To:  Honorable Mayor and Members of the City Council
From:  Phil Kamlarz, City Manager
Submitted by:  Jane Micallef, Acting Director, Housing
Subject:  Community Services Block Grant Recovery Act Local Plan

RECOMMENDATION
Approving the Community Services Block Grant (CSBG) Local Recovery Plan submitted to the California Department of Community Services on May 11, 2009; and authorizing the release of a Request for Proposal and the execution of any agreements and amendments resulting from the City of Berkeley’s allocation of Community Services Block Grant funding available under the American Recovery and Reinvestment Act of 2009 – (ARRA).

FISCAL IMPACTS OF RECOMMENDATION
The Community Services Block Grant Recovery Act Funds provide the City of Berkeley with $308,958 to implement a workforce development program that prioritizes the employment needs of historically hard-to-serve populations and residents of South and West Berkeley who are living below or near the poverty level. The City of Berkeley Housing Department will utilize $37,074 of these funds to support a .25 FTE Senior Management Analyst. The remaining $271,884 will fund contracts with community-based organizations that have a demonstrated track record of serving the priority populations, and demonstrated success at coordinating job and skills-building trainings and securing job placements for the priority populations.

CURRENT SITUATION AND ITS EFFECTS
These ARRA funds are not recurring and must be used by September 10, 2010. The State Department of Community Services and Development issued the State Guidelines for use of these funds by Community Action Agencies on April 30, 2009, and required a submission of a plan on May 11, 2009. The Human Welfare and Community Action Commission serves as the oversight body for the Berkeley Community Action Agency, and approved the plan on May 6, 2009 (M/S/C Kreidler/Robinson; Unanimous).

ARRA funding comes with “unprecedented levels of accountability and transparency” which will translate into high demands for frequent reporting of more than customary information and “zero tolerance” for non-compliance and non-performance. To support the very high level of administrative burden attached to monitoring these programs, the
CSBG Recovery Act funds will support a portion of a temporary staff position in the Housing Department.

BACKGROUND
On February 17, 2009, President Obama signed into law the American Recovery and Reinvestment Act of 2009 (ARRA), commonly known as federal “stimulus” funding. ARRA included funding for CSBG programs, which are distributed to Community Action Agencies by the California Department of Community Services and Development (CSD). The City of Berkeley, as a designated Community Action Agency, received an allocation of $308,958.

Guidelines from the CSD on use of the ARRA funds provide that the funds be used to:

- Achieve a wide range of employment-related services and activities specific to the needs of the community;
- Meet the short-term and long-term economic and employment needs of individuals, families, and communities; and
- Make meaningful and measurable progress towards the reform goals of the Recovery Act with special attention to creating and sustaining economic growth and employment opportunities.

To assist in the development of our local plan, Housing Department staff convened a panel of community-based workforce development providers on April 6, 14, 20 and 23. These meetings provided important information to the Berkeley Community Action Agency about current workforce projects, challenges those workforce development agencies and their clients face, placement activities and successes, and client composition. The City of Berkeley Employment Programs Administrator also provided support during the plan development process.

With this input, Housing Department staff designed the CSBG Recovery Act funded Skills – Opportunity – Success (SOS) Program. The SOS Program will provide work readiness, employment training, job placement and wrap-around services to support the priority populations, and will leverage available training and education resources in the community. Priority populations include homeless people, disconnected transitional age youth, the formerly incarcerated and unemployed, and underemployed women who are heads of households. Priority will be given to residents of South and West Berkeley.

Our plan is designed to build upon existing services using Recovery Act funds to address gaps. SOS staff will outreach to agencies serving the priority populations, ensuring that those most in need receive the services and opportunities available through the SOS Program. The SOS Program will weave together existing and new resources to provide a comprehensive package of services to program participants.
In early 2009, the Public Commons for Everyone Initiative provided funding to establish a central shelter bed reservation system. Homeless people can now gain access to any vacant shelter bed in Berkeley with one toll-free phone call. Building on our existing coordinated shelter entry system, Recovery Act funds will allow us to create a seamless system where any Berkeley resident experiencing a housing crisis can gain access to an array of referrals and linkages to supportive services and financial assistance programs. Residents will be screened for services they need including direct financial assistance to pay their rent, assistance with utility bill payment and weatherization services, case management, and employment services and opportunities. The package of services will address the immediate crisis and stabilize the household with the potential for increased income.

