administrative costs” as direct support to program cost in the community.

If one only reviews this budget, the administrative costs for OCAP appear to be 36%. But this is inaccurate on two fronts. First, CSBG does not look at this allocation in isolation from the dollars that are leveraged for programs both in additional grants and from the operating budget of the host agency. Second, CSBG does not review the budget this way since it does not take into account various “administrative costs” which are **required program elements** of the funding. For example, the development, training and staffing of the tripartite board and its members is a vital aspect of the program. As such, it is a required element of the CSBG program and not an “administrative cost” in the traditional use of the word but is counted that way. A close parallel is Head Start where the Parent Policy Council Governing Board is treated by the federal agency as a program cost, not part of the administrative costs.

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<b>DHS OCAP CSBG 2010 BUDGET</b>		
<b>January 1, 2010- December 31, 2010</b>		
<b>ADMINISTRATIVE COSTS</b>		
10.1	Salaries and Wages (AAI, PPT Program Analyst, HHS Planner)	131,150
10.2	Fringe Benefits	81,287
	<b>Subtotal Personnel Costs</b>	<b>212,437</b>
10.3	Total Operating Expenses & Equipment	21,115
10.4	Equipment	-
10.5	Out of State Travel	9,000
10.6	Subcontractor Services	5,000
10.7	Other Costs - Misc. Costs (Dept. OH costs) 9.01%	11,817
	<b>Subtotal Administrative Costs</b>	<b>259,369</b>
<b>PROGRAM COSTS</b>		
20.1	Salaries and Wages (IDA, EITC, Bank On Oakland, Forums)	41,299
20.2	Fringe Benefits	25,564
	<b>Sub-total Personnel Costs</b>	<b>66,863</b>
20.3	Operating Expenses	
20.4	Equipment	
20.5	Out of State Travel	4,500
20.6	Subcontractors	
	Bay Area Legal Aid	40,500
	Catholic Charities of the East Bay	40,500
	Covenant House California (CHC)	40,500
	Housing and Economic Rights Advocates (HERA)	40,500
	Mandela Marketplace	40,500
	St. Mary's Center	40,500
	Men of Valor Academy (MOVA)	40,500
	Society of St. Vincent de Paul	40,500
	OCAP Programs (EITC 15k, Hunger 10k, IDA 20k, Walk 10k, Program/Forums/Marketing \$5,000)	60,000
20.6	<b>Sub-total - Subcontractors</b>	<b>384,000</b>
20.7	Other Costs -(Dept. OH costs) 9.01%	3,721
	<b>Subtotal Program Costs</b>	<b>459,084</b>
	<b>Total CSBG Funds</b>	<b>718,453</b>

The following describes some of the OCAP activities and partnerships that speak to how the "administrative" side of this budget works to leverage and grow direct services throughout Oakland.

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OCAP's overarching strategy is to focus available local, state, private, and federal resources on the goal of enabling low-income families and individuals to attain the skills, knowledge, motivation, and secure the opportunities needed to become fully self-sufficient. To that end, OCAP partners with other anti-poverty initiatives such as United Way of the Bay Area's Spark Point Initiative, a collaboration among several non-profit agencies to provide wrap around services to Oakland's low-income population; Safe Passages Elev8, a collaboration with the City, County and OUSD to increase opportunities for families and youth at 5 middle schools throughout Oakland; and Bank on Oakland, an initiative to bank 8,000 unbanked Oakland residents annually.

Most recently, OCAP has been providing technical assistance and support to the City Administrator's Office and the Community Economic Development Agency (CEDA) to secure over \$4 million in federal Weatherization Assistant Program (WAP) funding to not only weatherize low-income residents but also create jobs for Oakland's Green Job Corps. For thirty eight years, the City of Oakland's Community Action Partnership has had a track record in making a difference in the lives of thousands of Oaklanders by "*helping people, changing lives*" and in 2006 was acknowledged by the Community Research Partners, as a "Best Practice in Community Action" nationwide.

For more information on Federal Community Service Block Grant, visit [www.acf.hhs.gov/programs/ocs/csbg/](http://www.acf.hhs.gov/programs/ocs/csbg/)

For more information on Oakland's Community Action Partnership, visit [www.OaklandCAP.org](http://www.OaklandCAP.org)

### **Oakland's Community Action Agency 2009-2010 Stimulus Budget**

Through the City of Oakland Community Services Block Grant 2009 American Recovery and Reinvestment Act (ARRA) stimulus funding, OCAP proposed to expand its current "shovel ready" training, education, and employment programs to create between 120-150 employment opportunities in the area of green jobs/weatherization, building trades/home rehabilitation, logistic/warehousing, transportation, and regional employment. (**Attachment D**) The following is a break down of the \$1,212,697 ARRA allocation: \$130,697 is allocated to cover the cost of grant administration, staffing, and training, and \$1,082,000 is directly allocated to programming. This results in a less than 11% administrative cost for program administration.

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<b>OCAP CSBG 2009-2010 Stimulus BUDGET</b>		
<b>July 1, 2009- September 30, 2010</b>		
<b>TOTAL GRANT (Administrative and Program Cost)</b>		<b>1,212,697</b>
<b>ADMINISTRATIVE COSTS</b>		
10.1	Program Analyst I - FTE .1 @ \$30.36	6,346
10.2	Fringe Benefits	3,645
	Subtotal Personnel Costs	<b>9,991</b>
10.3	Operating Expenses and Equipment	
	Office Supplies	5,000
	Bookkeeping Services/Accountant II	13,000
	City Services-Contract Compliance (.0025*1082000) +2000	4,705
	Duplicating/Copier	2,500
	Telephone	1,000
	Total Operating Expenses & Equipment	<b>26,205</b>
10.4	Out of State Travel	
10.5	Subcontractor Services Administrative Cost (10%) Oakland Green Job Corps, Volunteers of America Workforce Collaborative, OPED-Senior Shuttle	
	Total Subcontractor Admin	<b>108,000</b>
10.6	Other Costs - Misc. Costs (Dept. OH costs) 9.01%	572
<b>Subtotal Administrative Costs</b>		<b>144,768</b>
<b>PROGRAM COSTS</b>		
20.1	Salaries and Wages -( Workforce Development Consultant/TA )	45,069
20.2	Fringe Benefits	
	Sub-total Personnel Costs	<b>45,069</b>
20.3	Operating Expenses & Equipment	
	Education/Outreach	25,000
	Program Supplies	11,280
	Total Operating Expenses & Equipment	<b>36,280</b>
20.5	Out of State Travel	10,000
20.6	Subcontractors Program Cost	
	Oakland Green Job Corps	270,000
	Volunteers of America	270,000
	Workforce Collaborative	270,000
	Bay Area Comm Services -OPED - Senior Shuttle	164,000
	Sub-total - Subcontractors	<b>974,000</b>
20.7	Other Costs -(Dept. OH costs) 9.01%	2,579
<b>Subtotal Program Costs</b>		<b>1,067,928</b>
<b>TOTAL CSBG GRANT FUNDS</b>		<b>1,212,697</b>

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**SUSTAINABLE OPPORTUNITIES**

**Economic:** OCAP programs and services directly impact the employability of Oakland’s low-income residents by providing access to education, training, and job opportunities designed to help families achieve an increased level of self-sufficiency.

**Environmental:** The expansion of training in the green jobs industry and Oakland’s pending State weatherization funding will directly contribute to decreasing Oakland’s overall carbon footprint.

**Social Equity:** OCAP will continue to focus its efforts to support the City goal of social equity for all of Oakland’s low-income residents. OCAP will continue to collaborate and partner with other entities such as the Workforce Investment Board (WIB), the County of Alameda, Alameda County Community Food Bank, the United Way of the Bay Area, and other anti-poverty fighting programs to ensure that all efforts to eliminate poverty and its effects on the Oakland community are supported and that a sustainable infrastructure is in place to help low-income families move toward a higher level of self- sufficiency.

**DISABILITY AND SENIOR CITIZEN ACCESS**

The Oakland Community Action Partnership programs and services are accessible to persons with disabilities and senior citizens.

**ACTION REQUESTED OF THE CITY COUNCIL**


The Department of Human Services Oakland Community Action Partnership requests that the City Council accept this supplemental informational report.

Respectfully submitted,

  
\_\_\_\_\_  
**ANDREA YOUNGDAHL**  
**Director, Department of Human Services**

Reviewed by: Sara Bedford  
Policy & Planning Division Manager  
Prepared by: Estelle Clemons, Manager  
Oakland Community Action Partnership

APPROVED AND FORWARDED TO THE  
LIFE ENRICHMENT COMMITTEE:

  
\_\_\_\_\_  
Office of the City Administrator

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# **LIST OF ATTACHMENTS:**

**For: OCAP Informational Report**

**April 13, 2010**

- A** List of Private/Public Community Action Agencies  
(4 pages)
  
- B** Informational Memorandum Transmittal No. 37 (CSBG)  
(7 pages)
  
- C** 2010-2011 Community Action Plan  
(67 pages)
  
- D** 2010-2011 OCAP Grantees
  
- E** CSBG 2009-2010 Recovery Act Local Plan  
(7 pages)

*Attachment A*

**List of Private/Public Community Action  
Agencies**

**California Department of Community Services and Development (CSD)**  
**2008 CSBG/IS Part I, Section B**  
**List of Eligible Entities Receiving 2008 Funds**

<i>Contract Number</i>	<i>Agency</i>	<i>Address</i>	<i>Public or Private Agency</i>	<i>2008 Award Amount</i>
<b>Community Action Agencies</b>				
4905	Amador-Tuolumne CAA	935 South State Hwy. 49 Jackson, CA 95642	Public	\$243,054
4902	Associated Community Action Program	24100 Amador Street, 3th Floor Hayward, CA 94544-1203	Public	\$532,727
4901	Berkeley CAA	2180 Milvia Street, 2nd Floor Berkeley, CA 94704	Public	\$243,054
4906/4983	CAA of Butte	2255 Del Oro Avenue Oroville, CA 95965	Private	\$368,056
4907	Calaveras-Mariposa CAA	5200 Highway 49 -- North Mariposa, CA 95338	Private	\$243,054
4914/4966	Campesinos Unidos (CUI)	1005 C Street Brawley, CA 92227	Private	\$342,024
4994	Community Services & Employment Training	312 N.W. 3rd Ave Visalia, CA 93291	Private	\$783,683
4908/4991 09F-5015	Contra Costa County Community Services Dept	2425 Besso Lane, Suite 260 Concord, CA 94520	Public	\$657,814
4910	El Dorado County Dept of Community Services	3057 Briw Rd, #A Placerville, CA 95667	Public	\$243,054
4954	Foothill Unity Center, Inc.	415 West Chestnut Avenue Monrovia, CA 91016	Private	\$336,872
4911	Fresno EOC	1920 Mariposa Mall, Suite 300 Fresno, CA 93721	Private	\$1,568,905
4912/4996 09F-5005	Glenn County Human Resource Agency	420 East Laurel Street Willows, CA 95988	Public	\$297,954
4904/4915	Inyo Mono Advocates for Community Action	224 S. Main Street Bishop, CA 93515	Private	\$245,149
4916	Kern County Economic Opportunity Council	300 -- 19th Street Bakersfield, CA 93301-4502	Private	\$1,226,707
4917	Kings Community Action Organization	1130 North 11th Ave Hanford, CA 93230-5998	Private	\$243,054
4922	City of Los Angeles Community Development Department	1200 West 7th Street, 6th Floor Los Angeles, CA 90017	Public	\$7,018,217
4921/4992	Los Angeles County Department of Community and Senior Services	12900 Crossroads Parkway South City of Industry, CA 91746	Public	\$6,435,462
4918	Lake County CAA	15312 Lakeshore Drive Clearlake, CA 95422	Private	\$243,054
4919	Lassen/Plumas/Sierra CAA	183 West Main Street Quincy, CA 95971	Public	\$243,054
4920	Long Beach Community Services Development	3012 Long Beach Blvd Long Beach, CA 90807	Private	\$906,294
4923	Madera County CAA	1225 Gill Ave Madera, CA 93637	Private	\$243,054
4924/4990	Community Action Marin	29 Mary Street San Rafael, CA 94901	Private	\$267,320

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**California Department of Community Services and Development (CSD)  
2008 CSBG/IS Part I, Section B  
List of Eligible Entities Receiving 2008 Funds**

<b>Contract Number</b>	<b>Agency</b>	<b>Address</b>	<b>Public or Private Agency</b>	<b>2008 Award Amount</b>
<b>Community Action Agencies (continued)</b>				
4926	Merced County CAA	1748 Miles Court, Suite B Merced, CA 95340	Private	\$394,597
4927	Modoc-Siskiyou CAA	818 South Main Street Yreka, CA 96097	Public	\$243,054
4928	Monterey County Dept of Social Services	1000 South Main Street, Ste 301 Salinas, CA 93901	Public	\$452,735
4929	Community Action of Napa Valley	3273 Claremont Way, Suite 207 Napa, CA 94558	Private	\$243,054
4930	Nevada County Dept of Housing and Community	950 Maldu Avenue Nevada City, CA 95959	Public	\$243,054
4925	North Coast Opportunities	413 North State Street Ukiah, CA 95482	Private	\$243,054
4903	City of Oakland, Dept of Aging	Lionel J. Wilson Building 150 Frank H. Ogawa Plaza Suite 4340 Oakland, CA 94612	Public	\$670,032
4931	Orange County Community Development Council	12640 Knott Street Garden Grove, CA 92841	Private	\$2,536,226
4932	Placer County Health and Human Services Dept	379 Nevada Street Auburn, CA 95603	Public	\$243,054
4913/4997 5008/5006	Redwood Community Action Agency	904 G Street Eureka, CA 95501	Private	\$346,899
4933/4987 5009	Riverside County Dept of Community Action	2038 Iowa Ave., Suite B-102 Riverside, CA 92507	Public	\$1,926,677
4934/4998	Sacramento Employment and Training Agency	925 Del Paso Boulevard Sacramento, CA 95815	Public	\$1,612,677
4955	Sacred Heart Community Service	1381 South First St San Jose, Ca. 95110	Private	\$1,080,606
4935	San Benito County Dept of Community Services	1111 San Felipe Road, Suite 108 Hollister, CA 95023	Public	\$243,054
4936	Community Action Partnership of San Bernardino County	696 S. Tippecanoe Ave San Bernardino, CA 92408	Private	\$2,307,796
4937/4993	County of San Diego, Health and Human Services Agency Community Action Partnership	1255 Imperial Avenue, Suite 743 San Diego, CA 92101-7439	Public	\$2,990,045
4938	Economic Opportunity Commission of San Francisco	1426 Fillmore Street, Suite 301 San Francisco, CA 94115	Private	\$758,683
4939	San Joaquin County Dept of Aging, Children and Community Services	102 South San Joaquin Street Stockton, CA 95201	Public	\$850,630
4940/4995 5014	Economic Opportunity Commission of San Luis Obispo	1030 Southwood Drive San Luis Obispo, CA 93401	Private	\$326,554
4941	CAA of San Mateo County	930 Brittan Avenue San Carlos, CA 94070	Private	\$356,663
4942/4985	CAC of Santa Barbara County	5638 Hollister Avenue, Suite 230 Goleta, CA 93117	Private	\$507,836
4943/4984 5002	Community Action Board of Santa Cruz County	406 Main Street, Suite 207 Watsonville, CA 95076	Private	\$284,016
4944	Shasta County CAA	1450 Court Street, Suite 108 Redding, CA 96001	Public	\$243,054

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03/30/2009

**California Department of Community Services and Development (CSD)  
2008 CSBG/IS Part I, Section B  
List of Eligible Entities Receiving 2008 Funds**

<i>Contract Number</i>	<i>Agency</i>	<i>Address</i>	<i>Public or Private Agency</i>	<i>2008 Award Amount</i>
<b>Community Action Agencies (continued)</b>				
4945	Community Action Partnership of Solano County	1545 North Texas Street, Suite 301 Fairfield, CA 94533	Public	\$274,609
4946/4988 5003/5012	Community Action Partnership of Sonoma County	1300 North Dutton Ave. Santa Rosa, CA 95401	Private	\$393,817
4948	Sutter County CAA	938 14th Street Marysville, CA 95901	Private	\$243,054
4949/4999 5013	CAA of Tehama County	310 South Main Street Red Bluff, CA 96080	Public	\$274,054
4951	Community Action of Ventura County	621 Richmond Avenue Oxnard, CA 93030	Private	\$600,349
4952	Yolo County Dept of Employment	25 North Cottonwood Street Woodland, CA 95695	Public	\$281,006
4953	Yuba County Community Services Commission	915 8th Street, Suite 130 Marysville, CA 95901	Public	\$243,054
4947/4963 4898	Central Valley Opportunity Center	6838 West Bridget Court Winton CA 95388	Private	\$1,148,114
4909/4968	Del Norte Senior Center	1765 Northcrest Drive Crescent City, CA 95531	Private	\$131,902
<b>Migrant and Seasonal Farmworker Agencies</b>				
4961/5011	California Human Development Corp	3315 Airway Drive Santa Rosa, CA 95403	Private	\$1,345,086
4964/4989	Center for Employment Training	701 Vine Street San Jose, CA 95110	Private	\$1,770,551
4962	Proteus, Inc.	1830 N. Dinuba Boulevard Visalia, CA 93291	Private	\$2,083,400
4965	La Cooperativa Campesina de California	7801 Folsom Boulevard, Ste 365 Sacramento, CA 95826	Private	\$291,857

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**California Department of Community Services and Development (CSD)  
2008 CSBG/IS Part I, Section B  
List of Eligible Entities Receiving 2008 Funds**

<i>Contract Number</i>	<i>Agency</i>	<i>Address</i>	<i>Public or Private Agency</i>	<i>2008 Award Amount</i>
<b>Native American Indian Agencies</b>				
4956/4957	Karuk Tribe of CA	64236 Second Ave Happy Camp, CA 96039	Private	\$101,747
4960	Los Angeles County NAI Commission	3175 Westh Sixth Street, Rm 403 Los Angeles, CA 90020	Public	\$355,048
4958/4959	Northern CA Indian Development Council	241 F Street Eureka, CA 95501	Private	\$1,835,297
<b>Limited Purpose Agencies</b>				
4967	Community Design Center	5 Thomas Mellon Cir., Suite 128 San Francisco, CA 94134	Private	\$123,262
4969	Rural Community Assistance Corporation	3120 Freeboard Drive, Suite 201 West Sacramento, CA 95691	Private	\$138,053



*Attachment B*

**Informational Memorandum Transmittal  
No. 37**



U.S. Department of Health & Human Services

## Administration for Children & Families

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# CSBG Community Services Block Grant

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<p><b>COMMUNITY SERVICES BLOCK GRANT PROGRAM</b></p> <p><b>Information Memorandum</b></p>	<p>U.S. Department of Health and Human Services Administration for Children and Families Office of Community Services Division of State Assistance 370 L'Enfant Promenade, S.W. Washington, D.C. 20447</p>
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Transmittal No.37

Date: December 10, 1999

**To:** State Community Services Block Grant Directors, State Comptrollers, U.S. Territories, Native American Tribes and Tribal Organizations, Community Action Agencies, Community Development Corporations, and other non-profit organizations receiving Community Services Block Grant (CSBG) funds.

