



# Human Welfare and Community Action Commission

## AGENDA

Wednesday, June 21, 2017

7:00 PM

South Berkeley Senior Center, 2939 Ellis St.

Berkeley, CA 94703

### 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 5/17/2017 Regular Meeting (Attachment A)
4. Election of Vice Chair
5. Review Draft Community Services Block Grant (CSBG) 2018-2019 Community Action Plan (Attachment B)
6. Discuss Strategic Planning Training Process
7. Review City Of Berkeley Funded Agency Program And Financial Reports – Staff
  - A. East Bay Community Law Center (Attachment C)

### **Other Discussion Items**

8. Review Draft Communication To City Council Regarding the Closure of Alta Bates Hospital – Commissioner Omodele (Attachment D)
9. Discuss Berkeley Homeless Policy – Commissioner Omodele
10. Discuss the Development of an Office of the Anti-Displacement Advocate – Commissioner Sood
11. Discuss Skills Training Programs for Low-income Residents – Commissioner Sood
12. Discuss Extended Early Childcare – Commissioner Sood
13. Discuss Community Meeting Locations – Commissioner Sood
14. Update on Air Quality in West Berkeley – Commissioner Sood
15. Update on HWCAC Recommendations to City Council to Change BMC Section 3.78.030, 040, and 050 Related to Commission Procedures – Commissioner Sood

16. Review Latest City Council Meeting Agenda – All (Attachment E)

17. Announcements

18. Future Agenda Items

**Adjournment**

**Attachments**

- A. Draft Minutes of the 5/17/2017 Meeting
- B. Draft CSBG 2018-2019 Community Action Plan
- C. East Bay Community Law Center Program and Financial Reports
- D. 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](http://www.ci.berkeley.ca.us/Clerk/City_Council/2017/04_Apr/City_Council_04-04-2017_-_Regular_Meeting_Agenda.aspx)
- E. 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](mailto:wwong@CityofBerkeley.info)

**Mailing Address:**

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



## Human Welfare and Community Action Commission

### Draft Minutes

Wednesday, May 17, 2017

7:00 PM

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

### Preliminary Matters

1. Roll Call: 7:05PM  
Present: Dunner, Sood, Bookstein, Mutombu, McMullan  
Absent: Sarkodee-Adoo (excused), Omodele (excused), Browne  
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 3/15/2017 Regular Meeting (Attachment A)  
**Action:** M/S/C (Sood/Dunner) to approve the 3/15/17 minutes as submitted.  
**Vote:** Ayes – Dunner, Sood, Bookstein, Mutombu, McMullan; Noes – None; Abstain – None; Absent – Sarkodee-Adoo (excused), Omodele (excused), Browne.
4. Election of Chair  
**Action:** M/S/C (Dunner/McMullan) to nominate Commissioner Bookstein for the position of Chairperson.  
**Vote:** Ayes – Dunner, Sood, Bookstein, Mutombu, McMullan; Noes – None; Abstain – None; Absent – Sarkodee-Adoo (excused), Omodele (excused), Browne.
5. Update on Community Agency Applications for FY 2018-2019 Funding  
Community agencies seek funding from the City every two years. There are 15 programs which submitted applications to provide services to low-income residents for FY 2018 and 2019. Commissioners made funding recommendations in March and their recommendations were reviewed by the City Council at the April 25, 2017 work session. The City Council will make final decision on June 27, 2017.
6. Update on Community Services Block Grant (CSBG) reports -- Staff
  - A. Commissioners reviewed 2016 Close Out Report.
  - B. Commissioners were informed that 2018-2019 Community Action Plan (CAP) is due on June 30, 2017. A draft CAP will be included in the June meeting packet. Continued to the June 21, 2017 meeting.
7. Review City Of Berkeley Funded Agency Program And Financial Reports – Staff

- A. Commissioners reviewed and discussed the program and financial reports for Berkeley Food and Housing Project (BFHP), which has two programs: Mens Housing Program and Womens Shelter.
- B. Commissioners reviewed and discussed the program and financial reports for Building Opportunities for Self-Sufficiency (BOSS), which has two programs: Payee Services, Ursula Sherman Village Families Program, and Ursula Sherman Village Shelter Program.