The Housing Department will provide program oversight and administration and will expand opportunities for program participants by developing a network of participating community agencies.

RATIONALE FOR RECOMMENDATION
The Berkeley Community Action Agency submitted a CSBG Recovery Act Local Plan to the California Department of Community Services and Development on March 11, 2009 after approval from the HWCAC on May 6, 2009. The short turn around time between the guidelines release date and the date to submit the local plan did not permit the opportunity to seek Council approval prior to submission.

The success of this project depends on the partnership of community-based agencies that have a demonstrated track record at coordinating job and skills-building trainings and securing job placements for the priority populations. The Housing Department will conduct a Request for Proposals process to identify community agency partners and will use established criteria to score applications. These criteria will include: proven ability to serve priority populations, ability to implement successful projects within a defined time period, and demonstrated successful outcomes in placement of priority populations into employment.

ALTERNATIVE ACTIONS CONSIDERED
None.

CONTACT PERSON
Leah Talley, Community Services Specialist II, Housing Department, 981-5401

Attachments:
1: Resolution
   Exhibit A: Community Services Recovery Act Local Plan
RESOLUTION NO. ##.###-N.S.

APPROVAL OF THE PLANNED USE OF AMERICAN REINVESTMENT AND RECOVERY ACT FUNDS

WHEREAS, through the American Reinvestment and Recovery Act of 2009, the City of Berkeley was awarded $308,958 in Community Services Block Grant Recovery Act funds through the California Department of Community Services and Development which required the submission of a Local Plan on May 11, 2009; and

WHEREAS, the Human Welfare and Community Action Commission approved the CSBG Recovery Act Local Plan on May 6, 2009 (M/S/C Kreidler/Robinson; Abstentions – None); and

WHEREAS, submission of a CSBG Recovery Act local plan is a requirement for receiving these funds.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the CSBG Recovery Act Local Plan (Exhibit A) submitted to California Department of Community Services and Development on May 11, 2009 is hereby approved and authorized by the City Council of the City of Berkeley.

BE IT FURTHER RESOLVED that the City Manager is authorized to receive funds and execute any agreements and amendments resulting from the City of Berkeley's allocation of Community Services Block Grant funding as part of the federal “Stimulus Package” (American Recovery and Reinvestment Act of 2009 - ARRA).

BE IT FURTHER RESOLVED that the City manager is authorized to execute or amend contracts with agencies receiving funding under the Community Service Block Grant Recovery Act program in accordance with the proposals approved hereunder. A record copy of said contracts and any amendments are on file in the Office of the City Clerk.

Exhibits
A: Community Services Recovery Act Local Plan
CSBG Recovery Act Local Plan

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

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

Section I - Agency Information

Agency: Berkeley Community Action Agency
Address: 2150 Milvia Street, 2nd Floor
City: Berkeley, CA 94704

Agency Contact Person Regarding CSBG Recovery Act Local Plan

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Drew King</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Executive Director</td>
</tr>
<tr>
<td>Phone</td>
<td>510-981-5410</td>
</tr>
<tr>
<td>Fax</td>
<td>510-981-5450</td>
</tr>
<tr>
<td>E-mail Address</td>
<td><a href="mailto:Axing@CcapBerkeley.info">Axing@CcapBerkeley.info</a></td>
</tr>
</tbody>
</table>

Section II - Certification

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

[Checkmark]

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

Board Chair

Executive Director

5/6/09 Date

5/8/09 Date
CSBG Recovery Act Local Plan

Section III - DUNS Number

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

DUNS Number 076529924

Section IV - CCR Number

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

CCR Number Cage # 4AMX1

Section V - Verification of Public Inspection

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

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

The Berkeley Community Action Agency made this plan available for public inspection at the Human Welfare and Community Action Commission meeting held on May 6, 2009; through posting the plan on the website of the City of Berkeley Housing Department (http://www.ci.berkeley.ca.us/Department/Home.aspx?id=8428) and through a hard copy available at the Berkeley Public Library Main Branch.

