



Human Welfare and Community Action Commission

AGENDA

Wednesday, June 15, 2022

6:30 PM

PUBLIC ADVISORY: THIS MEETING WILL BE CONDUCTED EXCLUSIVELY THROUGH VIDEOCONFERENCE AND TELECONFERENCE

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, this meeting of the Housing Advisory Commission will be conducted exclusively through teleconference and Zoom videoconference. Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, there will not be a physical meeting location available.

To access the meeting remotely using the internet: Join from a PC, Mac, iPad, iPhone, or Android device: Use URL –<https://zoom.us/j/4863098496>

If you do not wish for your name to appear on the screen, then use the drop down menu and click on "rename" to rename yourself to be anonymous. To request to speak, use the "raise hand" icon on the screen. **To join by phone: Dial 1-669-900-6833 and Enter Meeting ID: 486 309 8496.** If you wish to comment during the public comment portion of the agenda, press *9 and wait to be recognized by the Chair.

Preliminary Matters

1. Roll Call
2. Agenda Approval
3. Public Comment

Update/Action Items

The Commission may take action related to any subject listed on the agenda, except where noted.

Berkeley Community Action Agency Board Business

4. Approve minutes from the 5/18/2022 Regular Meeting (Attachment A) – All
5. Review City of Berkeley Single Audit (Attachment B) – All
6. Review City of Berkeley funded agency Program and Financial reports (Attachment C) — Staff
 - a. East Bay Community Law Center program and financial reports

Other Discussion Items

7. Discussion and possible action regarding ways in which the HWCAC can support City staff in ensuring that agencies are performing the services they are

- contracted for and that there is a clear process for complaints or concerns from clients – Commissioner Sood
8. Discussion and possible action regarding a mechanism for City employees and service providers to communicate – Commissioner Behm-Steinberg
 9. Subcommittee for prevention and ending of homelessness in Berkeley update and possible action on communication to Council – Commissioners Bookstein, Lippman, Omodele
 10. Subcommittee on Alta Bates update – Commissioners Bookstein, Omodele
 11. Discussion and possible action on communication to Council regarding Easy Does It lapse in services – Commissioner Behm-Steinberg
 12. Discussion and possible action regarding senior housing and programs – Commissioner Bookstein
 13. Discuss potential infrastructure and affordable housing bonds/taxes discussed by Council (Attachment D)
 14. Discussion and possible action regarding a site visit to the Pathways facility – Commissioner Behm-Steinberg
 15. Review latest City Council meeting agenda
 16. Announcements
 17. Future Agenda Items

Adjournment

Attachments

- A. Draft Minutes of the 5/18/2022 Meeting
- B. City of Berkeley Single Audit
- C. Program and financial reports from East Bay Community Law Center program and financial reports
- D. “Berkeley eyeing a big ballot measure in 2022 for streets, affordable housing”, Berkeleyside

Review City Council Meeting Agenda at City Clerk Dept. or
<http://www.cityofberkeley.info/citycouncil>

Communications

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. **Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission or committee, will become part of the public record.** If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission or committee for further information. Any writings or documents provided to a majority of the Commission regarding any item on this agenda will be made available for public inspection at Housing and Community Services Department located at 2180 Milvia Street, 2nd Floor.

This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at 981-6418 (V) or 981-6347 (TDD) at least three business days before the meeting date. **Please refrain from wearing scented products to this meeting.**

Secretary:

Mary-Claire Katz
Health, Housing & Community Services Department
510-981-5414
mkatz@CityofBerkeley.info

Mailing Address:

Human Welfare and Community Action Commission
Mary-Claire Katz, Secretary
2180 Milvia Street, 2nd Floor
Berkeley, CA 94704



Human Welfare and Community Action Commission

DRAFT MINUTES

Wednesday, May 18, 2022

6:30 PM

PUBLIC ADVISORY: THIS MEETING WILL BE CONDUCTED EXCLUSIVELY THROUGH VIDEOCONFERENCE AND TELECONFERENCE

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Preliminary Matters

1. Roll Call
Present: Behm-Steinberg, Bookstein, Omodele, Sood, Lippman.
Absent: Sim.
Quorum: 4 (Attended: 5)
Staff Present: Mary-Claire Katz.
Public Present: None.
2. Agenda Approval
Approved with no edits.
3. Public Comment
None.

Update/Action Items

The Commission may take action related to any subject listed on the agenda, except where noted.

Berkeley Community Action Agency Board Business

4. Approve minutes from the 4/27/2022 Regular Meeting (Attachment A) – All
Action: M/S/C (Lippman/Omodele) to approve the minutes with edits.

Vote: Ayes – Behm-Steinberg, Bookstein, Lippman, Omodele, Sood; Noes – None; Abstain – None; Absent – Sim.

5. Review City of Berkeley funded agency Program and Financial reports (Attachment B) — Staff
 - a. Family Violence Law Center program and financial reports
 Commissioners review and discuss program and financial reports. Commissioners ask if FVLC is using Berkeley funds to subsidize clients in other cities.

Other Discussion Items

6. Discuss potential infrastructure and affordable housing bonds/taxes discussed by Council (Attachment C)
 Commissioner Behm-Steinberg says these bonds are an undue burden on local tax payers and will draft a letter to Council for the commission to review and approve for submission. Commissioner Behm-Steinberg requests to keep this item on the agenda.
7. Discussion and possible action regarding a site visit to the Pathways facility – Commissioner Behm-Steinberg
 Commissioner Behm-Steinberg says that COB staff said the facility will not conform to ADA standards and that COB staff will not allow a visit. Commissioner Behm-Steinberg wants to write a letter to COB staff to request to visit the site. Commissioner Behm-Steinberg requests to keep this item on the agenda.
8. Subcommittee for prevention and ending of homelessness in Berkeley update and possible action on communication to Council – Commissioners Bookstein, Lippman, Omodele
 Commissioner Omodele says that Berkeley and Oakland had the highest PIT counts of homeless but that Berkeley's had improved. Commissioner Lippman wants to do more in-depth research on current homeless issues. Commissioners request to keep this item on the agenda.
9. Subcommittee on Alta Bates update – Commissioners Bookstein, Omodele
 The subcommittee did not meet. Commissioner Omodele discussed community members who are unaware of the Alta Bates topic.
10. Discussion and possible action on communication to Council regarding Easy Does It lapse in services – Commissioner Behm-Steinberg
 Commissioner Behm-Steinberg spoke with the Executive Director of EDI and some of her concerns have been resolved. Commissioner Behm-Steinberg says that she wants to issue a formal complaint along with an individual on the disabilities commission. She says she wants to pursue something related to

overall oversight and coordination of community agencies. She wants COB to document who was turned down for EDI services and why.

11. Discussion and possible action regarding senior housing and programs – Commissioner Bookstein

Commissioner Behm-Steinberg says there would be opposition to specific senior housing that doesn't include the disabled community. Commissioner Bookstein will bring a schematic to next meeting. Commissioners request to keep this item on the agenda.

12. Review latest City Council meeting agenda

Commissioners discuss an Auditor report regarding financial issues such as pensions, infrastructure, etc. Commissioner Lippman says that the budget committee meeting is occurring in the coming week and the upcoming June 28th final budget adoption.

13. Announcements

None.

14. Future Agenda Items

Agency oversight proposal.

Mechanism for COB employees and service providers to communicate.

