



Human Welfare and Community Action Commission

AGENDA

Wednesday, April 19, 2017

7:00 PM

North Berkeley Senior Center, 1901 Hearst Ave.
Berkeley, CA 94705

Preliminary Matters

1. Roll Call
2. 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

3. Approve Minutes from the 3/15/2017 Regular Meeting (Attachment A)
4. Update on Community Agency Applications for FY 2018-2019 Funding (Attachment B) – Staff
5. Update on Community Services Block Grant (CSBG) reports -- Staff
 - A. 2016 Close Out Report (Attachment C)
6. Review City Of Berkeley Funded Agency Program And Financial Reports – Staff
 - A. Berkeley Food and Housing Project (Attachment D)

Other Discussion Items

7. Review Draft Communication To City Council Regarding the Closure of Alta Bates Hospital – Commissioner Omodele (Attachment E)
8. Discuss Berkeley Homeless Policy – Commissioner Omodele
9. Discuss the Development of an Office of the Anti-Displacement Advocate – Commissioner Sood (Attachment F)
10. Discuss Ways to Increase Accessibility of Banking and Business Loan for Low-income Residents – Commissioner Sood
11. Review Latest City Council Meeting Agenda – All (Attachment G)
12. Announcements
13. Future Agenda Items

Adjournment

Attachments

- A. Draft Minutes of the 3/15/2017 Meeting
- B. HWCAC FY 2018-2019 Recommendation
- C. 2016 CSBG Close Out Report

- D. Berkeley Food and Housing Project Program and Financial Reports
- E. Review SB 687 (item #23) on the 4/4/2017 City Council Meeting Agenda
http://www.ci.berkeley.ca.us/Clerk/City_Council/2017/04_Apr/City_Council_04-04-2017_-_Regular_Meeting_Agenda.aspx
- F. Council Report on Anti-Displacement Public Advocate
- G. 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 981-6342 (V) or 981-6345 (TDD) at least three business days before the meeting date. **Please refrain from wearing scented products to this meeting.**

Secretary:

Wing Wong
Health, Housing & Community Services Department
510-981-5428
wwong@CityofBerkeley.info

Mailing Address:

Human Welfare and Community Action Commission
Wing Wong, Secretary
2180 Milvia Street, 2nd Floor
Berkeley, CA 94704



Human Welfare and Community Action Commission

Draft Minutes

Wednesday, March 15, 2017

7:00 PM

North Berkeley Senior Center, 1901 Hearst Ave.

Berkeley, CA 94705

Preliminary Matters

1. Roll Call: 7:10PM
 Present: Fu, Dunner, Sood, Sarkodee-Adoo, Browne (7:25PM)
 Absent: Perez-Santiago (excused), Omodele (excused), McMullan
 Quorum: 4 (Attended: 5)
 Staff Present: Kristen Lee and Wing Wong
2. Public Comment: 0

Update/Action Items

Berkeley Community Action Agency Board Business

3. Approve Minutes from the 2/15/2017 Regular Meeting.
Action: M/S/C (Sood/Dunner) to approve the 2/15/17 minutes as submitted.
Vote: Ayes – Fu, Dunner, Sood, Sarkodee-Adoo; Noes – None; Abstain – None;
 Absent – Perez-Santiago (excused), Omodele (excused), Browne, McMullan.
4. Election of Low-Income Representative
 A candidate (Ms. Denah S. Bookstein) has been elected as the Representative of the Low-Income Individuals and Families for District 1. Her appointment will be considered for confirmation by the City Council on 5/16/2017.

Action: M/S/C (Sarkodee-Adoo/Dunner) to elect Ms. Bookstein to fill one of the current vacancies in District 1.
Vote: Ayes – Fu, Dunner, Sood, Sarkodee-Adoo; Noes – None; Abstain – None;
 Absent – Perez-Santiago (excused), Omodele (excused), Browne, McMullan.
5. Update on Community Agency Applications for FY 2018-2019 Funding
 The HWCAC reviewed the February 15, 2017 recommended distribution across agencies and decided to update the distribution to include Lifelong Medical Care Acupuncture Program, resulting in equal distribution across all submitted applications except for: Family Violence Law Center's Domestic Violence and Homeless Prevention program, J-Sei's Senior Services program, Lifelong Medical Care's Primary Care program, and Lifelong Medical Care's Geriatric Care/Hypertension program.