Section VI - General Plans

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

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

Utilizing Recovery Act funds awarded through the Community Services Block Grant, the Berkeley Community Action Agency will implement the Skills – Opportunity – Success (SOS) Program, a workforce development program that will prioritize the employment needs of historically hard-to-serve populations who are living below or near the poverty level. This program will strive to create pathways to high-growth, high-demand occupations that result in long-term self-sufficiency.

Priority Populations

- Homeless in Berkeley: At any given time there are approximately 835 people homeless in the City of Berkeley. Thirty-five percent of the homeless have no income. The SOS Program will prioritize participants of the City of Berkeley’s Homelessness Prevention and Rapid Re-housing Program (HPRP) newly funded under the Emergency Shelter Grant (ESG) stimulus program.

- Disconnected Transitional Age Youth: Youth who are out of school and out of work are at risk of limited earning potential and lifetime poverty.

- The Formerly Incarcerated: According to a report by the Little Hoover Commission, the unemployment rate of formerly incarcerated individuals in California is between 70% and 80%. Additionally, unemployment is regarded as a key component in recidivism of the formerly incarcerated.

- Unemployed or Underemployed Women Heads of Households: In Alameda County, nearly 80% of CalWORKS participants exit the program because they have tired out, or are no longer eligible due to the age of their child. Many women who leave the program are employed intermittently, part-time, or in low-wage jobs, or have been unable to find a job with their existing skills or work experience.

Services and Activities

The SOS Program will provide work readiness, employment training, job placement and wrap-around services to support the priority populations utilizing a case management model, and will leverage available training and education resources in the community. The Berkeley Community Action Agency will provide program oversight and administration and expand opportunities for program participants by developing a network of participating community agencies. Community partners will serve as the entry point into the SOS Program, with all services facilitated by a Workforce Services Coordinator at each site.

Services will include:

- Outreach, intake and assessment
- Case management services and career counseling
- Work readiness and skills training
- Job placement
- Supportive Services
  - Referral and placement in job training programs
  - Referral and placement into GED or other post-secondary programs
  - Transportation
  - Work tools and supplies
  - Referral to housing services, particularly the Homeless Prevention and Rapid Re-Housing Program
  - Referral to community resources for childcare, health services and food.
CSBG Recovery Act Local Plan

Meeting Specific Community Needs
To successfully implement the SOS Program, the Berkeley Community Action Agency will partner with community-based organizations who have a demonstrated track record of serving the priority populations, and who have demonstrated success at coordinating job and skills-building trainings and securing job placements for the priority populations.

The SOS Program will partner with The City of Berkeley YouthWorks program to provide job training and placement services to youth who have successfully completed summer employment. The YouthWorks program, with Recovery Act funds, is targeting employment activities for disconnected youth in the summer of 2009.

Additionally, the SOS Program will partner with the HPRP, which will provide rental subsidies to households who are in danger of losing their housing, and will also provide security deposits and rental subsidies to homeless people to enable them to become re-housed. These clients will need to increase their income during the period of time they receive subsidies in order to afford their rent once the transitional subsidy expires, and the SOS Program will assist them to obtain training and job placement assistance toward that goal.

Through establishing linkages with agencies within the HPRP and the CSBG Emergency Safety Net Services Network, participants will access a range of supportive services to ensure they obtain the support necessary to ensure a successful return to employment (see (D) below for further description related to linkages).

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

Service Delivery System
Berkeley will establish a central entry point for all Recovery programs (CSBG, HPRP, and DOE Weatherization) through which all eligible participants will be screened for the services they need. Our plan is designed to augment existing services using Recovery funds to address gaps in services. The Workforce Services Coordinator will outreach to agencies serving the priority populations, ensuring that those most in need receive the services available through the SOS Program.

