



Alameda County-Oakland Community Action Partnership



Administering Board Meeting Monday, March 9, 2026

LOCATION:

**Oakland City Hall
1 Frank H. Ogawa Plaza
Hearing Room 3**

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



Alameda County - Oakland



Community Action Partnership (AC-OCAP)

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

Vision Statement: To End Poverty within the City of Oakland and throughout Alameda County

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

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

Administering Board Meeting / Special Executive Committee Meeting

Monday, March 9, 2026, 5:30 p.m.

City Hall - 1 Frank H. Ogawa Plaza, Hearing Room 3

The Public May Observe This Meeting Remotely by:

Webinar Registration Link: https://oaklandca.zoom.us/webinar/register/WN_vk8uow9TQc2Afcy9fINPLw

Webinar ID: 845 6804 8452

To make public comments, community members must do so in person at the published location or submit written comments via email to AC-OCAP@oaklandca.gov. Please note that remote participation is not available.

Board Members: Monique Rivera (Board Chair), Sandra Johnson (Vice-Chair), Andrea Ford (Treasurer), David Walker (Secretary), Councilmember Carroll Fife (Tonya Love), Supervisor Lena Tam (Cesley Ford-Frost), Supervisor Nate Miley (Angelica Gums), Mayor Barbara Lee (Dr. Atiya Rashada), Councilmember Ken Houston, Councilmember Noel Gallo (TBA), Dr. Kimberly Mayfield, Mitchell Margolis, Patricia Schader, Rana Bader Matly, Michelle Edmond, and Terrence Riley.

Board Vacancies: Low-Income Alameda County, and Low-Income Oakland District 1

Staff: HSD Deputy Director Lea Lakes, Maria Huynh, and Thea On

DEFINITION OF TERMS:

- **Action Item:** motion or recommendation requiring official vote and approval of the Alameda County-Oakland Community Action Partnership Board to take effect.
- **Informational Item:** shall mean an agenda item consisting only of an informational report that does not require or permit board action.

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Alameda County – Oakland

Community Action Partnership (AC-OCAP)



AGENDA

A	5:30 p.m.	Call to Order/ Recite AC-OCAP Promise
B	5:35 p.m.	Roll Call/ Determination of Quorum
C	5:40 p.m.	Approval of the March 9, 2026, Meeting Agenda ACTION ITEM:
D	5:45 p.m.	Approval of the (draft) Minutes for Alameda County-Oakland Community Action Partnership (AC-OCAP) Administering Board Meeting, February 9, 2026 – Attachment D ACTION ITEM:
E	5:52 p.m.	Public Comment: (Specific Agenda Item(s): Audience Comment Period)
F	5:55 p.m.	Community Action Partnership Board (CAP) Updates: <ol style="list-style-type: none"> 1. Executive Committee <ol style="list-style-type: none"> a. AC-OCAP By-Laws Updates b. National Updates c. Strategic Planning Updates 2. Fund Development <ol style="list-style-type: none"> a. Updates on Funding Research b. Share and Review the Executive Summary – Attachment F2 3. Program Planning <ol style="list-style-type: none"> a. Future Planning 4. Advocacy <ol style="list-style-type: none"> a. Committee Update b. Analysis: 2026 AC-OCAP Grantee Legislative Advocacy Survey – Attachment F4
G	7:00 p.m.	Informational Item: <ol style="list-style-type: none"> 1. 2026 CalCAPA Advocacy Day - Sacramento (May 14th) – Attachment G1

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Alameda County - Oakland



Community Action Partnership (AC-OCAP)

H	7:15 p.m.	<p>Community Action Partnership Programming Updates:</p> <ol style="list-style-type: none"> 1. Board Membership Terms – Attachment H1 2. Board Vacancies Notices: Low-Income Alameda County, and Low-Income Oakland District 1 - Attachment H2 3. Grantee Orientation Meeting for 1-Year Grant Extension held via Zoom on March 2, 2026 – Attachment H3 4. Life Enrichment Committee (LEC) presentation is scheduled on 4/21/26 to get new Resolution numbers for this year's grant funding acceptance and appropriation. 5. Templates, schedules, and forms were emailed to the 2026 Grantees.
I	7:20 p.m.	<p>Open Forum: (General Audience Comment Period)</p>
J	7:25 p.m.	<p>Announcements:</p> <ol style="list-style-type: none"> a. United Seniors of Oakland and Alameda County b. Alameda County Social Services/ /Board of Supervisors c. City of Oakland d. Board Members/Others
K	7:25 p.m.	<p>Attachments:</p> <p>D Draft Minutes from February 9, 2026, Administering Board Meeting F2 Executive Summary F4 2026 AC-OCAP Grantee Legislative Advocacy Survey G1 CalCAPA Advocacy Day - Sacramento (May 14th) H1 Board Membership Terms H2 Board Vacancies Notices H3 Grantee Orientation Meeting PPT Slides</p>
L	7:30 p.m.	<p>Adjournment:</p> <ol style="list-style-type: none"> a. Next In-Person Meeting: <u>April 13, 2026</u> ACTION ITEM:

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MINUTES



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

Administering Board (Standing)

Monday, February 9, 2026, 5:30 PM

City Hall – 1 Frank H. Ogawa Plaza, Hearing Room 3

Board Members Present: Monique Rivera (Chair), Sandra Johnson (Vice-Chair), Andrea Ford (Treasurer), David Walker (Secretary), Councilmember Carroll Fife (Tonya Love), Mayor Barbara Lee (Dr. Atiya Rashada), Councilmember Ken Houston, Dr. Kimberly Mayfield, Patricia Schader, Rana Matly, Michelle Edmond, and Terrence Riley.

Board Member Excused: Supervisor Lena Tam (Cesley Ford-Frost), Supervisor Nate Miley (Angelica Gums), and Mitchell Margolis

Board Member Absent: Councilmember Noel Gallo (TBA)

Board Vacancies: Low-Income District 1 and Alameda County Low-Income.

Staff: Deputy Director Lea Lakes, and Thea On

- A. Call to Order/Recite Alameda County-Oakland Community Action Partnership (AC-OCAP) Promise**
Chair M. Rivera called the February 9, 2026, Administering Board Meeting to order at 5:30 p.m. The AC-OCAP Promise was recited.
- B. Roll Call/Determination of Quorum**
Staff T. On performed Roll Call; a quorum for the Administering Board Meeting was established at 5:32 p.m.
- C. Approval of Agenda**
MOTION: To approve the February 9, 2026, Administering Board Agenda.
M/S/Carried: K. Houston / S. Johnson / Motion Carried
- D. Approval of the Draft Minutes from the Alameda County-Oakland Community Action Partnership (AC-OCAP) Administering Board Meeting of January 12, 2026 (Attachment D)**
MOTION: To approve the January 12, 2026, Administering Board Meeting Minutes.
M/S/Carried: K. Mayfield / A. Ford / Motion Carried
- E. Approval of the Draft Minutes from the Alameda County-Oakland Community Action Partnership (AC-OCAP) Administering Board Meeting of December 8, 2025 (Attachment E)**
MOTION: To approve the December 8, 2025, Administering Board Meeting Minutes.
M/S/Carried: K. Houston / T. Riley / Motion Carried
- F. Public Comment: (Specific Agenda item(s): Audience Comment Period) – None**
- G. Community Action Partnership Board (CAP) Updates:**
1. **Executive Committee:**
 - a. **AC-OCAP By-Laws Update** – M. Rivera announced that City Deputy Director Sophia Navarro is currently reviewing historical versions of the bylaws and will send them to the city attorney's office

for further examination. She pointed out that bylaws should be reviewed by legal counsel every five years. The last legal review took place around 2017, creating heightened urgency to complete this update. There are several key areas for consideration, including clarifying the agency's naming and branding—specifically, whether it should be referred to as Oakland/Alameda County or Alameda County/Oakland Community Action Partnership. Additionally, there is a proposal to update certain terminology, such as changing the phrase "low income" to "poverty" in various sections. M. Rivera reminded the group that they are not obligated to accept all recommendations from the attorney; instead, they will review the suggestions and decide which ones to adopt, particularly in coordination with the requirements of the county and the city of Oakland.

Action Item(s): M. Rivera to check in with City Deputy Sofia Navarro for a status update and timeline.

- b. **National Updates** - Chair M. Rivera expressed concerns during discussions about the federal shutdown regarding the approval of Community Services Block Grants (CSBG). She believes that while the block grants have been approved at the national level and allocated to California, the impact on the state's legislative process remains unclear and will unfold over the coming months. Decisions regarding local block grant funding for their agency will be made in October for the next two-year funding cycle. The board has been actively discussing advocacy letters to senators and other federal representatives to highlight the importance of these block grants. This topic will be a key focus at the National Convention in Washington, D.C., where M. Rivera and T. Love will attend. M. Rivera also mentioned that she feels less anxious about funding now, noting that poverty rates are higher in many blue states and that block grants generally receive bipartisan support.