Adjournment

Action: M/S/C (Sood/Behm-Steinberg) to adjourn at 8:30PM.

Vote: Ayes – Behm-Steinberg, Bookstein, Lippman, Omodele, Sood; Noes – None; Abstain – None; Absent – Sim.

Attachments

- A. Draft Minutes of the 4/27/2022 Meeting
- B. Program and financial reports from FVLC
- C. “Berkeley eyeing a big ballot measure in 2022 for streets, affordable housing”, Berkeley

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Draft Minutes – HWCAC
May 18, 2022
Page 4 of 4

to a majority of the Commission regarding any item on this agenda will be made available for public inspection at Housing and Community Services Department located at 2180 Milvia Street, 2nd Floor.

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2180 Milvia Street, 2nd Floor
Berkeley, CA 94704

City of Berkeley

Berkeley, California

Single Audit Report

For the year ended June 30, 2021



City of Berkeley

Single Audit Report

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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Independent Auditor's Report

To the Honorable Mayor and Members of the City Council
of the Berkeley, City of
Berkeley, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, , the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Berkeley, California (City), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the City's basic financial statements and have issued our report thereon dated December 31, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as item 2021-001 that we consider to be a significant deficiency.

To the Honorable Mayor and Members of City Council
of the City of Berkeley
Berkeley, California
Page 2

Compliance and Other Matters

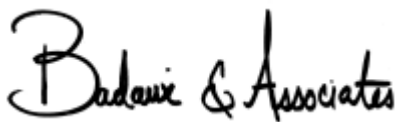
As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

City's Response to Findings

The City's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. The City's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Badawi & Associates, CPAs
Berkeley, California
December 31, 2021

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Honorable Mayor and Members of City Council
of the City of Berkeley
Berkeley, California

Report on Compliance for Each Major Federal Program

We have audited the City of Berkeley, California (City)'s compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have direct and material effect on each of the City's major federal programs for the year ended June 30, 2021. City's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the City's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the City's compliance.

Opinion on Each Major Federal Program

In our opinion, the City, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2021.

To the Honorable Mayor and Members of City Council
of the City of Berkeley
Berkeley, California
Page 2

Report on Internal Control Over Compliance

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

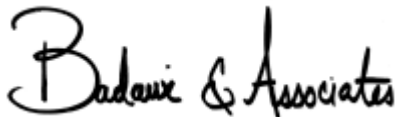
Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

To the Honorable Mayor and Members of City Council
of the City of Berkeley
Berkeley, California
Page 3

**Report on Schedule of Expenditures of Federal Awards and Supplementary Information
Required by the Uniform Guidance, State of California, and County of Alameda**

We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We issued our report thereon dated December 31, 2021, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards and supplementary schedules on pages 17 to 21 are presented for purposes of additional analysis as required by the Uniform Guidance, State of California, and County of Alameda and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards and supplementary schedules on pages 17 to 21 are fairly stated in all material respects in relation to the basic financial statements as a whole.



Badawi & Associates, CPAs
Berkeley, California
March 31, 2022, except for the schedule of expenditures
of federal awards and supplementary schedules on
pages 17 to 21, which are as of December 31, 2021

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City of Berkeley
Schedule of Expenditures of Federal Awards
For the year ended June 30, 2021

| Grantor Agency and Grant Title | Assistance Listing Number | Federal Award/ Pass-through Number | Federal Expenditures | Subrecipient Payments |
|---------------------------------------------------------------------------|---------------------------------|-----------------------------------------------------------------------|-------------------------|--------------------------|
| U.S. Department of Agriculture: | | | | |
| Pass-through State Department of Health Services: | | | | |
| Special Supplemental Nutrition Program for Women, Infants and Children | 10.557 | 19-10133 | \$ 523,873 | \$ - |
| Total U.S. Department of Agriculture | | | <u>523,873</u> | <u>-</u> |
| U.S. Department of Commerce: | | | | |
| Economic Development Cluster | | | | |
| Direct Program: | | | | |
| Business Economic Development Administration Revolving Loan Fund | 11.307 | 07-39-02523 | 819,711 | - |
| COVID-19 Business Economic Development Administration Revolving Loan Fund | 11.307 | 07-79-07605 | 814,000 | - |
| | | Subtotal Economic Development Cluster | <u>1,633,711</u> | <u>-</u> |
| Total U.S. Department of Commerce | | | <u>1,633,711</u> | <u>-</u> |
| U.S. Department of Housing and Urban Development: | | | | |
| CDBG - Entitlement Grants Cluster | | | | |
| Direct Programs: | | | | |
| Community Development Block Grant | 14.218 | B-20-MC-06-0008 | 1,696,665 | 1,224,340 |
| Community Development Block Grant - Program Income | 14.218 | B-20-MC-06-0008 | 475,755 | 475,755 |
| COVID-19 - Community Development Block Grant-CARE Act | 14.218 | B-20-MW-06-0008 | 309,388 | - |
| | | CDBG - Entitlement Grants Cluster | <u>2,481,808</u> | <u>1,700,095</u> |
| Direct Programs: | | | | |
| Shelter Plus Care Program | 14.238 | CA0749L9T022011/COACH, CA0116L9T021912/SHC, CA0116L9T022013/SHC | 5,565,560 | - |
| Pass-through Alameda County: | | | | |
| Shelter Plus Care Program | 14.238 | CA0085L9102, CA0749L9T022011 | 650,508 | - |
| | | Subtotal ALN 14.238 | <u>6,216,068</u> | <u>-</u> |
| Homeless Coordinated Entry Services | 14.267 | Not Available | 18,482 | 18,482 |
| Direct Programs: | | | | |
| Emergency Solutions Grant Program | 14.231 | E-20-MC-06-0008 | 279,117 | 221,081 |
| Emergency Solutions Grant Program-CARES Act | 14.231 | E-20-MW-06-0008 | 1,480,918 | 1,050,837 |
| | | Subtotal ALN 14.231 | <u>1,760,035</u> | <u>1,271,918</u> |
| Direct Programs: | | | | |
| Home Investment in Affordable Housing | 14.239 | M20-MC060202 | 1,983,956 | 84,057 |
| Home Investment in Affordable Housing (Program Income) | 14.239 | M20-MC060202 | 669,758 | - |
| | | Subtotal ALN 14.239 | <u>2,653,714</u> | <u>84,057</u> |
| Total U.S. Department of Housing and Urban Development | | | <u>13,130,107</u> | <u>3,074,552</u> |