### **Other Discussion Items**

- 8. Review Draft Communication To City Council Regarding the Closure of Alta Bates Hospital  
Continued to the June 21, 2017 meeting.
- 9. Discuss Berkeley Homeless Policy  
Continued to the June 21, 2017 meeting.
- 10. Discuss the Development of an Office of the Anti-Displacement Advocate  
Commissioners discussed a proposal to the City Council to develop an office of the anti-displacement advocate. This included \$500,000 for legal advocacy and \$470,000 on housing retention. Continued to the June 21, 2017 meeting.
- 11. Discuss Ways to Increase Accessibility of Banking and Business Loan for Low-income Residents  
Continued to the June 21, 2017 meeting.
- 12. Review Latest City Council Meeting Agenda  
Commissioners reviewed City Council Meeting Agenda items. Continued to the June 21, 2017 meeting

### **Adjournment**

**Adjourned at: 9:30 pm**

**Minutes approved on: \_\_\_\_\_**

**Commission Secretary: Wing Wong**

# **2018-2019 Community Action Plan**

## **California Department of Community Services and Development**

### **Community Services Block Grant**



## PURPOSE

The Community Action Plan (CAP) serves as a two (2) year roadmap demonstrating how Community Services Block Grant (CSBG) eligible entities plan to deliver CSBG services. The CAP identifies and assesses poverty related needs and resources in the community and establishes a detailed plan, goals and priorities for delivering those services to individuals and families most affected by poverty. CSBG funds may be used to support activities that assist low-income families and individuals, homeless families and individuals, migrant or seasonal farm workers and elderly low-income individuals and families by removing obstacles and solving problems that block the achievement of self-sufficiency.

Community Action Plans must adhere to the following federal and state laws:

### **COMPLIANCE WITH FEDERAL LAW**

To comply with the Community Services Block Grant (CSBG) Act, [Public Law 105-285](#), Section 676b (11) eligible entities must complete a Community Action Plan (CAP), as a condition to receive funding through a Community Services Block Grant. Federal law mandates the eligible entities to include a community-needs assessment in the CAP for the community served.

### **COMPLIANCE WITH STATE LAW**

To comply with [California Government Code 12747](#) pertaining to the Community Services Block Grant Program, Community Action Plans are to be developed using processes that assess poverty-related needs, available resources, feasible goals and strategies, and that yield program priorities consistent with standards of effectiveness established for the CSBG program. The CAP should identify eligible activities to be funded in the program service areas and the needs that each activity is designed to meet. Additionally, CAPs should provide for the contingency of reduced federal funding.

### **COMPLIANCE WITH CSBG ORGANIZATIONAL STANDARDS**

As described in the Office of Community Services (OCS) [Information Memorandum \(IM\) #138 dated January 26, 2015](#), CSBG eligible entities will comply with implementation of the Organizational Standards. Compliance with Organizational Standards will be reported to OCS on an annual basis via the CSBG Annual report. In the section below, CSD has identified the Organizational Standards that provide guidance for the development of a comprehensive community needs assessment. CAP responses should reflect compliance with the Organizational Standards and demonstrate a thorough understanding of the Organizational Standards throughout the development of a comprehensive community needs assessment.

## **CONSUMER INPUT AND INVOLVEMENT**

**Standard 1.1** The organization/department demonstrates low-income individuals' participation in its activities.

**Standard 1.2** organization/department analyzes information collected directly from low-income individuals as part of the community assessment.

## **COMMUNITY ENGAGEMENT**

**Standard 2.2:** The organization/department utilizes information gathered from key sectors of the community in assessing needs and resources, during the community assessment process or other times. This sector would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.

## **COMMUNITY ASSESSMENT**

**Private Agency - Standard 3.1:** Organization conducted a community assessment and issued a report within the past 3 year period.

**Public Agency - Standard 3.1:** Department conducted a community assessment and issued a report within the past 3 year period, if no other report exists.

**Standard 3.2:** As part of the community assessment the organization/department collects and analyzes both current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s).

**Standard 3.3:** Organization/department collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.

**Standard 3.4:** The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.

**Standard 3.5:** The governing board or tripartite board/advisory body formally accepts the completed community assessment.

**Standard 4.2:** The organization's/department's Community Action plan is outcome-based, anti-poverty focused, and ties directly to the community assessment.

**Standard 4.3:** The organization's /department's Community Action Plan and strategic plan document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle.

## **STRATEGIC PLANNING**

**Private Agency Standard 6.4:** Customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process.

**Public Agency Standard 6.4:** Customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process, or comparable planning process.

## **STATE PLAN AND APPLICATION REQUIREMENTS**

As required by the CSBG Act, Public Law 105-285, states are required to submit a state plan as a condition to receive funding. Information provided in the CAP by eligible entities is included in CSDs biennial State Plan and Application.