Action Item(s): Letters to legislatures (Need owner and deadline date)

- c. **Strategic Planning Board Retreat Takeaways** - The board agreed to form an ad hoc committee (comprising the Executive Committee plus any interested members) to finalize the Strategic Plan within the next two months, so it is ready before the RFP process starts (around June–July). The ad hoc/Executive Committee will meet via Teams on Fridays around 12:00 pm (starting Friday the 13th) as working sessions; attendance will rotate, so there will be no full-board quorum. Members were reminded to complete the retreat survey by the deadline, with no extensions, so the feedback can guide final strategic planning. The group reaffirmed three primary focus areas for the Strategic Plan: Housing, Community development, Employment/entrepreneurship, and job training (equipping community members to earn a sustainable income). There was an emphasis on continuing to prioritize underserved populations, especially youth and transition-age young adults (e.g., support for Lighthouse and Covenant House).
- d. **Secretary Note-taking Template (Attachment G1d)** - Chair M. Rivera highlighted that Leah has been upgrading the minutes by adding action-item sections and plans for an ongoing action-item log, so the board can easily remember and track commitments over time. January and December minutes now include clearly labeled action items by committee (e.g., Fund Development, Advocacy, Retreat). L. Lakes introduced a template/table (Attachment G-1d) for tracking items (e.g., site-visit findings and action items). She apologized for an attachment that accidentally included content from another meeting and clarified that only the table portion is relevant to this meeting. Board members asked for clearer legends and acronyms (e.g., what red lines, X's, dashes, or abbreviations like "ATR" mean), so the documents can stand alone without extra explanation. L. Lakes agreed to send a written explanation of the symbols/format and to work on making the tools more intuitive and user-friendly.

Action Item(s):

- L. Lakes to share the difference between x and - on the audit form by Monday, 2/1
- L. Lakes to have a proposed one-pager for funders and legislators by Monday, 3/16
- L. Lakes to share deadline on when we can aggregate org audit data by Friday, 2/13

2. Fund Development:

- a. **Updates on Funding Research** - R. Matly reported a productive meeting with T. Riley regarding Greenlight. This national organization introduces proven anti-poverty programs to new areas and can offer up to \$1 million in seed funding for expansion. Greenlight typically does not fund organizations already operating in the Bay Area; rather, it focuses on importing successful models from other regions. Key recommendations from T. Riley for AC-OCAP include strengthening their fundraising narrative by clearly identifying focus areas such as poverty, housing, and jobs. It is also important to quantify the total number of people impacted by all programs and grantees, not just those benefiting from AC-OCAP's unrestricted funds. Additionally, AC-OCAP should expand its funding efforts beyond foundations to include high-net-worth individuals as potential donors. Board members were encouraged to leverage their supervisors' offices and networks to facilitate introductions.

Action Item(s):

- Schedule two meetings with Kate Schwarz, Greenlight Bay Area Executive Director, and Avia Wright, Greenlight national CEO.
- Work on an executive summary that compiles impact data and numbers from the materials Maria shared for those Greenlight meetings.
- Continue work on Gateway/fundraising materials at the next Thursday meeting.
- M. Rivera to set up the San Francisco Foundation by Friday, 2/13

3. Program Planning:

- a. **Future Planning** – None

4. Advocacy:

- a. **Committee Update** - T. Love reported that the Advocacy Committee has not met since the retreat, but work is ongoing. A survey was distributed to all grantees with staff assistance; however, only two responses have been received so far, so continued reminders will be necessary. The goal is to use the survey data to create a one-page factsheet outlining the agencies' services and needs to share with elected officials during the NCAF visit to Washington, D.C.
- b. **CalCAPA Advocacy Day** – The CalCAPA Advocacy Days in Sacramento are from May 13th to 14th. T. Love will assign committee members to send meeting requests and invitations to legislators. She confirmed that overnight stays are now permitted, but the budget is limited, so the number of attendees will need to be managed. Currently, Sandra Johnson and a few others have expressed interest in attending. T. Love suggested that their time would be better spent meeting with legislators rather than staffing a booth; however, the group briefly discussed potential handouts, such as flyers or QR codes. She also mentioned that if grantees are slow to respond to the survey, board members with relationships with organizations such as Covenant House, Lao Family, and St. Mary's could help follow up directly to gather the necessary information.

Action Item(s):

- Remind grantees to complete the advocacy survey and, where possible, use board members' relationships (e.g., Covenant House, Lao Family, St. Mary's, etc.) to follow up directly.
- Send invitations/requests for meetings with legislators for the NCAF trip to Washington, D.C., and the Advocacy days in Sacramento (May 13–14).
- Collect names of board members interested in attending CalCAPA so staff/executive committee can determine how many can attend within the travel budget.
- Use grantee survey responses and program data to develop a one-page information sheet on agencies and their needs for use in legislative visits (DC and Sacramento).

H. Informational Item:

1. **2026 CalCAPA Advocacy Day – Sacramento, May 14th (Attachment H1)** – refer to G4b.
2. **2026 NCAF Conference Agenda – Washington D.C., March 17th – March 20th (Attachment H2)** - The National Community Action Fly-In Conference in Washington, D.C., is March 17th - 20th. Chair M. Rivera noted that a meeting is already scheduled with Rep. Ro Khanna's office, and she will forward the details to T. Love and the Advocacy group. They plan to schedule meetings with Senator Padilla's office and other California representatives, which will be coordinated jointly by M. Rivera and T. Love. The group reaffirmed that letters and direct meetings with federal legislators about the importance of the Community Services Block Grants (CSBG) will be central advocacy activities during their trip to D.C.
3. **Head Start's Week of the Child at Fairyland, April 17th (Attachment H3)** - The City of Oakland's Head Start program, in partnership with Children's Fairyland, is hosting a Week of the Child event on Friday, April 17th, from 9:30 a.m. to 2:30 p.m. at Children's Fairyland, located at 699 Bellevue Ave, Lake Merritt, Oakland. Staff members M. Huynh and T. On will represent AC-OCAP at the event by distributing promotional materials and brochures to community members. Board members interested in assisting at the table or attending the event are encouraged to inform staff so they can be added to the list once the formal Eventbrite/RSVP invitation becomes available. T. On will forward the Eventbrite link or the official invitation to the board when received, allowing members to RSVP and share the information with their networks.

I. Community Action Partnership Programming Updates (Maria Huynh and Thea On):

1. **Board Vacancies: Low-Income Alameda County, and Low-Income Oakland District 1 (Attachment I3)** - The board reviewed the current vacancies, noting that there is still no appointed representative from Alameda County and an open seat in Oakland District 1. It was mentioned that the County continues to announce the vacancy, but no candidate has been confirmed yet. Chair M. Rivera also shared that Rosa Velazquez will begin regularly attending meetings to represent Councilmember Gallo's office. However, this does not fill the formal vacancies for Alameda County and District 1 seats.
2. **Grantee Onsite Monitoring Audit Report, August-October 2025 (Attachment I2)** - HSD Deputy Director L. Lakes presented the onsite monitoring report, which featured a grid on the front page displaying checkmarks, red lines, X's, and dashes for each grantee. Board members inquired about the meanings of the red lines and X's (for instance, whether the red "pending lawsuits" indicator signified a problem or a clean record). They requested a clear legend and explanation for the symbols used. L. Lakes clarified that for the "pending lawsuits/legal actions" line, a red line indicates that there are no pending lawsuits, which is a positive sign. However, she acknowledged that the wording and color coding are confusing and need adjustment. Chair M. Rivera and D. Walker pointed out that while the report appears to provide a snapshot of compliance and processes, they were unsure where the financial review component is reflected (for example, the finance checks that previously involved grantee finance staff). They also discussed the need to connect these monitoring findings and mid-year figures (such as clients served and program outcomes) to a clear narrative illustrating AC-OCAP's impact.

Action Item(s):

- L. Lakes to provide a written explanation of the symbols (red, X, dash, checkmarks) and how to read the table.
 - L. Lakes to verify where the financial review information is captured and report back.
 - L. Lakes to develop a concise one-pager that pulls together grantee outcome data into an impact story useful for funders and legislators and use this learning to refine future RFP and reporting requirements.
3. **Status of 2025 Grantee Reimbursements** – L. Lakes reported that 14 grantees have received their checks, and 5 are in process. Chair M. Rivera asked about the 18th grantee, and Lea said she would confirm which grantee is outstanding and report back (implying that one more reimbursement may still need clarification or processing).

4. **2025 Annual Report Requirement to the State Department of Community Services and Development** - HSD Deputy Director L. Lakes reported that the 2025 Annual Report to the State Department of Community Services and Development (CSD) was submitted on February 5th. Staff is currently awaiting feedback from the State, but no response has been received yet. Chair M. Rivera noted that not all board members remember the specific contents of the report and requested that staff include a copy of the submitted document in a future board packet. This will allow everyone to review the full report as well as any state comments once they arrive.
5. **NCAP's Management and Leadership Training Conference (MLTC) January 27-30, 2026 "Anchored in Purpose. Moving in Strength." - Key Takeaways from M. Huynh (Attachment I5)** – Moved to upcoming Administering Board Meeting on 3/9/26, Staff M. Huynh unavailable to present.
6. **VITA 2025 Tax Season Flyer/Schedule (Attachment I6)** - The VITA no-cost tax preparation program at the West Oakland Library is now fully operational for the 2025 tax season. Program coordinator Jackie Jacobs, along with a team of volunteers, is offering no-cost tax filing services starting on February 3rd. Service will be available on two Saturdays in March and two in April, with the final day being April 11th. Detailed information can be found on the flyer that is being shared with the board. Board members and staff are encouraged to distribute the flyer and share the schedule widely within their networks and communities. Additionally, there is an expectation of hosting another end-of-season celebration, similar to last year, to honor the volunteers involved in the program.