**Subject:** Definition and allowability of direct and administrative costs.

**Purpose:** This memorandum clarifies the definition and allowability of "direct" program and "administrative" costs under the Community Services Block Grant (CSBG) and new programmatic reporting requirements. The memo specifically addresses use of CSBG funds for planning, coordination, integration, strengthening, and expansion of public and private assistance related to the elimination of poverty.

**Related References:** Community Services Block Grant Act of 1998, 42 USC § 9901-9920 (1999); OMB Circular A-122; OMB Circular A-133; HHS Results Oriented Management and Accountability Guide (1999).

**Policy Summary:**

1. For CSBG program reporting requirements, the HHS Office of Community Services (OCS) defines "direct" program and "administrative" costs in accordance with three criteria: (i) meeting Congressional intent for the program; (ii) achieving consistency with HHS audit and financial management standards; and (iii) ensuring a common basis for

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relating expenditures to the CSBG Results Oriented Management and Accountability System (ROMA).

- a. "Direct" program costs can be specifically identified with delivery of a particular project, service, or activity undertaken by a grantee to achieve an outcome intended by the funding program. For CSBG, such direct costs derive from the funding objectives specified in the reauthorizing statute, and from the goals and outcome measures in the ROMA system required by that statute. Direct program costs are incurred for the service delivery and management components within a particular program or project. Therefore, direct program costs include expenditures on some activities with administrative qualities, including salaries and benefits of program staff and managers, equipment, training, conferences, travel, and contracts that expressly relate to the delivery of an individual program or service funded by a specific grant source.
  - b. "Administrative" costs, in the context of CSBG statutory reporting requirements, are equivalent to the familiar concepts of "indirect" costs or "overhead." As distinguished from program administration or management expenditures that qualify as direct program costs, administrative costs refer to central executive functions that do not directly support a specific project or service. Rather, administrative costs are incurred for common objectives that benefit multiple programs administered by the grantee organization, or the organization as a whole, and as such are not readily assignable to a particular program funding stream. Administrative costs relate to the general management of the grantee organization, such as strategic direction, Board development, Executive Director functions, accounting, budgeting, personnel, procurement, and legal services.
1. Under the CSBG reauthorization and national ROMA goals, eligible programmatic activities explicitly include efforts to coordinate and strengthen a range of local programs and services that combat poverty. These efforts often entail planning and management functions that facilitate integrated approaches among more categorical public, private, and non-profit entities within a community. They also provide additional resources to enhance or supplement the activities of programs that receive other Federal, State, local, and private funding. OCS considers such functions to constitute a core CSBG program purpose, significant and necessary to the grantee mission, pursuant to Congressional intent. Use of CSBG funds to augment and coordinate other programs is an allowable cost. Furthermore, *although some of these functions have administrative qualities, related expenditures that can be specifically identified with a programmatic activity to coordinate and strengthen other programs and services should be categorized as direct program costs, because they achieve an outcome intended by the Congress in the express language of the CSBG reauthorizing statute.*

## Background

New reporting requirements in the CSBG reauthorization, and potential confusion with terminology used in OMB Circular A-122 and the cost accounting field, necessitate some clarification for grantees and auditors regarding (1) the definition of different cost categories in the CSBG program and (2) the character and allowability of CSBG expenditures to coordinate and link multiple anti-poverty programs.

The CSBG reauthorization requires that HHS report to Congress on use of CSBG funds by

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grantees, including a breakdown of expenditure by "direct" and "administrative" functions. 42 U.S.C. § 9917(b)(2)(B) (1999). The statute also requires that HHS define "direct" and "administrative" costs for those purposes. 42 U.S.C. § 9917(b)(3). In addition, OMB Circular A-122, *Cost Principles for Non-Profit Organizations* uses similar terms, with different meanings, in providing guidance on setting indirect cost rates and charging expenditures to grants. OMB Circ. A-122 Attach. A §§ B and C(3) (1998). OCS is promulgating this information memorandum to clarify the definitions of costs for programmatic reporting requirements under the CSBG statute; the memo does not modify the requirements of OMB Circular A-122 or how grantees define costs for the purposes of establishing indirect cost rates for the CSBG program.

CSBG funds may be used to undertake a very broad range of activities, including linking and strengthening other anti-poverty programs and services. For example, CSBG funds may support planning, coordination, and capacity-building to improve the effectiveness of other community programs and organizations. CSBG funds also may be used to enhance and supplement other federally-funded programs. 42 U.S.C. § 9901(2), 42 U.S.C. § 9908(b)(1)(C), 42 U.S.C. § 9908(b)(5). The relatively unusual flexibility to fund coordination and enhancement programs, which sometimes have managerial and administrative qualities, may generate questions regarding the character of those expenditures under the costing definitions. Therefore, OCS is providing guidance regarding what constitutes a direct or administrative cost in those circumstances. Furthermore, OCS is reaffirming that such expenditures are allowable costs under the CSBG statute.

### **Definitions of CSBG Direct Program Costs and Administrative Costs**

The CSBG reauthorization requires that HHS provide a programmatic report to Congress that includes use of CSBG funds by grantees by expenditures on "direct" and "administrative" functions. 42 U.S.C. § 9917(b)(2)(B) (1999). For the purpose of this programmatic report, OCS offers guidance on defining these terms to help ensure consistency among grantees in assigning costs to these categories --

Direct Program Costs for CSBG Reporting. Direct program costs can be identified with delivery of a particular project, service, or activity intended to achieve an objective of the grant award. For the CSBG award, those purposes and eligible activities are specified in the reauthorizing statute and reflected in the national ROMA performance measures. Direct program costs are incurred for the service delivery and management components within a particular program or project. Therefore, direct costs include expenditures on some activities with administrative qualities, including salaries and benefits of program staff and managers, equipment, training, conferences, travel, and contracts, as long as those expenses relate specifically to a particular program or activity, not to the general administration of the organization.

Administrative Costs for CSBG Reporting. In the context of CSBG statutory reporting requirements, administrative costs are equivalent to typical indirect costs or overhead. As distinguished from program administration or management expenditures that qualify as direct costs, administrative costs refer to central executive functions that do not directly support a specific project or service. Incurred for common objectives that benefit multiple programs administered by the grantee organization, or the organization as a whole, administrative costs are not readily assignable to a particular program funding stream. Rather, administrative costs relate to the general management of the grantee organization, such as strategic direction, Board development, Executive Director functions, accounting, budgeting, personnel, procurement, and legal services.

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Contrast with OMB Circular A-122 Definitions. OMB Circular A-122 establishes general principles for determining the costs of Federal grants for non-profit organizations. In contrast, the new CSBG reporting requirement focuses on developing a better understanding of the specific relationship between CSBG funding and program operations, particularly in the context of ROMA objectives.

The Circular provides grantees with guidance on accumulating direct and indirect costs in order to ascertain the total or "full costs" of a grant program. Circular requirements ensure that a grantee is internally consistent in the manner it charges costs to Federal grant sources, so that costs charged to a grant as "direct" costs do not duplicate the same or similar costs included and charged to a grant through an approved indirect cost rate. Furthermore, indirect costs may be classified within the subcategories of "administrative" costs and "facilities" costs. The Circular permits grantees substantial latitude in defining and grouping these costs, dependent on an organization's structure, number of programs operated, funding sources, and accounting systems.

Therefore, "administrative" costs as defined under the OMB Circular A-122 are not necessarily interchangeable with "administrative" costs for CSBG program reports. If the Circular's definitions were used for CSBG programmatic reporting requirements, the latitude provided in the Circular could result in "direct" and "administrative costs" being overstated or understated for purposes of CSBG program reports. For example, the Circular permits grantees to include all facility costs, including maintenance and operations, as a separately identified category in calculating their indirect cost rates. However, for CSBG program reports, facility costs attributable to the operation of direct program activities should be reported as "direct" costs, and facilities costs associated with general management of the organization should be reported as "administrative" costs. The same principle for assigning a direct cost in CSBG program reports applies to any other costs included in an organization's approved indirect cost rate that can be identified with delivery of a particular activity to achieve an objective of the CSBG award.

Thus, in CSBG program reports, grantees might deviate from the definition of "administrative" costs used in developing an indirect cost rate under OMB Circular A-122. Again, such a recasting for purposes of a CSBG program report does not in any way modify the requirements of the Circular or the classification of costs in a grantee's approved indirect cost rate. Claims for actual expenditures on Federal grant programs must remain consistent with the classification of costs used in the approved indirect cost rate.

Optional Supplemental Cost Information. In reporting on the distribution of CSBG expenditures between direct and administrative costs, CSBG recipients might also wish to include information on the distribution of overall agency spending between direct and administrative costs. Such information on the relative proportion of overall agency expenditures could provide a more accurate picture of agency operations and help to interpret the role of CSBG funds in supporting agency programs.

### **Allowability of CSBG Expenditures on Coordination and Strengthening Activities**

The purpose of the CSBG award differs from most other grants because it does not focus on funding a particular service; CSBG does not function solely as a "stand alone" program. Rather, CSBG funding can support (1) creation of new programs and services, (2) augmentation of existing programs and services; and (3) organizational infrastructure required to coordinate and enhance the multiple programs and resources that address poverty conditions in the community.

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The requirements for allowable costs are unique to each Federal program and are found in the laws, regulations, and provisions of grant agreements pertaining to the program. OMB Circ. A-133 Compliance Supp. 3(A) (1997). In addition, allowable costs should comply with several general criteria: (1) reasonable and necessary for performance and administration of the award; (2) conforming to limitations or exclusions set in the award or OMB Circular A-122 Attachment B; (3) consistent with the uniform policies and procedures of the organization; (4) allocated consistently as direct or indirect in like circumstances; (5) in accordance with generally accepted accounting principles; (6) not used to match the cost-sharing or matching requirements of another federally-funded program, or charged as a cost to such a program; and (7) documented adequately. *See e.g.* OMB Cir. A-122 Attach. A § A(2).

Within this framework, use of CSBG funds to both coordinate and expand local services and programs related to the elimination of poverty meet the standards for allowable costs. These activities comprise the largest spending category for the CSBG award. They often entail planning and management functions that facilitate shared resources and integrated approaches among multiple categorical services and programs within a community. They also leverage, enhance, and supplement the impact of programs supported by other Federal, State, local, and private funding sources.

The CSBG reauthorizing statute specifically targets "the strengthening of community capabilities for planning and coordinating the use of a broad range of Federal, State, local, and other assistance (including private resources) related to the elimination of poverty, so that this assistance can be used in a manner responsive to local needs and conditions." 42 U.S.C. § 9901(2)(A). The statute requires grantees to develop linkages that fill identified gaps in services and support innovative community and neighborhood-based initiatives. 42 U.S.C. § 9908(b)(3)(B). The statute also requires that grantees "coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services . . . ." 42 U.S.C. § 9908(b)(5).

The statutory mandate for coordination is reinforced by the goals and outcome measures established in the ROMA performance-based management system, now made compulsory by the CSBG reauthorization. 42 U.S.C. § 9908(12). Two of the six ROMA goals are "developing partnerships among supporters and providers of services to low-income people" and "increasing the capacity of local agencies to achieve results." Office of Community Serv., U.S. Dep't of Health and Human Serv., ROMA Guide 2-8 (1999).

These coordinating and strengthening programs may include, but are not limited to: multi-agency strategic planning; community-wide needs assessments; co-location of complementary services; computerization of common intake and referral systems; formalized networking to share resources and facilities; and organization of cross-sector coalitions to address specific community concerns.

The CSBG reauthorizing statute also explicitly permits the use of CSBG funds to augment existing community-based programs. The legislation calls for "the broadening of the resource base of programs directed to the elimination of poverty . . . ." 42 U.S.C. § 9901(2)(E). It also provides funds to "make more effective use of . . . other programs related to the purposes" of the CSBG legislation. 42 U.S.C. § 9908(b)(1)(C). For example, CSBG funds can be applied to "support development and expansion of innovative community-based youth programs . . . ." 42 U.S.C. § 9908(b)(1)(B).

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CSBG funds do remain subject to the standard grant policy prohibition against "cost shifting." This policy prohibits using funds from one grant award to pay for program costs instead of the funds already provided for those same costs within another current-year Federal grant award. However, the policy does not prevent using funds from one grant award to pay for program costs in excess of the amounts provided for those costs in the other current-year award. Specifically, CSBG funds may not be used in place of the amounts provided by another current-year Federal grant award for (1) direct or administrative expenditures that were included as line items in that other grant award, or (2) costs that were included in developing the indirect cost rate. However, CSBG funds may be used to pay for costs of such program activities above and beyond the levels financed by another Federal grant award.

Therefore, consistent with Congressional intent and HHS grants policy, "CSBG funds may supplement other grant awards by paying for expansion and enhancement of existing services and programs that already receive Federal, State, local, or private funding for those activities. Outcomes of these CSBG expenditures should be accounted for in the ROMA performance-based management system.

### **Cost Allocation for CSBG Coordination and Strengthening Activities**

Because funding the coordination and enhancement of multiple community-based programs is an explicit objective of the CSBG statute, grantee expenditures on projects, services, or activities in these areas constitute appropriate objects for the purposes of assigning direct costs, as well as administrative costs.

Such grantee programs to "coordinate and strengthen" may entail planning and management functions with some characteristics that resemble typical administrative costs, but should be treated as direct costs. For example, CSBG funds can be used to create and maintain a computer network among multiple service providers in a community. CSBG funds can be applied to develop and operate a one-stop family center that houses multiple service providers and programs funded by other sources. CSBG funds can pay for community-wide needs assessments and multi-service strategic planning. CSBG funds also can finance compilation, publication, and distribution of information to help clients make better use of services and programs funded by other sources. The objective of these CSBG-funded coordination programs is to connect and make more effective use of the underlying services and programs, pursuant to the CSBG statutory mandate. Therefore, these activities constitute a core CSBG program purpose, significant and necessary to the grantee mission, and an outcome intended by the funding program to which direct costs should be assigned.

The allocation between direct and administrative costs for these programs should be determined in accordance with the grantee's standard procedures for recovering eligible costs, either through calculation and application of the grantee's indirect cost rate, or through direct charges to the grant award.

### **HHS Reviews**

This memorandum was reviewed by staff in the HHS Office of Grants and Acquisition Management.

### **Inquiries**

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Please address questions to: U.S. Department of Health and Human Services

Administration for Children and Families  
Office of Community Services  
Division of State Assistance  
370 L'Enfant Promenade SW, Suite 500 West  
Washington, DC 20447  
(202) 401-2333 [main phone]  
(202) 401-5713 [fax]

Margaret Washnitzer, D.S.W.  
Director  
Division of State Assistance  
Office of Community Services

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[Department of Health and Human Services](#) | [The White House](#) | [FirstGov](#) | [USA Freedom Corps](#)

Administration for Children and Families • 370 L'Enfant Promenade, S.W. • Washington, D.C. 20447

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*Attachment C*

**2010-2011 Community Action Plan**



**Department of Human Services**

**Oakland Community Action Partnership (OCAP)**

**2010-2011 COMMUNITY ACTION PLAN**

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**COMMUNITY SERVICES BLOCK GRANT  
2010/2011 PROGRAM YEAR COMMUNITY ACTION PLAN  
COVER PAGE**

TO: Department of Community Services and Development  
Attention: Field Operations  
P.O. Box 1947  
Sacramento, CA 95812-1947

FROM: Agency: Department of Human Services /Oakland Community Action Partnership  
Address: 150 Frank H. Ogawa Plaza, 4<sup>th</sup> Flr. Ste. 4340  
City: Oakland, CA 94612

**Agency Contact Person Regarding Community Action Plan**

Name: Estelle Clemons  
Title: OCAP Manager  
Phone: (510) 238-3597  
FAX: (510) 238-2367  
E-mail address: eclemons@oaklandnet.com

**CERTIFICATION OF COMMUNITY ACTION PLAN AND ASSURANCES**

The undersigned hereby certify that this agency complies with the Assurances and Requirements of this 2010/2011 Community Action Plan and the information in this CAP is correct and has been authorized by the governing body of this organization.

Walter Brown  
Board Chairperson

June 30, 2009  
Date

[Signature]  
Executive Director

6/30/09  
Date

## COMMUNITY ACTION PLAN REQUIREMENTS

### Summary/Checklist

The 2010/2011 Request for Community Action Plan (CAP) must meet specific requirements as defined by law, and described in detail in this package. The CAP forms, with specific instructions on how to complete each form are assembled separately for ease in preparing. Once you have completed your CAP, submit to CSD one original document (marked "original") and one copy (marked "copy") postmarked no later than **June 30, 2009**. ***Please allow adequate time for Community Action Plan development, review and approval prior to the due date.***

The following is a check list of the components to be included in the CAP your agency submits to CSD:

- CAP Cover Page with appropriate signatures
- Table of Contents and all CAP pages numbered
- Agency Vision & Mission Statements and Strategic Plan
- Copy of Strategic Plan
- Requirement 1: Community Information Profile and Needs Assessment
- Requirement 2: Statewide Priority
- Requirement 3: Federal Assurances
- Requirement 4: State Assurances
- Requirement 5: Public Hearing Documentation
- Requirement 6: Monitoring and Evaluation Plan
- CSD 801: CSBG/NPI Programs Report

AGENCY VISION & MISSION STATEMENTS and STRATEGIC PLAN



VISION STATEMENT:

*All Oakland citizens will be assured equal and fair access to resources, which will produce a healthy, safe, clean, educated and economically-sound, productive community, respecting their rights and values.*

MISSION STATEMENT:

*To eliminate poverty and its effects on the City of Oakland.*

PURPOSE:

*The Community Action Partnership has the responsibility to plan, develop and execute efforts to alleviate poverty and work toward institutional change to enhance the ability of the poor in the City of Oakland to achieve self-sufficiency.*

*OCAP Self-Sufficiency Definition – having the means to meet a range of individual needs*

STRATEGIC PLAN:

*Does your Agency have a Strategic Plan?  Yes  No*

*If yes, please attach a copy. The Oakland Community Action Partnership has adopted a strategic plan framework and is in the process of drafting its plan.*

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# OCAP's Strategic Planning for 2010-2014

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- Job Training/Education/Employment
- Community Development
- Supportive Services
  
- Community Engagement/Advocacy
- Capacity Building



## Requirement 1

### OAKLAND COMMUNITY ACTION PARTNERSHIP (OCAP) COMMUNITY INFORMATION PROFILE & NEEDS ASSESSMENT 2010-2011

## 1. COMMUNITY INFORMATION PROFILE

### Introduction

The City of Oakland Community Action Partnership (OCAP) has been actively fighting the war on poverty in Oakland since 1971. Created by the Economic Opportunity Act in 1964 under Lyndon B. Johnson, Community Action Agencies have evolved into one of the leading anti-poverty fighting organizations in the nation. Since its inception, Community Action Agencies have been helping people change their lives for forty-five years.