Action: M/S/C (Dunner/Fu) to approve the distribution above.
Vote: Ayes – Fu, Dunner, Browne, Sarkodee-Adoo; Noes – Sood; Abstain – None; Absent – Perez-Santiago (excused), Omodele (excused), McMullan.
6. Discuss Commission Work Plans
 City Clerk reminded HWCAC to submit a workplan to the City Council at the beginning of each fiscal year (July 1.)

Action: M/S/C (Sood/Dunner) to submit the workplan after a strategic plan training.

Vote: Ayes – Fu, Dunner, Sood, Browne, Sarkodee-Adoo; Noes – None; Abstain – None; Absent – Perez-Santiago (excused), Omodele (excused), McMullan.

7. Update on Community Services Block Grant (CSBG) reports
Commissioners reviewed CSBG 2016 Information Survey reports, which were submitted to CSD in March 2017.
8. Review City Of Berkeley Funded Agency Program And Financial Reports – Staff
Commissioners reviewed and discussed the FY 16 program and financial reports for (A) Berkeley Place Inc. and (B) Bonita House.

Other Discussion Items

9. Review Draft Communication To City Council Regarding the Closure of Alta Bates Hospital
Continued to the 4/19/2017 meeting.
10. Discuss Berkeley Homeless Policy
Continued to the 4/19/2017 meeting.
11. Update on Air Quality in West Berkeley
HWCAC submitted a communication submitted to the City Council on 11/16/16. The communication included a recommendation that City Council engage the West Berkeley community in developing a long-term air quality monitoring program.

Action: M/S/C (Sood/Browne) to re-submit the communication to City Council.
Vote: Ayes – Fu, Dunner, Sood, Browne, Sarkodee-Adoo; Noes – None; Abstain – None; Absent – Perez-Santiago (excused), Omodele (excused), McMullan.
12. Discuss HWCAC Recommendations to City Council to Change BMC Section 3.78.030, 040, and 050 Related to Commission Procedures
Berkeley Municipal Code Chapter 3.78 is the ordinance governing the functions and procedures of HWCAC. HWCAC submitted a report to the City Council on 10/18/16 for consideration to amend vacancy and termination procedures.

Action: M/S/C (Sood/Sarkodee-Adoo) to re-submit this report to City Council.
Vote: Ayes – Fu, Sood, Browne, Sarkodee-Adoo; Noes – Dunner; Abstain – None; Absent – Perez-Santiago (excused), Omodele (excused), McMullan.
13. Review Latest City Council Meeting Agenda
Commissioner Sood talked about SB 687 (item #14) on the 3/14/2017 City Council Agenda. City Council adopted a resolution in support of SB 687, authored by State Senator Nancy Skinner, which will give the Attorney General of California the authority to oversee and consent to the sale/closure of non-profit hospitals.

14. Future Agenda Items

Action: M/S/C (Sood/Browne) to allow commissioners to submit agenda items 2 weeks prior to a meeting at the discretion of the Chair and the secretary.

Vote: Ayes – Fu, Dunner, Sood, Browne, Sarkodee-Adoo; Noes – None; Abstain – None; Absent – Perez-Santiago (excused), Omodele (excused), McMullan.

Adjournment

Adjourned at: 9:00 pm

Minutes approved on: _____

Commission Secretary: Wing Wong

State of California
 DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
 CSBG CONTRACT
CLOSE-OUT PACKAGE
 CSD 715 SERIES (Rev. 1/17)

Contractor: Berkeley Community Action Agency	Contract Amount: \$265,577
Contract Number: 16F-5001	Contract Term: 1/1/2016 to 12/31/2016

The CSBG Contract Close-out package must be submitted to CSD within ninety (90) calendar days after the expiration date of the Contract Term. Any funds due to CSD must be submitted with the Close-out Package Series. The CSD 715 (rev. 1/17) Close-out Package Series consist of the Close-out Checklist (CSD 715) Form, the Interest Earned/Program Income Expenditure Report (CSD 715C) Form and the Equipment Inventory Schedule (CSD 715D) Form.

Check the appropriate boxes.