J. Open Forum (General Audience Comment Period) – None

K. Announcements:

1. **United Seniors of Oakland and Alameda County** – No report
2. **Alameda County Social Services/Board of Supervisors** – No Report
3. **City of Oakland:** T. Love reported that Councilmember Carroll Fife is working to bring a Costco to West Oakland. Community meetings are being held in each district; upcoming sessions will be at EOIDC (Feb 18) and Montclair Presbyterian (Feb 25). Discussion highlighted both potential benefits (jobs, sales tax revenue, strong worker protections, and culture at Costco) and the need to hear from those concerned about the impacts of big-box stores on small businesses.
4. **Board Members/Others:**
 - M. Rivera shared that, based on conversations with city leadership, Oakland has been effective at preventing large-scale ICE activity, though isolated incidents still occur.
 - T. Love mentioned a recent mayoral directive to city staff regarding cooperation with ICE, reinforcing Oakland's protective stance toward immigrant communities.

L. Attachments:

- D** Draft Minutes from January 12, 2026, Administering Board Meeting
- E** Draft Minutes from December 8, 2025, Administering Board Meeting
- G1d** Secretary Note-taking Template
- H1** CalCAPA Advocacy Day - Sacramento (May 14th)
- H2** 2026 Annual NCAF Conference in Washington, DC. (3/17-3/20)
- H3** Head Start's Week of the Child at Fairyland (April 17th)
- I1** AC-OCAP Board Vacancies
- I2** Grantee Onsite Monitoring Audit Report (August-October 2025)
- I5** NCAP's Management and Leadership Training Conference – M. Huynh
- I6** VITA 2025 Tax Season Flyer/Schedule

M. Adjournment:

- a. **The Next In-Person Meeting: March 9, 2026**

MOTION: To adjourn the meeting at 7:00 pm

M/S/Carried: S. Johnson / A. Ford / Motion Carried.

DRAFT

ATTACHMENT F2

Alameda County–Oakland Community Action Partnership (AC-OCAP) is the federally designated Community Action Agency serving Alameda County and the City of Oakland (excluding Berkeley). AC-OCAP anchors the region’s anti-poverty ecosystem by deploying flexible, high-impact grantmaking to trusted, community-based organizations that serve residents experiencing the greatest economic hardship.

Each funding cycle, AC-OCAP awards approximately **18 two-year grants ranging from \$25,000–\$40,000** to local nonprofits delivering frontline services across housing stability, workforce development, food security, youth opportunity, reentry, senior services, and family economic mobility. These grants are intentionally **flexible**—supporting salaries, direct program costs, and essential operations—allowing grantees to respond quickly to community needs, stabilize core capacity, and sustain impact during periods of volatility.

In an era marked by **federal funding reductions, economic uncertainty, and intensified competition for shrinking grant dollars**, AC-OCAP’s grantmaking functions as a critical **safety net** for Oakland and Alameda County’s nonprofit infrastructure. Our investments protect community-based organizations from disruption, prevent service gaps, and ensure continuity of care for thousands of residents each year.

ACOCAP’s model is uniquely powerful because it:

- Leverages federal Community Services Block Grant (CSBG) funds to unlock local and philanthropic capital
- Centers equity, community voice, and lived experience in funding decisions
- Strengthens nonprofit stability while advancing systems-level anti-poverty outcomes

AC-OCAP’s impact extends beyond direct services. By coordinating countywide anti-poverty strategies, aligning resources, and advocating for policy improvements, AC-OCAP helps communities move from crisis response to long-term economic mobility. Investments in AC-OCAP amplify the effectiveness of local service providers, strengthen regional infrastructure, and maximize outcomes for families striving toward stability and opportunity.

The **AC-OCAP Fund Development Committee** is seeking philanthropic partners to **undergird existing grantmaking and expand funding to additional agencies**, ensuring that more communities can access essential, life-stabilizing services. Investments in AC-OCAP multiply impact by reinforcing the organizations that residents already trust—creating resilience not only for individuals and families, but for the entire local safety net.

Analysis: 2026 AC-OCAP Grantee Legislative Advocacy Survey

Participants

A Diamond in the Ruff, Incorporated
Fremont Family Resource Center Corp.
Hack the Hood
Lighthouse Community Public Schools
Change To Come
Housing and Economic Rights Advocates (HERA)
St. Mary's Center
Love Never Fails/ ITbiz Tech Academy
Covenant House California

Legislative Advocacy Capacity

- **All organizations indicated an ability to engage in legislative advocacy** in some form (local, regional, state, or federal), though the **depth and structure of advocacy programs varied**. Some have formal programs with dedicated staff or external lobbyists (e.g., Lighthouse Community Public Schools), whereas others integrate advocacy informally into broader service work.

This trend suggests that even organizations without formal advocacy departments see legislative engagement as relevant to achieving program goals.

Advocacy Experiences

Respondents reported a range of past experiences engaging with elected officials. HERA and Covenant House having the strongest experience and Change to Come having none.

- Some have **actively contacted legislators** on specific policy concerns such as education funding, school governance reform, or human services budgets.
- Examples include routine meetings with state legislators, participation in advocacy days, and direct outreach to local supervisors.

These engagements reflect both **reactive advocacy** (responding to policy threats or funding cuts) and **proactive advocacy** (shaping policy priorities aligned with organizational missions).

Preferred Advocacy Methods

When asked about how their organizations would engage with officials in the future, most respondents selected a **combination of strategies**, including:

- Writing or signing advocacy emails
- Making phone calls
- Participating in organized office visits
- Some also included offers of virtual engagement

This mix shows a preference for **multi-modal engagement**, balancing formal communications with personal connection. Fremont Family Resource Center run by the City of Fremont so they have to consult with the city's Legislative Affairs Team.

Client-Expressed Challenges

Organizations overwhelmingly reported that their clients share issues that **could potentially be alleviated through legislative action**. Common themes include:

- Housing instability and lack of affordable options - *Love Never Fails*
- Barriers to services across systems (e.g., workforce, health, education), *particularly for young people - Covenant House*
- Documentation requirements or eligibility restrictions impeding access
- Funding instability and administrative burden for service delivery
- Barriers to access experienced by disability - *Hack the Hood*

These insights point to deeply **interconnected systemic barriers** that organizations feel are best addressed at the legislative level.

Structural Challenges to Advocacy

Several respondents noted **structural obstacles**:

- Advocacy is sometimes dominated by larger organizations with greater resources.
- Smaller groups may lack capacity or strategic coordination.
- Fragmented funding and complex eligibility override direct service priorities.

This underscores the importance of **coalitions and capacity building** to ensure equitable advocacy influence.

Interest in Continued AC-OCAP Engagement

All of the organizations expressed willingness to be contacted for follow-up and to stay informed about AC-OCAP legislative activities, with many indicating specific times and modes of engagement that work best for them.

Registration Information

Registration Levels

- **Primary Advocacy Day Attendee - \$199**
 - This registration option is intended for the first (2) registrants per agency and contributes to the overall cost of onsite Capitol Grounds equipment.
 - Once (2) individuals from your agency register as a Primary Advocacy Day Attendee, registrants that follow may register as a Capitol Grounds Attendee.
- **Standard Advocacy Day Attendee - \$50**
 - After an agency has completed registering (2) individuals as Primary Advocacy Day Attendees, additional registrants may proceed registering as Standard Advocacy Day Attendees. Each registration includes the following:
 - Attendance to pre-Advocacy Day training sessions on May 13th
 - Admission to Welcome Reception on Wednesday, May 13th
 - Provided Meals on May 13-14th
 - Attendance to Capitol Grounds activities
- **Capitol Grounds Attendee - \$25**
 - After an agency has completed registering (2) individuals as Primary Advocacy Day Attendees, additional registrants may proceed registering as Capitol Grounds Attendees.
 - This registration option is intended for those *only* attending activities on May 14th onsite at the Capitol. Each registration includes the following:
 - Provided Meals on May 14th
 - Attendance to Capitol Grounds activities
- **Staffer/Partner - Free**
 - Complimentary attendance for staffers of elected officials and external partners of CalCAPA. Approval for Staffer/Partner registration must be granted by CalCAPA.
- **Welcome Reception Guest Admission - \$25**
 - Intended for those interested in attending the Welcome Reception