The case management service model for the SOS Program emphasizes work readiness and job placement. The Workforce Services Coordinator will outreach to the priority populations, assess and enroll the participants into the program, work with each program participant to develop an individualized employment skills assessment, and develop a plan towards achieving employment goals.

The Workforce Services Coordinator will work individually with each participant to coordinate other support services available in the community necessary to support the participant as he or she engages in employment. Funds will be available for training and certification, transportation, work tools, supplies, dues and other items needed to successfully enter the workforce. The Workforce Services Coordinator will also connect with the Homelessness Prevention and Rapid Re-Housing Program as a resource to assist homeless clients obtain housing.

For participants who are employment-ready, the Workforce Services Coordinator will provide or enroll participants in pre-employment services as determined by the individualized employment skills assessment: resume and cover letter writing, work readiness and interview skills, and referral to resources for work clothing. The Workforce Services Coordinator will leverage available community services to provide wrap-around supportive services and will provide outreach to potential employers, connect the participant with those employers, and conduct follow-up and support to ensure a long-term, successful placement.

For participants who are in need of technical skills development, the SOS Program will partner with community-based agencies and academic programs that provide career technical education. Through establishing a wide network of potential training partners, the SOS Program will offer program participants an array of potential career paths in high-growth, high-demand occupations.

By leveraging resources provided through Recovery Act and other funding, the SOS Program will tap into community partners who can provide training to program participants at no cost to the program including:
- The East Bay Career Advancement Academy (CAA): CAA is a focused, one-semester bridge program designed to increase performance levels in reading, writing and math while introducing students to industry-specific technical training programs. Seven community colleges offer over 20 different career paths.

Students who complete the academy program are prepared to enter a wide variety of vocational and academic pursuits, including appliance technology, automotive technology, biotechnology and bio-manufacturing, green jobs, culinary, human services and trade & logistics careers.

CAA targets adults 18-30 years old, and a high school diploma is not required. Students are placed together in cohorts and each campus provides a supportive learning community designed to provide opportunities for successful transition to further technical training or academic pursuits.

In addition to hands-on assistance with the application process, CAA works closely with each campus and student to provide a wide range of supportive services, including books, tuition assistance, counseling and financial aid.

- Berkeley One-Stop: The North Cities One-Stop Career Center, located in Berkeley administers the Workforce Investment Act funding for the northern cities of Alameda County. This partnership will allow eligible participants to access training resources supported by Recovery Act dollars distributed through the Workforce Investment Act system.
CSBG Recovery Act Local Plan

The SOS Program will solicit community-based training partners to provide a cost-per-participant training fee for training programs not available or accessible through the leveraged resources listed above. The Workforce Services Coordinator will have access to flexible funds to place participants in varied programs through the cost-per-participant training fee. The City of Berkeley has previously established partnerships with agencies that provide landscaping, construction, weatherization, solar, administrative/clerical and culinary training.

The Workforce Services Coordinator will follow program participants throughout training, providing referrals or support for resources needed to ensure training is successfully completed (referral to childcare, assistance with transportation costs, etc.). The Workforce Services Coordinator will conduct 30-90-180 day follow-up with the program participants and worksite to ensure success and to determine if other services are needed.

Geographic Area Served

The Berkeley Community Action Agency will serve the priority populations who reside in or are homeless in the City of Berkeley. Additionally, services will be prioritized to residents of South and West Berkeley, areas of the City with historically high levels of families living in poverty.

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

The short-term goal of the program is to reach hard-to-serve populations and engage them in activities that lead to economic self-sufficiency. By connecting program participants to other resources available with Recovery Act funds, program participants will have access to the immediate assistance they need to retain their housing and continue to make utility bill payments.

The long-term goal of the program is to increase the earning potential of program participants through skills building and certifications in careers that will allow greater advancement possibilities in occupations that are in high demand.