1. CSBG Close-out Fiscal Data - Adjustments (Use Expenditure Activity Reporting System (EARS) and attach a listing of the months adjusted, and amounts). All expenditure adjustments must be made in the report period in which they occurred and submitted into the Expenditure Activity Reporting System.

- All adjustment reports entered into the EARS system are included with this package
 Not Applicable

2. CSBG Close-out Interest Earned/Program Income Expenditure Report CSD 715C Form

- Completed form

3. Refund Interest Earned Check Amount \$ ____ (This amount should match the amount entered on the Close-out Interest Earned /Program Income Report CSD 715C Form, Section 1b.

- Not Applicable

**Note: All checks should be made payable to the Department of Health and Human Services and mailed to HHS Program Support Center, P.O. Box 530231, Atlanta, GA 30353-0231.*

4. Refund Program Income Check Amount \$ ____ (This amount should match the amount entered on the Close-out Interest Earned/Program Income Report CSD 715C Form, Section 2d.


- Not Applicable

**Note: All checks should be made payable to the Department of Community Services and Development and mailed to the Department of Community Services and Development 2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833*

5. CSBG Close-out Equipment Inventory Schedule CSD 715D Form

- Completed form

Comments:

CERTIFICATION	
THE SIGNATURE BELOW CERTIFIES THAT THE INFORMATION SUBMITTED IN THE CSBG CLOSE-OUT PACKAGE SERIES IS ACCURATE, COMPLETE, REVIEWED AND APPROVED BY THE AGENCY'S AUTHORIZED AGENT.	
Name (print) and Title: Kristen Lee, Executive Director	Telephone Number: (510)981-5427
Signature: 	Date: 3/7/17

State of California
 DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT CSBG CONTRACT
CLOSE-OUT INTEREST EARNED/PROGRAM INCOME EXPENDITURE REPORT
 CSD 715C (Rev. 1/17)

Complete Sections 1 and 2 only if you received Interest Earned and/or Program Income. If no Interest Earned or Program Income was received place a mark in the box titled "Not Applicable" below and skip Sections 1 and 2, print name, date and provide a telephone number.

Not Applicable

SECTION 1: INTEREST EARNED	
Per 45 CFR 75.305 – Interest earned in amounts up to \$500 per year may be retained by the Provider for administrative expense. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services. See instructions for remittance address.	
a. Total Interest Earned during the contract term:	\$ _____
b. Amount of Interest Earned in excess of \$500 during the contract term: <i>*Note: this amount must be returned to HHS. See instructions for remittance address.</i>	\$ _____

SECTION 2: PROGRAM INCOME	
Per 45 CFR 75.307 – Non-federal agencies are encouraged to earn income to defray program costs where appropriate. Program income shall be used to support administrative and program costs. See 45 CFR Part 75 for additional information on Program Income.	
1. Total Amount of Program Income during the contract term:	\$ _____
Indicate how the total amount of program income was utilized in Admin or Program costs below. (<i>*Note: This section is only identifying Program Income and does not include the CSBG allocation</i>).	
a. Administrative Costs	\$ _____
b. Program Costs	\$ _____
c. Total Expenditures Incurred Against Program Income	\$ _____
d. Remaining Balance (1 (c) minus 1) <i>*Note: remaining balance must be returned to the Department of Community Services and Development. See instructions for remittance address.</i>	\$ _____

Comments:		
Preparer's Name & Title (Please Print): Wing Wong Community Services Specialist II	Date: 3/1/2017	Telephone number: (510)981-5428

State of California
 DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT CSBG CONTRACT
CLOSE-OUT EQUIPMENT INVENTORY SCHEDULE
 CSD 715D (Rev. 1/17)

Complete this form if equipment was purchased with current or prior CSBG funds which cost \$5,000 or more per unit. If no equipment was purchased with CSBG funds, place a check mark (✓) in the box "Not Applicable" below. Preparer must complete the Contractor Name, Contract Term, Contract Number, Contract Number, preparer's Name, Title, Date, and Contact Number.

Not Applicable

List all Equipment Inventory items purchased with CSBG funds which cost \$5,000 or more per unit.