ALAMEDA COUNTY – OAKLAND COMMUNITY ACTION PARTNERSHIP
ANTI-POVERTY BOARD MEMBERSHIP TERMS

OFFICER	NAME/TERM START	START	TERM END	SECTOR	NOTIFICATION STATUS
	VACANT	01/01/22	12/31/24	Low Income (Oakland District 1)	B. Cook appointed 2/14/22, B. Cook resigned 12/9/2024
	Mitchell Margolis ('20)	01/01/25	12/31/27	Low Income (Oakland District 2)	M. Margolis appointed 2/10/20. Membership approved 4/14/2025
SECRETARY 1/25-12/26	David Walker ('20)	01/01/23	12/31/25	Low Income (Oakland District 3)	Special Vacancy - D. Walker appointed 01/13/23, Board officer elected 12/9/2025
	Rana Bader Matly (25)	01/01/25	12/31/27	Low Income (Oakland District 4)	Membership approved December 9, 2024
CHAIR 01/25-12/27	Monique Rivera ('10)	01/01/25	12/31/27	Low Income (Oakland District 5)	Re-appointed 12/19, Board Officer Re-elected 12/14/20. Assumed Office of Board Chair May 5/9/22. Assumed office of Board Chair 12/9/2024
	Kimberly Mayfield '23	01/01/25	12/31/27	Low Income (Oakland District 6)	Kimberly Mayfield, Membership approved 6/9/2025
	Patricia Schader ('22)	01/01/25	12/31/27	Low Income (Oakland District 7)	Membership approved July 11, 2022. Membership Approved 2/10/2025
	(Dr. Atiya Rashada '26) Oakland Mayor Barbara Lee	01/01/25	01/01/27 Mayoral term ends 12/01/29	Elected City of Oakland Mayor	Mayor Lee Elected 5/2225, Atiya Rashada appointed 1/12/26
	(Tonya Love '21) Carroll Fife (21) District 3, Councilmember	01/01/25	01/01/27 (Council Term Ends 12/31/29)	Elected Councilmember	T. Love appointed 3/8/21, T. Love reappointed 4/14/2025
	(Pending Appointment) Noel Gallo (15) District 5, Councilmember	01/01/25	01/01/27 (Council Term Ends 12/31/29)	Elected Councilmember	Josephine Guzman appointed 3/10/25. J. Guzman resigned 5/30/25
	Ken Houston (25) District 7, Councilmember	01/01/25	01/01/27 (Council Term Ends 12/31/29)	Elected Councilmember	Ken Houston appointed self, 5/12/2025
	(Cesley Ford-Frost '23) Lena Tam, District 3, County Supervisor	01/01/23	01/01/25 (Council Term Ends 12/31/29)	Elected County Supervisor	C. Ford-Frost appointed 7/10/23
	(Angelica Gums) Nate Miley ('12) District 4, County Supervisor	01/01/25	01/01/27 (Council Term Ends 12/31/29)	Elected County Supervisor	Appointed 12/20/11. A. Gums reappointed 2/10/2025
	Terrence Riley ('25)	01/01/26	12/31/28	Low Income (Alameda County)	T. Riley Board Membership approved on 10/13/25
	SPECIAL VACANCY	01/01/24	12/31/26	Low Income (Alameda County)	D. Maravilla Membership approved 03/05/24. D. Maravilla resigned 7/10/2025
TREASURER 01/25-12/27	Andrea Ford ('05)	01/01/25	12/31/27	Private (Social Services)	Re-Appointed 12/18 and 1/22, 12/14/20 Board Officer Re-elected 1/1/22, Board officer Re-elected 12/9/2024, Reappointed 2/24/25
VICE CHAIR 01/26 -12/28	Sandra Johnson ('02)	01/01/26	12/31/28	Private (United Seniors)	Appointed 12/12/16, 12/9/19, 12/14/20 Board Officer Re-elected 12/2/22, Re-elected 12/9/2024, Reappointed 12/8/2025
	Michelle Edmon ('25)	01/01/25	12/31/27	Private Sector	Michelle Edmond Membership Approved 5/12/2025

Eighteen (18) Board Members serve a 3-year staggered term. Notification for the term end date shall occur 60 days prior. Board members are not appointed. Board Officers serve a 2-year term. Board Officer Elections are held biannually in December. 2026 Election: Chair, Monique Rivera; Vice Chair, Sandra Johnson; Secretary, David Walker; and Treasurer, Andrea Ford. Community Members are not appointed. Federal Mandate (Public Law 105-285, Oct. 27, 1998, SEC. 676B) "1/2 of the members are (low-income) persons chosen in accordance with a democratic selection procedure, 1/3 are elected public officials, and 1/6 are other major groups" **2025 Membership Terms – Revised 10/22/25.**

Special Vacancy Notice

February 24, 2026

Alameda County – Oakland Community Action Partnership

The Alameda County – Oakland Community Action Partnership (AC-OCAP) Community Action Agency is looking for residents who live in Oakland’s CDBG District #1 and who live in Alameda County (excluding the cities of Oakland and Berkeley) that are interested in working to alleviate poverty and represent their low-income community by serving on the **Alameda County – Oakland Community Action Partnership Administering Board**.

Purpose: The Community Action Partnership has the responsibility to plan, develop, and execute efforts to alleviate poverty and work toward systemic change to enhance the opportunities for families of low-income throughout Alameda County to achieve self-sufficiency, job training and employment placement, housing and community economic development, supportive services, civic engagement, advocacy, and capacity building.

Community Sector	Length of Term	Vacancy Date	Seat Requirements
Oakland CDBG #3	01/01/26 - 12/31/28 3-year staggered term	12/9/2024	Interested low-income residents who live within the Oakland CDBG #1 may apply. Each nominee must 1) be 18 years old or older and a resident of the district which he/she/they represent, 2) complete and submit an application, and 3) submit ten (10) signatures from residents age 18 or older that reside within the applicant’s district.
Alameda County, not Oakland or Berkeley	01/01/26- 12/31/28 3-year staggered term	7/10/2025	Interested low-income residents who live within the Alameda County, excluding cities of Oakland and Berkeley, may apply. Each nominee must 1) be 18 years old or older and a resident of the district which he/she/they represent, 2) complete and submit an application, and 3) submit ten (10) signatures from residents age 18 or older that reside within the applicant’s district.

Staff of Commission

Puthea (Thea) On
Administrative Assistant
150 Frank H. Ogawa Plaza, Suite 4340
Oakland, CA 94612
www.ac-ocap.com

Alameda County-Oakland Community Action Partnership CSBG Grantee Orientation Meeting 2026



Agenda

- I. Welcome and Introductions
- II. AC-OCAP Overview / **Strategic Plan 2023-2025** / CSBG Goals
- III. 2025 Grantee Outcomes Table
- IV. 2026 Federal Poverty Level Guidelines
- V. 2026 Scope of Work, Budget, and Narrative
- VI. Expounding your Success Stories
- VII. 2026 One-Year Grant Extension, Schedules & Forms
- VIII. 2026 RFF Invoicing for Reimbursements @ the AP Portal
- IX. 2026 Reporting Due Dates and Requirements
- X. Announcements: Week of the Young Child at Fairyland in April
Administering Board Meeting (every 2nd Monday except August)
- XI. Questions/Comments

I. Introductions

AC-OCAP Team:

- Dr. Jason H. Lester / Lea Lakes
- Thea On
- Jackie Jacobs
- Maria Huynh

Alameda County Grantees:

Job Training & Employment

- Chabot Las Positas CCD
- Love Never Fails
- Rubicon Programs, Inc.

Housing Support Services

- Fremont Family Resource Center
- Alliance for Community Wellness

Internal Partners

- Eden I&R
- Housing and Economic Rights Advocates (HERA)

Oakland Grantees:

Housing Support Services

- A Diamond in the Ruff
- Change to Come
- Covenant House CA
- Lao Family Community Development
- Operation Dignity, Inc.
- St. Mary's Center

Job Training & Employment

- Hack the Hood Inc.
- Lighthouse Community Public Schools
- New Door Ventures
- Urban University
- **Community Works West**

II. Alameda-County Oakland Community Action Partnership (AC-OCAP) Overview

VISION STATEMENT

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

MISSION STATEMENT

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

PURPOSE

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

AC-OCAP's Self-Sufficiency Definition

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

AC-OCAP Strategic Plan



MISSION

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

VISION

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

VALUES

- Community-driven
- Equitable
- Collaborative
- Impactful
- Results-driven



ENTREPRENEURSHIP/JOB TRAINING & EMPLOYMENT

GOAL

Increase workforce development opportunities for Black, Latinx, Indigenous, People of Color (BLIPOC) residents with low-income that lead to employment or entrepreneurship.

STRATEGY

Improve the employment continuum, including entrepreneurial opportunities, and align AC-OCAP's funding with the Workforce Investment Opportunity Act (WIOA) demand-sector industry.



LOW-INCOME HOUSING

GOAL

End homelessness for: 1) BLIPOC families with children; and 2) seniors 55+.

STRATEGY

Partner with organizations focused on increasing the number of un-housed families with children and/or seniors who obtain housing.



COMMUNITY DEVELOPMENT

GOAL

Increase access to resources and information, and empower BLIPOC residents with low-income to build assets and wealth.

STRATEGY

Host community fairs and use collaborations to offer skill training and other resources; Increase food security and access to the Earned Income Tax Credit, banking, financial coaching, credit repair, debt reduction, and home ownership.



CIVIC ENGAGEMENT & ADVOCACY

GOAL

Empower BLIPOC residents with low-income to advocate for systems-change and harness political power.