See accompanying Notes to Schedule of Expenditures of Federal Awards

City of Berkeley
Schedule of Expenditures of Federal Awards
For the year ended June 30, 2021

| Grantor Agency and Grant Title | Assistance Listing Number | Federal Award/ Pass-through Number | Federal Expenditures | Subrecipient Payments |
|----------------------------------------------------------------------------------|---------------------------------|--------------------------------------------------------|-------------------------|--------------------------|
| U.S. Department of Transportation: | | | | |
| Highway Planning and Construction Cluster | | | | |
| Pass-through the State Department of Transportation: | | | | |
| goBerkeley Residential Shared Parking Pilot | 20.205 | 04-5057F15-F031-ISTEA | 51,435 | - |
| Pass-through Association of Bay Area Governments and MTC: | | | | |
| Berkeley Bay Trail Extension | 20.205 | 04-5057F15-F032-ISTEA | 124,620 | - |
| Shattuck Reconfiguration | 20.205 | 04-5057F15-F033-ISTEA | 582,317 | - |
| Southside Complete Streets | 20.205 | 04-5057F15-F034-ISTEA | 29,700 | - |
| | | Highway Planning and Construction Cluster Total | 788,072 | - |
| Highway Safety Cluster | | | | |
| Pass-Through the State of California - Office of Traffic Safety: | | | | |
| Selective Traffic Enforcement Program | 20.600 | 20PO07 | 42,218 | - |
| Selective Traffic Enforcement Program | 20.600 | 21PO05 | 85,640 | - |
| | | Subtotal Highway Safety Cluster | 127,858 | - |
| Total U.S. Department of Transportation | | | 915,930 | - |
| U.S. Department of Treasury: | | | | |
| Pass-Through the State of California - Department of Finance: | | | | |
| COVID-19 Coronavirus Relief Fund - Cities | 21.019 | Not available | 1,511,513 | - |
| Total U.S. Department of Treasury | | | 1,511,513 | - |
| U.S. Department of Health and Human Services: | | | | |
| Pass-Through the California Department of Health and Human Services: | | | | |
| U.S.FDA-Local Retail Food Safety | 93.103 | 5U18FD004690-05 | 60,242 | - |
| Aging Cluster | | | | |
| Pass-Through County of Alameda Area Agency on Aging: | | | | |
| Special Programs for the Aging - Title III, Part C - Nutrition Services | 93.045 | 900161 | 111,703 | - |
| Special Programs for the Aging - Title III, Part B - Senior Center Activities | 93.044 | 900161 | 13,117 | - |
| COVID-19 Emergency Congregate Nutrition - Title III, Part C - Nutrition Services | 93.045 | 900161 | 17,081 | - |
| | | Aging Cluster Total | 141,901 | - |
| Medicaid Cluster | | | | |
| Pass-Through Alameda County Children & Family Services: | | | | |
| Services to Enhance Early Development | 93.778 | 900161 | 52,279 | - |
| | | Medicaid Cluster Total | 52,279 | - |
| Pass-Through State Department of Health Services: | | | | |
| Child Health and Disability Prevention | 93.994 | N/A | 79,666 | - |
| Medi-Cal Early and Periodic Screening, Diagnosis, and Treatment | 93.994 | N/A | 20,759 | - |
| Maternal and Child Health Services Block Grant | 93.994 | 202059 | 164,996 | - |
| Health Care Program for Children in Foster Care | 93.994 | N/A | 19,667 | - |
| | | Subtotal ALN 93.994 | 285,088 | - |

See accompanying Notes to Schedule of Expenditures of Federal Awards

City of Berkeley
Schedule of Expenditures of Federal Awards
For the year ended June 30, 2021

| Grantor Agency and Grant Title | Assistance Listing Number | Federal Award/ Pass-through Number | Federal Expenditures | Subrecipient Payments |
|-----------------------------------------------------------------------------|---------------------------------|------------------------------------------|-------------------------|--------------------------|
| Pass-Through State Department of Health Services: | | | | |
| Public Health Emergency Preparedness: CDC Base Allocation | 93.074 | 17-10145 | 270,383 | - |
| Emergency Preparedness-Cities Readiness Initiative (CRI) | 93.074 | 14-10493 | 20,893 | - |
| | | Subtotal ALN 93.074 | <u>291,276</u> | <u>-</u> |
| Pass-Through State Department of Public Health: | | | | |
| COVID-19 Epidemiology and Laboratory Capacity for Infectious Diseases (ELC) | 93.323 | 6NU50CK000539-01-08 DHHS-CDC | 417,472 | - |
| Pass-Through State Department of Community Services and Development: | | | | |
| Community Services Block Grant | 93.569 | 20F-3001 | 169,833 | 114,133 |
| Community Services Block Grant - DISC | 93.569 | 20F-3001 | 32,000 | 32,000 |
| Community Services Block Grant | 93.569 | 21F-4001 | 92,873 | 40,001 |
| COVID-19 Community Services Block Grant-CARE Act | 93.569 | 20F-3640 | 202,799 | 173,400 |
| | | Subtotal ALN 93.569 | <u>497,505</u> | <u>359,534</u> |
| Pass-Through Essential Access Health: | | | | |
| Family Planning Services | 93.217 | 412-5320-71209-20-21 | 364,119 | - |
| Pass- Through County of Alameda Area Agency on Aging: | | | | |
| Special Programs for the Aging - Title III, Part E - Family Caregiver | 93.052 | 900161 | 33,949 | - |
| Pass-Through State Department of Health Services: | | | | |
| Tuberculosis - Real Time Allotment | 93.116 | 2065R TA00 | 28,577 | - |
| Childhood Immunization Grants | 93.268 | 17-100331 | 81,868 | - |
| Nutrition Education | 93.945 | 19-10370 | 164,969 | - |
| Medication Assisted Treatment Access Points Project | 93.788 | CA19MAT025 | 29,864 | - |
| Total U.S. Department of Health and Human Services | | | <u>2,449,109</u> | <u>359,534</u> |
| U.S. Department of Homeland Security: | | | | |
| Pass-Through California Governor's Office of Emergency Service | | | | |
| Hazard Mitigation Grant - Retrofit for Hazardous Buildings | 97.039 | FEMA-4240-DK, CA. Project#21 | 703,200 | - |
| Hazard Mitigation Grant - Retrofit for Seismically Vulnerable Buildings | 97.039 | 4344-26R-0-82-1-115 | 112,520 | - |
| Hazard Mitigation Grant - NBSC Seismic Retrofit Project | 97.039 | 4240-31-37R | 879,429 | - |
| | | Subtotal ALN 97.039 | <u>1,695,149</u> | <u>-</u> |
| Pass-Through City and County of San Francisco | | | | |
| Urban Areas Security Initiative Program | 97.069 | 2020-0095 | 19,100 | - |
| Total U.S. Department of Homeland Security | | | <u>1,714,249</u> | <u>-</u> |
| Total Federal Expenditures | | | <u>\$ 21,878,492</u> | <u>\$ 3,434,086</u> |

See accompanying Notes to Schedule of Expenditures of Federal Awards

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City of Berkeley
Single Audit Report
Notes to Schedule of Expenditures of Federal Awards
For the year ended June 30, 2021

1. REPORTING ENTITY

The financial reporting entity, as defined by Governmental Accounting Standards Board (GASB), consists of the primary government, which is the City of Berkeley (City), organizations for which the primary government is financially accountable, and other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. The City of Berkeley Rent Stabilization Board is the only component unit of the City.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

Funds received under the various grant programs have been recorded within the general, special revenue, capital projects, and enterprise funds of the City. The City utilizes the modified accrual basis of accounting for the general, special revenue, and capital project funds. The accrual basis of accounting is used for the enterprise fund. The accompanying Schedule of Expenditures of Federal Awards (Schedule) is presented in accordance with the requirements of the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Schedule of Expenditures of Federal Awards

The accompanying Schedule presents the activity of all Federal financial assistance programs of the City. Federal financial assistance received directly from Federal agencies as well as Federal financial assistance passed through the State of California and other agencies are included in the Schedule. The Schedule of Expenditures of Federal Awards was prepared from only the accounts of various grant programs and, therefore, does not present the financial position or results of operations of the City.

3. INDIRECT COSTS

The City did not elect to use the 10% de minimis indirect cost rate.