*Item Name (e.g., freezer, laptop, pick- up, van, etc.)	Serial Number (1234567)	Vehicle License Plate Number (if applicable) (ABCD2568)	Vehicle Identification Number # (if applicable) (17-digit VIN#)	Purchase Date (2/15/16)	Purchase Price (\$5,528.00)	Condition G=Good F=Fair P=Poor I=Inoperative N=No Longer Needed

*Note: Invoice and proof of payment must be submitted for all Vehicle Purchases during the contract term.

Comments:

Preparer's Name & Title (Please Print): Wing Wong
 Community Services Specialist II

Date: 3/1/2017 Telephone number: (510)981-5428

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**CITY OF BERKELEY
COMMUNITY AGENCY STATEMENT OF EXPENSE
04/01/2016 TO 06/30/2016**

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

Agency Name: [Berkeley Food & Housing Project](#) Contract #: 9990
 Program Name: [Mens Housing Program \(MHP\)](#) PO #:

Funding Source : CDBG

Expenditure Category	Approved Budget	Budget Mod Q1	Budget Mod Q3	Revised Budget	Jul-Sep 2015	Oct-Dec 2015	Jan-Mar 2016	Apr-Jun 2016	Total Expenditure	Budget Balance
MHP Program Manager	\$27,269.00	\$1,330.00	\$1,564.00	\$30,163.00	\$9,073.98	\$7,613.46	\$7,651.78	\$5,826.59	\$30,165.81	-\$2.81
Lead Resident Advocate	\$26,943.00	\$-1,000.00	\$-6,000.00	\$19,943.00	\$4,435.83	\$6,261.00	\$3,557.67	\$4,438.21	\$18,692.71	\$1,250.29
Resident Advocate	\$48,500.00	\$-4,000.00	\$2,000.00	\$46,500.00	\$10,244.54	\$12,633.81	\$10,858.81	\$12,159.85	\$45,897.01	\$602.99
Assistant Manager	\$7,769.00	\$-3,180.00		\$4,589.00	\$4,583.37	\$0.00			\$4,583.37	\$5.63
Case Manager	\$5,000.00	\$2,850.00	\$2,436.00	\$10,286.00	\$7,851.97	\$2,434.09	\$0.00		\$10,286.06	-\$0.06
Taxes/Benefits	\$32,055.00	\$4,000.00		\$36,055.00	\$10,866.03	\$9,323.49	\$9,398.15	\$8,189.75	\$37,777.42	-\$1,722.42
Program Expense	\$4,000.00	\$0.00		\$4,000.00	\$2,063.16	\$1,460.74	\$477.52	\$0.00	\$4,001.42	-\$1.42
Facilities Expense	\$4,000.00	\$0.00		\$4,000.00	\$811.84	\$1,160.80	\$1,655.74	\$150.00	\$3,778.38	\$221.62
Indirect Costs	\$10,000.00	\$0.00		\$10,000.00	\$3,016.31	\$3,215.48	\$2,272.67	\$1,849.36	\$10,353.82	-\$353.82
TOTAL	\$165,536.00	\$0.00	\$0.00	\$165,536.00	\$52,947.03	\$44,102.87	\$35,872.34	\$32,613.76	\$165,536.00	\$0.00

Advances Received **\$165,536.00**
 Underspent/(Overspent) **\$0.00**

Funding Source : General Fund

Expenditure Category	Approved Budget	Budget Mod Q1	Budget Mod Q3	Revised Budget	Jul-Sep 2015	Oct-Dec 2015	Jan-Mar 2016	Apr-Jun 2016	Total Expenditure	Budget Balance
Expand Winter Shelter	\$10,800.00			\$10,800.00			\$4,203.03	\$6,596.97	\$10,800.00	\$0.00
TOTAL	\$10,800.00	\$0.00	\$0.00	\$10,800.00	\$0.00	\$0.00	\$4,203.03	\$6,596.97	\$10,800.00	\$0.00

Advances Received **\$10,800.00**
 Underspent/(Overspent) **\$0.00**

Quarter 1 Budget Modification:

MHP Program Manager and Case Manager spent additional time in Q1 to cover for Assistant Manager on Leave. Lead Resident Advocate position filled in September. Resident Advocate wages moved to Benefits to adjust for cost of benefit. These changes were necessary to maintain program service delivery and did not affect scope of service.