STRATEGY

Leverage existing networks and fund grassroots trusted community leaders, organizing groups, and Community Based Organizations (CBOs) that empower and advocate for communities of color (e.g., voter registration, citizenship).



CAPACITY BUILDING

GOAL

Raise awareness and transform AC-OCAP's community impact into a MOVEMENT. #ACEndPovertyNow

STRATEGY

Leverage relationships to build an anti-poverty coalition and create a community campaign to end poverty now.

CSBG GOALS

Goal 1: Individuals and families with low incomes are stable and achieve economic security.

Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.

Goal 3: People with low incomes are engaged and active in building opportunities in communities.

III. 2025 Annual Grantee Outcomes Reported

- **17 Grantees signed Grant Agreements**
 - **Job Training & Employment – 7**
 - **Housing Support Services – 8**
 - **Internal Programming – 2**
 - **Oakland – 11 / Alameda County – 6**
- **391 Received Job Training**
- **163 Obtained Employment**
- **234 Received Technical Training Certificates**
- **290 Received Transitional Housing/Emer Shelter**
- **78 Obtained/Maintained Permanent Housing**
- **784 Service Referrals Provided (Eden I&R)**
- **3,200 Thanksgiving Holiday Meal for Seniors and the Unhoused**
- **1,576 Head Start (394 families – average of 4 per household)**
- **400 VITA Income Tax Preparation Participants**
- **7,116 Low-Income Residents Served in 2025**

III. 2025 Grantee Outcomes

Module 4, Section C: All Characteristics Report - Data Entry Form

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Name of CSBG Eligible Entity Reporting:

2024 Total Grantees CCR Outcomes (Compiled)

A. Total unduplicated number of all INDIVIDUALS about whom one or more characteristics were obtained:

1,037

B. Total unduplicated number of all HOUSEHOLDS about whom one or more characteristics were obtained:

871

C. INDIVIDUAL LEVEL CHARACTERISTICS

1. Gender	Number of Individuals
a. Male	525
b. Female	504
c. Other	8
d. Unknown/not reported	0
e. TOTAL (auto calculated) @sum(1a.1d)	1,037

6. Ethnicity/Race	Number of Individuals
a. Ethnicity	
a.1. Hispanic, Latino or Spanish Origins	222
a.2. Not Hispanic, Latino or Spanish Origins	759
a.3. Unknown/not reported	56
a.4. TOTAL (auto calculated) @sum(6a1.6a3)	1037

2. Age	Number of Individuals
a. 0-5	54
b. 6-13	64
c. 14-17	106
d. 18-24	205
e. 25-44	221
f. 45-54	78
g. 55-59	88
h. 60-64	103
i. 65-74	98
j. 75+	20
k. Unknown/not reported	0
l. TOTAL (auto calculated) @sum(2a.2k)	1037

b. Race	
b.1. American Indian or Alaska Native	17
b.2. Asian	81
b.3. Black or African American	521
b.4. Native Hawaiian and Other Pacific Islander	18
b.5. White	164
b.6. Other	98
b.7. Multi-race (two or more of the above)	85
b.8. Unknown/not reported	53
b.9. TOTAL (auto calculated) @sum(6b1.6b8)	1037

3. Education Levels	Number of Individuals	
	[ages 14-24]	[ages 25+]
a. Grades 0-8	16	1
b. Grades 9-12/Non-Graduate	111	26
c. High School Graduate/ Equivalency Diploma	58	102
d. 12 grade + Some Post-Secondary	14	46
e. 2 or 4 years College Graduate	5	42
f. Graduate of other post-secondary school	0	15
g. Unknown/not reported	121	376
h. TOTAL (auto calculated) @sum(3a.3g)	325	608

7. Military Status (Individuals 18+)	Number of Individuals
a. Veteran	30
b. Active Military	0
c. Unknown/not reported	796
d. TOTAL (auto calculated) @sum(7a.7c)	826

4. Disconnected Youth	Number of Individuals
a. Youth ages 14-24 who are neither working or in school	62

8. Work Status (Individuals 18+)	Number of Individuals
a. Employed Full-Time**	91
b. Employed Part-Time***	74
c. Migrant Seasonal Farm Worker	1
d. Unemployed (Short-Term, 6 months or less)	48
e. Unemployed (Long-Term, more than 6 months)	51
f. Unemployed (Not in Labor Force)	146
g. Retired	24
h. Unknown/not reported	415
i. TOTAL (auto calculated) @sum(8a.8h)	850

III. 2025 Grantee Outcomes

5. Health Number of Individuals

	Yes	No	Unknown
a. Disabling Condition	378	367	292

A disabling condition is a physical or mental impairment that substantially limits one or more major life activities

	Yes	No	Unknown
b. Health Insurance*	633	66	338

*If an individual reported that they had Health Insurance please identify the source of health insurance

Health Insurance Sources

c.1. Medicaid	469
c.2. Medicare	109
c.3. State Children's Health Insurance Program	20
c.4. State Health Insurance for Adults	36
c.5. Military Health Care	12
c.6. Direct-Purchase	2
c.7. Employment Based	29
c.8. Unknown/not reported	328
c.9. TOTAL (auto calculated)	1,005

@sum(5bc1.5bc8)

**Working at least 30 hours each week. This could include multiple employers.

***Working less than 30 hours each week. This could include multiple employers.

III. 2025 Grantee Outcomes

D. HOUSEHOLD LEVEL CHARACTERISTICS

9. Household Type	Number of Households
a. Single Person (should be equal to 10a)	517
b. Two Adults NO Children	26
c. Single Parent Female	59
d. Single Parent Male	10
e. Two Parent Household	54
f. Non-related Adults with Children	4
g. Multigenerational Household	3
h. Other	2
i. Unknown/not reported	196
j. TOTAL (auto calculated) @sum(9a.9i)	871

Total for Item 9 should not exceed Item 8 in this report

10. Household Size	Number of Households
a. Single Person (should be equal to 9a)	516
b. Two	78
c. Three	80
d. Four	59
e. Five	39
f. Six or more	32
g. Unknown/not reported	67
h. TOTAL (auto calculated) @sum(10a.10g)	871

11. Housing	Number of Households
a. Own	49
b. Rent	174
c. Other permanent housing	24
d. Homeless****	466
e. Other	45
f. Unknown/not reported	113
g. TOTAL (auto calculated) @sum(11a.11f)	871

****Please refer to HUD's definition of homelessness

12. Level of Household Income	Number of Households
(% of HHS Guideline - https://aspe.hhs.gov/poverty-guidelines)	
a. Up to 50%	339
b. 51% to 75%	62
c. 76% to 100%	90
d. 101% to 125%	43
e. 126% to 150%	44
f. 151% to 175%	32
g. 176% to 200%	41
h. 201% to 250%	0
i. 250% and over	0
j. Unknown/not reported	0
k. TOTAL (auto calculated) @sum(12a.12j)	871

13. Sources of Household Income	Number of Households
a. Income from Employment Only	140
b. Income from Employment and Other Income Source <-----	18
c. Income from Employment, Other Income Source, <----- and Non-Cash Benefits <-----	63
d. Income from Employment and Non-Cash Benefits <-----	47
e. Other Income Source Only	208
Other Income Source and Non-Cash Benefits <-----	70
f. No Income	114
g. Non-Cash Benefits Only <-----	77
i. Unknown/not reported	134
j. TOTAL (auto calculated) @sum(13a.13i)	871

Below, please report the types of Other income and/or non-cash benefits received by the households who reported sources other than employment

14. Other Income Source	Number of Households
a. TANF ✓ (at least 274 total or more)	53
b. Supplemental Security Income (SSI)	126
c. Social Security Disability Income (SSDI)	48
d. VA Service-Connected Disability Compensation	7
e. VA Non-Service Connected Disability Pension	0
f. Private Disability Insurance	1
g. Worker's Compensation	2
h. Retirement Income from Social Security	44
i. Pension	9
j. Child Support	3
k. Alimony or other Spousal Support	0
l. Unemployment Insurance	19
m. EITC	0
n. Other	52
o. Unknown/not reported	242

15. Non-Cash Benefits	Number of Households
a. SNAP ✓ (at least 170 total or more)	322
b. WIC	6
c. LIHEAP	0
d. Housing Choice Voucher	24
e. Public Housing	5
f. Permanent Supportive Housing	2
g. HUD-VASH	8
h. Childcare Voucher	0
i. Affordable Care Act Subsidy	0
j. Other	3
k. Unknown/not reported	286

✓ = 608 total

✓ = 656 total

IV. 2026 Federal Poverty Level Guidelines

Annual Income
2026 Federal Poverty Income Guidelines
(Effective January 26, 2026)

Family Size	100%	125%	185%	200%
1	\$15,960	\$19,950	\$29,526	\$31,930
2	\$21,640	\$27,050	\$40,034	\$43,280
3	\$27,320	\$34,150	\$50,542	\$54,640
4	\$33,000	\$41,250	\$61,050	\$66,000
5	\$38,680	\$48,360	\$71,558	\$77,360
6	\$44,360	\$55,450	\$82,066	\$88,720
7	\$50,040	\$62,550	\$92,574	\$100,080
8	\$55,720	\$69,650	\$103,082	\$111,440
Families with more than 8 persons	Add 5,680 for each additional person	Add \$7,100 for each additional person	Add \$10,508 for each additional person	Add \$11,360 for each additional person