The City of Oakland's Community Action Partnership continues to support programs and services geared toward improving the overall quality of life for Oakland's low-income residents by providing access to job training/education and employment, affordable housing, life skills-training, legal services, health care, food stamps, Earned Income Tax Credit, financial education, asset building and other essential services. The structure of Oakland's Community Action Partnership is comprised of the Governing Board, also referred to as Oakland's City Council and the 15 member Community Action Partnership Administering Board, which is the federally mandated body that meets monthly and serves as the oversight body of the agency.

The Oakland Community Action Partnership Administering Board envisions that one day, all Oakland citizens will have equal and fair access to resources, which will produce a healthy, safe, clean, educated, and economically sound, productive community, respecting their rights and values. To transform this vision into a reality, the board is dedicated to carrying out its mission of eliminating poverty and its effects on the City of Oakland. OCAP's overarching strategy is to focus available local, state, private, and federal resources on the goal of enabling low-income families and individuals to attain the skill, knowledge, motivation, and secure the opportunities needed to become fully self-sufficient.

For 2010-2011, the City of Oakland Community Action Partnership plans to continue to embrace and support the California Department of Community Services and Development (CSD) statewide priority of Family Self Sufficiency. OCAP has adopted a working



definition of Family Self-Sufficiency as having the means to meet a range of individual needs and is committed to supporting programs and services that focus on guiding families toward meeting those needs. The service delivery area for Oakland's Community Action Plan continues to encompass Oakland's most impoverished neighborhoods located within West Oakland, San Antonio, Fruitvale, Elmhurst, and Central East Oakland.

## Oakland's Community Demographics

**Population:** In 2007, the American Community Survey (ACS) estimated Oakland's total population to be around 358,829 (margin of error+/-13,801). This figure is down in comparison to the 2000 Census data that documented Oakland's population at 399,484. However, it is worth noting that the California Department of Finance Demographic and Research Unit estimated Oakland's population to be around 414,516 as of January 1, 2007 and 420,183 as of January 1, 2008.

According to the ACS 2007 report, out of the 358,829 individuals in Oakland, 184,716 (51.5%) were female while 174,113 (48.5%) were males and the median age was 37. Twenty-two percent (78,942) of the population was under 18 years of age, 8% (28,706) was between the ages of 18-24, and 11% (39,471) was 65 years and older.

**Race:** As one of the most diverse cities within the US, Oakland's population breakdown consist of 42% of the population being White, 33% African American, 14% Asian, less than 0.5% was Native Hawaiian and other Pacific Islander, and 11% was identified as some other race. At least 24% of the population was Hispanic or Latino (people of Hispanic/Latino origin may be of any race) and 78 % of the population was not Hispanic/ Latino.

**Households and Families:** In 2007, there were 147,683 household in Oakland. The average household size was 2.4 people and the average family size was 3.30 people. Families made up 51.7% of the households in Oakland. This figure includes bother married-couple families (31.7%) and other families (20%). Nonfamily households made up 48% of all households in Oakland while those 65 years and over made up 9%.

**Nativity and Language:** Twenty-seven percent of the people living in Oakland in 2007 were foreign born. Seventy-three percent was native, including 47% who were born in California. Among the population at least five years old, 38% spoke a language other than English at home. Of those speaking a language other than English at home, 57% spoke Spanish and 43% spoke some other language; 56 percent reported that they did not speak English "very well."

## Oakland's Low-Income Community Profile

**Poverty:** According to 2007 estimates from the American Community Survey (ACS), 62,388 (18%) of the residents of Oakland live at 100% of the federal poverty level compared to the 76,489 (19.4) reported in 2000 Census. Oakland also has a high incidence of child poverty with 26.2% of population under the age of 18 being forced to live below the poverty level. Not only is Oakland's poverty concentrated in specific geographic urban areas, but racial disparities in poverty and income persist amongst African Americans at 20.1% compared to 14.5% Hispanic or Latino, 8.4% among Asian Americans and 6.4% white.

The 2007 ACS further estimates that 40% of the Oakland population lives at 200% of the poverty level, representing an annual income of \$20,420 for a single adult and \$41,300 for a 4-person household. These income levels are well below the estimated average annual income of \$77,069 required for a family to maintain a basic budget to keep up with the cost of living in the Bay Area. A recent study by East Bay Alliance for a Sustainable Economy (EBASE), concluded that "almost 40% of Oaklanders earned less than two times the federal poverty level". The data reveals that 41% of the poor were working full or part-time, representing a burgeoning group of urban "working poor". This reflects a convergence of wage stagnation, proliferation of low-wage jobs and the continuing rising costs of living. In fact, the cost of living in Oakland is estimated to be 40.7% higher than the US average with costs of food and utilities at 119% and 128% of the national average respectively.

Table 1 below shows federal poverty guidelines for 2009

2009 HHS Poverty Guidelines		
Size of Family Unit	Monthly Income	Annual Poverty Guidelines
1	\$902.50	\$10,830
2	\$1214.20	\$14,570
3	\$1525.83	\$18,310
4	\$1837.50	\$22,050
5	\$2149.20	\$25,790
6	\$2460.83	\$29,530
7	\$2772.50	\$33,270
8	\$3084.20	\$37,010
For family units with more than 8 persons, add \$3,740 for each additional person		

Table 1 (Source: Federal Register, /Vol. 74, No 14/Friday, January 23, 2009/Notices)

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## Indicators of Poverty within Oakland's Low-income Communities

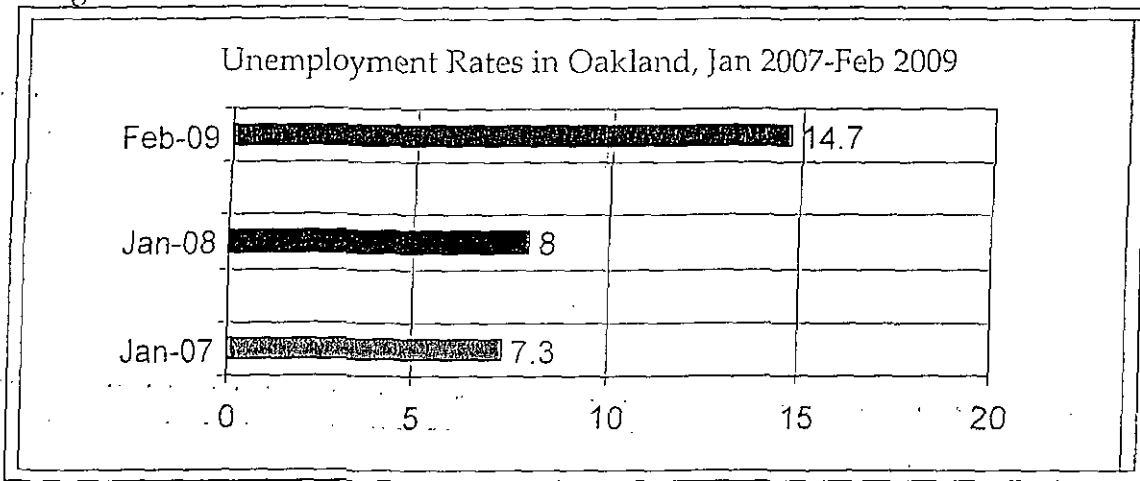
**Income:** In 2007, the estimated median household income in Oakland was \$46,475. It is worth noting that the 2005-2007 American Community Survey data shows 29% of Oakland's residents have an annual income less than \$25,000. At least 38.8% of female-headed households with children under 5 year of age had incomes below the poverty level. An estimated 31,180 households receive social security averaging about \$12,611 per year while 18,669 receive retirement income averaging about \$23,162. In addition, 11,231 receive supplemental social security income averaging about \$8,871; 6,982 received cash public assistance averaging about \$4,869; and 7,864 households reported receiving food stamp benefits within the past 12 month, of which 73% had children. These income sources are not mutually exclusive; that is, some households received income from more than one source.

In addition, income data from the US Census Bureau shows that while the median household income over the course of three years (2005-2007) was \$47, 179 in Oakland, median income for white households stood at \$ 66, 516 (margin of error +/-3.95), African American households had median income of \$ 33,451 (margin of error +/-2.32) and, Asian Households had a median income of \$41,769 (margin of error +/-3) compared to Hispanic or Latino households with a median income of \$ 41,828 (margin of error +/-3.2). Non-white households account for about 60% of households in Oakland.

**Unemployment:** The California Employment Development Department (EDD) estimates unemployment in Oakland had reached 14.7% by February 2009. In February 2009, 30,400 out of the 207,200 people in the labour force were unemployed. In an earlier report, the Employment Development Department (EDD) reported unadjusted unemployment in California had reached 10.6% in January 2009. In the Oakland-Fremont-Hayward area, unemployment was estimated at 9.2 percent in January 2009. Between December 2008 and January 2009, a total of 23,000 jobs were lost in the East Bay counties of Alameda and Contra Costa. This followed a contraction in most economic sectors in response to the 2008 economic crisis. Roughly a year ago, unemployment in the Oakland-Fremont-Hayward area was 5.2 percent. By April 2007, unemployment in Oakland had reached 6.8%. Employment Development Department estimates do not take into account people who are discouraged from seeking work. With the current economic crisis seemingly continuing, the number of unemployed people in Oakland and greater Bay Area continues to grow.

Figure 1 below shows the rapid rise in unemployment between January 2007 and February 2009.

Figure 1



Source: State of California, Employment Development Department, 2009.

**Education:** According to 2005-2007 estimates of the American Community Survey, at least 78% of population 25 years and over had a high school diploma or equivalent while 33.7% had a bachelors degree or higher. Females have a slightly higher rate of educational attainment with 79% having high school diploma as opposed to 77% males with high school diploma while 35.8% of females have at least a Bachelors degree compared to 31.4% for males. 24.3% of population 18-24 years did not graduate from high school. Poverty rates are higher among those with less than a high school diploma at 24.7% while those aged 25 years and over with a bachelors degree have poverty rate of 7.5%.

Median incomes rise with higher educational attainment. Using 2007 inflated adjusted dollars, the American Community Survey shows median earnings of population 25 years and over with less than a high school diploma were \$18,814, high school graduate or equivalent \$26,512, some college or associate degree \$34,168, bachelors degree \$50,419 and graduate or professional degree \$65,744.

**Health:** A 2006 report by Alameda County Public Health Department found a high prevalence of "health inequities" in Oakland. the report shows growing inequality between mortality rates among African Americans and whites in Alameda County in the years since the early 1960s. In 1960, mortality among African Americans was 4% higher than that of whites. Over the years the inequality has increased by 14% in 1970, 20% in 1980, 35% in 1990 and, 42% in 2000.

For example, in 2006, The report found that poor health outcomes are disproportionately concentrated within Oakland's low-income communities. In these communities, over 30% of the residents live in poverty. For example, West Oakland, with the highest rate of

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poverty (greater than 40%), had the highest rate of all-cause mortality, teen births, tuberculosis, diabetes-related hospitalizations and asthma. Other areas that had high concentration of poverty and unfavorable health outcomes included parts of East Oakland and North Oakland, San Antonio, Downtown, Chinatown, and Fruitvale. To compound the problem, of the 1.4 million people who live in Alameda County, 182,000 (13.9%) are uninsured, and 16% of the total population in Oakland are uninsured; of which, at least 12,000 are uninsured youth. The study also found that most of those people are working and have incomes up to 300 percent of the federal poverty level.

By defining health as "a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity" the World Health Organization places health outcomes in the wider context of social, economic and environmental conditions in addition to behavioural, hereditary or genetic conditions

**Food Security:**The Alameda County Community Food Bank 2005 County Nutrition Profile found 100,000 adults live in food insecure households and 340,000 people are vulnerable to hunger. In fact, the Alameda County Food Bank reports that it serves 230,300 people annual and 39,900 people every week.

In its most recent publication of "Hunger: the faces and facts 2006", the Alameda County Community Food Bank in conjunction with America's Second Harvest, surveyed 407 households using their services at random in 2005. The study found that children are the most vulnerable. Of the 407 households surveyed, 35% of emergency food recipients were children under 18 years. The study reported that 25% of households with children reported children skipped meals due to lack of food and money in the preceding 12 months. The survey showed that in 38% of households with children, either a child or adult or both experience hunger. The survey also found that although only 21% of households in Alameda County and 18% of seniors aged 55 receive food stamps, a staggering 70% of households have incomes that would qualify them for food stamps, thereby leaving a substantial amount of food stamp benefits underutilized.

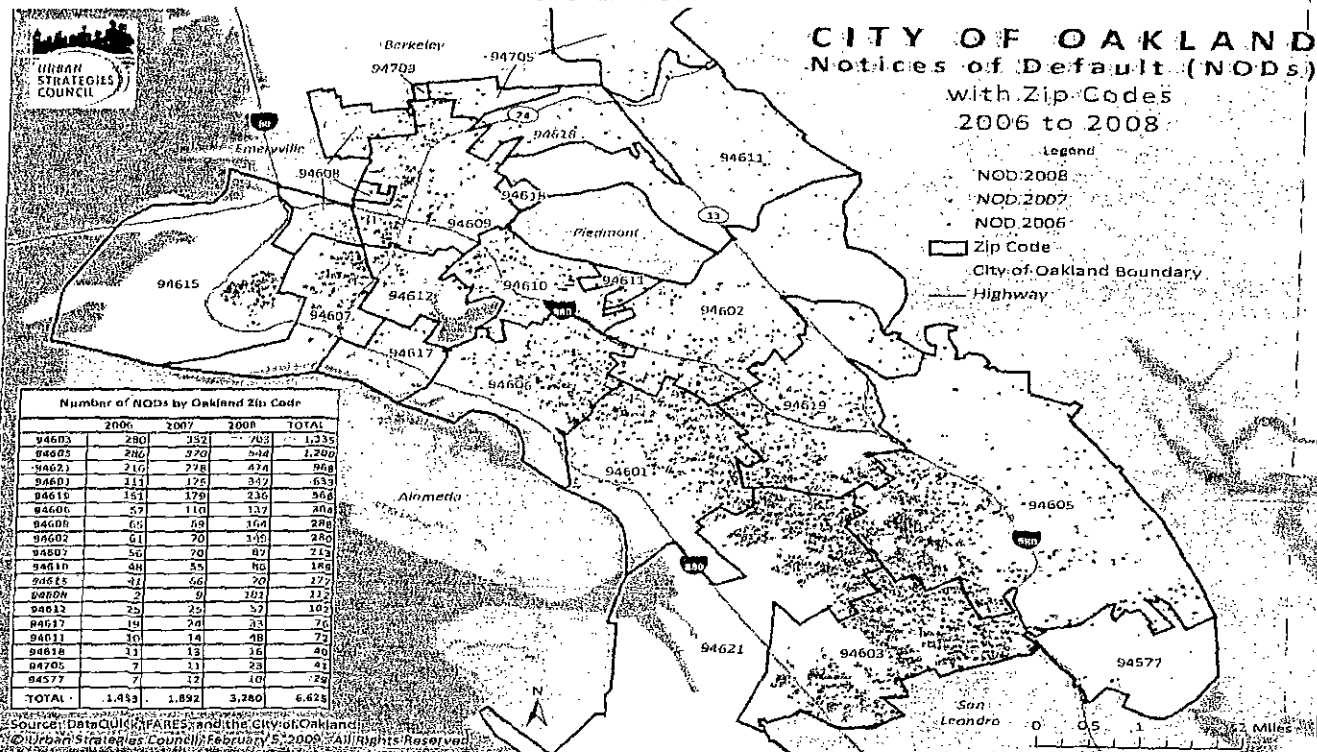
In 61% of the households surveyed, incomes were below the federal poverty line, 14% of the households received social security averaging \$12,455 per year as main source of income and, the median monthly incomes for 407 households surveyed was \$800 as opposed to a county-wide median of \$5,144. While 41% of food stamps recipients without jobs had been unemployed for the last 2 years, 36% of those surveyed never finished high school. The survey also found that 47% of those surveyed have had to choose between food and paying rent. In addition, 17% of the clients surveyed were non-hispanic white, 47% non-hispanic black and 32% were hispanic. Among households with pre-school children, 63% participated in the Supplemental Nutrition Program for Women and Infants (WIC) while

among households with school age children, 56% participated in the federal school lunch program and 40% in the school breakfast program.

**Housing Conditions:** According to the 2005-2007 American Community Survey, there are 145,409 total occupied housing units in Oakland. Of the 145,409 units, 80,178 (55%) are renters and, 65,231 (45%) are owner occupied. For 2009, the National Apartment Report indicates the average rent for an apartment in Oakland to be around \$1,449 a month. The American Community Survey estimates the vacancy rate to be 11% of all dwelling units. However, it is worth noting that based on California's minimum wage at \$8.00 an hour, an individual working 40 hours a week will earn \$320; around \$1,300 a month and \$15,600 annually. Therefore, this individual can only afford a monthly rent of no more than \$390 using the 30% standard affordability rate. In contrast, the reality in Oakland is that families spend 60% or more on rent. In fact the 2005-2007 ACS survey reports that of the 78,739 renter-occupancy units estimated, 30,317 (38%) reported that they spend 30% or more of their household income on rent.