Quarter 3 Budget Modification:

MHP Program Manager spent additional time coordinating with CES for new service delivery. This is anticipated to continue in Q4. Lead resident advocate heavily involved although expenditure covered by Urban Shelter grant. Additional efforts on COB grant to be filled by Swing Resident Advocates. These changes had no impact on scope of services and were necessary to meet program objectives.

Explain any staffing changes and/or spending anomalies that do not require a budget modification at this time:

Upload of General Ledger and Summary Income/Expenditure Statement (required):

General Ledger: [BFHP_MHP_2016_GL.pdf](#)
 Summary Income/Expenditure Statement: [BFHP_MHP_2016_PL_Fund_Detail.pdf](#)
 Other: [COB_YE_Summary_Income_Expense_with_other_funders_MHP.pdf](#)
 Other:

Equipment Inventory Table List all equipment acquired fully or partially with City funds

Item Description	Location	Serial #	Date Purch	Total Cost	City Funding Share	City Funds Used	Life Exp
						Choose	

Item Description	Depr Meth	Depr Yr 1	Depr Yr 2	Depr Yr 3	Depr Yr 4	Depr Yr 5	Total Depr	Resid. Value	Date Disp.
							\$0.00	\$0.00	

- 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, Unemployment and State Disability insurance, and any related government contribution required were remitted as well.

Prepared By: [Kirsten Anderson](#)

Email: kanderson@bfhp.org

Date: 10/31/2016

Authorized By: [Terrie Light](#)

Email: tlight@bfhp.org

Name of Authorized Signatory with Signature on File

Approved By:		Examined By:		Approved By:	
Project Manager	Date	CSA Fiscal Unit	Date	CSA Fiscal Unit	Date
//					

Initially submitted: Sep 6, 2016 - 12:39:34

Returned to Draft 09-15-2016

Reason: Per 9/15 conversation

Returned to Draft 10-31-2016

Reason: The GL is showing less salary (\$118,143) than what is showing in SOE (CDBG and GF) . Please adjust to match.

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

Contract No: 9990B

Agency: **Berkeley Food & Housing Project**
 Program: **Mens Housing Program (MHP)**
 Phone: **510-809-8507**

Period of: **2nd Qtr 2017**
 Report Prepared By: **Terrie Light**
 E-mail: **tlight@bfhp.org**

1. CLIENT SUMMARY - QTR 2

	QTR 2	YTD
A. Total New Clients Served by the Program (Berkeley and Non-Berkeley)	12	60
B. Total New Berkeley Clients Served for Whom You Were Able to Gather Statistics on Age, Race/Ethnicity, and Income:	12	60
C. Total New Berkeley Clients Served for Whom You Were NOT Able to Gather Statistics on Age, Race/Ethnicity, and Income:		0
D. Total New Berkeley Clients Served:	12	60

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	1	0	0	0	1	0
Asian	0	0	0	0	0	0
Black/African American	29	0	5	0	34	0
Native Hawaiian/Pacific Islander	1	0	1	0	2	0
White	10	1	3	0	13	1
Combined Race Categories						
American Indian/Alaskan Native & White	0	1	0	0	0	1
Asian & White	0	0	0	0	0	0
Black/African American & White	3	0	2	0	5	0
American Indian/Alaskan Native & Black/African American	1	1	0	0	1	1
Other Combined Race Categories	0	0	1	0	1	0
TOTALS	45	3	12	0	57	3
TOTAL SERVED	48		12		60	

3. INCOME LEVEL

Income Level - Unduplicated Count	Previous Periods	This Period	YTD
Poverty	0	0	0
Poverty to 30% of AMI (Ex. Low)	39	10	49
31-50% of AMI (Low)	6	2	8
51-80% of AMI (Moderate)	2	0	2
Above 80% of AMI	1	0	1
TOTALS	48	12	60

4. AGE

Age - Unduplicated Count	Previous Periods	This Period	YTD
0-5	0	0	0
6-11	0	0	0
12-17	0	0	0
18-24	0	0	0
25-44	11	4	15
45-54	19	4	23
55-61	11	2	13
62 and Over	7	2	9
Unknown	0	0	0
TOTALS	48	12	60

5. OTHER CHARACTERISTICS

Other Characteristics - Unduplicated Count	Previous Periods	This Period	YTD
Female	0	0	0
Male	48	12	60
Disabled	39	12	51
Homeless	48	12	60
Chronically Homeless	25	7	32
Female Head of Household	0	0	0