4. CALCULATION OF FEDERAL EXPENDITURES - CFDA 11.307

Federal expenditures for the Business Economic Development Administration Revolving Loan Fund (CFDA 11.307) were calculated as follows per program requirements:

| | 07-39-02523 | 07-79-07605 |
|-----------------------------------------------------------------------------------------|-------------------|-------------------|
| Balance of RLF principal outstanding on loans at the end of the recipient's fiscal year | \$ 608,197 | \$ - |
| Cash and investment balance in the RLF at the end of the recipient's fiscal year | 188,392 | 814,000 |
| Administrative expenses paid out of RLF income during the recipient's fiscal year | 23,122 | - |
| | <u>819,711</u> | <u>814,000</u> |
| The Federal share of the RLF. | 100% | 100% |
| Federal expenditures for FY2020-21 | <u>\$ 819,711</u> | <u>\$ 814,000</u> |

City of Berkeley
Single Audit Report
Schedule of Findings and Questioned Costs
For the year ended June 30, 2021

Section I - Summary of Auditors' Results

Financial Statements

Types of auditors' report issued: **Unmodified**

Internal control over financial reporting:

- Material weakness(es) identified? **No**
- Significant deficiency(ies) identified? **Yes**

Any noncompliance material to the financial statements noted: **No**

Federal Awards

Internal control over major programs:

- Material weakness(es) identified? **No**
- Significant deficiency(ies) identified? **None noted**

Types of auditors' report issued on compliance for major programs: **Unmodified**

Any audit findings disclosed that are required to be reported in accordance with section 200.516(a): **No**

Identification of major programs:

| Assistance Listing Number | Name of Federal Program or Cluster | Expenditures |
|-----------------------------------------------------------|--------------------------------------------------------------------|----------------------|
| 11.307 | Economic Development Cluster | \$ 1,633,711 |
| 14.239 | HOME Investment Partnerships Program | 2,653,714 |
| 20.205 | Highway Planning and Construction Cluster | 788,072 |
| 21.019 | Coronavirus Relief Fund - Cities | 1,511,513 |
| 93.323 | Epidemiology and Laboratory Capacity for Infectious Diseases (ELC) | 417,472 |
| Total Expenditures of All Major Federal Programs | | \$ 7,004,482 |
| Total Expenditures of Federal Awards | | \$ 21,878,492 |
| Percentage of Total Expenditures of Federal Awards | | 32.0% |

Dollar threshold used to distinguish between type A and type B program: **\$750,000**

Auditee qualified as low-risk auditee under section 200.520? **Yes**

City of Berkeley
Single Audit Report
Schedule of Findings and Questioned Costs, Continued
For the year ended June 30, 2021

Section II –Current Year Findings

A. Current Year Findings – Financial Statement Audit

2021-001 – Restatement of Previously Issued Financial Statements

Criteria:

The City is responsible for the fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.

Condition:

The City recorded prior period adjustments to correct accounts payable and retention payable for the Off Street Parking major fund.

Cause:

The City's internal controls over financial reporting did not identify the misstatement in a timely manner resulting in the restatement. Prior year end closing entries need to be reversed in the beginning of following year, and in fiscal year 2020 the City did not reverse a year end closing entries that caused the overstatement of both account payable and expense in the Off Street Parking Fund.

Context and Effect:

The City's previously issued financial statements for the Off Street Parking major fund were not fairly stated in conformity with accounting principles generally accepted in the United States of America.

Recommendation:

We recommend that the City enhance its internal control over financial reporting to ensure complete and accurate financial reporting. The City can accomplish this by expanding its year-end closing procedures to ensure that all non-routine and nonsystematic transactions are accounted for, the appropriate accounting standards are applied, and transactions are accounted for in the proper period.

Management Response:

In FY 2021, the City added this additional task of reversing entries to the Project Schedule. These entries were reviewed and all the necessary approvals were made and signed off when the entries were completed. The City intends to enhance this process by including a formal checklist to the year-end process in Fiscal year 2022.

B. Current Year Findings and Questioned Costs – Major Federal Award Program Audit

No findings and questioned costs in the current year.

City of Berkeley
Single Audit Report
Schedule of Findings and Questioned Costs, Continued
For the year ended June 30, 2021

Section III- Prior Year Findings

A. Prior Year Findings - Financial Statement Audit

No findings in the prior year.

B. Prior Year Findings and Questioned Costs - Major Federal Award Program Audit

No findings and questioned costs in the prior year.

SUPPLEMENTAL SCHEDULES

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CITY OF BERKELEY
COMMUNITY ACTION AGENCY
SUPPLEMENTAL STATEMENT OF REVENUE AND EXPENDITURES
CFDA 93.569
CSBG CONTRACT 20F-3001 for CY 2020
FOR THE PERIOD July 1, 2020 THROUGH December 31, 2020
Grant Award Thru May 31, 2021

| | January 1, 2020 through June 30, 2020 | July 1, 2020 through May 31, 2021 | Total Audited Cost | Total Reported Contract -To-Date | Total Budget |
|--------------------------------------|---------------------------------------------|-----------------------------------------|-----------------------|----------------------------------------|----------------|
| REVENUE | | | | | |
| Grant Revenue | 105,273 | 169,833 | 275,106 | 275,106 | 275,106 |
| Accrued Revenue | | | - | - | - |
| Total Revenue | 105,273 | 169,833 | 275,106 | 275,106 | 275,106 |
| EXPENDITURES | | | | | |
| Personnel Costs | | | | | |
| Salaries & Wages | 31,685 | 35,771 | 67,456 | 67,456 | 63,940 |
| Fringe Benefits | 19,479 | 19,872 | 39,350 | 39,350 | 42,423 |
| Other Expense | - | 57 | 57 | 57 | 500 |
| Sub-total Personnel Costs | 51,163 | 55,700 | 106,863 | 106,863 | 106,863 |
| Non-personnel Costs | | | | | |
| Professional Services | | | - | - | - |
| Subcontractors | 54,110 | 114,133 | 168,243 | 168,243 | 160,000 |
| Other Cost | | | - | - | - |
| Sub-total Non-personnel Costs | 54,110 | 114,133 | 168,243 | 168,243 | 168,243 |
| Total Costs | 105,273 | 169,833 | 275,106 | 275,106 | 275,106 |
| Revenue over (under) costs | - | - | - | - | |

CITY OF BERKELEY
COMMUNITY ACTION AGENCY
SUPPLEMENTAL STATEMENT OF REVENUE AND EXPENDITURES
CFDA 93.569
CSBG CONTRACT 20F-3001 Discretionary for CY 2020
FOR THE PERIOD July 1, 2020 THROUGH May 31, 2021
Grant Award Thru May 30, 2021

| | July 1, 2020 through December 31, 2020 | January 1, 2021 through June 30, 2021 | Total Audited Cost | Total Reported Contract -To-Date | Total Budget |
|--------------------------------------|----------------------------------------------|---------------------------------------------|-----------------------|----------------------------------------|--------------|
| REVENUE | | | | | |
| Grant Revenue | | 32,000 | 32,000 | 32,000 | 32,000 |
| Accrued Revenue | - | | - | - | - |
| Total Revenue | - | 32,000 | 32,000 | 32,000 | 32,000 |
| EXPENDITURES | | | | | |
| Personnel Costs | | | | | |
| Salaries & Wages | - | | - | - | - |
| Fringe Benefits | - | | - | - | - |
| Other Expense | - | | - | - | - |
| Sub-total Personnel Costs | - | - | - | - | - |
| Non-personnel Costs | | | | | |
| Professional Services | - | | - | - | - |
| Subcontractors | - | 32,000 | 32,000 | 32,000 | 32,000 |
| Sub-total Non-personnel Costs | - | 32,000 | 32,000 | 32,000 | 32,000 |
| Total Costs | - | 32,000 | 32,000 | 32,000 | 32,000 |
| Revenue over (under) costs | - | - | - | - | |