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

The Berkeley Community Action Agency will partner with agencies with proven track records in service coordination related to employment and barriers to employment. Through these partner agencies, the Workforce Services Coordinator will tap into supportive service networks that serve the priority populations, including the Emergency Safety Net Services programs that are currently supported by CSBG funds. Other providers in the network of supportive services include substance abuse treatment programs, homeless drop-in centers and shelters, family health centers, youth employment programs, youth homeless programs, and employment training providers.

The SOS Program Workforce Services Coordinator will serve as the hub of service coordination for the program participants. This key position will identify, in collaboration with the program participants, supportive services that will provide the foundation for the participants return to employment. By tapping into the support network described above, the Workforce Services Coordinator will be able to provide access to an array of leveraged services for program participants necessary to facilitate their return to employment. This type of employment case management does not currently exist and the lack of this service leaves many unemployed residents on their own to piece together resources available through the support network described above.

Additionally, the Berkeley Community Action Agency will fund a percentage of an Administrative and Linkages activity that will oversee the SOS Program and ensure linkages are coordinated and operating efficiently, and continue to solicit community partners to engage in serving participants of the SOS Program.

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

Under a Council initiative to improve access to shelter services, the City of Berkeley established a central shelter bed reservation system in early 2009. Homeless people can now gain access to any vacant shelter bed in Berkeley with one toll-free phone call.

The City of Berkeley will build on the City of Berkeley’s existing coordinated shelter entry process to create a seamless system where Berkeley residents will be able to access an array of referrals and linkages to supportive services and financial assistance programs. Through the single point of access, CSBG Recovery Act funds will be coordinated and matched with other community resources, and will ensure that services provided to participants will not be duplicated.

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

Homelessness Prevention and Rapid Rehousing Recovery Act resources provide the funds needed to realize the vision of creating a single point of access for Berkeley residents who are experiencing a housing crisis and need a range of services. Through this single point of access, Berkeley residents will be able to access direct financial assistance to maintain their housing, assistance with utility bill payment and weatherization services, case management, and employment services. The package of services will address the immediate crisis and stabilize the household with the potential for increased income. In addition to the CSBG Recovery Act funds, the City of Berkeley will also receive Homeless Prevention and Rapid Re-Housing Program funds, and DOE Weatherization funds.
CSBG Recovery Act Local Plan

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

The Human Welfare and Community Action Commission (HWCAC) held a joint public hearing with the Housing Advisory Commission, Homeless Commission and Parks and Recreation Commission on October 15, 2008. This hearing provided the public with an opportunity to provide input on community needs directly to the CSBG governing body, the HWCAC.

Additionally, the City of Berkeley Housing Department, which hosts the Berkeley Community Action Agency, recently completed a needs assessment and developed a plan related to housing and homeless issues within Berkeley. The EveryOne Home Plan draws upon national research, outcomes of currently funded services, and input from countywide community and governmental agencies and identified “Housing First” as a best practice to end homelessness. Stable income is a necessary component of housing stability.

From January through March 2009, The Housing Advisory Commission reviewed community agency applications for funding for employment services. The City of Berkeley’s Employment Programs Administrator provided technical assistance to the review process through offering input on community capacity to develop and implement various types of workforce development activities.

The Berkeley Community Action Agency also convened a panel of community-based workforce development providers on April 6, 14, 20 and 23. These meetings provided critical input to the BCAA regarding current projects; challenges those workforce development agencies and their clients face; placement activities and success; and client compositions.

The BCAA staff also conducted a phone survey of food service providers to review current community demand for emergency food assistance.

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

The City of Berkeley funds a range of services for low-income and poverty level adults and families who reside or are homeless in Berkeley, including benefits advocacy. The City funds the Homeless Action Center (HAC) to assist disabled homeless people with applications for a full array of benefits, including Supplemental Security Income, Medi-Cal, General Assistance and Food Stamps. HAC assists applicants until their benefits are approved up to and including representation at SSI hearings.

City-funded drop-in centers and case management programs provide access to benefits advocacy for those who need it. These partner agencies refer eligible clients to HAC, and continue to provide other supportive services until the client is successfully enrolled in benefit programs.