6. SERVICE MEASURES

Service Measures	Annual Goal		Q1		Q2		Q3		Q4		Served YTD		% Served	
	UOS	New Clients	UOS	New Clients	UOS	New Clients	UOS	New Clients	UOS	New Clients	UOS	New Clients	UOS	New Clients
***** Homeless Shelters *****														
1 City of Berkeley bednights	13,140	106	3,276	48	3,312	12					6,588	60	50%	57%

Quarter 1 Narrative

Quarter 2 Narrative

7. OUTCOMES *Basis = Number of exits, bednights, or number of clients served to which this outcome applies.

Outcomes	EOH Goal %	Q1		Q2		Q3		Q4		YTD		% Achieved Outcome	
		Basis*	Achieved Outcome	Basis*	Achieved Outcome	Basis*	Achieved Outcome	Basis*	Achieved Outcome	Basis*	Achieved Outcome	YTD	Prior Year
1 Shelter maintains a 90% occupancy rate	90	3,312	3,276	3,312	3,312					6624	6,588	99%	

Quarter 1 Narrative

Quarter 2 Narrative

The new CES syytem continues to operate well.

Date Signed 02/01/2017

Approved By JVasquez

Date Signed 04/05/2017

Initially submitted: Feb 1, 2017 - 18:06:51

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**CITY OF BERKELEY
COMMUNITY AGENCY STATEMENT OF EXPENSE
04/01/2016 TO 06/30/2016**

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

Agency Name: [Berkeley Food & Housing Project](#) Contract #: 9990
 Program Name: [Womens Shelter \(WOS\)](#) PO #:
 Funding Source : General Fund

Expenditure Category	Approved Budget	Jul-Sep 2015	Oct-Dec 2015	Jan-Mar 2016	Apr-Jun 2016	Total Expenditure	Budget Balance
NCWC Building Manager	\$24,749.00	\$8,827.29	\$8,066.77	\$7,202.72	\$4,454.84	\$28,551.62	-\$3,802.62
Lead Resident Advocate	\$27,040.00	\$8,550.25	\$6,235.06	\$6,260.82	\$4,327.43	\$25,373.56	\$1,666.44
Resident Advocate-Swing	\$31,000.00	\$8,151.99	\$9,863.19	\$7,248.98	\$5,811.10	\$31,075.26	-\$75.26
Expanded Winter Shelter	\$10,800.00	\$0.00	\$0.00	\$4,649.87	\$6,150.13	\$10,800.00	\$0.00
Taxes/Benefits	\$23,680.00	\$7,532.90	\$5,510.70	\$5,698.19	\$3,075.68	\$21,817.47	\$1,862.53
Indirect Costs	\$10,000.00	\$3,105.36	\$2,787.26	\$2,252.15	\$1,506.32	\$9,651.09	\$348.91
TOTAL	\$127,269.00	\$36,167.79	\$32,462.98	\$33,312.73	\$25,325.50	\$127,269.00	-\$0.00

Advances Received \$127,269.00
 Underspent/(Overspent) \$0.00

Explain any staffing changes and/or spending anomalies that do not require a budget modification at this time:

Upload of General Ledger and Summary Income/Expenditure Statement (required):

General Ledger: [BFHP WOS 2016 GL.pdf](#)
 Summary Income/Expenditure Statement: [BFHP WOS 2016 PL.pdf](#)
 Other: [COB YE Summary Income Expense with other funders NCWC.pdf](#)
 Other:

- 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 government agencies. Furthermore, the employer's share or contributions for Social Security, Unemployment and State Disability insurance, and any related government contribution remitted as well.