CITY OF BERKELEY
COMMUNITY ACTION AGENCY
SUPPLEMENTAL STATEMENT OF REVENUE AND EXPENDITURES
CFDA 93.569
CSBG CONTRACT 21F-4001 for CY 2021
FOR THE PERIOD January 1, 2021 THROUGH June 30, 2021
Grant Award Thru December 31, 2021

| | January 1, 2021 through June 30, 2021 | July 1, 2021 through December 31, 2021 | Total Audited Cost | Total Reported Contract -To-Date | Total Budget |
|--------------------------------------|---------------------------------------------|----------------------------------------------|-----------------------|----------------------------------------|----------------|
| REVENUE | | | | | |
| Grant Revenue | 94,519 | | 94,519 | 94,519 | 266,863 |
| Accrued Revenue | | | - | - | - |
| Total Revenue | 94,519 | - | 94,519 | 94,519 | 266,863 |
| EXPENDITURES | | | | | |
| Personnel Costs | | | | | |
| Salaries & Wages | 32,619 | | 32,619 | 32,619 | 69,064 |
| Fringe Benefits | 20,253 | | 20,253 | 20,253 | 46,042 |
| Other Expense | - | | - | - | |
| Sub-total Personnel Costs | 52,872 | - | 52,872 | 52,872 | 115,106 |
| Non-personnel Costs | | | | | |
| Professional Services | | | - | - | - |
| Subcontractors | 40,001 | | 40,001 | 40,001 | 160,000 |
| Other Cost | | | - | - | - |
| Sub-total Non-personnel Costs | 40,001 | - | 40,001 | 40,001 | 160,000 |
| Total Costs | 92,873 | - | 92,873 | 92,873 | 275,106 |
| Revenue over (under) costs | 1,646 | - | 1,646 | 1,646 | |

**CITY OF BERKELEY
COMMUNITY ACTION AGENCY
SUPPLEMENTAL STATEMENT OF REVENUE AND EXPENDITURES
CFDA 93.569
CSBG CONTRACT 20F-3001 for CY 2021
FOR THE PERIOD July 1, 2020 THROUGH June 30, 2021
Grant Award Thru May 31, 2022**

| | July 1, 2020 through December 31, 2020 | January 1, 2021 through June 30, 2021 | Total Audited Cost | Total Reported Contract -To-Date | Total Budget |
|--------------------------------------|----------------------------------------------|---------------------------------------------|-----------------------|----------------------------------------|----------------|
| REVENUE | | | | | |
| Grant Revenue | 96,045 | 22,847 | 118,892 | 118,892 | 373,097 |
| Accrued Revenue | | 83,908 | 83,908 | 83,908 | - |
| Total Revenue | 96,045 | 106,755 | 202,799 | 202,799 | 373,097 |
| EXPENDITURES | | | | | |
| Personnel Costs | | | | | |
| Salaries & Wages | 6,902 | 11,543 | 18,445 | 18,445 | 26,546 |
| Fringe Benefits | 3,342 | 6,723 | 10,065 | 10,065 | 18,226 |
| Other Expense | - | | - | - | |
| Sub-total Personnel Costs | 10,245 | 18,266 | 28,510 | 28,510 | 44,772 |
| Non-personnel Costs | | | | | |
| Professional Services | | | - | - | - |
| Subcontractors | 85,800 | 87,600 | 173,400 | 173,400 | 328,325 |
| Other Cost | | 889 | 889 | 889 | - |
| Sub-total Non-personnel Costs | 85,800 | 88,489 | 174,289 | 174,289 | 328,325 |
| Total Costs | 96,045 | 106,755 | 202,799 | 202,799 | 373,097 |
| Revenue over (under) costs | - | (0) | (0) | (0) | |

**Confirmation of Audit of Alameda County Programs
for Community Based Organizations (CBO)**

Contractor Name: City of Berkeley
 Supervising Department: BHSVC
 Type of Audit Required: Financial Audit

Audit Review Coordinator: _____

If additional sheet included, please check box

Audit Period Ended: 6/30/2021

| Program Name | ALN# | List of County Programs | | | | During Audit Period (7/1/20 - 6/30/21) | |
|-----------------------------------------------------------------------|--------|---------------------------------------|-------------------------------------------------|---------------------------------------------|-----------------------------------------|----------------------------------------|-----------------------------|
| | | County Dept. (ex. BHCS, HCSA, PH) | Master & Procurement Contract Number(s) MC-PC # | Contract Period (begin & end date mm/dd/yy) | Contract Amount (amount awarded to CBO) | Expenditures (amt spent by CBO) | Amount Received from County |
| Congregate Meal Program | 93.045 | SSA-Adult, Aging & Medic-Cal Services | 900161-20572 | 7/1/2020-6/30/2021 | \$ 43,695 | \$ 43,691 | \$ 38,379 |
| Congregate Meal Program-FFCRA | 93.045 | SSA-Adult, Aging & Medic-Cal Services | 900161-20119 | 3/20/2020-9/30/21 | \$ 7,500 | \$ 3,431 | \$ 3,431 |
| Home Delivered Meal Program | 93.045 | SSA-Adult, Aging & Medic-Cal Services | 900161-20570 | 7/1/2020-6/30/2021 | \$ 50,954 | \$ 45,496 | \$ 29,242 |
| Home Delivered Meal Program-FFCRA | 93.045 | SSA-Adult, Aging & Medic-Cal Services | 900161-20122 | 3/20/2020 - 9/30/2021 | \$ 31,500 | \$ 13,650 | \$ - |
| Information & Assistance Services | 93.045 | SSA-Adult, Aging & Medic-Cal Services | 900161-20573 | 7/1/2020-6/30/2021 | \$ 49,548 | \$ 54,763 | \$ 31,658 |
| Family Caregiver Support Program | 93.052 | SSA-Adult, Aging & Medic-Cal Services | 900161-20571 | 7/1/2020-6/30/2021 | \$ 39,499 | \$ 37,816 | \$ 21,653 |
| Senior Center Activities | 93.044 | SSA-Adult, Aging & Medic-Cal Services | 900161-20574 | 7/1/2020-6/30/2021 | \$ 22,840 | \$ 22,840 | \$ 18,621 |
| Vector Control Services | N/A | Health Care Services Agency | 900161-20904 | 7/1/2020-6/30/2021 | \$ 341,641 | \$ 155,399 | \$ 16,313 |
| MSA Public Health Infrastructure | N/A | Public Health Department PHSVC | 900161-20795 | 7/1/2020-6/30/2021 | \$ 32,080 | \$ 32,080 | \$ - |
| School Based Health Center | N/A | Health Care Services Agency | 900161-20218 | 7/1/2020-6/30/2021 | \$ 178,770 | \$ 175,400 | \$ 91,857 |
| Measure A-School Based Health Services | N/A | Public Health Department PHSVC | 900161-20794 | 7/1/2020-6/30/2021 | \$ 32,080 | \$ 33,444 | \$ - |
| Tobacco Prevention Program | N/A | Public Health Department PHSVC | 900161-20829 | 7/1/2020-6/30/2021 | \$ 78,959 | \$ 78,251 | \$ 47,577 |
| Services to Enhance Early Development (SEED) aka Foster Care Contract | N/A | SSA-Children & Family Services | 900161-32624 | 7/1/2020-6/30/2021 | \$ 93,187 | \$ 52,279 | \$ 52,279 |
| Homeless Coordinated Entry Services | 14.239 | Health Care Services Agency | Procurement Contract # 15429 | 8/01/2017-12/31/2020 | \$ 5,241,886 | \$ 677,684 | \$ 552,710 |
| Total | | | | | \$ 6,244,139 | \$ 1,426,224 | \$ 903,720 |

I certify that the above County programs were included in the audit specified above. I understand that in accordance with CAM Exhibit D (I)(C)(3) requirements, all audit reports must identify each county program covered in the audit by contract number, contract amount, and contract period.