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

All partners in the CSBG Recovery Local Plan will participate in education and outreach efforts to advertise and market the Recovery Act services and outcomes. Community-based organizations that the Berkeley Community Action Agency will partner with to advertise and promote the services through outreach to community agencies, local press, and the Berkeley One-Stop. The partner community-based agencies will provide outcome reports to the Berkeley Community Action Agencies, including anecdotes of individual successes. The City of Berkeley will present this data in a variety of forums:

- Through reports to the Department of Community Services and Development;
- Through reports to Human Welfare and Community Action Commission and the City Council; and
- Through releases to the press about program successes.

The City of Berkeley will also include information about the program on the Webpage of Housing and Community Services Department of the City of Berkeley.

Section VII - Energy Coordination

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

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

By coordinating intake and referral through a central point of access, Berkeley will be able to ensure coordination and optimal utilization of the funds and will be able to avoid duplication. Eligible Berkeley residents will be screened for and can gain access to all Recovery Act programs including CSBG, HPRP and Weatherization/Bill Payment Assistance. Eligible residents will also be prioritized for employment opportunities created with Stimulus Act funds. Building upon our shelter bed reservation system, we will create a housing assistance center in which Berkeley residents can receive assistance whether they are experiencing a housing crisis or are already homeless. Through the housing assistance center, Berkeley residents will be able to access direct financial assistance to maintain their housing, assistance with utility bill payment and weatherization services, case management, and employment services.
CSBG Recovery Act Local Plan

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

SOS Program participants will be directly linked and given priority for local energy program employment and training opportunities through Rising Sun Energy Services, Community Energy Services Corporation, Richmond BUILD and The City of Berkeley Weatherization Program funded through the Recovery Act. Contracts executed with all agencies will require coordination and linkage with ARRA funded programs and prioritizing training and employment opportunities for participants of these programs.

Section VIII - Workforce Development Projects and Activities

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

A.1) Project/Activity #1

<table>
<thead>
<tr>
<th>Title</th>
<th>Administrative Oversight and Community Linkages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost</td>
<td>$37,074</td>
</tr>
<tr>
<td>Est. # of Jobs</td>
<td>☑ Created # .25 ☐ Retained #</td>
</tr>
<tr>
<td>Description</td>
<td>This activity ensures the program will be carried out with CSBG Recovery Act funds. Activities will include developing Request for Proposals, soliciting proposals, guiding proposal review process, executing contracts, and coordination of linkages including executing mutual referral agreements, data collection, reporting, and compliance monitoring.</td>
</tr>
</tbody>
</table>

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

B.1) Subcontractor Project/Activity #1

<table>
<thead>
<tr>
<th>Title</th>
<th>Workforce Services Coordination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subcontractor</td>
<td>To Be Determined by Competitive RFP</td>
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<tr>
<td>Cost</td>
<td>$271,844</td>
</tr>
<tr>
<td>Est. # of Jobs</td>
<td>☑ Created # 2.5 ☐ Retained #</td>
</tr>
<tr>
<td>Description</td>
<td>Outreach to community; client assessment and individualized employment plan development; case management including linkages with community service providers; training placement and support; pre-employment preparation; job placement; reporting to BCAA; and administering flexible spending funds for work readiness and linkages to training programs.</td>
</tr>
</tbody>
</table>

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

The City of Berkeley will conduct a Request for Proposals process to solicit applications from partner community-based agencies to implement the Community Services Block Grant Recovery Act Local Plan. A review panel consisting of the Executive Director of the Berkeley Community Action Agency, the City of Berkeley’s Employment Program Administrator, the Berkeley Community Action Agency’s program staff, and the Chair of the Human Welfare and Community Action Agency or designate will use established criteria to score applications. These criteria will include:

- Proven ability to serve priority populations;
- Ability to implement successful projects within defined time period; and
- Demonstrated successful outcomes in placement of priority populations into employment

This RFP process will ensure that the best-qualified organization(s) will implement the CSBG Recovery Act Local Plan.