Prepared By: [Kirsten Anderson](#) Email: kanderson@bfhp.org Date: 09/19/2016
 Authorized By: [Terrie Light](#) Email: tlight@bfhp.org
 Name of Authorized Signatory with Signature on File

Approved By: JVasquez 11/01/2016 Project Manager Date	Examined By: _____ CSA Fiscal Unit Date	Approved By: _____ CSA Fiscal Unit Date
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**City of Berkeley
Community Agency
CLIENT CHARACTERISTICS REPORT**

Contract No: 9990B

Agency: **Berkeley Food & Housing Project**
 Program: **Womens Shelter (WOS)**
 Phone: **510-809-8507**

Period of: **2nd Qtr 2017**
 Report Prepared By: **Terrie Light**
 E-mail: **tlight@bfhp.org**

1. CLIENT SUMMARY - QTR 2

	QTR 2	YTD
A. Total New Clients Served by the Program (Berkeley and Non-Berkeley)	25	75
B. Total New Berkeley Clients Served for Whom You Were Able to Gather Statistics on Age, Race/Ethnicity, and Income:	25	75
C. Total New Berkeley Clients Served for Whom You Were NOT Able to Gather Statistics on Age, Race/Ethnicity, and Income:		0
D. Total New Berkeley Clients Served:	25	75

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	1	0	0	0	1
Asian	2	0	1	0	3	0
Black/African American	31	2	15	1	46	3
Native Hawaiian/Pacific Islander	0	1	0	0	0	1
White	5	3	3	1	8	4
Combined Race Categories						
American Indian/Alaskan Native & White	1	0	1	1	2	1
Asian & White	1	0	0	0	1	0
Black/African American & White	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American	2	0	1	0	3	0
Other Combined Race Categories	0	1	0	1	0	2
TOTALS	42	8	21	4	63	12
TOTAL SERVED	50		25		75	

3. INCOME LEVEL

Income Level - Unduplicated Count	Previous Periods	This Period	YTD
Poverty	0		0
Poverty to 30% of AMI (Ex. Low)	41	20	61
31-50% of AMI (Low)	7	4	11
51-80% of AMI (Moderate)	2	1	3
Above 80% of AMI	0	0	0
TOTALS	50	25	75

4. AGE

Age - Unduplicated Count	Previous Periods	This Period	YTD
0-5	2	2	4
6-11	1	0	1
12-17	2	0	2
18-24	2	0	2
25-44	13	7	20
45-54	16	8	24
55-61	7	5	12
62 and Over	7	3	10
Unknown	0		0
TOTALS	50	25	75

5. OTHER CHARACTERISTICS

Other Characteristics - Unduplicated Count	Previous Periods	This Period	YTD
Female	47	24	71
Male	2	1	3
Disabled	40	23	63
Homeless	50	25	75
Chronically Homeless	21	9	30
Female Head of Household	44	23	67

6. SERVICE MEASURES

Service Measures	Annual Goal		Q1		Q2		Q3		Q4		Served YTD		% Served	
	UOS	New Clients	UOS	New Clients	UOS	New Clients	UOS	New Clients	UOS	New Clients	UOS	New Clients	UOS	New Clients
**** Homeless Shelters ****														
1 City of Berkeley bednights	10,585	100	2,256	50	1,999	25					4,255	75	40%	75%

Quarter 1 Narrative

Quarter 2 Narrative

7. OUTCOMES *Basis = Number of exits, bednights, or number of clients served to which this outcome applies.

Outcomes	EOH Goal %	Q1		Q2		Q3		Q4		YTD		% Achieved Outcome	
		Basis*	Achieved Outcome	Basis*	Achieved Outcome	Basis*	Achieved Outcome	Basis*	Achieved Outcome	Basis*	Achieved Outcome	YTD	Prior Year
1 Shelter maintains a 90% occupancy rate	90	2,668	2,256	2,668	1,999					5336	4,255	80%	

Quarter 1 Narrative

The basis for WOS bed nights uses 29 beds/night as 100% full. This is to account for varying family sizes that may prevent every bed in the family room from being used. Based on this calculation the basis is 29 beds x 92 days in the quarter = 2668 bed nights

Quarter 2 Narrative

Due to a proliferation of bed bugs, shelter occupancy was below normal this quarter. , NCWC put a hold on the number of people coming in and out of the shelter. There were protocols put into place as well as diligent weekly treatments and canine inspections that went on for 6 months. The situation has resolves and the HUB is filling beds with COB qualified persons.