Contractor's Signature: 

Date: 3/30/2022

Contractor's Name (print): HENRY OYEKANMI

Title: Director of Finance

For Alameda County Use Only:

Received By: _____ Dept: _____ Date: _____

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**City of Berkeley
Community Agency
CLIENT CHARACTERISTICS REPORT**

Contract No: 31900232

Agency: **East Bay Community Law Center**

Period of: **3rd Qtr 2022**

Program: **Consumer Justice Clinic**

Report Prepared By: **Shauna Fujimoto**

Phone: **548-4040**

E-mail: dorth@ebclc.org,
sfujimoto@ebclc.org,
jkim@ebclc.org

1. CLIENT SUMMARY - QTR 3

| | QTR 3 | YTD |
|---------------------------------------------------------------------------------------------------------------------------------|-------|-----|
| A. Total New Clients Served by the Program (Berkeley and Non-Berkeley) | 65 | 268 |
| B. Total New Berkeley Clients Served for Whom You Were Able to Gather Statistics on Age, Race/Ethnicity, and Income: | 17 | 40 |
| C. Total New Berkeley Clients Served for Whom You Were NOT Able to Gather Statistics on Age, Race/Ethnicity, and Income: | 9 | 24 |
| D. Total New Berkeley Clients Served: | 26 | 64 |

2. DEMOGRAPHIC DATA

| RACE - Unduplicated Count | Previous Periods | | Report Period | | Year-To-Date | |
|---------------------------------------------------------|------------------|--------------------|---------------|--------------------|--------------|--------------------|
| | Non-Hispanic | Hispanic Ethnicity | Non-Hispanic | Hispanic Ethnicity | Non-Hispanic | Hispanic Ethnicity |
| Single Race Categories | | | | | | |
| American Indian/Alaskan Native | 0 | 0 | 2 | | 2 | 0 |
| Asian | 0 | 0 | | | 0 | 0 |
| Black/African American | 0 | 9 | 4 | | 4 | 9 |
| Native Hawaiian/Pacific Islander | 0 | 0 | | | 0 | 0 |
| White | 7 | 6 | 4 | 4 | 11 | 10 |
| Combined Race Categories | | | | | | |
| American Indian/Alaskan Native & White | 0 | 0 | | | 0 | 0 |
| Asian & White | 0 | 0 | | | 0 | 0 |
| Black/African American & White | 0 | 0 | | | 0 | 0 |
| American Indian/Alaskan Native & Black/African American | 0 | 0 | | | 0 | 0 |
| Other Combined Race Categories | 0 | 1 | 3 | | 3 | 1 |
| TOTALS | 7 | 16 | 13 | 4 | 20 | 20 |
| TOTAL SERVED | 23 | | 17 | | 40 | |

3. INCOME LEVEL

| Income Level - Unduplicated Count | Previous Periods | This Period | YTD |
|-----------------------------------|------------------|-------------|-----|
| Poverty | 1 | 4 | 5 |
| Poverty to 30% of AMI (Ex. Low) | 21 | 11 | 32 |
| 31-50% of AMI (Low) | 0 | 1 | 1 |
| 51-80% of AMI (Moderate) | 0 | | 0 |
| Above 80% of AMI | 1 | 1 | 2 |
| TOTALS | 23 | 17 | 40 |

4. AGE

| Age - Unduplicated Count | Previous Periods | This Period | YTD |
|--------------------------|------------------|-------------|-----|
| 0-5 | 0 | | 0 |
| 6-11 | 0 | | 0 |
| 12-17 | 0 | | 0 |
| 18-24 | 0 | | 0 |
| 25-44 | 6 | 8 | 14 |
| 45-54 | 5 | 3 | 8 |
| 55-61 | 5 | 3 | 8 |
| 62 and Over | 7 | 3 | 10 |
| Unknown | 0 | | 0 |
| TOTALS | 23 | 17 | 40 |

5. OTHER CHARACTERISTICS

| Other Characteristics - Unduplicated Count | Previous Periods | This Period | YTD |
|--------------------------------------------|------------------|-------------|-----|
| Female | 12 | 9 | 21 |
| Male | 11 | 7 | 18 |
| Other | | 1 | |
| Disabled | 3 | 4 | 7 |
| Homeless | 1 | 1 | 2 |
| Chronically Homeless | 0 | | 0 |

6. SERVICE MEASURES

| Service Measures | Annual Goal | | Q1 | | Q2 | | Q3 | | Q4 | | Served YTD | | % Served | | | | | |
|-----------------------------------------------|--------------------------|-------------|-----|-------------|-----|-----------------------|-------------|-----|-----------------------|-------------|------------|-----------------------|-------------|-----------|-------------------|-----|---------------|-----|
| | UOS | New Clients | UOS | New Clients | UOS | # of Existing Clients | New Clients | UOS | # of Existing Clients | New Clients | UOS | # of Existing Clients | New Clients | Total UOS | Total New Clients | UOS | Total Clients | |
| ***** Legal/Advocacy/Mediation Services ***** | | | | | | | | | | | | | | | | | | |
| 1 | Legal/Mediation Sessions | 108 | 108 | 31 | 31 | 10 | 5 | 5 | 29 | 3 | 26 | | | | 70 | 62 | 65% | 57% |
| 2 | Scam prevention training | 2 | 50 | | | | | | | | | | | | 0 | 0 | 0% | 0% |
| 3 | Pro Per Assistance | 0 | 0 | | | | | | | | | | | | 0 | 0 | | |

Quarter 1 Narrative

We provided services to 31 new clients during this reporting period as follows: 18 advice and counsels; 10 limited scope services; 3 clients received direct representation of which 3 remain ongoing. Legal issues addressed included those related to car problems; traffic citations; scams; credit report issues; debt collection; creditor harassment; identify theft; property/storage; and outstanding court debt.. Service provision included an in-depth assessment of the client's situation; consultations related to specific legal issues; advice and counsel; information/referrals to other resources; guidance on self-help materials; writing demand/dispute/cease and desist letters; phone calls advocating on behalf of the client and direct representation.

Quarter 2 Narrative

We provided services to 7 new clients during this reporting period as follows: 1 advice and counsel; 4 limited scope services; 2 clients were provided information and referrals (not reflected in grid above); and 5 clients received ongoing direct representation for cases reported in the previous quarter of which 3 were closed and 2 remain ongoing. One client received services for multiple legal issues. Berkeley calls remain low as previously discussed; however, we anticipate that debt collection lawsuits will pick up in March. Student loan payment deadlines have been extended until May 2022. Courts are the pipeline for many of our cases that have been closed since the start of the pandemic which halted filing of debt collection lawsuits. We are seeing a slow ramp up by courts but still not at pre-pandemic levels. We are unsure at this point how the lifting of the moratorium will impact clients dealing with debt and back rent but continue to monitor.