To compound Oakland's housing crisis, foreclosures resulting from the mortgage crisis has led to an increase in homelessness and a steep decline in house prices effectively wiping out a household's equity and increasing the number of abandoned homes. Oakland was ranked 14<sup>th</sup> in foreclosures among 100 large metropolitan areas in 2008. By 2008, 5,758 notices of default representing 1 in 26 households had gone out predominantly in Oakland's flatlands, most of them in poor neighborhoods of council districts 3, 6 and 7. In addition, Data Quick, a Southern California Real Estate Information Company, reported the median home price within the Bay Area fell from the earlier estimate of \$659,000 in April 2007 to \$295,000 in March 2009, representing a 55% drop in the median home price in 2 years. The map below shows Notices of Default between 2006 and 2008 with most of defaulting mortgages concentrated in high poverty, high unemployment and, high crimes areas of West Oakland, San Antonio and Central-East Oakland.

Notices of Default in Oakland between 2006 and 2008



Source: Urban Strategies Council, 2008

**Homelessness:** In 2005-2006, Oakland's Homeless Mobile Outreach Program identified at least 1,064 unsheltered homeless persons living on the streets and in homeless encampments within Oakland on any given night. The 2003 Alameda Countywide Shelter and Services survey reported that there is on average, 5,838 homeless individuals are living within the City of Oakland; approximately 627 are documented as being chronically homeless and about 699 are children. The finding from the 2003 survey revealed the two top needs most checked by respondents was 1) the need for more affordably places to live (90.3%); and 2) the availability of a list of affordable apartments (82.7%). Findings from a recent census of the Homeless population in Oakland have yet to be released but it is expected there will be a significant increase in the numbers and characteristics of the homeless population as a result of the current economic crisis, rising joblessness and foreclosures.

**Public Safety:** In 2007, the number of homicides in Oakland stood at 127 while in 2008, that number dropped to 125. Although representing a 1.6% drop from the previous year, the figure for 2008 is still higher than the average of 116 per year for the previous 5 years. In 2008, 80% of Homicide victims in Oakland were between 18 to 45 years old and mostly male. Seventy nine percent (79%) of Homicide victims in 2008 were African Americans, 15.2% Hispanic, 3.2% white and Asian victims 0.8%. 38.4% of homicide victims were either

on parole or probation while 66% of the homicides occurred between 8 p.m. and 4 a.m.

The 2008 Homicide Report released in March 2009, shows 1 person is killed every 3 days in Oakland. In addition, 9 out of 10 homicide victims in 2008 were males under 30. According to the report, 8 out of 10 homicide victims were African American, 9 out of 10 victims were shot, 3 out of 4 victims were killed on the street and, 7 out of 10 people were killed in Council Districts 3 (West Oakland), 6 and 7 (Central-East Oakland) where the population is mostly low-income people of color. Crime continues to affect low-income people of color disproportionately. Not only are perpetrators of crime from Oakland's low-income neighborhoods, but most victims are also from these same communities

## **Oakland's Community Resources and Services**

In order to help address the needs of Oakland's low-income community, OCAP works diligently to establish and build alliances and form strong partnerships with other organizations aimed at alleviating poverty within Oakland's low-income community. Community partners include: United Way of the Bay Area, Annie E. Casey Foundation, Safe Passages; Catholic Charities of the East Bay, East Bay Housing Organization, Alameda County Department of Social Services, Public Health Department SAMSHA Alcohol and Drug Prevention, Eden Information and Referral Services, Alameda Alliance for Health; City of Oakland's Community Housing Services and Community Development Block Grant (CDBG), Workforce Investment Board, Oakland Private Industry Council, Bank on Oakland, Spectrum Community Services, Alameda County Community Food Bank, Project Choice Re-entry Program, Head Start, Measure Y: Violence Prevention and Public Safety Act of 2004, Oakland's Fund for Children and Youth (OFCY), representatives from the community, and a host of local community based organizations.

## **2. NEEDS ASSESSMENT**

### **Overview**

Oakland's Community Action Partnership (OCAP) is committed to eradicating poverty and continuously strives to identify Oakland's low-income communities existing and emerging needs through activities such as community surveys, focus groups, civic engagement, monthly public meetings, and community forums. Through these processes of assessing the community's needs, OCAP is able to identify and address issues, barriers, lack of access, and gaps in services that directly impact Oakland's low-income communities from experiencing a better "quality of life". Gathering information about the community's needs and its resources is key to ensuring that OCAP's programs and services continues to meet



the diverse needs of Oakland's low-income population. Data contained in this assessment was reviewed from a variety of resources available online and reports generated by various agencies.

## Community Analysis

In 2003, OCAP conducted a needs assessment and surveyed individuals who either participated in various programs or lived within one of Oakland's seven community development districts. A total of 300 surveys were collected and an analysis of the data revealed that the leading concerns identified by the community were Housing (78%), Alcohol/Drugs (73%), Job Preparation (68%), and Health Care (60%). In 2006 OCAP, conducted another community survey where 119 surveys were collected and the findings revealed that the leading concerns were Affordable Housing (59.7%), Alcohol & Drugs (63%), and Access to Health Care (52.1%), Homelessness (58%), and Support for Low-Income Seniors (51.3%) and Programs for At-Risk Youth (49.6%). In 2009, as a part of OCAP's ongoing needs assessment process, a community survey sampling was conducted and 107 surveys were collected. The findings revealed the leading concerns were Job Training (71%), Quality Education (69%), Healthy Food (69%), Medical and Dental (69%), Affordable Housing (67%), Programs for at-risk youth (67%), and Public Safety (60%).

On March 25, 2009, OCAP and Measure Y staff conducted an employment workforce development focus group meeting with local providers to address the employment needs of Oakland's low-income community. Results from the focus group indicated that assistance is needed in connecting workforce development efforts with local economic development efforts; providing paid training opportunities for participants; expanding apprenticeship programs; subsidizing employment; working with industry to support the city's local hire policy-Oakland First; developing a career academy to address educational barriers; and providing wrap around support services to address mental health and substance abuse issues.

As a follow-up, OCAP's Administering Board held a working retreat on Saturday, April 18, 2009 to strategically revisit and review its vision, goals and outcomes for the next four years (2010-2014) based on its community assessment efforts. In fact, OCAP uses its strategic planning process to foster internal and external reflection in order to adapt and respond to changes identified in order to meet the needs of Oakland's low-income population. The following chart summarizes OCAP's 2010-2014 strategic focus areas:

<i>OCAP Program and Agency Strategies</i>				
<i>Job Training/ Education &amp; Employment</i>	<i>Community Development</i>	<i>Supportive Services</i>	<i>Community Engagement/Advocacy</i>	<i>Capacity Building</i>
<p><i>Purpose:</i>            Support programs and services that address training/education and employment for adults, youth, seniors, re-entry population, and the homeless with special emphasis on Oakland's hard to place population</p>	<p><i>Purpose:</i>            Support programs and services that provide transitional, and affordable housing, micro enterprise opportunities, and sustainable gardens with special emphasis placed on programs that help the low-income populations obtain home ownership and maintain self-sufficiency.</p>	<p><i>Purpose:</i>            Support programs and services that assist low-income individuals and families to thrive in the areas of employment, housing, transportation, income support, health and wellness, financial security, and asset building</p>	<p><i>Purpose:</i>            Support programs and services that increase public awareness, advocacy and promote civic action on poverty and other issues that affect Oakland's low-income population</p>	<p><i>Purpose:</i>            Support programs and services that foster agency capacity-building in the areas of fund development, board development and community building</p>

To support and address each identified purpose under each program priority focus area, OCAP invites other local anti-poverty fighting programs to partner in its efforts to eradicate poverty through the release of its biennial Request for Partnership (RFP) funding application. The RFP process serves as an effective means in allowing OCAP to partner with other local anti-poverty fighting entities in identifying new or emerging trends, such as the increase in Oakland's re-entry population, the number of emancipated foster youth, the lack of access to income and benefit support for families, or the need for housing/employment services for seniors. Through its strategic planning process, OCAP is able to assess the needs, identify gaps in services, identify priority funding areas, advocate for policy and systemic change, and use this information to explore new partnerships, seek additional funds, and leverage existing resources required to help Oakland's low-income families from becoming self-sufficient.

For Calendar Years 2008-2009, OCAP has provided the following programs and services as a result of its strategic planning efforts:

**OCAP 2008-2009 Program and Services**

Partners	Program
<b>Employment</b>	
Oakland Army Base Workforce Development Collaborative (Non-Profit)	<p><i>Workforce Training and Job Placement Program</i>            Oakland Army Base Workforce Development Collaborative provides job placement services to low-income residents of Oakland. These include individualized self-sufficiency/career planning, skills development, access to basic education services, job placement and job retention services.</p>
Volunteers of America Bay Area (Non-Profit)	<p><i>VOABA Reentry Housing Initiative</i>            The VOABA Reentry Housing Initiative assists ex-offenders returning to Oakland, who lack the support and resources necessary to facilitate successful transition.</p>
ASSETS (City of Oakland Program)	<p><i>Low-Income Seniors Building Self-Sufficiency</i>            ASSETS utilizes a comprehensive approach that includes wrap-around supportive services and developing job skills to enable seniors age 55+ to compete in today's labor market.</p>
<b>Housing</b>	
First Place Fund for Youth (Non-Profit)	<p><i>Healthy Transitions Project</i>            The Program provides intensive supportive to foster youth ages 15-24 through housing, education, employment, life skills development and community connections to ensure healthy transition to adulthood.</p>
Alameda Family Services (Non-Profit)	<p><i>Dream catcher Emergency Youth Shelter and Support Center</i>            This program is the sole support services provider to target runaway and homeless teens age 13-19 in all of Alameda County.</p>
St Mary's Center: Senior Homeless Program (Non-Profit)	<p><i>Senior Homeless Program</i>            St. Mary's Center assists over 350 homeless and at risk seniors, especially the mentally ill, substance abusers, or dually diagnosed, to increase mental stability, eliminate or reduce dependence on drugs /alcohol, increase and manage their income, stabilize health and find permanent housing.</p>
<b>Legal Assistance</b>	
Bay Area Legal Aid/Alameda County (Non Profit)	<p><i>Oakland Legal Safety Net Project</i>            Oakland Safety Net Project aims to increase self-sufficiency by providing access to free civil legal services for people living in poverty throughout Oakland</p>
<b>Support Services</b>	
Community Housing Services Division of DHS (City of Oakland)	<p><i>2008 Hunger Program (Annual Thanksgiving Dinner)</i>            Annual Thanksgiving Dinner serves at least 200 homeless people in the City of Oakland.</p>
<b>Asset Building and Financial Education</b>	
Oakland Families Building Wealth IDA Program with Oakland Municipal Credit Union and EARN SF	<p>Program Support for Oakland's Families Building Wealth City-Wide IDA Pilot for 106 accounts</p>
Oakland Earned Income Tax Credit (EITC)	<p><i>Oakland EITC Campaign</i>            Citywide free Volunteer Income Tax Assistance (VITA) program to increase Earned Income Tax Credit (EITC) returned to Oakland</p>

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## Summary

Based on the current economic crisis, continued high cost of living, increased home foreclosures, the continuing threat of violence, and the decline in the public safety net, it is imperative that Oakland's Community Action Partnership continue to assess and re-assess how the delivery of programs and services can align with other programs in meeting the needs of Oakland's low-income community. Research has demonstrated that building social capital/equity is a critical ingredient in getting better results in neighborhoods, which can be measured by the increase in economic status, improved health and well-being, safe neighborhoods, and more effective schools.

Therefore, as long as poverty continues to exist, the Oakland Community Action Partnership (OCAP) will continue its efforts in addressing and meeting the needs of the low-income community by ensuring access to job training/education and employment; quality community development, affordable housing, and supportive services to improve the lives of Oakland's 76,489 individuals who are faced with living in poverty. For over thirty eight years, the City of Oakland's Community Action Partnership has had a record of accomplishments in making a difference in the lives of thousands of Oaklanders by *helping people, changing lives.*

### **OAKLAND IS COMMITTED TO FULFILLING THE PROMISE OF COMMUNITY ACTION**

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

*Note: This document is intended to provide an overview of the Oakland Community Action Partnership's community needs assessment and goal setting process.*

*For more information, please visit us on the web at [www.OaklandCAP.org](http://www.OaklandCAP.org)*

**Requirement 2**  
**2010/2011 STATEWIDE PRIORITY/STRATEGY STATEMENT**  
Government Code Section 12745(e)

Does your Agency accept the Family Self-Sufficiency Statewide Priority?  Yes  No

1. What is your agency's definition of Family Self-Sufficiency?

OCAP has adopted a working definition of *Family Self-Sufficiency* as having the means to meet a range of individual needs.

2. Attach or type a narrative description of the strategies utilized to support and achieve the Family Self-Sufficiency priority.

The City of Oakland, Community Action Partnership (OCAP) embraces the Statewide priority of *Family Self-Sufficiency*. In doing so, the Oakland CAP will continue to provide support to programs and services that focus on guiding families and individuals toward self-sufficiency. This effort includes providing job training and placement services, housing support, benefits support, and other supportive services that allow low-income residents to obtain and retain employment in order to maintain a stable lifestyle. Support services will include financial education, access to health care, food and nutrition and case management. Clients will also be provided with critical services and support to help them address everyday concerns and overcome barriers that prevent Oakland's low-income clients from becoming self-sufficient.

3. If your agency rejects the statewide priority, state the reason(s) for your agency's rejection. **N/A**

**Requirement 3**

**FEDERAL ASSURANCES**

COATES Human Services Reauthorization Act of 1998: Public Law 105-285

To the left of Federal Assurances 676(b)(1)(A-C) please indicate what activities your agency administers by placing a check in the box provided. In addition, attach or type a narrative description for the agency activities, as applicable, in accordance with the Federal Assurances 676(b)(1)(A) and 676(b)(1)(B).

**1. Section 676(b)(1)(A):**

To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals—

- i. remove obstacles and solve problems that block the achievement of self-sufficiency, (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);

**ACTIVITIES:** The OCAP board will continue to monitor legislation, collaborate with other anti-poverty partners to advocate for policies that remove barriers and obstacles that hinder Oakland's low-income community from becoming self-sufficient.

- ii. secure and retain meaningful employment;

**ACTIVITIES:** Provide counseling, support services, job training, education and job placement assistance.

- iii. attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;

**ACTIVITIES:** Support programs that help Oakland's low-income population attain their GED, high school diploma and/or advance degrees or certificates.

- iv. make better use of available income;

**ACTIVITIES:** Provide neighborhood banking services to low-income individuals who are historically un-banked; support IDA accounts; free tax preparation for EITC; and year round financial literacy training and education

- v. obtain and maintain adequate housing and a suitable living environment;

**ACTIVITIES: Provide temporary/transitional shelter and housing assistance to low-income families and individuals.**

- vi. obtain emergency assistance through loans, grants or other means to meet immediate and urgent family and individual needs; and
- vii. achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to;

**ACTIVITIES: Participate in the various meeting with the foundation community around comprehensive family support such as Annie E. Casey's Centers for Working Families, National League of Cities: Helping Working Families, City's Violence Prevention Initiative, Workforce Investment Board, United Way of the Bay Area Alameda County Earned Income Tax Credit Campaign, Bank on Oakland and other local initiatives.**

- I. document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and;
- II. remove obstacles and solve problems that block the achievement of self-sufficiency, (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act); **See response to Section 1: i above**

**2. Section 676(b)(1)(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—

**ACTIVITIES: OCAP has and continues to serve as an instrumental partner/funder for services for young adults, between the ages of 16-24, to participate in violence prevention, re-entry, and transitional housing programs. In addition, OCAP funds local agencies that directly address the needs of the growing number of foster youth who are emancipating from the foster care system annually. Through CSBG funding, the City of Oakland is able to identify and address emerging trends and gaps in services to better support Oakland's low-income population**

- (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.

3. Section 676(b)(1)(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).

**ACTIVITIES:** OCAP staff and its board continues to expand its partnerships to work with other programs to effectively coordinate and maximize the impact of the level of services available to Oakland's low-income community.

Attach or type a narrative description of the agency activities for each of the Assurances listed below:

1. **Section 676(b)(4):** 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. **ACTIVITIES:** OCAP will continue to support local programs, such as the food stamp program, emergency food services and other nutritional programs that help counteract the conditions of starvation and malnutrition among Oakland's low-income population.
2. **Section 676(b)(5):** Entities will coordinate and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services and a description of how the State and eligible entities will coordinate the provision of employment and training activities, as defined in section 101 of such Act, in the State and in communities with entities providing activities through statewide and local workforce investment system under the Workforce Investment Act of 1998. **ACTIVITIES:** OCAP will continue to partner and coordinate efforts with Oakland's Private Industry Council, the Workforce Investment Board, and other agencies and organizations to address employment and job training needs of Oakland's low-income population.
3. **Section 676(b)(6):** Will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that the emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such community. **ACTIVITIES:** OCAP will continue to increase its efforts to work with other anti-poverty programs in the Bay Area. Continued efforts will be directed towards public education campaigns, information and referrals for LIHEAP energy assistance, and other resources that will help families reduce their costs



and/or conserve energy.

4. Section 676(b)(9): Entities 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. **ACTIVITIES:** OCAP will continue to increase its efforts to coordinate programs and establish partnerships with community organizations and charitable groups serving low-income populations in order to address needs not otherwise addressed in the community. OCAP has partnered with other entities in coordinating food stamp outreach, increasing health care access, providing financial literacy/asset support, and activities for employment and job training with partners such as the County Social Services Agency, the Oakland Workforce Investment Board, Private Industry Council, Alameda County Food Bank, United Way of the Bay Area, and various other agencies.

5. Section 676(b)(10): Each eligible entity 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. **ACTIVITIES:** OCAP regularly review its by-laws to ensure that appointments and terms of office and selection criteria allow for adequate representation and establishes a procedure that allows the community at large to address inadequate representation on the board if needed.

6. Section 676(b)(12): All eligible entities will not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System (ROMA), or 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 a description of outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization. **ACTIVITIES:** OCAP will continue to participate in the Results Oriented Management and Accountability System (ROMA) or other performance measurement system to ensure compliance with data collection requirements and as a tool to measure the outcomes of OCAP's performance in promoting self-sufficiency, family stability, and community revitalization.

7. Section 678D(a)(1)(B): Ensure that cost and accounting standards of the Office of Management and Budget apply to a recipient of the funds under this subtitle. **ACTIVITIES:** OCAP's cost and accounting practices will be consistent with the standards set forth by the Office of Management and Budget. The City of Oakland, which includes the Department of Human Services Community Action Partnership, contracts with an outside CPA firm to conduct an annual audit of the City.