Eligibility for CSBG is calculated at 200% of the Federal Poverty Income Limits

SOURCE: U.S Department of Health and Human Services Federal Poverty Guidelines

[Federal Register :: Annual Update of the HHS Poverty Guidelines](#)

Intake Form & Zero Income Certification

Intake Form

- ✓ Client's household size
- ✓ Client's household income amount and sources
- ✓ Client's address/location at intake

Zero Income Certification

- ✓ Client's name
- ✓ "I Certify that I have no Income at this time"
- ✓ Client's signature and date

V. 2026 Scope of Work / Budget & Narrative

- **Templates will be emailed to you soon for the Scope of Work (SOW), Budget, Budget Narrative, and Schedules N, N-1, and Z with Certification A.**
- **SOW in MS Word format.**
- **Budget and Narrative in Excel format.**
- **Discuss how to utilize strengths and overcome weaknesses/challenges faced last year.**
- **Mention new certifications earned, ways in incentivizing program participants to improve their goals and outcomes.**

V. 2026 Scope of Work Outcomes Chart

Outcomes to be achieved	Reporting Period (Mid-Year or Annual)	I.) Number of Participants Served In program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] (% auto)	V.) Performance Target Accuracy [III/II = V] (% auto)
(FNPI 4ax; 7a; SRV 4n) Number of individuals experiencing homelessness who obtained safe temporary shelter + transitional	Mid-Year Jan-June		10		$(\frac{III}{I}) \times 100$	$(\frac{III}{II}) \times 100$
	Annual Jan-Dec		20			
(FNPI 4bx; 7a; SRV 4o) Number of individuals experiencing homelessness who obtained safe and affordable housing (permanent)	Mid-Year Jan-June		10			
	Annual Jan-Dec		15			

If the percentage achieving outcome in Reporting Period (Column 4) is **less than 80%** or **greater than 100%** for any NPI, please provide a written explanation below.

EXPLANATIONS

2026 Customer Satisfaction Surveys & Success Stories

It is a requirement to collect surveys from your program participants. Please mark “yes” and attach surveys and success stories for the **mid- and annual progress reports.**

Customer Satisfaction Survey

Does your agency currently administer a customer satisfaction survey for the services you provide?

If yes, please attach a copy and a summary of the survey results.

Yes

No

Success Story (Oakland and Alameda County)

Include stories about clients that you have served and how the program was helpful to them as related to your outcomes (e.g. 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).

OAKLAND / ALAMEDA COUNTY

Success Stories

VI. Expounding Your Agency's Success Stories (Mid- and Annual Reports)

Cindy's Next Chapter

Cindy's determination and resilience are paving the way for a different future.

When Cindy arrived at FESCO earlier this year, she had very little and didn't even have the necessary documents to enroll her children in school.

Determined, she scheduled every appointment needed to obtain the documents for her children, including proof of residency, immunization records, and birth certificates. She successfully enrolled her children in school. They have been thriving since starting. At the same time, she focused on her own growth. She studied for her driver's license, which she has now earned, and trained to become a professional hair stylist.

With her strong work ethic and talent, she secured a job as a professional braider. Excited, she shared with some of the staff that her dream was to one day open her own salon.

VII. 2026 One-Year Grant Extension, Schedules & Forms

* We are still in discussions with the Finance department. Due to a reduction in the 2026 CSBG fund allocation, the funding for the one-year grant extension will be decided soon.

	<u>Not to Exceed</u>		<u>Not to Exceed</u>
2025:	\$40,000	2026:	TBA
	\$30,000		TBA
	\$25,000		TBA
	\$20,000		TBA

* When additional CSBG funding is awarded in 2026, it may be allocated to all AC-OCAP grantees, such as through an additional RFF invoicing and EDBC template.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/13/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0E77991 ChurchWest Insurance Services (TCG) 201 Cajon Street Redlands, CA 92373	CONTACT Shannon Orona PHONE (A/C, No, Ext): (909) 735-5202 FAX (A/C, No): (909) 307-1245 E-MAIL ADDRESS: shannon@churchwest.com
INSURER(S) AFFORDING COVERAGE	
INSURER A: Nonprofits Insurance Alliance	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	X	2023-11504-IFC	6/30/2023	6/30/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			2023-11 04-UMB-NPO	6/30/2023	6/30/2024	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Sexual Misconduct			2023-11 04-IF O	6/30/2023	6/30/2024	1,000,000
A	Non Owned/Hired Auto			2023-11504-IFC	6/30/2023	6/30/2024	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 RE: The City of Oakland, its councilmembers, directors, officers, employees, agents, and volunteers are named as additional insured, but only as respects to the Operations of the Named Insured throughout the policy period for the Comprehensive Job Training & Employment Program for Oakland Opportunity Youth.

CERTIFICATE HOLDER City of Oakland Department of Human Services 150 Frank H. Ogawa Plaza, Suite 4340 Oakland, CA 94612	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

POLICY NUMBER: 2022 1111
Named Insured: New E

COMMERCIAL GENERAL LIABILITY
CG 20 26 12 19

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SAMPLE

SCHEDULE



Name Of Additional Insured Person(s) Or Organization(s):

The City of Oakland, its Councilmembers, directors, officers, agents, employees and volunteers
to the General Liability

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

ENDORSEMENT AGREEMENT



WAIVER OF SUBROGATION
BLANKET BASIS

9212842-23
RENEWAL
NA
2-00-47-08
PAGE 1 OF 1

HOME OFFICE
SAN FRANCISCO

EFFECTIVE JUNE 30, 2023 AT 12.01 A.M.
AND EXPIRING JUNE 30, 2024 AT 12.01 A.M.

ALL EFFECTIVE DATES ARE
AT 12:01 AM PACIFIC
STANDARD TIME OR THE
TIME INDICATED AT
PACIFIC STANDARD TIME

SAMPLE

WE HAVE THE RIGHT TO RECOVER OUR PAYMENTS FROM ANYONE
LIABLE FOR AN INJURY COVERED BY THIS POLICY. WE WILL
NOT ENFORCE OUR RIGHT AGAINST THE PERSON OR
ORGANIZATION NAMED IN THE SCHEDULE.

THIS AGREEMENT APPLIES ONLY TO THE EXTENT THAT YOU
PERFORM WORK UNDER A WRITTEN CONTRACT THAT REQUIRES YOU
TO OBTAIN THIS AGREEMENT FROM US.

THE ADDITIONAL PREMIUM FOR THIS ENDORSEMENT SHALL BE
2.00% OF THE TOTAL POLICY PREMIUM.

SCHEDULE

<u>PERSON OR ORGANIZATION</u>	<u>JOB DESCRIPTION</u>
<p>ANY PERSON OR ORGANIZATION FOR WHOM THE NAMED INSURED HAS AGREED BY WRITTEN CONTRACT TO FURNISH THIS WAIVER</p>	<p>BLANKET WAIVER OF <u>SUBROGATION</u></p>

NOTHING IN THIS ENDORSEMENT SHALL BE HELD TO VARY, ALTER, WAIVE OR EXTEND
ANY OF THE TERMS, CONDITIONS, AGREEMENTS, OR LIMITATIONS OF THIS POLICY
OTHER THAN AS ABOVE STATED. NOTHING ELSEWHERE IN THIS POLICY SHALL BE
HELD TO VARY, ALTER, WAIVE OR LIMIT THE TERMS, CONDITIONS, AGREEMENTS OR
LIMITATIONS IN THIS ENDORSEMENT.

COUNTERSIGNED AND ISSUED AT SAN FRANCISCO:

JULY 3, 2023

Karol R. Va...
AUTHORIZED REPRESENTATIVE

ATTACHMENT H3

Vannor Steiner
PRESIDENT AND CEO

INSURANCE REQUIREMENTS

(Revised 09/12/2019)

a. General Liability, Automobile, Workers' Compensation and Professional Liability

Contractor shall procure, prior to commencement of service, and keep in force for the term of this contract, at Contractor's own cost and expense, the following policies of insurance or certificates or binders as necessary to represent that coverage as specified below is in place with companies doing business in California and acceptable to the City. If requested, Contractor shall provide the City with copies of all insurance policies. The insurance shall at a minimum include:

- i. **Commercial General Liability insurance** shall cover bodily injury, property damage and personal injury liability for premises operations, independent contractors, products-completed operations personal & advertising injury and contractual liability. Coverage shall be on an occurrence basis and at least as broad as Insurance Services Office Commercial General Liability coverage (occurrence Form CG 00 01)

Limits of liability: Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$2,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

- ii. **Automobile Liability Insurance.** Contractor shall maintain automobile liability insurance for bodily injury and property damage liability with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos). Coverage shall be at least as broad as Insurance Services Office Form Number CA 0001.