Quarter 3 Narrative

We provided services to 26 new clients during the reporting period as follows: 5 advice and counsel; 9 limited scope services; 3 new direct representation cases were opened; and 9 phone consultations. Additionally, we provided ongoing direct representation to 3 clients whose cases reported in previous quarters. We saw a slight increase in consumer debt related clients seeking limited scope services, although we continue to see a low number of inquiries from Berkeley residents as reported previously.

7. OUTCOMES

| Outcomes | Annual Goal | Q1 Achieved Outcome | Q2 Achieved Outcome | Q3 Achieved Outcome | Q4 Achieved Outcome | Achieved Outcome YTD | % Achieved Outcome of Annual Goal | % Achieved Outcome of Total Served |
|------------------------------------------------------|-------------|---------------------|---------------------|---------------------|---------------------|----------------------|-----------------------------------|------------------------------------|
| 1 Clients rights protected, restored or acquired | 108 | 26 | 10 | 20 | | 56 | 52% | 88% |
| 2 Participant knows how to identify a potential scam | 50 | | | | | 0 | 0% | 0% |
| 3 Participants achieved enhanced skills | 0 | | | | | HWCA | 0 | 0% |

or knowledge

Quarter 1 Narrative

26 clients received services to ensure their rights were protected, restored, or acquired that included in-depth assessments and consultations; advice and counsel; assistance writing demand/dispute/cease and desist letters; and assistance completing applications.

Quarter 2 Narrative

10 clients received services to ensure their rights were protected, restored, or acquired that included in-depth assessments and consultations, advice and counsel, advocacy on behalf of the client, assistance writing demand and dispute letters; and assistance completing applications.

Quarter 3 Narrative

20 clients received services to ensure their rights were protected, restored, or acquired that included in-depth assessments that included in-person or phone in-depth assessments and consultations, advice and counsel, advocacy on behalf of the client, assistance writing demand and dispute letters, and assistance completing applications.

Uploaded Attachments:8. PROGRAM SATISFACTION SURVEY

| Question | | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree | Does Not Apply | I Do Not Understand This Question | Total Number of responses |
|------------------------------------------------------------------------|---------------|-------------------|----------|---------|-------|----------------|----------------|-----------------------------------|---------------------------|
| 1. I am satisfied with the services I have received from this program. | This Period | | | | | | | | 0 |
| | Prior Periods | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | % of Total | | | | | | | | |
| 2. This program's staff treated me with respect. | This Period | | | | | | | | 0 |
| | Prior Periods | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | % of Total | | | | | | | | |
| 3. This program helped me make progress towards my goals. | This Period | | | | | | | | 0 |
| | Prior Periods | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | % of Total | | | | | | | | |
| 4. This program met my needs. | This Period | | | | | | | | 0 |
| | Prior Periods | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | % of Total | | | | | | | | |
| Additional Questions: | | | | | | | | | |
| 5. Additional comments from consumers completing the survey | | | | | | | | | |

Date Signed 04/22/2022

Approved By Mary-Claire Katz
Date Signed 05/24/2022

Initially submitted: Apr 22, 2022 - 10:07:27

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**CITY OF BERKELEY
COMMUNITY AGENCY STATEMENT OF EXPENSE
10/01/2021 TO 12/31/2021**

Note: Any variation from the Approved Budget exceeding ten percent (10%) requires a Budget Modification Form.

Agency Name: [East Bay Community Law Center](#) Contract #: [31900232](#)
 Program Name: [Consumer Justice Clinic](#) PO #: [22000892](#)
 Funding Source : General Fund

| Expenditure Category | Staff Name | Approved Budget | Jul-Sep 2021 | Oct-Dec 2021 | Jan-Mar 2022 | Apr-Jun 2022 | Total Expenditure | Budget Balance |
|----------------------------------|-------------------------------------|--------------------|-------------------|-------------------|--------------|--------------|--------------------|--------------------|
| Consumer Justice Clinic Director | Desiree Nguyen Orth | \$2,575.00 | \$644.00 | \$1,035.00 | | | \$1,679.00 | \$896.00 |
| Staff Attorney 1 | Miguel Soto | \$4,340.00 | \$1,085.00 | \$1,380.50 | | | \$2,465.50 | \$1,874.50 |
| Staff Attorney 2 | Kara Acevedo | \$4,100.00 | \$1,025.00 | \$1,320.50 | | | \$2,345.50 | \$1,754.50 |
| CJC Program Coordinator | Maria Brambila | \$7,100.00 | \$1,775.00 | \$592.00 | | | \$2,367.00 | \$4,733.00 |
| Contracts Officer | Shauna Fujimoto | \$1,645.00 | \$411.00 | \$411.00 | | | \$822.00 | \$823.00 |
| Staff Attorney 3 | Beth Deucher | \$4,700.00 | \$1,175.00 | \$392.00 | | | \$1,567.00 | \$3,133.00 |
| Taxes/Benefits | | \$5,537.00 | \$1,383.00 | \$1,162.00 | | | \$2,545.00 | \$2,992.00 |
| Telecommunications | | \$588.00 | \$147.00 | \$147.00 | | | \$294.00 | \$294.00 |
| Indirect Costs | | \$3,059.00 | \$765.00 | \$644.00 | | | \$1,409.00 | \$1,650.00 |
| TOTAL | | \$33,644.00 | \$8,410.00 | \$7,084.00 | | | \$15,494.00 | \$18,150.00 |

Advances Received \$8,411.00
 Underspent/(Overspent) (-\$7,083.00)

Explain any staffing changes and/or spending anomalies that do not require a budget modification at this time:
 There were some unexpected staff departures during Q2 that reduced capacity for the work resulting in less project spending. Replacement hires are starting in Q3 and we expect project activity to increase. Other than changes associated with these transitions (new attorney and new program coordinator), we don't currently anticipate needing a budget modification for the year. New staff resumes will be uploaded with Q3 reporting.

Upload of Resumes for New Staff (required): [Go to Document Upload page](#)

- Expenditures reported in this statement are in accordance with our contract agreement and are taken from our books of account which are supported by source documentation.
- All federal and state taxes withheld from employees for this reporting period were remitted to the appropriate government agencies. Furthermore, the employer's share or contributions for Social Security, Medicare, Unemployment and State Disability insurance, and any related government contribution required were remitted as well.