Date Signed 02/01/2017

Approved By J Vasquez
Date Signed 04/05/2017

Initially submitted: Feb 1, 2017 - 18:10:14



Councilmember Ben Bartlett
District 3

CONSENT CALENDAR
March 28, 2017

To: Honorable Mayor and Members of the City Council

From: Councilmember Ben Bartlett, Councilmember Cheryl Davila, Mayor Jesse Arreguin

Subject: Anti-Displacement Public Advocate

RECOMMENDATION

Secure funding for an Office of the Anti-Displacement Public Advocate (APA), to be located in a community agency, which will be tasked with preventing the displacement of Berkeley residents, community, faith and cultural institutions, and small businesses. The APA will be an entity external to the City. The APA will engage in advocacy; provide legal representation; coordinate housing counselling and financial literacy training; conduct stakeholder meetings; provide outreach to community members at-risk of displacement; and publish quarterly public reports on outcomes and impact in reducing displacement.

- i. Legal Representation: The APA will coordinate with City and community resources, and partner closely with organizations such as the East Bay Community Law Center (EBCLC) and the Housing Economic Rights Advocates (HERA), to ensure that Berkeley residents at risk of displacement receive legal representation. The APA will refer residents in need of legal representation to other organizations; and members of the APA office will provide legal representation, to Berkeley residents at-risk of displacement. The APA will also engage in impact litigation to help reduce the displacement of at-risk communities.
- ii. Advocacy: The APA will partner with organizations such as the EBCLC and the Urban Strategies Council to discover needs and advocate for system changes. The APA and its partners will investigate the circumstances driving displacement, including local and state policies, and the practices of landlords and financial institutions. The APA will advocate for policies and laws on a local and regional basis; as many solutions for displacement are largely outside the City's scope of authority.

- iii. Housing Counseling and Financial Literacy: The APA will coordinate with existing organizations, such as the Berkeley Rent Board and HERA, to ensure that housing counseling and financial literacy workshops are available and accessible. For example, the APA will provide housing counseling to Section 8 tenants and workshops for seniors on writing valid wills and trusts to ensure that properties are not lost through probate.
- iv. Stakeholder Meetings and Quarterly Public Reports: The APA will provide quarterly public reports to the City Council about its work and outcomes. The APA will hold public community meetings on an ongoing basis and will invite community stakeholders, elected officials, interdepartmental City staff, and other partners in the community, in order to develop and implement anti-displacement strategies.
- v. Budget and Funding: Funding could come from court-awarded attorneys' fees, philanthropic grants, community benefit agreements, displacement impact fees, City, County, and State funds, legal associations, and law firms. Any City funding would be awarded through the regular community agency funding process.
- vi. Outreach: The APA will coordinate community outreach and education, in partnership with neighborhood groups, community groups, existing advocacy groups, and volunteers, in order to raise awareness about available anti-displacement resources to low-income, senior, disabled, and other at-risk members of the community.
- vii. Hiring: The APA will be selected through a competitive hiring process including input from community panels.

BACKGROUND

We are at the convergence of a housing and racial equity crisis. Between 1970 and 2000, the Berkeley African American population declined by nearly 50%. Since 2000, the Berkeley African American population has declined by 37%. Additionally, African American households' median income has deteriorated more than any other group while market rate housing costs continue to escalate.

Displacement—whether of tenants facing unfair evictions or homeowners losing their homes—disrupts the health and stability of our residents. It is the role of government at all levels to help protect the health and well-being of our people, particularly those most vulnerable. Moreover, Berkeley residents whose lives have contributed to our social cohesion and shared economic prosperity have a right to remain here.

Existing legal aid service providers such as EBCLC are under resourced and able to provide limited services related to displacement. The City of Berkeley's ability to address displacement is constrained by State and Federal law. The APA will fill the gap in anti-displacement services and advocacy by collaborating with local community partners, including legal aid providers, the Rent Board, and the County Public Defender's Office, through the pursuit of a shared vision.

The APA is an initial step toward implementing "Civil Gideon," wherein all people receive legal counsel as a matter of right for basic human needs, such as shelter.

It is our intention that the APA shall spearhead the creation of a Regional effort to leverage new forms of Equitable Development and Policy Innovations to mitigate the impacts of Economic Evictions on at-risk populations. We further intend that this concept will become a national model for creating legal and political institutions that safeguard and promote our communities' health and stability.

ENVIRONMENTAL SUSTAINABILITY

This item will result in a positive environmental impact. Reducing displacement and maintaining access to low-income housing and homeownership reduces automobile dependence and tailpipe emissions.

CONTACT PERSONS

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