8. Section  
676(b)(3)(A)  
):

Provide a description of the service delivery system, for services provided or coordinated with funds made available through grants under section 675C(a), targeted to low-income individuals and families in communities within the State. **ACTIVITIES:** OCAP conducts a Request for Partnership(RFP) funding process to solicit outcome based programs and services to leverage the existing service delivery system for Oakland's low-income residents that focus on building self-sufficiency in the areas of Job Training, Education and Employment; Community Development; and Supportive Services. The selected OCAP delegate agencies represent a unique network of anti-poverty service providers working collectively to improve a family's level of self-sufficiency.

9. Section  
676(b)(3)(B)  
):

Provide a description of how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations. **ACTIVITIES:** OCAP has established linkages with other community based agencies and city department to assist Oakland's low-income individual and families in meeting their needs. OCAP's information and referral network includes the Oakland's Assistance Center, Eden Information and Referral Agency, 211, Catholic Charities and a host of local community partners dedicated to meeting the needs of Oakland's low-income community.

10. Section  
676(b)(3)(C)  
):

Provide a description of how funds made available through grants under section 675C(a) will be coordinated with other public and private resources. **ACTIVITIES:** OCAP will coordinate and mobilize public and private resources to maximize the leveraging capability of CSBG funds.

11. Section  
676(b)(3)(D)  
):

Provide a description of how the local entity will use the funds 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 effective parenting. **ACTIVITIES:** In the City of Oakland, OCAP serves as the incubator for supporting new and innovative community and neighborhood-based initiatives. In addition, we will continue to partner with our Head Start program to help strengthen families.

**Requirement 4**  
**STATE ASSURANCES**  
California Government Code

Attach or type a narrative description of the Assurances listed below:

**1. Section 12730(h):** Eligible beneficiaries are the following: (1) all individuals living in households whose income is at or below official poverty income guidelines as defined by the United States Office of Management and Budget; (2) All individuals eligible to receive Temporary Assistance to Needy Families or Federal Supplemental Security Income benefits, and (3) Residents of a target area or members of a target group having a measurably high incidence of poverty and which is the specific focus of a project financed under this chapter. **RESPONSE:** As a part of OCAP's funding criteria, all programs funded and services provided are geared specifically toward Oakland's low-income population as defined by the United States Office of Management and Budget. OCAP assures that all recipients of services under programs funded by the Community Services Block Grant (CSBG) have incomes at or below the official poverty guidelines, are recipients of TANF or SSI, or are members of a group as identified in the Community Action Plan as having a high incidence of poverty.

**2. Section 12747(a):** Community action plans shall provide for the contingency of reduced federal funding. Provide your agency's contingency plan for reduced federal funding. Also, include a description of how your agency will be impacted in the event of reduced CSBG funding. **RESPONSE:** In our continuous effort to plan and respond to reduced federal funding, OCAP will continue as part of its infrastructure and governance to implement and revise its fund development plan. Since OCAP is imbedded within the City of Oakland's Department of Human Services, OCAP uses its funding to leverage additional programming and services specifically aimed at addressing the identified gaps and services that impacts Oakland's low income population.

As part of this comprehensive strategy, OCAP will continue to seek opportunities to collaborate with other organizations and agencies in order to leverage existing funds, expand capacity, and increase efficiencies of programs and services provided to Oakland's low-income communities.

**3. Section 12760:** Community Action Agencies funded under this article shall coordinate their plans and activities with other eligible entities funded under Articles 7 (commencing with Section 12765) and 8 (commencing with Section 12770) which 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 grantees and the populations they serve. ***RESPONSE:*** As a public agency, OCAP is aware of services funded by other local and state funders within the City of Oakland. As an additional safe guard, OCAP's request for partnership(RFP) funding application requires potential partners to identify all other sources of funding and grants secured to ensure equity and efficiency of services delivered to Oakland's low-income community. OCAP, through its collaborations and relationship with the City Council and Mayor's office, serves as a community liaison for major initiatives specifically targeted at helping Oakland's low-income population attain a level of self sufficiency such as Bank on Oakland, the National League of Cities Helping Working Families Initiative, the Annie E. Casey Oakland Making Connections Initiative, and the Alameda County Earned Income Tax Credit (EITC) campaign.

**Requirement 5**

**DOCUMENTATION OF PUBLIC HEARINGS**

Government Code Section 12747(d)

Agencies holding public hearings pursuant to this Article shall identify all testimony presented by the poor, and shall determine whether the concerns expressed by that testimony have been addressed in the Community Action Plan (CAP). If the agency determines that any of the concerns have not been included in the CAP, it shall specify in its response to the CAP information about those concerns and comment as to their validity.

This section shall include the following:

1. Attach or type a narrative description of your agency's public hearing process. Agencies should describe the methods used to invite the local community to the public hearings. Note: Public hearing(s) shall not be held outside of service area(s).

**RESPONSE:** The Oakland Community Action Partnership (OCAP) uses a variety of methods in obtaining public input and information on community needs. The board and staff members continually participate in various community forums throughout Oakland. To build upon the leading concerns previously identified by the community, a review of Community indicators were analyzed to assess the community's well being and the quality of life of Oakland's low-income families. To present the findings, the OCAP administering board and staff scheduled a public hearing for Monday, June 8, 2009 at 6:00 in the evening to invite the public to review OCAP's proposed two year plan and solicit public comment and input. A notices of the public hearing was posted in the local newspaper and invites were sent to local residents and community partners. (See attached)

2. One copy of each public notice(s), published in the media to advertise the public hearing. (See Attached)
3. Attach or type a summary of all testimony received using the format below:

### June 8, 2009 OCAP Public Hearing Testimony

Name	Sector (low-income, private, public)	Testimony or concerns	Was the concern addressed in the CAP?	If so, indicate the page #	If not, indicate the reason
Douglas Butler	Low-Income Agency	Funding for re-entry young adults	Yes	14-16	
Claudia Miller	Low-Income Agency	Funding for foster youth	Yes	14-16	
Laura Lepe	Low-Income Agency	IDA's and financial counseling	Yes	14-16	Financial Counseling also provide through Bank on Oakland
Joyce Lupack	Low-Income Agency	Legal services for low-income population	Yes	14-16	
Patricia Brooks	Low-Income Agency	Community transformation work	No		Oakland/Alameda County Collaborative Funding; Measure Y Funding
Marie Olson	Community Agency	After-school gardening program	No		Oakland Fund for Children and Youth Funding
Gary Flores	Low-Income Agency	Re-entry services	Yes	14-16	
John Brauer	Low-Income Agency	Low-income workforce development	Yes	14-16	
Carol Johnson	Low-Income Agency	Senior Services	Yes	14-16	
Allison Delgado	Low-Income Agency	Family Support	Yes	14-16	
Jacqueline Portel	Low-Income Agency	Family Support	Yes	14-16	

4. Attach or type a narrative description of other methods the agency used to gather information on the needs of the community ( i.e. surveys, public forums, etc).

**RESPONSE:** OCAP periodically conducts sample community surveys at various venues and hold small focus groups with representatives from the low-income community to gather information and ensure programs and services funded are meeting the current and emerging needs of Oakland's low income residents. OCAP regularly participates in an array of collaborations such as local working families initiatives, workforce investment, financial education, and community development forums to stay abreast of issues and challenges impacting Oakland's low-income community.

### Notice of Public Hearing

June 08, 2009

City of Oakland

#### 2010-2011 CSBG, Oakland Community Action Plan

Notice is hereby given that the City of Oakland, Department of Human Services, Oakland Community Action Partnership will hold a Public Hearing on the 2010-2011 Community Services Block Grant Oakland Community Action Plan as follows:

#### DATE, TIME, AND PLACE

Public Hearing at:

City Hall - 1 Frank Ogawa Plaza, 1 Floor, Hearing Room 4, Oakland, CA 94612, Monday, June 08, 2009, at 6:00 p.m.

#### PURPOSE

To hear public comment on proposed 2010-2011 Oakland Community Action Plan for the Community Services Block Grant. Anyone can comment on the plan during the hearing. Those needing interpreting services, for Spanish and Chinese, should notify the Department of Human Services by 5:00 p.m., Monday, June 1, 2009 by calling (510) 238-2362.

- 需要西班牙語和中文翻譯服務者, 應於 2009 年 6 月 1 日星期一一下午 5:00 前, 致電 (510) 238-2362 通知人民服務部。
- Las personas que necesitan servicios de interpretación en español o chino, deberán notificar al Departamento de Servicios Humanos a más tardar para las 5:00 p.m. del lunes 1 de junio del 2009 llamando al (510) 238-2362.

#### INFORMATION FOR PUBLIC EXAMINATION

From June 1, 2009, a Draft copy of the 2010-2011 Oakland Community Action Plan will be available for review at our office located at 150 Frank Ogawa Plaza, Suite 4340, Oakland, CA, 8:30 a.m. until 5:00 p.m. weekdays, and at the Public Hearing.

Meeting site is wheelchair accessible.

The Oakland Tribune, #3162201  
May 27, 31; June 3, 7, 2009



Guest Sign-In Sheet

COMMUNITY ACTION PARTNERSHIP  
 BOARD MEETING & PUBLIC HEARING ON THE PROPOSED 2010-2011 CAP PLAN FOR THE  
 COMMUNITY SERVICES BLOCK GRANT  
 Monday, June 8, 2009

City Hall  
 One Frank H. Ogawa Plaza  
 Hearing Room 4

Name (Please print)	Agency	Phone No.	Fax No.	Email Address
Laura Lofe	Lao Family	(510) 533-8850	510 533-4416	laura.l@laofamily.net.org
Gary Flores	Volunteers of America	(510) 473-0500		gflores@voaba.org
Marie Olson	Learning for Life	510-577-9236	577-9002	marie@slf1.org
Hilma Walker	Goodwill	510 698-7235	533-3103	hewalker@eastbaygoodwill.
Elizabeth Wanyan	Spoken Speakers Citizens' Foundation	510 261-7839	2968	elanyan@sscf.org
Jacqueline Bortel	EBPC	510-539-2170	621-107	Jacqueline@ebpc.org
Alexia Brooks	Youth Uprising	510-590-1107		hawtymis@gmail.com
John Brown	The Workforce Collaborative		891-8775	jbrown@twc-oakland.org

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Guest Sign-In Sheet

COMMUNITY ACTION PARTNERSHIP  
 BOARD MEETING & PUBLIC HEARING ON THE PROPOSED 2010-2011 CAP PLAN FOR THE  
 COMMUNITY SERVICES BLOCK GRANT  
 Monday, June 8, 2009

City Hall  
 One Frank H. Ogawa Plaza  
 Hearing Room 4

East Bay News Service  
 Sanjiv Handa, Editor  
 NewsFrothSanjiv@aol.com

<u>Name (Please print)</u>	<u>Agency</u>	<u>Phone No.</u>	<u>Fax No.</u>	<u>Email Address</u>
Jaron Englin	MOVA	5105671308		JPEnglin
MANUEC BACA	MOV A			BACAOYMAIL.COM
Jeremy Schrader	MOVA			Oneshop@gmail.com
Tyrus Washington	MOV A			T.T.W.
John Perry	MOVA			JPerry62590@gmail.com
Rudolph BRADY	MOVA			RudolphBrady
Stanley Richards	CAP			StanleyR
Claudia Miller	First Place	272-0979		

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Guest Sign-In Sheet

COMMUNITY ACTION PARTNERSHIP  
 BOARD MEETING & PUBLIC HEARING ON THE PROPOSED 2010-2011 CAP PLAN FOR THE  
 COMMUNITY SERVICES BLOCK GRANT  
 Monday, June 8, 2009

City Hall  
 One Frank H. Ogawa Plaza  
 Hearing Room 4

<u>Name (Please print)</u>	<u>Agency</u>	<u>Phone No.</u>	<u>Fax No.</u>	<u>Email Address</u>
Alma Lindblom	Volunteers of America Bay Area	510-473-0500	510-473-9225	al.lindblom@voaba.org
Allison Delgado	EBAC	510-225-8295	510-268-1073	allison@ebac.org
Carol Johnson	St. Mary's Center	923-9600	923-9606	cjohnson@stmaryscenter.org
Douglas Butler	MOVA	510-567-1308	567-1310	DGASBTR@Yahoo.com
Victor Robles	MOVA	510-567-1308	567-1159	V.Robles.105@Yahoo.com
Michael Lopez	MOVA	(707) 430-8030		Mikey_Lo@Live.com
Joyce Lupack	Bay Legal	510-250-5243		jlupack@baylegal.org

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Guest Sign-In Sheet

COMMUNITY ACTION PARTNERSHIP  
BOARD MEETING & PUBLIC HEARING ON THE PROPOSED 2010-2011 CAP PLAN FOR THE  
COMMUNITY SERVICES BLOCK GRANT  
Monday, June 8, 2009

City Hall  
One Frank H. Ogawa Plaza  
Hearing Room 4

<u>Name (Please print)</u>	<u>Agency</u>	<u>Phone No.</u>	<u>Fax No.</u>	<u>Email Address</u>
TERESA JACKSON	City of Oak.	238 245	—	tjackson@oaklandnet.co
Wade's Green	Bond Member			

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**Requirement 6**  
**MONITORING AND EVALUATION PLAN**

Attach or type a narrative description of the specific method(s) of evaluation and monitoring that ensures program and fiscal performance in accordance with the objectives in your Community Action Plan.

The monitoring and evaluation plan shall ensure the following:

1. Data is collected to measure the progress of the agencies goals;
2. Ensure that reports are prepared and submitted to CSD in accordance with contract requirements.

**MONITORING:**

Monitoring is an on-going process of evaluating the programmatic and fiscal compliance amongst the agencies/programs with which OCAP contracts. The purpose of the monitoring process described in this section of the plan is to assure that programs and services are being operated in accordance with the Community Action Plan and as specified in each city-approved contract. Monitoring also serves as a means for identifying program challenges early on and taking the necessary corrective action.

Throughout the contract period, staff visits contractors to evaluate contract compliance through observation, interview, and verification of records. Site visits occur at any time during the contract period and may be unannounced. An overall compliance review provides an assessment of data collected and determines compliance with provisions contained within in the contract. The review provides an overview of individual project achievement(s) and is designed to address accountability and provide useful feedback.

Monitoring tools developed by OCAP staff ensures timely progress with the work plan, prudent expenditure of funds, and compliance with contract conditions. Expenditures of city operated programs are monitored through the City's Financial Management System; financial reports include copies of relevant documentation (e.g. payroll registers, invoices, etc.), and are reviewed by OCAP fiscal personnel monthly. Each funded program is required to 1) submit a quarterly Result Oriented Management and Accountability (ROMA) report; 2) complete a detailed annual progress report; and 3) make an annual presentation with program recipients to educate, inform, and enhance the decision making process for the OCAP Administering Board.

**TECHNICAL ASSISTANCE**

Technical assistance for fiscal and program services are provided throughout the program year by OCAP staff, on an as need basis, to the contractors for the development and improvement of program activities.

**EVALUATION**

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Evaluation is intended to help determine what programs work and why they work to identify best practices. In essence the OCAP board and staff will continue to review and assess information documented in reports submitted by contractors and pose question such:

- Did the program achieve its intended outcomes around self-sufficiency?
- What are the barriers or challenges that prohibited achievement of objectives?
- What was the measurable impact of the program?
- What changes to the program goals, objectives, or design are needed to achieve outcomes?

Oakland's Community Action Plan includes a comprehensive monitoring and evaluation plan with a strong emphasis on fiscal and program accountability. Overall, OCAP's evaluation plan is designed to gage the progress of clients and identify successful programs that are effective in moving Oakland's low-income residents toward self-sufficiency.

#### OCAP MONITORING AND EVALUATION TOOLS (ATTACHED)



OCAP

Program Monitoring Site Visit

COPY



The following are a list of areas of interest for OCAP Monitoring Site Visit. Items will be requested from the grantee for review.

DESK AUDIT ITEMS (SENT IN ADVANCE OF VISIT)	
<input checked="" type="checkbox"/>	Current Organizational Chart for Agency, designating vacant positions
<input checked="" type="checkbox"/>	Current agency composite budget showing all programs, administration, and funding sources
<input checked="" type="checkbox"/>	Current Board roster with vacancies noted
<input checked="" type="checkbox"/>	Most recent minutes from meeting of Board of Directors
<input checked="" type="checkbox"/>	Written fiscal operating procedures
<input checked="" type="checkbox"/>	Most recent audit report
<input checked="" type="checkbox"/>	Program Budget and Current Expenditures
FISCAL MANAGEMENT <i>(Interview Accountant or Bookkeeper)</i>	NOTES
<p>Is the accounting system appropriate for the grant and agency?</p> <p><input type="checkbox"/> Computer- and funding source- based accounting system</p> <p><input type="checkbox"/> Chart of accounts (add specifics for grant)</p> <p><input type="checkbox"/> General Ledger</p> <p><input type="checkbox"/> A/P &amp; A/R Subsidiary</p>	
<p>Does the agency utilize effective accounting procedures, and accomplish routine tasks in a timely fashion?</p> <p><input type="checkbox"/> Bank statements &amp; Reconciliation Reports up to date, filing system</p> <p><input type="checkbox"/> OCAP Program Budget Report summarizing allocated costs to date and balance remaining</p> <p><input type="checkbox"/> vendor invoices, allocation forms</p>	
<p>Does the agency manage payroll efficiently, and pay payroll taxes regularly and on time?</p> <p><input type="checkbox"/> Quarterly Federal Form 941 -- Federal Tax Return</p> <p><input type="checkbox"/> Quarterly State DE 6 -- Wage &amp; Withholding Report</p>	

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# OCAP

## Program Monitoring Site Visit



<p><b>OPERATIONS MANAGEMENT, PROGRAM DELIVERY &amp; DOCUMENTATION</b> <i>(Interview Program Director, Program Staff)</i></p>	
<p>Does the agency fiscal and organizational health provide a stable environment for the OCAP program?</p>	
<p>Is staffing adequate to provide quality services?</p>	
<p>Does the agency retain personnel to support stable program operations and development?  What reasons for turnover have been identified? (i.e. Low pay, Hiring process, Poor fit, Personality, Workload, Work environment)</p>	
<p>Are collaborations effectively managed and utilized to meet program goals?</p>	
<p><input type="checkbox"/> Is the agency effectively governed by its Board of Directors?  <input type="checkbox"/> Board Minutes on file and up to date</p>	
<p>Is the agency delivering quality services of the kind and intensity specified by the grant agreement?  <input type="checkbox"/> curriculum used</p>	
<p>Is the program having a positive impact on OCAP targeted participants?</p>	



# OCAP

## Program Monitoring Site Visit



Is the agency documenting participant information and the services provided?

- Internal Monitoring database
- Client files contain appropriate records such as documentation of eligibility information.