- iii. **Workers' Compensation insurance** as required by the laws of the State of California, with statutory limits, and statutory coverage may include Employers' Liability coverage, with limits not less than \$1,000,000 each accident, \$1,000,000 policy limit bodily injury by disease, and \$1,000,000 each employee bodily injury by disease. The Contractor certifies that he/she is aware of the provisions of section 3700 of the California Labor Code, which requires every employer to provide Workers' Compensation coverage, or to undertake self-insurance in accordance with the provisions of that Code. The Contractor shall comply with the provisions of section 3700 of the California Labor Code before commencing performance of the work under this Agreement and thereafter as required by that code.

- 1v. **Professional Liability/ Errors and Omissions insurance, if determined to be required by HRM/RMD**, appropriate to the contractor's profession with limits not less than \$2,000,000 each claim and \$2,000,000 aggregate. If the professional liability/errors and omissions insurance is written on a claims- made form:
- a. The retroactive date must be shown and must be before the date of the contract or the beginning of work.
 - b. Insurance must be maintained, and evidence of insurance must be provided for at least three (3) years after completion of the contract work.
 - c. If coverage is cancelled or non-renewed and not replaced with another claims made policy form with a retroactive date prior to the contract effective date, the contractor must purchase extended period coverage for a minimum of three (3) years after completion of work.
- v. **Contractor's Pollution Liability Insurance:** If the Contractor is engaged in: environmental remediation, emergency response, hazmat cleanup or pickup, liquid waste remediation, tank and pump cleaning, repair or installation, fire or water restoration or fuel storage dispensing, then for small jobs (projects less than \$500,000), the Contractor must maintain Contractor's Pollution Liability Insurance of at least \$1,000,000 for each occurrence and in the aggregate. If the Contractor is engaged in environmental sampling or underground testing, then Contractor must also maintain Errors and Omissions (Professional Liability) of \$1,000,000 per occurrence and in the aggregate.
- vi. **Sexual/Abuse insurance.** If Contractor will have contact with persons under the age of 18 years, or provides services to persons with Alzheimer's or Dementia, or provides Case Management services, or provides Housing services to vulnerable groups (i.e., homeless persons) Contractor shall maintain sexual/molestation/abuse insurance with a limit of not less than \$1,000,000 each occurrence and \$1,000,000 in the aggregate. Insurance must be maintained, and evidence of insurance must be provided for at least three (3) years after completion of the contract work.
- vii. **Technology Professional Liability (Errors and Omissions) OR Cyber Liability Insurance, if determined to be required by HRM/RMD**, appropriate to the Consultant's profession, with limits not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and

penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

viii. **Commercial Crime Insurance, if determined to be required by HRM/RMD**, shall cover loss due to employee dishonesty, computer and funds transfer fraud, forgery or alteration, money and securities, and theft of a client's property. Coverage shall be on an occurrence basis with limits not less than \$1,000,000 each occurrence.

b. Terms Conditions and Endorsements

The aforementioned insurance shall be endorsed and have all the following conditions:

- i. Insured Status **(Additional Insured)**: Contractor shall provide additional insured status **naming the City of Oakland, its Councilmembers, directors, officers, agents, employees and volunteers as insureds under the Commercial General Liability policy.** General Liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 (11/85) or both CG 20 10 and CG 20 37 forms, if later revisions used). If Contractor submits the ACORD Insurance Certificate, the insured status endorsement must be set forth on an ISO form CG 20 10 (or equivalent). A STATEMENT OF ADDITIONAL INSURED STATUS ON THE ACORD INSURANCE CERTIFICATE FORM IS INSUFFICIENT AND WILL BE REJECTED AS PROOF OF MEETING THIS REQUIREMENT; and
- ii. Coverage afforded on behalf of the City, Councilmembers, directors, officers, agents, employees and volunteers shall be primary insurance. Any other insurance available to the City Councilmembers, directors, officers, agents, employees and volunteers under any other policies shall be excess insurance (over the insurance required by this Agreement); and
- iii. Cancellation Notice: Each insurance policy required by this clause shall provide that coverage shall not be canceled, except with notice to the Entity; and
- iv. **The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the contractor, its employees, agents and subcontractors;** and
- v. Certificate holder is to be the same person and address as indicated in the "Notices" section of this Agreement; and
- vi. Insurer shall carry insurance from admitted companies with an A.M. Best Rating of A VII, or better.

In the case of the breach of any of the insurance provisions of this Agreement, the City may, at the City's option, take out and maintain at the expense of Contractor, such insurance in the name of Contractor as is required pursuant to this Agreement, and may deduct the cost of taking out and maintaining such insurance from any sums which may be found or become due to Contractor under this Agreement.

d. Insurance Interpretation

All endorsements, certificates, forms, coverage and limits of liability referred to herein shall have the meaning given such terms by the Insurance Services Office as of the date of this Agreement.

e. Proof of Insurance

Contractor will be required to provide proof of all insurance required for the work prior to execution of the contract, including copies of Contractor's insurance policies if, and when, requested. Failure to provide the insurance proof requested or failure to do so in a timely manner shall constitute ground for rescission of the contract award.

f. Subcontractors

Should the Contractor subcontract out the work required under this agreement, they shall include all subcontractors as insureds under its policies or shall maintain separate certificates and endorsements for each subcontractor. As an alternative, the Contractor may require all subcontractors to provide at their own expense evidence of all the required coverages listed in this Schedule. If this option is exercised, both the City of Oakland and the Contractor shall be named as additional insured under the subcontractor's General Liability policy. All coverages for subcontractors shall be subject to all the requirements stated herein. The City reserves the right to perform an insurance audit during the project to verify compliance with requirements.

g. Deductibles and Self-Insured Retentions

Any deductible or self-insured retention must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductible or self-insured retentions as respects the City, its Councilmembers, directors, officers, agents, employees and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Contractor waives all rights against the City of Oakland and its Councilmembers, officers, directors, employees and volunteers for recovery of damages to the extent these damages are covered by the forms of insurance coverage required above.

i. Evaluation of Adequacy of Coverage

The City of Oakland maintains the right to modify, delete, alter or change these requirements, with reasonable notice, upon not less than ninety (90) days prior written notice.

J. Higher Limits of Insurance

If the contractor maintains higher limits than the minimums shown above, The City shall be entitled to coverage for the higher limits maintained by the contractor.

End of Schedule Q

California Attorney General (AG) Trust Registry

HOME ABOUT MEDIA CAREERS REGULATIONS RESOURCES PROGRAMS CONTACT			
Registrant Details			
<small>Entity type: Corporate Class as registered with the Secretary of State or based on founding & registration documents.</small>			
Organization Name:		IRS FEIN:	680172229
Entity Type:	Public Benefit	SOS/FTB Corporate/Organization Number:	1836019
Registry Status:	Current	Renewal Due/Exp. Date:	11/15/2023
RCT Registration Number:	086804	Issue Date:	6/30/2006
Record Type:	Charity Registration	Effective Date:	6/30/2006
Date of Last Renewal:	6/7/2023	DBA:	
Mailing Address			

HOME ABOUT MEDIA CAREERS REGULATIONS RESOURCES PROGRAMS CONTACT			
Registrant Details			
<small>Entity type: Corporate Class as registered with the Secretary of State or based on founding & registration documents.</small>			
Organization Name:		IRS FEIN:	943333831
Entity Type:	Public Benefit	SOS/FTB Corporate/Organization Number:	2076134
Registry Status:	<u>Not Registered</u>	Renewal Due/Exp. Date:	
RCT Registration Number:		Issue Date:	
Record Type:	Charity Registration	Effective Date:	
Date of Last Renewal:		DBA:	
Mailing Address			

Registrant Details			
<small>Entity type: Corporate Class as registered with the Secretary of State or based on founding & registration documents.</small>			
Organization Name:		IRS FEIN:	271130600
Entity Type:	Public Benefit	SOS/FTB Corporate/Organization Number:	3262820
Registry Status:	<u>Delinquent</u>	Renewal Due/Exp. Date:	5/15/2022
RCT Registration Number:	CT0275540	Issue Date:	8/2/2021
Record Type:	Charity Registration	Effective Date:	8/2/2021
Date of Last Renewal:	4/7/2022	DBA:	
Mailing Address			

System for Award Management (SAM) Registration



SAM.GOV

✓ **Current or Active Registration**

✗ **Delinquent / Expired**



Official U.S. Government Website
100% Free

The Official U.S. Government System for:

Contracting

Contract Opportunities, Contract Award Reports ONLY from fpds.gov and Subcontract Reports (was FSRS.gov)

Wage Determinations

Federal Hierarchy

Departments and Subtiers

Federal Assistance

Assistance Listings and Subaward Reports (was FSRS.gov)

Entity Information

Entities, Disaster Response Registry, Exclusions, and Responsibility/Qualification (was fapiis.gov)

Entity Reporting

SCR and Bio-Preferred Reporting

Are you searching for Federal Acquisition Supply Chain Security Act (FASCSA) orders?