In the section below list all projects or activities that will be funded in part or totally by Recovery Act funds, the applicable National Program Indicator (NPI) and a description of the project or activity.
C) Under the regular CSBG program, eligible entities use funds to provide services and activities addressing unemployment, education, better use of available income, housing nutrition, emergency services and/or health to combat the central causes of poverty. Such services continue to be supportable under the CSBG Recovery Act. In recognition of the intent of the Recovery Act, agencies are encouraged to support employment related services and activities that create and sustain economic growth.

<table>
<thead>
<tr>
<th>NPI</th>
<th>Project or Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Unemployed and Obtained A Job</td>
<td>Program participants who are job-ready will immediately engage in direct job placement activities. Those in need of training will obtain job placement services after successful completion of training.</td>
</tr>
<tr>
<td>1.1</td>
<td>Employed and Obtained and Increase In Income</td>
<td>Through job placement, program participants will experience an increase in income, either moving from unemployment to employment, or, underemployed participants will obtain jobs that will increase their wages by 30%.</td>
</tr>
<tr>
<td>1.1</td>
<td>Achieved “Living Wage” employment and benefits</td>
<td>A portion of those who are placed in jobs will obtain a living wage.</td>
</tr>
<tr>
<td>1.2</td>
<td>Obtained pre-employment skills/competencies</td>
<td>Participants in need of skills-building in order to obtain employment or obtain access to careers with increase earning capacities will be placed in training programs for which the SOS Program will provide tuition and related costs.</td>
</tr>
<tr>
<td>1.2</td>
<td>Completed ABE/GED and received certificate or diploma</td>
<td>Participants that are deficient in basic skills, as determined by a pre-test/assessment, will be referred to community resources for ABE/GED completion.</td>
</tr>
<tr>
<td>1.2</td>
<td>Obtained access to reliable transportation and/or driver’s license in</td>
<td>The SOS Program will provide resources to program participants to access transportation until income is obtained.</td>
</tr>
<tr>
<td>1.2</td>
<td>Obtained safe and affordable housing in support of employment</td>
<td>The SOS Program will partner with the Homelessness Prevention and Rapid Re-Housing program to ensure access to housing for those who are homeless and in need of safe and affordable housing.</td>
</tr>
<tr>
<td>4.1</td>
<td>Expand opportunities through Community-Wide Partnerships</td>
<td>Coordinate referral systems between SOS Program partners.</td>
</tr>
<tr>
<td>4.1</td>
<td>Expand opportunities through Community-Wide Partnerships</td>
<td>Engage in additional agency partners to expand the network of services for program participants.</td>
</tr>
</tbody>
</table>
D) Provide a description of planned infrastructure investments, the purpose, total cost and the rationale for funding the infrastructure investment with funds made available under the Recovery Act. (Capital Improvements are not allowable costs per P.L. 105-265 Sec. 678F)
Not Applicable

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

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

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

The Administrative Oversight and Community Linkages activities will work towards fully utilizing community-based agencies to support the success of the SOS Program. We will capture outcomes in NPI 4.1, Expanding Opportunities through Community-Wide Partnerships. We will track both indicators: the number of organizations community action agencies work with to expand family and community outcomes; and number of partnerships that were faith-based organizations.

Section IX - Required Disclosures

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

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

None

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

None

Section X - Barriers

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

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

Potential barriers in meeting the aggressive timeline for the CSBG Recovery Act Plan include:

Successfully initiating services by July 1, 2009. We will engage in an RFP process in order to solicit partners with experience in rapidly implementing time-sensitive projects. However, the limited time frame from plan submission to plan implementation, and the time needed to successfully contract with the Department of Community Services and Development, does not allow sufficient time to implement services by July 1, 2009. We anticipate successfully requesting proposal by July 1, 2009, and beginning to provide services by September 1, 2009.

High Unemployment Rate and Limited Jobs. The City of Berkeley’s unemployment rate reached double digits in March of 2009 (10%), as published by the Employment Development Department. Typically, unemployment rates for the priority populations are significantly higher than the rates established by the Employment Development Department. This, coupled with limited jobs, may create an environment where successful job placements are more difficult than ever.