Prepared By: [Martha Brown](#) Email: mbrown@ebclc.org Date: [01/28/2022](#)
 Authorized By: [Martha Brown](#) Email: mbrown@ebclc.org
 Name of Authorized Signatory with Signature on File

| | | |
|------------------------------------------------------------------------------------------------------------|------------------------------------------------------|------------------------------------------------------|
| Approved By: Mary-Claire Katz 01/31/2022 Project Manager Date | Examined By: _____ CSA Fiscal Unit Date | Approved By: _____ CSA Fiscal Unit Date |
|------------------------------------------------------------------------------------------------------------|------------------------------------------------------|------------------------------------------------------|

Initially submitted: Jan 28, 2022 - 20:50:10

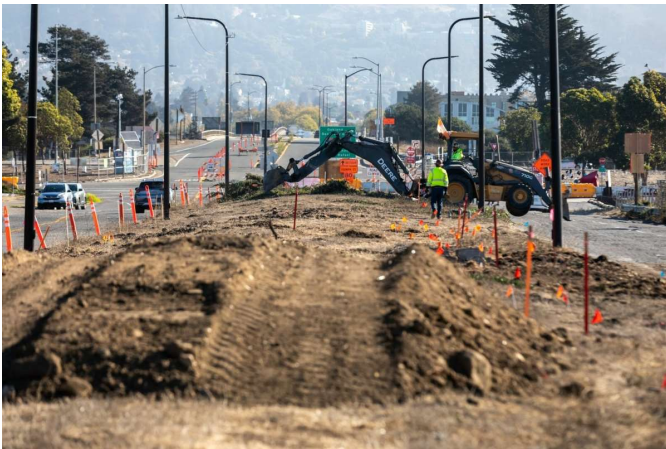
Berkeleyside

HOUSING & DEVELOPMENT

Berkeley eyeing a big ballot measure in 2022 for streets, affordable housing

Mayor Jesse Arreguín and others are making the case for a new measure raising hundreds of millions of dollars for infrastructure and housing.

By Nico Savidge, Jan. 9, 2022, 8 a.m.



Crews work to improve University Avenue at the Berkeley Marina. The project was funded by Measure T1, an infrastructure bond voters approved in 2016. Credit: Kelly Sullivan

Berkeley leaders are poised to spend much of 2022 making the case for a ballot measure that could raise hundreds of millions of dollars to repair the city's aging infrastructure and address its shortage of affordable housing.

Most voters want Berkeley to fix crumbling streets and provide more housing for low-income and homeless residents, [early city polling on the issue found](#) — but there are signs the appetite for another new measure to fund those needs may be waning.

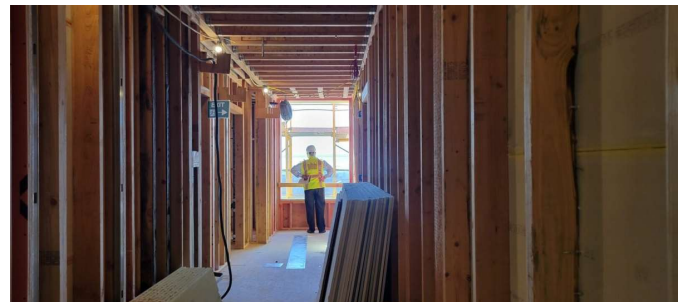
Just about all of the details of the potential measure will be worked out over the coming months. Among the most important questions: How much money will the city ask voters for? Will it propose a combined measure raising money for both housing and infrastructure, or could the issues be split into separate questions on the

ballot? And will the new revenue be raised through a bond or another method, such as a parcel or sales tax?

Broadly, though, city officials have started making the case that Berkeley needs a measure orders of magnitude larger than those residents have approved in recent years.

“This is a once-in-a-generation opportunity to invest in our people and invest in our infrastructure,” Mayor Jesse Arreguín said in an interview. “Just doing \$150 million or \$250 million is probably not enough to have the scale of impact we need.”

“I think we have to think big, because the need is big,” Arreguín added.



Construction at the new affordable housing development at 2012 Berkeley Way. Credit: Supriya Yelimeli

Between streets, sidewalks, civic buildings, stormwater systems and other pieces of local infrastructure, Berkeley has [identified \\$1 billion worth of maintenance needs](#) city-wide. A 2020 estimate projected the cost just of repairing Berkeley's roads — which [rank among the worst in the Bay Area](#), according to the Metropolitan

Transportation Commission — [will surpass \\$300 million](#) by next year.

Then there’s the challenge of [affordable housing](#). As the housing crisis has pushed less-wealthy residents out of Berkeley and onto its streets, the city has [fallen far short of its goals for affordable housing construction](#) in recent years — in part because organizations often struggle to patch together funding for projects. Arreguín said he also sees promise in the strategy of buying existing buildings to preserve their units as affordable housing and prevent displacement, but noted the options for financing those deals are limited.



A file photo shows flooding at the Ashby Avenue on-ramp to Interstate 80. The low-lying roadway often floods during heavy rains. Photo: Jennifer Lazo

The city is soliciting responses through Wednesday to [an online survey about local infrastructure](#), and plans to send a questionnaire to residents about a potential revenue measure this month. The City Council is set to discuss its priorities for a measure at a Jan. 20 meeting.

From there, city staff will develop a draft plan for the measure in February, which will be updated through the spring with more public outreach. The City Council is expected to vote in June on whether to place the measure on the ballot.

Berkeley voters have supported several measures to address the two issues in recent years, [approving two infrastructure bonds](#), an [affordable housing bond](#) and a [tax for homeless services](#) since 2012.

City of Berkeley ✓

@CityofBerkeley

Help us understand what we should fund for City improvements. Take our survey and let us know what improvements are important to you.

 Survey: tinyurl.com/2050Survey

 Details: cityofberkeley.info/Vision

4:07 PM · Dec 19, 2021

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To Isabelle Gaston, a former City Council candidate who [opposed prior bond measures](#), asking for another big round of funding is “redundant” and “excessive.”

“Berkeley really needs to live within its means,” Gaston said.

Backers of a new revenue measure — who point to [street repairs](#), [upgraded park facilities](#) and [new affordable housing](#) as successes made possible by those prior taxes and bonds — contend the continuing need shows those measures weren’t ambitious enough. Arreguín called the \$30 million raised for local infrastructure through

[2012's Measure M](#) "a drop in the bucket," while Berkeley Public Works Director Liam Garland said the city's aging infrastructure "demands a bigger investment" than the \$100 million raised with [2016's Measure T1](#).

"What T1 has not been able to do is address the size and scale of the need," Garland said. "T1 has been great, and we need more."

Whether enough Berkeley voters agree could be another story, however.



Improvements to University Avenue at the Berkeley Marina were funded by 2016's Measure T1. City officials contend the infrastructure bond has been a success, but wasn't big enough to address the scale of Berkeley's needs. Credit: Kelly Sullivan

City-funded polling that was conducted in October and [made public in a memo](#) last month found a majority of

likely voters said they would be in favor of a hypothetical measure to fund both housing and infrastructure needs. But that support fell short of the two-thirds majority such a measure would likely need to pass. The share of respondents saying they would vote yes consistently hovered between 57% and 60%, with opposition ranging from 27% to 32%, when voters were asked about new taxes and bonds of varying sizes. The poll's sample size was 500 likely voters, and it had a margin of error of plus or minus 4 percentage points.

"There is going to be work to do to garner enough support to pass," Garland acknowledged.

Still, more than three-quarters of respondents said they considered "increasing affordable housing for low-income and homeless residents" to be a "very" or "extremely important" priority for the city, and 73% said the same about repairing streets.

While Arreguín said he understands voters' hesitation about raising taxes amid the pandemic, he contends Berkeley must push for the funding to shore up infrastructure and provide more affordable housing. And after getting voters to approve measure after measure in a "piecemeal" approach over the past decade, he said, part of the city's promise must be that "we're not going to come back for another bond for a while."

Nico Savidge is Berkeleyside's senior reporter covering city hall. Email: nico@berkeleyside.org. Twitter: [NSavidge](https://twitter.com/NSavidge).

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