[View FASCSA Orders](#)

Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

[Get Started](#)

[Renew Entity](#)



[Check Entity Status](#)



ALAMEDA COUNTY-OAKLAND COMMUNITY ACTION PARTNERSHIP
(AC-OCAP)

2023 Annual Report

DATE:
TO: AC-OCAP Administering Board
AGENCY:
PROGRAM:
SUBJECT: Annual (Jan 2023 – December 2023) Progress Report

Reporting Period

January 2023 - August 2023
(Due September 8, 2023)

January 2023 - December 2023
(Due January 9, 2024)

Service Area(s)

Alameda County

Oakland

Contact Information

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

Name:
Address:
City/State/Zip:
Phone:
Email:

Summary of Program and Outcomes (Alameda County)

Provide a brief summary of the outcomes, activities, challenges and key strategies employed by your AC-OCAP funded program. This section must include **ALL** your contracted program outcomes and the outcomes achieved so far.

ALAMEDA COUNTY:

(Please number and list EACH program outcome separately)

1.

2.

Service Location(s) (Alameda County)

Please provide ALL locations where services are being offered (facilities name/address/city/state/ zip code).

Customer Satisfaction Survey

Does your agency currently administer a customer satisfaction survey for the services you provide?

If yes, please attach a copy and a summary of survey results.

Yes

No

Success Story (Alameda County)

Include stories about clients that you have served and how the program was helpful to them as related to your outcomes (e.g. 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). Please include a picture along with a release for the picture to be used.

ALAMEDA COUNTY

Additional Resources (Alameda County)

A.) List the agencies that you work with to provide greater resources and linkages to clients. Provide a brief description of their relationship to your agency (e.g. ABC agency/ job training & placement). Please list each resource separately.

B.) If you have been able to leverage resources via your collaborative efforts and/or networking, please indicate the types of funds (monetary or in-kind) and amounts.

C.) Please include the number of volunteer hours donated to your AC-OCAP funded program, if relevant.

N/A

ALAMEDA COUNTY SERVICE AREA ONLY

Please provide information about the **unduplicated** clients served by your program during the reporting period.

_____ = TOTAL Alameda County's Unduplicated Individuals Served

Service Area(s) for Alameda County's Unduplicated Individuals Served

Service Area(s)	# of Individuals Served
Central County (Ashland; Castro Valley; Cherryland; Fairview; Hayward; San Leandro; and, San Lorenzo)	
North County (Alameda; Albany; Emeryville; and, Piedmont)	
South County (Fremont; Newark; and, Union City)	
East County (Dublin; Livermore; Pleasanton; Sunol; and, unincorporated Tri-Valley areas)	
Unknown	0
TOTAL	

ALAMEDA COUNTY OUTCOMES

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

_____ individuals (___ Households) Unduplicated Alameda County residents were served (excluding Berkeley and Oakland):

Outcomes to be achieved	Reporting Period (Mid- Year or Annual)	I.) Number of Participants Served In program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] (% auto calculated)	V.) Performance Target Accuracy [III/II = V] (% auto calculated)
<i>Sample</i>	Mid-Year Jan-Aug	29	20	29	100%	145%
	Annual Jan-Dec	43	40	43	100%	108%
	Mid-Year Jan-Aug					
	Annual Jan-Dec					
	Mid-Year Jan-Aug					
	Annual Jan-Dec					
	Mid-Year Jan-Aug					
	Annual Jan-Dec					
	Mid-Year Jan-Aug					
	Annual Jan-Dec					

If the percentage achieving outcome in Reporting Period (Column 4) is **less than 80% or greater than 100% for any NPI**, please provide a written explanation below.

EXPLANATIONS :

VIII. 2026 RFF Invoicing for Reimbursements @ the AP Portal

Tips:

1. Use your Budget statement that was submitted.
2. Gather all paystubs, receipts, and docs for reimbursements.
3. For the paystubs, choose a range of dates. For example, if Grantee #A is claiming \$10,000.00 salary for employee 1, please upload 2 to 4 paystubs totaling to \$10,000.00 or a little over this amount (**not all 26 paystubs for the year totaling \$90,000.00**).
4. Indirect costs are allowed up to 12% of total grant funding.
No receipts are required for the submission of indirect costs.
5. When uploading to the City of Oakland's AP portal, please select **Human Services** (as Dept.) and **CSBG** (as the Unit).
6. Organize your documents before uploading.
7. Upload your documents AND **send Maria an email**.



City of Oakland
Department of Human Services - Fiscal Services

✓ Federal Award# **26F-5002**
CFDA # 93.569

Mail signed original invoices:
Alameda County - Oakland CAP
150 Frank H. Ogawa Plaza, Ste. 4340
Oakland CA 94612
Attn: Payment Request

Invoice # 1 of 4
Period Ending: _____
Date Submitted: _____

Grantee: **SAMPLE**

OAKLAND

ATTACH: Expense Documents by Budget Category

ALAMEDA COUNTY

Expense Budget Category	Approved Budget	Current Amount Requested	Previously Requested	Total Requested to Date	Unexpended Budget Balance
1	2	3	4 (Columns 3 + 4 from previous REF)	5 (Columns 3 + 4)	6 (Column 2 - 5)
A. Personnel/Consultants	36,360.00		0.00	0.00	36,360.00
B. Other Direct Costs	2,440.00		0.00	0.00	2,440.00
C. Indirect Costs (12% Cap)	1,200.00		0.00	0.00	1,200.00
D. Subcontracts	0.00		0.00	0.00	0.00
			0.00	0.00	0.00
			0.00	0.00	0.00
E. Program Total	40,000.00	0.00	0.00	0.00	40,000.00

Grantee: I certify that the information contained in this request is correct and that the expenditures herein supported by attached payrolls, invoices, and proof of payment, were made in accordance with the conditions of the contract/MOU.

APPROVED BY (NAME) ED/CFO (TITLE) DATE

This form was prepared by (please print):

NAME / TITLE PHONE EMAIL

AC-OCAP STAFF ONLY

The above grantee has met the programmatic terms and conditions set forth in the contract/MOU and all supporting expense documents have been reviewed.

SIGNATURE TITLE DATE

REVIEWED BY: _____ DATE: _____

IX. 2026 CSBG Reporting Due Dates & Requirements

DUE DATES	ITEMS TO BE SUBMITTED	REPORTING PERIOD
July 10, 2026	CSBG Mid-Year Progress Report CSBG 295 Client Characteristic Report	Jan. 1 – June 30, 2026
July 30, 2026	Period 1: CSBG Request for Funds (up to 50% of reimbursement amount)	Jan. 1 – June 30, 2026
October 19, 2026	Period 2: CSBG Request for Funds (up to 75% of reimbursement amount)	July 1 – Sept. 30, 2026
January 8, 2027	CSBG Annual Progress Report CSBG 295 Client Characteristic Report	Jan. 1 – Dec. 31, 2026
January 15, 2027	Period 3: CSBG Request for Funds (up to 100% of reimbursement amount)	Oct. 1 – Dec. 31, 2026

X. Week of the Young Child at Fairyland – April 17. 2026

Week of the Young Child - City of Oakland Early Childhood & Family Services Program



City of Oakland Early Childhood & Family Services Program
150 Frank H. Ogawa Plaza, Suite 5352 ♦ Oakland, California 94612
(510) 238.3165 / (510) 238.6784 Fax

February 4, 2026

Dear Community Partner:

AC-OCAP
Maria Huynh

The City of Oakland, Human Services Department, Prenatal – 5 Head Start program in partnership with Children’s Fairyland and local agencies, will be hosting a Head Start Day Celebration and Community Resource Fair. Now in our 10+ years, the daylong event stands to attract more than 450 children and their families to Fairyland, where they will enjoy a free day in the park and engage in read-aloud’s, puppet shows, arts and crafts, interactive workshops, multicultural performances, and activities geared toward increasing children’s literacy.

Please mark your calendar for **Friday, April 17, 2026, from 9:30 a.m. – 2:30 p.m.** The celebration and small community resource fair will take place at Children’s Fairyland located at 699 Bellevue Avenue.

We are currently seeking partners to be a part of the community resource fair on this day. If your agency would like to be a participant, please complete, and return the attached form no later than **March 6, 2026.**

If you have any questions, please email me Lisa Taylor, Family & Community Engagement Coordinator, at Ltaylor4@oaklandca.gov contact information below can also be reached by calling (510) 816-5245. I look forward to our continued partnership!

Sincerely,

Lisa Taylor



X. AC-OCAP Administering Board Meeting – March 9, 2026

Recurring every 2nd Monday of every month (excluding August).
Committee meetings every 2nd Thursdays and 3rd Wednesdays of every month
(except August).

You are invited to attend the **March 9, 2026 (Monday) Alameda County-Oakland Community Action Partnership (AC-OCAP) Administering Board meeting at 5:30 p.m. at Oakland City Hall, 1 Frank H. Ogawa Plaza, in Hearing Room 3.**

Parking is free at [Dalziel Garage](#). **Promocode: HSD0263** (code valid until July 31, 2026). The promo code is valid only for use in the Park Mobile app; it will not work at the kiosk.

You can attend online Zoom meeting.

Join Zoom Meeting (pre-registration) link:

https://oaklandca.zoom.us/webinar/register/WN_vk8uow9TQc2Afcy9fINPLw

Webinar ID: 845 6804 8452



XI. Questions / Comments

Thank you for joining us today. Please feel free to reach out for questions.