*Interview*

What are the successes of your program?

What have you learned about the reality of carrying out the program design in your proposal and grant agreement?

How have you modified your program to respond to the environment you work in?

What challenges or problems have you encountered

### GRANTEE TECHNICAL ASSISTANCE NEEDS/REQUESTS

- |  |  |
|--|--|
| ▪ Board development  | ▪ Partnerships/linkages/collaboration  |
| ▪ Fund development   | ▪ Disability/access issues   |
| ▪ Strategic planning   | ▪ Space (new/more space, renovations)  |
| ▪ Marketing/communications   | ▪ Emergency operation plans  |
| ▪ Personnel—human resources (employee handbook, benefits, hiring, policies, etc. | ▪ Internal Monitoring & Evaluation database  |
| ▪ Employee performance reviews   | ▪ Technology (program data collection, internal communications, external communications) |
| ▪ Fiscal management  | ▪ Program development  |
| ▪ OCAP grant agreement compliance  | ▪ Other  |
| ▪ Outreach and recruitment   |  |

### PROGRAM OBSERVATION





# OCAP

## Program Monitoring Site Visit



### PROGRAM OBSERVATION

Date:

Time:

Program observed:

Number and type of staff present:

Number of participants (clients):

Type of activities offered

Is the physical facility welcoming and safe?

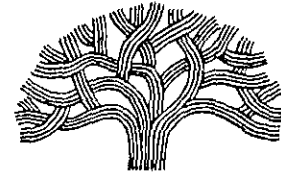
A written schedule of activities is available, posted or hardcopy for staff and participants

Is the activity effective for meeting the grant agreement objectives?

Notes:



CITY OF OAKLAND  
Department of Human Services  
COMMUNITY ACTION PARTNERSHIP



Progress Report

DATE: [Date]

TO: OCAP Administering Board

FROM: [Grantee Name]

SUBJECT: Mid-Year (Jan --June) & Annual Progress Report (Jan-December)--  
[Grantee Name]

---

Period

e.g. Jan through June, 2009

Contact Information

For additional program information, please contact (Grantee Contact Person)

Summary of Program

Provide a brief summary of the program, including key strategies employed by your program. Include the projected outcomes and the outcomes achieved so far in 2009.

Case Studies

Include stories about clients that you have served and how the program was helpful to them. If the program assisted the client in moving out of poverty or finding a job, going back to school or reconnecting with family, this is particularly important.

Collaborators and Resources

List the agencies that you have been working with in order to provide greater resources and linkages to clients. In addition, if you have been able to leverage any resources via your collaborative efforts and/or networking, please indicate that: include the types of funds and amounts. Please include the number of volunteer hours donated to your program, if relevant.

Spotlight Issues

Use this space to report on particular trends that you see among clients, i.e. domestic violence, family reunification, education levels, skills levels, etc. You may also want to report "good news" or any other experiences that your program is having.

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Report Summary

Sum up your report in a few sentences, i.e., "met our goals and hope to exceed them next quarter", etc.

Demographics

Please provide information about the unduplicated clients served by your program during the reporting period. You may add other categories that are relevant to your program.

\_\_\_\_\_ Total Unduplicated Clients Served

**Gender**

\_\_\_\_\_ Male

\_\_\_\_\_ Female

**Ethnicity**

\_\_\_\_\_ Hispanic/Latino

\_\_\_\_\_ non-Hispanic/Latino

**Age**

\_\_\_\_\_ Under 12

\_\_\_\_\_ 12-17

\_\_\_\_\_ 18-23

\_\_\_\_\_ 24-54

\_\_\_\_\_ 55 and over

**Race**

\_\_\_\_\_ African-American

\_\_\_\_\_ Asian/Pacific-Islander

\_\_\_\_\_ White

\_\_\_\_\_ Other

\_\_\_\_\_ Multi-Race

**Data collection (please check one)**

The above statistics are based on estimates; or

We collect client data from program participants

**Outcomes**

Enter information about participants and outcomes achieved for your program for the reporting period.

Outcome (National Performance Indicators)	1	2	3	4	5
	Number of Participants				Aggregated dollar amounts (if applicable)
	Projected to be served for Contract Period <sup>1</sup>	Enrolled in Program(s) in Reporting Period <sup>2</sup>	Expected to Achieve Outcome in Reporting Period <sup>3</sup>	Achieving Outcome in Reporting Period	
e.g. Unemployed participant obtained employment (1.1A)-Used as an example only (refer to your program outcomes)					
e.g. Employed and obtained and increase in employment income (1.1B)-Used as an example only (refer to your program outcomes)					
Volunteer hours (3.1.A)-Used as an example only (refer to your program outcomes)					

<sup>1</sup> Contracted projection of number of participants to achieve outcome for one full contract year

<sup>2</sup> Actual number of participants enrolled in program for reporting period (Jan.-June or Jan.-Dec.)

<sup>3</sup> Projected number of participants to achieve outcome for reporting period

<sup>4</sup> Actual number of participants achieving outcome for reporting period

Director Name: City of Oakland, Department of Human Services, Oakland Community Action Partnership (OCAP)  
 Contact Person and Title: Estelle Clemons, OCAP Manager  
 Phone Number: 510-238-3597 Ext. Number: \_\_\_\_\_  
 Email Address: Estelle.Clemons, OCAP Manager Fax Number: 510-238-2367

**Goal 1: Low-income people become more self-sufficient.**

**NPI 1.1: Employment**

**Problem Statement:** (If additional space is needed, please attach a separate sheet.)

According to California Employment Development Department (EDD), unemployment in Oakland reached 14.7% in February 2009. Preliminary results for April 2009, show unemployment climbed to 15.5%. Employment is difficult for the most vulnerable low income residents of Oakland such as seniors, foster youth, re-entry clients and the homeless. For example, every year, 3,500 California foster youth "age out" of the foster system and need financial independence. HUD data shows within 18 months of leaving the system, 62% do not maintain employment for one year. Every year, 3,000 parolees and 6,000 probationers are released in Oakland. Employment is crucial for re-entry clients to maintain self-sufficiency and avoid recidivism. At least 25% of seniors in Oakland live below federal poverty levels.

**Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)

Services for employment readiness and job placement are delivered to foster & at-risk youth, ex-offenders, seniors, homeless, and low-income individuals by community-based organizations. Program strategies include training 28 seniors for work in childcare centers through ASSETS, 20 employed youth gaining employment through Alameda Family Services, and 35 re-entry clients obtaining employment through Volunteers of America Bay Area Re-entry program. The Workforce Collaborative will also train 27 participants for employment.

National Performance Indicator 1.1 Employment The number and percentage of low-income participants in Community Action employment initiatives who get a job or become self-employed, as measured by one or more of the following:	1 Number of Participants Projected to be Served for Contract Period (#)	Reporting Period	2 Number of Participants Enrolled in Program(s) in Reporting Period (#)	3 Number of Participants Expected to Achieve Outcome in Reporting Period (#)	4 Number of Participants Achieving Outcome in Reporting Period (#)	5 Percentage Achieving Outcome in Reporting Period (%)
A. Unemployed and obtained a job	110	Mid-Year				
		Annual				
B. Employed and maintained a job for a least 90 days		Mid-Year				
		Annual				
C. Employed and obtained an increase in employment income and/or benefits		Mid-Year				
		Annual				
D. Achieved "living wage" employment and/or benefits		Mid-Year				
		Annual				

In the rows below, please include any additional indicators for NPI 1.1 that were not captured above.

		Mid-Year				
		Annual				

*Goal 1: Low-income people become more self-sufficient.*

**NPI 1.2: Employment Supports**

**Problem Statement:** (If additional space is needed, please attach a separate sheet.)

According to California Employment Development Department (EDD), unemployment in Oakland reached 14.7% in February 2009. Preliminary results for April 2009, show unemployment climbed to 15.5%. Employment is difficult for the most vulnerable low income residents of Oakland such as seniors, foster youth, re-entry clients and the homeless. For example, every year, 3,500 California foster youth "age out" of the foster system and need financial independence. HUD data shows within 18 months of leaving the system, 62% do not maintain employment for one year. Every year, 3,000 parolees and 6,000 probationers are released in Oakland. Employment is crucial for re-entry clients to maintain self-sufficiency and avoid recidivism. At least 25% of seniors in Oakland live below federal poverty levels.

**Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)

Services for employment supports delivered to foster & at-risk youth, ex-offenders, seniors, homeless, and low-income individuals. Programs: SSETS (train 15 seniors to work in childcare centers and 13 in Competitive Edge), Alameda Family Services (30 clients for job-readiness & 35 affordable housing), St. Mary's Center (50 seniors health care and 50 housing), First Place for Youth (130 youths economic literacy, 110 post-secondary education, 140 safe housing), VOABA Reentry (35 pre-employment training and 20 housing support) and, Workforce Collaborative (27 low-income individuals).

National Performance Employment Supports  The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from community action, as measured by <u>one or more</u> of the following:	1 Number of Participants Projected to be Served for Contract Period (#)	Reporting Period	2 Number of Participants Enrolled in Program(s) in Reporting Period (#)	3 Number of Participants Achieving Outcome in Reporting Period (#)
A. Obtained skills/competencies required for employment	203	Mid-Year Annual		
B. Completed ABE/GED and received certificate or diploma		Mid-Year Annual		
C. Completed post-secondary education program and obtained certificate or diploma	157	Mid-Year Annual		
D. Enrolled children in "before" or "after" school programs		Mid-Year Annual		
E. Obtained care for child or other dependant		Mid-Year Annual		
F. Obtained access to reliable transportation and/or driver's license		Mid-Year Annual		
G. Obtained health care services for themselves or a family member	50	Mid-Year Annual		
H. Obtained safe and affordable housing in support of employment stability	245	Mid-Year Annual		
I. Obtained food assistance in support of employment stability		Mid-Year Annual		
J. Obtained non-emergency LIHEAP energy assistance		Mid-Year Annual		
K. Obtained non-emergency WX energy assistance		Mid-Year Annual		C 45

L. Obtained other non-emergency energy assistance (State/local/private energy programs. Do Not Include LIHEAP or WX)		Mid-Year		
		Annual		

*In the rows below, please include any additional indicators for NPI 1.2 that were not captured above.*

		Mid-Year		
		Annual		

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**Goal 1: Low-income people become more self-sufficient.**  
**NPI 1.3: Economic Asset Enhancement and Utilization**

**Program Statement:** (If additional space is needed, please attach a separate sheet.)

Oakland's poorest communities, it is estimated that 63% of households have no credit history (compared with 24% nationally). The lack of credit history corresponds with a lack of financial information and local access to financial institutions. Without reliable banking institutions, low income workers do business with check cashing outlets, payday lenders, shady auto-dealers, and tax preparers that prey on the financially underserved. It is estimated that eligible families in Oakland do not claim over 10 million dollars in Earned Income Tax Credit(EITC) each year.

**Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)

Community-Based Volunteer Income Tax Assistance (VITA) sites and 9 American Association of Retired Persons (AARP) provide free tax preparation, financial education and information for other social services to estimated 8,212 low income individuals in Oakland. In addition, OCAP will provide financial education and opportunities to open 106 IDAs and 250 Savings Accounts for Oakland's Low Income Community. In conjunction with the United Way of the Bay Area and other local community agencies, the Bank on Oakland Initiative aims to help many of the unbanked residents of Oakland open bank accounts with participating financial institutions. During the first year of the OCAP IDA pilot, we estimate at least a 3rd (12) of the annual IDA savers will capitalize a small business, pursue post-secondary education or purchase a home.

<b>National Performance Indicator 1.3</b>  <b>Economic Asset Enhancement and Utilization</b>  The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of community action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured one or more of the following:	1 Number of Participants Projected to be Served for Contract Period (#)	Reporting Period	2 Number of Participants Enrolled in Program(s) in Reporting Period (#)	3 Number of Participants Expected to Achieve Outcome in Reporting Period (#)	4 Number of Participants Achieving Outcome in Reporting Period (#)	5 Percentage Achieving Outcome in Reporting Period (%)	6 Aggregated Dollar Amounts (Payments, Credits or Savings) (\$)
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**A. ENHANCEMENT**

Number and percent of participants tax preparation programs who qualified for any type of Federal or state tax credit and the expected aggregated dollar amount of credits.	8,212	Mid-Year					
		Annual					
Number and percentage obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments.		Mid-Year					
		Annual					
Number and percentage enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings.		Mid-Year					
		Annual					



*In the rows below, please include any additional indicators for NPI 1.3 that were not captured above.*

		Mid-Year					
		Annual					

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Goal 1: Low-income people become more self-sufficient.

NPI 1.3: Economic Asset Enhancement and Utilization

National Performance Indicator 1.3 (Continued)  Economic Asset Enhancement and Utilization  The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of community action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured <u>one or more</u> of the following:	1  Number of Participants Projected to be Served for Contract Period (#)	Reporting Period	2  Number of Participants Enrolled in Program(s) in Reporting Period (#)	3  Number of Participants Expected to Achieve Outcome in Reporting Period (#)	4  Number of Participants Achieving Outcome in Reporting Period (#)	5  Percentage Achieving Outcome in Reporting Period (%)	6  Aggregated Dollar Amounts (Payments, Credits or Savings) (\$)
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B. UTILIZATION

Number and percent demonstrating ability to complete and maintain a budget for over 90 days	169	Mid-Year					N/A
		Annual					
Number and percent opening an Individual Development Account (IDA) or other savings account and increased savings, and the aggregated amount of savings	169	Mid-Year					
		Annual					
Number and percent of participants who increased their savings through IDA or other savings accounts and the aggregated amount of savings	169	Mid-Year					
		Annual					

3. Of participants in a community action asset development program (IDA and others):

Number and percent capitalizing a small business due to accumulated savings	12	Mid-Year					
		Annual					
Number and percent pursuing post-secondary education due to savings	12	Mid-Year					
		Annual					
Number and percent purchasing a home due to accumulated savings	12	Mid-Year					
		Annual					
Number and percent of participants purchasing other assets with accumulated savings		Mid-Year					
		Annual					

In the rows below, please include any additional indicators for NPI 1.3 that were not captured above.

		Mid-Year					
		Annual					

Contractor Name: City of Oakland, Department of Human Services, Oakland Community Action Partnership (OCAP)  
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*Goal 2: The conditions in which low-income people live are improved.*  
**NPI 2.1: Community Improvement and Revitalization**

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

National Performance Community Improvement and Revitalization Increase in, or safeguarding of threatened opportunities and community resources or services for low-income people in the community as a result of community action projects/initiatives or advocacy with other public and private agencies, as measured by <u>one or more</u> of the following:	1 Number of Projects Projected for Contract Period (#)	Reporting Period	2 Number of Projects or Initiatives (#)	3 Number of Opportunities and/or Community Resources Preserved or Increased (#)
A. Jobs created, or saved, from reduction or elimination in the community.		Mid-Year		
		Annual		
B. Safe and affordable housing units created in the community		Mid-Year		
		Annual		
C. Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by community action activity or advocacy		Mid-Year		
		Annual		
D. Accessible and affordable health care services/facilities for low-income people created or saved from reduction or elimination.		Mid-Year		
		Annual		
E. Accessible safe and affordable childcare or child development placement opportunities for low-income families created or saved from reduction or elimination.		Mid-Year		
		Annual		
F. Accessible "before school" and "after school" program placement opportunities for low-income families created or saved from reduction or elimination.		Mid-Year		
		Annual		
G. Accessible new, or expanded transportation resources or those that are saved from reduction or elimination, that are available to low-income people, including public or private transportation.		Mid-Year		50
		Annual		

H. Accessible or increased educational and training placement opportunities or those that are saved from reduction or elimination, that are available for low-income people in the community, including vocational, literacy and life skill training, ABE/GED, and post-secondary education.		Mid-Year		
		Annual		

*In the rows below, please include any additional indicators for NPI 2.1 that were not captured above.*

		Mid-Year		
		Annual		

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**Goal 2: The conditions in which low-income people live are improved.**

**NPI 2.2: Community Quality of Life and Assets**

**Problem Statement:** (If additional space is needed, please attach a separate sheet.)

Lack of access to civil legal remedies compound destabilizing issues faced by the poor. An unwarranted eviction notice, the presence of domestic violence, or wrongful termination of benefits can have devastating results and significant long-term effects on their ability to increase self-sufficiency. In Oakland, at least 76,489 people live in poverty and contend with legal issues related to housing, economics, healthcare benefits and domestic violence.

**Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)

Bay Area Legal Aid will help improve ability to successfully challenge unlawful housing practices, retain current housing and avoid homelessness as a result of legal services and advocacy to 250 housing-related clients, 144 economic benefits-related clients, 86 domestic-violence advice related clients and, 50 healthcare services related cases.

National Performance <u>Indicator 2.2</u> Community Quality of Life and Assets  The quality of life and assets in low-income neighborhoods are improved by community action initiative or advocacy, as measured by <u>one or more</u> of the following:	1 Number of Programs Projected for Contract Period (#)	Reporting Period	2 Number of Program Initiatives or Advocacy Efforts (#)	3 Number of Community Assets, Services or Facilities Preserved or Increased (#)
A. Increases in community assets as a result of a change in law, regulation or policy, which results in improvements in quality of life and assets		Mid-Year Annual		
B. Increase in the availability or preservation of community facilities		Mid-Year Annual		
C. Increase in the availability or preservation of community services to improve public health and safety	1	Mid-Year Annual		
D. Increase in the availability or preservation of commercial services within low-income neighborhoods		Mid-Year Annual		
E. Increase or preservation of neighborhood quality-of-life resources		Mid-Year Annual		
<i>In the rows below, please include any additional indicators for NPI 2.2 that were not captured above.</i>				
Provide legal services against unlawful housing practices, discrimination, domestic violence, and benefits termination.	1	Mid-Year Annual		

**Goal 2: The conditions in which low-income people live are improved.**

**NPI 2.3: Community Engagement**

**Problem Statement:** (If additional space is needed, please attach a separate sheet.)

Community Engagement is key to successful anti-poverty efforts. Each year, at least \$10 million in tax credits and refunds goes unclaimed by eligible families. In addition, many families and individuals that qualify for food stamps do not apply. Lack of awareness about existing services and lack of collaboration in service delivery means low-income people who would otherwise have benefited from community resources lack access to vital services.

**Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)

To address the needs of Oakland's low-income community, OCAP works diligently to build alliances and form strong partnerships with other organizations working to alleviate poverty within Oakland's low-income community. Community partners include: United Way of the Bay Area, Annie E. Casey Foundation, Safe Passages; Catholic Charities of the East Bay, East Bay Housing Organization, Oakland Housing Authority, Alameda County Department of Social Services, Public Health Department SAMSHA Alcohol and Drug Prevention, Eden Information and Referral Services, Alameda Alliance for Health; City of Oakland's Community Housing Services and Community Development Block Grant (CDBG), Workforce Investment Board, Oakland Private Industry Council, Bank on Oakland, Spectrum Community Services, Alameda County Community Food Bank, Project Choice Re-entry Program, Head Start, Measure Y: Violence Prevention and Public Safety Act of 2004, Oakland's Fund for Children and Youth (OFCY), community representatives, and other local community based organizations.

National Performance	1 Number of Programs Projected for Contract Period (#)	Reporting Period	2 Total contribution by Community (#)
<b>Community Engagement</b> The number of community members working with Community Action to improve conditions in the community.			
A. Number of community members mobilized by Community Action that participate in community revitalization and anti-poverty initiatives	1492	Mid-Year Annual	
B. Number of volunteer hours donated to the agency (This will be All volunteer hours)	8728	Mid-Year Annual	

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*Goal 3: Low-income people own a stake in their community.*

**NPI 3.1: Community Enhancement Through Maximum Feasible Participation**

*Problem Statement: (If additional space is needed, please attach a separate sheet.)*

Informing and engaging citizens to address community issues is essential for developing community empowerment. Inclusion and mobilization of Oakland's at least 76,489 ethnically diverse individuals living in poverty in our City's urban neighborhoods in civic activities will directly improve community and individual well-being.

*Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)*

Oakland Community Action Partnership's vision is to assure all citizens of Oakland equal and fair access to resources, through active participation of community members in anti-poverty. Hence, we hold community events to educate and inform the community on issues they care about (walk to end poverty and violence, 300), provide EITC related Tax returns (239 volunteers), help fund the annual Thanksgiving dinner (400 volunteers) and encourage engagement in various community action efforts and governmental bodies (7)

National Performance Indicator 3.1  Community Enhancement Through Maximum Feasible Participation  The number of volunteer hours donated to Community Action	1  Total Number of Volunteer Hours Projected #	Reporting Period	2  Total Number of Volunteer Hours #
The total number of volunteer hours donated by low-income individuals to Community Action. (This is ONLY the number of volunteer hours from individuals who are low-income.)	154	Annual	
<i>In the rows below, please include any additional indicators for NPI 3.1 that were not captured above.</i>			
		Annual	

**Goal 3: Low-income people own a stake in their community.**

**NPI 3.2: Community Empowerment Through Maximum Feasible Participation**

**Problem Statement:** (If additional space is needed, please attach a separate sheet.)

Informing and engaging citizens to address community issues is essential for developing community empowerment. Inclusion and mobilization of at least 76,489 ethnically diverse individuals living in poverty in our City's urban neighborhoods in civic activities will directly improve community and individual well-being.

**Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)

Oakland Community Action Partnership's vision is to assure all citizens of Oakland equal and fair access to resources, so as to produce a healthy, safe, clean, educated, economically sound, and productive community, that respects their rights and values. Hence, we hold community events to educate and inform the community on issues they care about (walk to end poverty, 300), provide asset coaching (IDA, 106), and encourage engagement in various community action efforts and governmental bodies (7)

**National Performance  
 Indicator 3.2**

**Community Empowerment Through Maximum Feasible Participation**

The number of low-income people mobilized as a direct result of community action initiative to engage in activities that support and promote their own well-being and that of their community, as measured by one or more of the following:

	1 Number of Participants Projected for Contract Period (#)	Reporting Period	2 Number of Low-Income People Achieved in Reporting Period (#)
A. Number of low-income people participating in formal community organizations, government, boards or councils provide input to decision-making and policy setting through community action efforts	7	Mid-Year Annual	
B. Number of low-income people acquiring businesses in their community as a result of community action assistance		Mid-Year Annual	
C. Number of low-income people purchasing their own homes in their community as a result of community action assistance		Mid-Year Annual	
D. Number of low-income people engaged in non-governance community activities or groups created or supported by community action	939	Mid-Year Annual	
<i>In the rows below, please include any additional indicators for NPI 3.2 that were not captured above.</i>			
		Mid-Year Annual	

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Contract Name: City of Oakland, Department of Human Services, Oakland Community Action Partnership (OCAP)  
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**Goal 4: Partnerships among supporters and providers of services to low-income people are achieved.**

**NPI 4.1: Expanding Opportunities through Community-Wide Partnerships**

**Problem Statement:** (If additional space is needed, please attach a separate sheet.)

Increasing or merely maintaining the level of service to individuals living in poverty is a struggle in the current climate of shrinking local, state, and federal funding.

**Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)

Partnerships maximize resources by leveraging existing funds, expanding capacity and increasing impact through efficiencies/synergies. OCAP partners with 23 VITA, 5 Elev 8 School sites and 9 AARP sites to provide free EITC tax return preparation, 12 CBOs for walk to end poverty and violence (2 Faith based), 8 CBO and 2 Faith Based grantees to provide employment, housing, and supportive services to low-income individuals, 7 CBOs to provide IDA and savings accounts, 3 collaborative contractors (Oakland Municipal Credit Union, EARN SF & United Way of the Bay Area) and, with Alameda County Food Bank for a food drive. In addition, OCAP will work with 3 community colleges (Laney, Merritt and College of Alameda) for Job Training/Education and workforce training. OCAP is also a member of CAL/NEVA.

National Performance Indicator 4.1 Expanding Opportunities Through Community-Wide Partnerships The number of organizations, both public and private, community action actively works with to expand resources and opportunities in order to achieve family and community outcomes.	1 Number of Partnerships Projected for Contract Period (#)	Reporting Period	2 Number of Organizational Partnerships Achieved in Reporting Period (#)
A. Non-Profit	29	Mid-Year	
B. Faith Based	2	Annual	
C. Local Government		Mid-Year	
D. State Government	1	Annual	
E. Federal Government	2	Mid-Year	
F. For-Profit Business or Corporation		Annual	
G. Consortiums/Collaboration	3	Mid-Year	
H. Housing Consortiums/Collaboration	1	Annual	
I. School Districts	1	Mid-Year	C 56

Institutions of post secondary education/training	3	Mid-Year	
		Annual	
K. Financial/Banking Institutions	16	Mid-Year	
		Annual	
L. Health Service Institutions	1	Mid-Year	
		Annual	
M. State wide associations or collaborations	1	Mid-Year	
		Annual	
The total number of organizations CAAs work with to promote family and community outcomes	60	Mid-Year	
		Annual	

*In the rows below, please add other types of partners with which your CAA has formed relationships that were not captured above. Please describe these partnerships in Goal 4 Notes.*

		Mid-Year	
		Annual	

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**Goal 5: Agencies increase their capacity to achieve results.**

**NPI 5.1: Agency Development**

**Problem Statement:** (If additional space is needed, please attach a separate sheet.)

Training and capacity building among staff and OCAP board members is critical to ensure effective program service delivery.

**Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)

Each year, Board members and staff attend conferences and seminars that are relevant to anti-poverty issues. In addition, the City of Oakland offers staff training to enhance computer skills, accounting procedures, communication and management. Board members undergo public ethics training, board development training & Sunshine/Brown ordinance training.

National Performance <u>Indicator 5.1</u>  <b>Agency Development</b> The number of human capital resources available to Community Action that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following	1  Number of Partnerships Projected for Contract Period (#)	Reporting Period	2  Resources in Agency (#)
A. Number of C-CAPs.		Mid-Year	
		Annual	
B. Number of ROMA Trainers		Mid-Year	
		Annual	
C. Number of Family Development Trainers		Mid-Year	
		Annual	
D. Number of Child Development Trainers		Mid-Year	
		Annual	
E. Number of staff attending trainings	5	Mid-Year	
		Annual	
F. Number of board members attending trainings	15	Mid-Year	
		Annual	
G. Hours of Staff in trainings	144	Mid-Year	
		Annual	
H. Hours of board members in trainings	1,080	Mid-Year	
		Annual	

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In the rows below, please include any additional indicators that were not captured above. Please describe these measures in Goal 5 Notes.

		Mid-Year	
		Annual	

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Factor Name: City of Oakland, Department of Human Services, Oakland Community Action Partnership (OCAP)  
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*Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.*

**NPI 6.1: Independent Living**

Problem Statement: (If additional space is needed, please attach a separate sheet.)

A study carried out by the Department of Human Services found seniors in Oakland rank housing, access to benefits, transportation and public safety as top priorities. Foster youth and formerly incarcerated individuals need assistance to maintain their independence. Foster youth exit from care into premature "independence," without housing, life skills, or income, and need support and guidance to avoid homelessness, low achievement, and poverty. Homelessness can obstruct a parolee's attempts to complete job training, obtain and maintain employment, and avoid criminal activity.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

St. Mary's Center will serve at least 80 seniors while the ASSETS program will train at least 35 seniors for employment and self-sufficiency. First Place for Youth will give at least 140 emancipated foster youth access to safe, affordable permanent housing, along with services such as mental subsidies, move-in assistance, and stipends, providing a secure environment to foster long-term self-sufficiency. Alameda Family Services will provide job readiness, temporary shelter and support to at least 100 homeless and runaway youth through the DreamCatcher program. VOABA will provide housing stipends to 20 re-entry clients.

National Performance Indicator 6.1	1		2
Independent Living	Number of Individuals Projected to be Served for Contract Period (#)	Reporting Period	Number of Vulnerable Individuals Living Independently (#)
The number of vulnerable individuals receiving services from community action that maintain an independent living situation as a result of those services:			
A. Senior Citizens (seniors can be reported twice, once under Senior Citizens and again if they are disabled under Individuals with Disabilities, ages 55-over.)	115	Mid-Year	
		Annual	
B. Individuals with Disabilities		Mid-Year	
		Annual	
Ages:	240	Mid-Year	
a. 0-17		Annual	
b. 18-54	20	Mid-Year	
		Annual	
c. 55-over		Mid-Year	
		Annual	
In the rows below, please include any additional indicators for NPI 6.1 that were not captured above.		Mid-Year	
		Annual	

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Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.2: Emergency Assistance

**Problem Statement:** (If additional space is needed, please attach a separate sheet.)

Approximately 120,000 individuals seek emergency food per month at soup kitchens, food pantries, and shelters throughout Alameda County. The majority reside in Oakland. With poverty rates in Oakland as high as 19.4%, it is estimated on any given day that 5,000 people are homeless in the City of Oakland out of the 9,000-12,000 homeless in Alameda County. In addition to food and shelter, low-income people will benefit from free legal services to resolve problems preventing them from gaining self-sufficiency.

**Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)

Each year OCAP supports the City of Oakland Hunger Program free Thanksgiving dinner for low-income and homeless people. At least 1,500 meals are served by volunteers during the Thanksgiving dinner. In addition, Bay Area Legal Aid will provide free legal services to at least 530 unduplicated clients. Out of those, 86 will receive domestic violence services. St Mary's Center provides winter shelter beds and longer term housing for indigent seniors in Oakland.

<p>National Performance Indicator 6.2</p> <p>Emergency Assistance</p> <p>The number of low-income individuals served by community action who sought emergency assistance and the number of those individuals for whom assistance was provided.</p>	<p>1</p> <p>Number of Households Projected to be Served for Contract Period (#)</p>	<p>Reporting Period</p>	<p>2</p> <p>Number of Household Seeking Assistance in Reporting Period (#)</p>	<p>3</p> <p>Number of Households Receiving Assistance in Reporting Period (#)</p>
<p>A. Food - Indicate your state's unit of measurement, such as bags, packages, cartons, families, individuals, etc.</p>	<p>2500 (people)</p>	<p>Mid-Year</p>		
<p>B. Emergency fuel or utility payments funded by LIHEAP or other public and private funding sources</p>		<p>Mid-Year</p>		
<p>C. Emergency Rent or Mortgage Assistance</p>		<p>Mid-Year</p>		
<p>D. Emergency Car or Home Repair (i.e. structural appliance, heating systems, etc.)</p>		<p>Mid-Year</p>		
<p>E. Protection from violence</p>	<p>86</p>	<p>Mid-Year</p>		
<p>F. Legal assistance</p>	<p>530</p>	<p>Mid-Year</p>		
<p>G. Transportation</p>		<p>Mid-Year</p>		<p>C 61</p>

Disaster Relief		Mid-Year		
		Annual		
I. Clothing		Mid-Year		
		Annual		

*In the rows below, please include any additional indicators for NPI 6.2 that were not captured above.*

		Mid-Year		
		Annual		

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Goal 6: *Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.*

**NPI 6.3: Child and Family Development**

**Problem Statement:** (If additional space is needed, please attach a separate sheet.)

**Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)

<b>National Performance Indicator 6.3</b>  <b>Child and Family Development</b> The number and percentage of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs that achieve program goals, as measured by <u>one or more</u> of the following:	<b>1</b>  Number of Participants Projected to be served for Contract Period (#)	Reporting Period	<b>2</b>  Number of participants Enrolled in Program(s) in Reporting Period (#)	<b>3</b>  Number of Participants Expected to Achieve Outcome in Reporting Period (#)	<b>4</b>  Number of Participants Achieving Outcome in Reporting Period (#)	<b>5</b>  Percentage of Participants Achieving Outcome in Reporting Period (%)
<b>A. INFANTS &amp; CHILDREN</b>						
1. Infants and children obtain age appropriate immunizations, medical and dental care		Mid-Year				
		Annual				
2. Infant and child health and physical development are improved as a result of adequate nutrition		Mid-Year				
		Annual				
3. Children participate in pre-school activities to develop school readiness skills		Mid-Year				
		Annual				
4. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade		Mid-Year				
		Annual				

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Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.3: Child and Family Development

<p><b>National Performance Indicator 6.3 (continued)</b></p> <p><b>Child and Family Development</b></p> <p>The number and percentage of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs that achieve program goals, as measured by <u>one or more</u> of the following:</p>	<p>1</p> <p>Number of Participants Projected to be served for Contract Period (#)</p>	<p>Reporting Period</p>	<p>2</p> <p>Number of participants Enrolled in Program(s) in Reporting Period (#)</p>	<p>3</p> <p>Number of Participants Expected to Achieve Outcome in Reporting Period (#)</p>	<p>4</p> <p>Number of Participants Achieving Outcome in Reporting Period (#)</p>	<p>5</p> <p>Percentage of Participants Achieving Outcome in Reporting Period (%)</p>
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**B. YOUTH**

1. Youth improve health and physical development		Mid-Year				
		Annual				
2. Youth improve social/emotional development		Mid-Year				
		Annual				
3. Youth avoid risk-taking behavior for a defined period of time		Mid-Year				
		Annual				
4. Youth have reduced involvement with criminal justice system		Mid-Year				
		Annual				
5. Youth increase academic, athletic or social skills for school success		Mid-Year				
		Annual				

**C. PARENTS AND OTHER ADULTS**

1. Parents and other adults learn and exhibit improved parenting skills		Mid-Year				
		Annual				
2. Parents and other adults learn and exhibit improved family functioning skills		Mid-Year				
		Annual				

In the rows below, please include any additional indicators for NPI 6.3 that were not captured above.

		Mid-Year				
		Annual				
		Mid-Year				
		Annual				

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Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive

NPI 6.4: Family Supports

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Approximately 120,000 individuals seek emergency food per month at soup kitchens, food pantries, and shelters throughout Alameda County. The majority reside in Oakland. With poverty rates in Oakland as high as 19.4%, it is estimated on any given day that 5,000 people are homeless in the City of Oakland out of the 9,000-12,000 homeless in Alameda County. In addition to food and shelter, low-income people will benefit from free legal services to resolve problems preventing them from gaining self-sufficiency.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

Each year OCAP supports the City of Oakland Hunger Program free Thanksgiving dinner for low-income and homeless people. At least 2,500 meals are served by volunteers during the Thanksgiving dinner. In addition, Bay Area Legal Aid will provide free legal services to at least 530 unduplicated clients. Out of those, 86 will receive domestic violence services. St Mary's Center provides winter shelter beds and longer term housing for indigent seniors in Oakland.

National Performance Indicator 6.4 Family Supports (Seniors, Disabled and Caregivers)  Low-income people who are unable to work, especially seniors, adults with disabilities, and caregivers, for whom barriers to family stability are reduced or eliminated, as measured by one or more of the following:	1 Number of participants Projected to be Served for Contract Period (#)	Reporting Period	2 Number of participants Enrolled in Program(s) #	3 Number of participants Achieving Outcome in Reporting Period (#)
A. Enrolled children in before or after school programs		Mid-Year		
B. Obtained care for child or other dependent		Mid-Year		
C. Obtained access to reliable transportation and/or driver's license		Mid-Year		
D. Obtained health care services for themselves or family member		Mid-Year		
E. Obtained safe and affordable housing	128	Mid-Year		
F. Obtained food assistance		Mid-Year		
G. Obtained non-emergency LIHEAP energy assistance		Mid-Year		
H. Obtained non-emergency WX energy assistance		Mid-Year		
I. Obtained other non-emergency energy assistance. (State/local/private energy programs. Do Not Include LIHEAP or WX)		Mid-Year		165

*In the rows below, please include any additional indicators for NPI 6.4 that were not captured above.*

		Mid-Year		
		Annual		

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Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive

NPI 6.5: Service Counts

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

National Performance <u>Indicator 6.5</u> Service Counts  The number of services provided to low-income individuals and/or families, as measured by one or more of the following:	1 Number of services Projected to be Served for Contract Period	Reporting Period	2 Number of Services (#)
A. Food Boxes		Mid-Year	
		Annual	
B. Pounds of Food		Mid-Year	
		Annual	
C. Units of Clothing		Mid-Year	
		Annual	
D. Rides Provided		Mid-Year	
		Annual	
E. Information and Referral Calls		Mid-Year	
		Annual	
In the rows below, please include any additional indicators for NPI 6.5 that were not captured above.			
		Mid-Year	
		Annual	

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*Attachment D*

**2010-2011 OCAP Grantees**

**ATTACHMENT D'**

<b>2010-2011 OAKLAND COMMUNITY ACTION PARTNERSHIP GRANTEES</b>			
<b>Organization</b>	<b>Program</b>	<b>Amount</b>	<b>Services</b>
Bay Area Legal Aid	Oakland Legal Safety Net Project	\$40,500	Oakland Safety Net Project aims to increase self-sufficiency by providing access to free civil legal services for at least <b>650</b> people living in poverty throughout Oakland.
Catholic Charities of the East Bay	Oakland Housing Plus	\$40,500	Program will promote self-sufficiency by providing direct financial support and opportunities to <b>35</b> households facing crisis such as eviction and utility shutoff. Program will provide case management services to help them access additional income support and other community resources.
Covenant House California (CHC)	Job Training/Education and Employment for Transitional aged Homeless Youth	\$40,500	Program will assist at least <b>140</b> homeless clients 18 and over who participate in their crisis shelter and transitional living program by assisting them to complete high school, obtain vocational training, job skills and job placement.
Housing and Economic Rights Advocates (HERA)	Low Income Homeowners Home Preservation (LIHHP)	\$40,500	Program will work with <b>50</b> low-income homeowners facing foreclosure to help them keep their homes through HERA's foreclosure intervention and equity preservation services.
Mandela Marketplace	Mandela Food Enterprise Incubator	\$40,500	Program will provide comprehensive food related business development and support to <b>pilot 4 businesses</b> developed by low-income residents of West Oakland.
Men of Valor Academy (MOVA)	Pathways out of Poverty: A Life Transformative Training Program	\$40,500	Program will provide comprehensive training in sustainable building skills, solar training, weatherization and life skills/job readiness and placement services to <b>30</b> displaced workers, formerly homeless individuals and parolees/probationers.
St. Mary's Center	Senior Homeless Program	\$40,500	Provide <b>100</b> homeless and at risk seniors with services to increase mental stability, eliminate or reduce dependence on drugs /alcohol, increase and manage their income, stabilize health and find permanent housing.
Society of St. Vincent de Paul	Kitchen of Champions	\$40,500	The Kitchen of Champions will train and prepare <b>64</b> disadvantaged individuals for living-wage jobs in the food service and hospitality industries.
<b>TOTAL</b>		<b>\$324,000</b>	

D 1

*Attachment E*

**CSBG 2009-2010 Recovery Act Local  
Plan**

# CSBG Recovery Act Local Plan

Please refer to your instructions prior to completing the Community Services Block Grant (CSBG) Recovery Act Local Plan.

## Submit To:

Department of Community Services and Development  
Attention: Community Services Division  
P.O. Box 1947  
Sacramento, CA 95812-1947

## Section I - Agency Information

Agency City of Oakland Department of Human Services  
Address 150 Frank H. Ogawa Plaza, 4th Floor Ste. 4340  
City Oakland


## Agency Contact Person Regarding CSBG Recovery Act Local Plan

Contact Person Estelle Clemons  
Title Oakland Community Action Partnership (OCAP) Manager  
Phone 510-238-3597  
Fax 510-238-2367  
E-mail Address eclemons@oaklandnet.com

## Section II - Certification

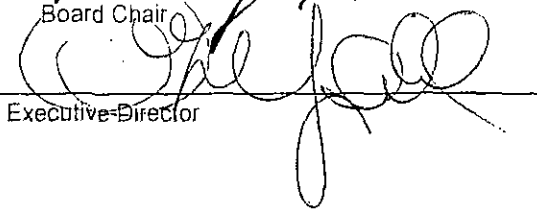
1 As a part of the efforts to ensure transparency and accountability, the Recovery Act requires Federal agencies and grantees to track and report separately on expenditures from funds made available through the stimulus bill. Please check to acknowledge that your agency is aware of this requirement and has the capacity to track CSBG Recovery Act program activities and expenditures separately from all other CSBG or other funding, including activities and expenditures carried out by delegate agencies and other service providers supported by subcontracts under Recovery Act funding.

The undersigned hereby certify that this agency complies with the requirements of this CSBG Recovery Act Local Plan and the information in this plan is correct and authorized.

  
Board Chair

May 11 2009

Date

  
Executive Director

May 11, 2009

Date



## CSBG Recovery Act Local Plan

### Section III - DUNS Number

Provide your agency's Data Universal Numbering System (DUNS) number. If your agency has not registered, do so and provide the number below.

DUNS Number 137137977

### Section IV - CCR Number

Provide your agency's Central Contractor Registration (CCR) number. If your agency has not registered, do so and provide the number below.

CCR Number 36QE5

### Section V - Verification of Public Inspection

Provide verification of public inspection of your agency's CSBG Recovery Act Local Plan. Documentation of public inspection must also be provided, (i.e. copy of web page, e-mail blasts, etc.)

#### A) Describe how your agency made this Local Plan available for public inspection.

The Oakland Community Action Partnership (OCAP) will post its CSBG Recovery Act Local Plan on our website at [www.OaklandCAP.org](http://www.OaklandCAP.org), present and discuss the plan at OCAP's Administering board monthly meeting, and send an e-mail notification out to our network of over 250 partners.

### Section VI - General Plans

For each question in this section, provide a comprehensive narrative of what plans you have made to date.

#### A) Provide a description of Recovery Act projects for purposes of creating and sustaining economic growth and employment opportunities. Include a description of targeted individuals and families, services and activities, and how the services and activities are tailored to the specific needs of the community.

The City of Oakland's Community Action Partnership is planning to utilize its ARRA funding to pilot an intensive training and transitional employment program designed to create 153 employment opportunities for Oakland's hard to serve low-income residents thereby stimulating and growing Oakland's local economy. The proposed training programs will focus on low-skill employment opportunities in Green Jobs/Weatherization, Building Trades/Home Rehabilitation and Logistic/Warehousing. Services and activities will include outreach, recruitment, career development training, paid transitional employment, subsidized/unsubsidized employment, retention and education.

#### B) Provide a description of the service delivery system for Recovery Act projects for purposes of providing a wide range of innovative services and activities. Include a description of the geographical area served.

The City of Oakland's Community Action Partnership plans to delivery its training and transitional employment program in partnership with local non-profit community based workforce development providers, local sector base employers and the City's Community and Economic Development Agency. The proposed OCAP training and employment program is an integral part of a comprehensive employment/workforce development continuum. The continuum consist of education/training; stipend transitional employment; subsidized/unsubsidized job placement/retention; and continuing education/training. The proposed geographical areas to be served include residents from Oakland's Urban Revitalization Program Areas: West Oakland, Central Oakland-Fruitvale and East Oakland.

## CSBG Recovery Act Local Plan

### C) Describe how your agency will use Recovery Act funds to meet the short-term and long-term economic and employment needs of individuals, families and communities.

The Oakland Community Action Partnership will use its Recovery Act funds to meet the short-term employment needs of its residents by implementing a pilot intensive training and transitional employment programs that pays participant while they are in training, which has previously been identified as a huge barrier. Because the training and transitional employment programs are focused around specific industries/sectors, this will directly create a pipeline of skilled and highly trained Oakland workers. As a result, this newly trained labor force will be qualified to make a living wage that will not only impact their ability to become self-sufficient but will also enhance Oakland's long-term economic and community development efforts.

### D) Provide a description of how linkages will be developed to fill identified gaps in services through the provision of information referrals, case management and follow up consultations.

As a public community action agency, the Oakland Community Action Partnership will use its existing resources and expand and establish new linkages to ensure challenges or gaps identified by providers and participants are addressed in a timely manner as part of the programs' wrap-around service delivery model. In addition, program partners and participants will continue to utilize the existing Oakland PIC one-stop career center and the Bay Area's 211 system. Providers will also benefit from the wide range of collaborative efforts around workforce development (WIB, EDD), community development (CDGB), Alameda County Social Services Agency (GA, TANF), Earned Income Tax Credit, Bank on Oakland, Oakland's Families Building Wealth IDAs, Oakland's Food Stamp enrollment program, and Oakland's Measure Y Violence Prevention and Intervention Initiative.

### E) Provide a description of how Recovery funds will be coordinated with other public and private resources, to avoid duplication and/or supplanting.

The Oakland Community Action Partnership will use its Recovery Act funds to leverage and expand the existing workforce development efforts that are currently being funded through the Department of Labor, the local Workforce Investment Board, Oakland's Measure Y, Alameda County Social Services Agency, or any other existing funding stream. Prior to receiving funding, each program partner will submit a signed statement, as an attachment to the program budget and scope of work, attesting that funding received from OCAP's Recovery Act funds will not be used to supplant existing funds previously devoted to any pre-existing program or activity.

### F) Provide a description of how the funds will be used to support innovative community and neighborhood based initiatives related to the purposes of the Recovery Act, which promotes food, housing, health services and employment-related services and activities.

The Oakland Community Action Partnership will use its Recovery Act funds to integrate our existing innovative and community based initiatives such as the Earned Income tax Credit, Measure Y, Oakland's Prosperity Hub, Bank on Oakland, Oakland's Families Building Wealth Initiative, and Oakland's Food Stamp Enrollment program. Staff will also ensure that employment service providers include language within their scope of work to ensure that support services identified above are offered and outcomes are tracked on a regular basis.

### G) Provide a description of the community needs assessment (which may be coordinated with community needs assessments conducted for other programs)

The City of Oakland Community Action Partnership is currently conducting its community needs assessment for inclusion into its 2010-2011 Community Action Plan. Staff is also conducting focus groups and surveying local services providers and low-income families to further assess and gauge the needs of Oakland's low-income community. In addition, staff is assessing, reviewing and analyzing a myriad of community indicators and data points. For example, as of March 2009, the State Employment Development Department reported Oakland's unemployment rate at 15.8%. Giving this alarming statistic, the City of Oakland's Community Action Partnership will utilize its ARRA funding to pilot an intensive training and transitional employment program designed to create 153 employment opportunities for Oakland's hard to serve low-income residents.

### H) Provide a description of the service delivery system for benefit enrollment coordination activities for purposes of identifying and enrolling eligible individuals and families in Federal, State, and local benefit programs. Include a description of the geographical area served and a listing of sub-grantees provided the services and service areas.

The City of Oakland Community Action Partnership and its partners have been actively involved in benefits enrollment as part of its core function since 2003. Annually, OCAP in partnership with the United Way of the Bay Area supports over 23 local community base agencies to provide FREE Earned Income Tax Credit (EITC) tax preparation to Oakland's low-income residents. In addition, since 2005, OCAP and the Alameda County Community Food Bank (ACCFB) has been in partnership working to increase food stamp participation within Oakland's low income communities as well. To that end, OCAP and its list of employment subcontractors will screen, refer, and assist clients in applying for and enrolling in Federal, State, and local benefit programs. The geographical areas to be served will include residents from Oakland's Urban Revitalization Program Areas: West Oakland, Central Oakland-Fruitvale and East Oakland

# CSBG Recovery Act Local Plan

## J) Describe your education and outreach projects to advertise and market the Recovery Act services and outcomes.

The City of Oakland Community Action Partnership will work in collaboration with the California/Nevada Community Action Partnership State Association to launch the Keeping the Promise Education and Outreach Campaign. As a partner in this state wide campaign, OCAP will be able to expand its local outreach efforts, which include posting the Recovery Act plan, available services and outcomes on OCAP's website; promoting OCAP's Recovery Act plan at the annual Walk to End Poverty Event scheduled for Saturday, May 30, 2008; and utilizing the city's local television access channel, KTOP to help market and program success stories and highlight projects.

## Section VII - Energy Coordination

For each question in this section, provide a comprehensive narrative of what plans you have made to date.

## A) Describe how your agency has/will establish a mutual referral service agreement with your local energy provider to ensure that clients receive services that support their progress towards achieving self-sufficiency.

The City of Oakland Community Action Partnership and Community and Economic Development Agency, in conjunction with Spectrum Community Services, plans to develop and formalize a referral process and agreement to ensure that Oakland residents receive the most comprehensive level of services. The opportunity to formalize our partnership will directly enhance the existing support system around increasing the level of energy efficiency within Oakland's low-income neighborhoods while simultaneously allowing families to meet their basic needs and increase their self-sufficiency.

## B) Describe the activities your agency will conduct to actively coordinate with the local energy program in employment training and job placement of clients.

The City of Oakland Community Action Partnership, Community Economic Development Agency Home Rehabilitation division, Contract Compliance, PG&E, Unity Council and Spectrum Community Services are in discussions to identify ways to integrate the local energy program so that it can provide employment training and job placement to OCAP's transitional employment participants.

## Section VIII - Workforce Development Projects and Activities

In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be administered by your agency. For each project or activity, include the following: title, cost, an estimate of the number of jobs created or retained, and a description of the project or activity.

### A.1) Project/Activity #1

Title: Not Applicable

Cost:

Est. # of Jobs  Created #  Retained #

Description:

### A.2) Project/Activity #2

Title:

Cost:

Est. # of Jobs  Created #  Retained #

Description:

## CSBG Recovery Act Local Plan

### A.3) Project/Activity #3

Title			
Cost			
Est. # of Jobs	<input type="checkbox"/> Created #	<input type="checkbox"/> Retained #	
Description			

### A.4) Project/Activity #4

Title			
Cost			
Est. # of Jobs	<input type="checkbox"/> Created #	<input type="checkbox"/> Retained #	
Description			

### A.5) Project/Activity #5

Title			
Cost			
Est. # of Jobs	<input type="checkbox"/> Created #	<input type="checkbox"/> Retained #	
Description			

*In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be carried out by a delegate agency or other service provider pursuant to a subcontract with Recovery Act funds. For each project or activity include the following: title, subcontractor name, cost, an estimate of the number of jobs created or retained, and a description of the project or activity.*

### B.1) Subcontractor Project/Activity #1

Title	Crew Based Employment Program		
Subcontractor	Volunteers of America Bay Area		
Cost	\$300,000		
Est. # of Jobs	<input checked="" type="checkbox"/> Created # 50	<input type="checkbox"/> Retained #	
Description	Provide 60 participants with job training and transitional employment with public works, HOME rehabilitation, and construction and building trade partners. Place 83% of participants in subsidized/unsubsidized employment		

### B.2) Subcontractor Project/Activity #2

Title	Oakland Green Jobs Corps		
Subcontractor	Cypress Mandela Training Center		
Cost	\$300,000		
Est. # of Jobs	<input checked="" type="checkbox"/> Created # 50	<input type="checkbox"/> Retained #	
Description	Provide 60 participants with educational training, green-collar skills training, and on the job training with green employer partners. Place 83% of participants in subsidized/unsubsidized employment		

### B.3) Subcontractor Project/Activity #3

Title	TWC/ATLAS Transitional Work Initiative		
Subcontractor	The Workforce Collaborative		
Cost	\$300,000		
Est. # of Jobs	<input checked="" type="checkbox"/> Created # 50	<input type="checkbox"/> Retained #	
Description	Provide 60 participants with educational/job training and transitional employment with warehousing and logistics program partners. Place 83% of participants in subsidized/unsubsidized employment		

**CSBG Recovery Act Local Plan**

**B.4) Subcontractor Project/Activity #4**

<b>Title</b>	Oakland Senior Shuttle
<b>Subcontractor</b>	Bay Area Community Services
<b>Cost</b>	\$180,000
<b>Est. # of Jobs</b>	<input type="checkbox"/> Created # <input checked="" type="checkbox"/> Retained # 3
<b>Description</b>	Provide funding to maintain Oakland's Senior Shuttle program thereby retaining employment for 3 employees that was scheduled to be layed off due to lack of funding.

**B.5) Subcontractor Project/Activity #5**

<b>Title</b>	
<b>Subcontractor</b>	
<b>Cost</b>	
<b>Est. # of Jobs</b>	<input type="checkbox"/> Created # <input type="checkbox"/> Retained #
<b>Description</b>	

**B.6) If you specified any project/activity in B.1 - B.5, describe the process you will use to select the above subcontractor(s) to provide services funded in part or totally by the Recovery Act funds.**

The subcontractors identified above have all gone through a competitive bidding process. The City of Oakland Community Action Partnership will use its existing procurement process to amend and extend existing city contracts with identified subcontractors.

*In the section below list all projects or activities that will be funded in part or totally by Recovery Act funds, the applicable National Program Indicator (NPI) and a description of the project or activity.*

**C) Under the regular CSBG program, eligible entities use funds to provide services and activities addressing unemployment, education, better use of available income, housing, nutrition, emergency services and/or health to combat the central causes of poverty. Such services continue to be supportable under the CSBG Recovery Act. In recognition of the intent of the Recovery Act, agencies are encouraged to support employment related services and activities that create and sustain economic growth.**

<i>NPI</i>	<i>Project or Activity</i>	<i>Description</i>
Goal 1: Low-Income people become more self-sufficient	Job Training/Transitional Employment/Placement	Provide Education/Job Training and Transitional Employment Opportunities/Placement for 153 participants in Green Jobs, Construction/Rehabilitation, Transportation and Manufacturing/Warehousing

E: 6/7

CSBG Recovery Act Local Plan

D) Provide a description of planned infrastructure investments, the purpose, total cost and the rationale for funding the infrastructure investment with funds made available under the Recovery Act. (Capital Improvements are not allowable costs per P.L. 105-285 Sec. 678F)

The City of Oakland Community Action Partnership will not be using ARRA funds for infrastructure investments.

E) Will your agency use a portion or all the Recovery Act funds for administrative costs? Check the appropriate box.

- Yes, our agency will use a PORTION of the Recovery Act funds for administrative costs.
- Yes, our agency will use ALL of the Recovery Act funds for administrative costs.
- No, our agency will NOT use any of the Recovery Act funds for administrative costs.

E.1) If you checked one of the "YES" boxes in E, explain how the funds allocated to administrative costs will be tracked to a measurable outcome.

The portion of ARRA funds proposed for allocation for administrative cost are directly related to ensuring the success of placing 150 low-income participants into employment. The majority of OCAP's administrative cost are for program administration such as additional staff to monitor and track ARRA expenditures and outcomes.

Section IX - Required Disclosures

For each question in this section, disclose any unresolved findings and/or recommendations, or any legal proceedings.

A) List all non-CSD funded programs administered by the agency within the past three (3) years that have unresolved findings and/or recommendations or have been terminated as a result of deficiencies.

The City of Oakland Community Action Partnership has no pre-existing findings/recommendations/terminations as a result of deficiencies.

B) List all legal proceedings the agency is currently involved in or has been in the past three (3) years. Include a brief description of the proceeding and the outcome. If the proceeding is currently active provide the status.

The City of Oakland Community Action Partnership is not involved with any pending or past legal proceedings.

Section X - Barriers

For each question in this section, provide information on potential barriers to your agency's success.

A) Identify any barriers that your agency feels it may face in meeting the requirements of the Recovery Act (i.e., subcontracting, staffing, workforce development, compliance with reporting, performance).

The Oakland Community Action Partnership is confident in its plan to employ Oakland's hard to serve low-income residents. However, it should be noted that the 153 employment placements are predicated on the notion that bay area economy is on a progressive path to recovery.

E: 7/7