**COMMUNITY SERVICES BLOCK GRANT  
2018/2019 PROGRAM YEAR COMMUNITY ACTION PLAN  
COVER PAGE AND CERTIFICATION**

TO: Department of Community Services and Development  
Attention: Field Operations Unit  
2389 Gateway Oaks Drive #100  
Sacramento, CA 95833

FROM: 

Berkeley Community Action Agency, 2180 Milvia Street, 2nd Floor, Berkeley, CA 94704
--

**Agency Contact Person Regarding Community Action Plan**

Name: Kristen Lee  
Title: Executive Director  
Phone: (510)981-5427 Ext: \_\_\_\_\_  
Fax: (510)981-5450  
Email: kslee@cityofberkeley.info

**CERTIFICATION OF COMMUNITY ACTION PLAN AND ASSURANCES**

The undersigned hereby certifies that this agency complies with the Assurances and Requirements of this 2018/2019 Community Action Plan and the information in this CAP is correct and has been authorized by the governing body of this organization.

\_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

## **TABLE OF CONTENTS**

The CAP is to be arranged in the order below. Please include the appropriate page numbers for reference. Additional attachments are to be added as appendices.

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<b>Vision Statement</b> .....	<b>4</b>
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<b>Comprehensive Community Needs Assessment</b> .....	<b>5</b>
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## 2018 - 2019 Community Action Plan Checklist

The following is a check list of the components to be included in the CAP. The CAP is to be received by CSD no later than **June 30, 2017**:

- Cover Page and Certification**
- Table of Contents**
- Vision Statement**
- Mission Statement**
- Comprehensive Community Needs Assessment**
- Documentation of Public Hearing(s)**
- Federal Assurances**
- State Assurances**
- Individual and Community Eligibility Requirements**
- Monitoring and Evaluation**
- Data Collection**
- Appendices (Optional)**

## VISION STATEMENT

Provide your agency's Vision Statement which describes your agency's values. The vision is broader than any one agency can achieve; the agency collaborates with others in pursuit of this vision.

The Vision of the Berkeley Community Action Agency is to have a responsive, caring and effective community services delivery system, which provides every resident with the basic prerequisites for a decent life and makes essential long-lasting connections among different constituencies and different neighborhoods. The ideal Berkeley will have: safe, decent and affordable housing, adequate nutritious food for all; primary medical care for all; education, including tutoring and mentoring, for all ages; full access to available City resources/programs which are appropriate with respect to age, family situation, ability, cultural/ethnic background and all other elements of diversity; opportunities to participate in decision-making with respect to the provision of community services; healthy community-based organizations which are fiscally viable, with active and effective boards and good administration; strong collaboration between the City and other levels of government (county, state, and federal) and between community based organizations to maximize resources and provide a holistic range of services to low-income residents specifically those at or below poverty level.

## MISSION STATEMENT

The Mission Statement describes the agency's reason for existence and may state its role in achieving its vision.

Organizational Standard 4.1 references the Mission Statement for private and public entities:

### **Private Entities**

The governing board has reviewed the organization's mission statement within the past 5 years and assured that:

1. The mission addresses poverty; and
2. The organization's programs and services are in alignment with the mission.

### **Public Entities**

The tripartite board/advisory body has reviewed the department's mission statement within the past 5 years and assured that:

1. The mission addresses poverty; and
2. The CSBG programs and services are in alignment with the mission.

Provide your agency's Mission Statement

**Mission Statement (Insert Statement)**

The Mission of the City of Berkeley Community Action Agency is to act as a facilitator for the community to assist low-income individuals, particularly those living at or below poverty level, respecting their own self-determination; and to improve the quality of life, reduce dependency, and achieve self-sufficiency through coordinated services providing employment, education, medical care, childcare, counseling, food, shelter, legal counseling and emergency services.

## COMPREHENSIVE COMMUNITY NEEDS ASSESSMENT

Public law 105-285 requires the state to secure from each eligible entity, as a condition to receive funding, a CAP which includes a community-needs assessment for the community served. Additionally, state law requires each CSBG eligible entity to develop a CAP that assess poverty-related needs, available resources, feasible goals and strategies, and that yields program priorities consistent with standards of effectiveness established for the program (*California Government Code 12747(a)*).

The Community Needs Assessment captures the problems and conditions of poverty in the agency's service area based on objective, verifiable data and information gathered through various sources. Identified problems and conditions must be substantiated by corroboration through public forums, customer questionnaires, surveys, statistical data, evaluation studies, key informants, and/or other reliable sources. The Community Needs Assessment should be comprehensive and serve as the basis for the agency's goals, and program delivery strategies. The Community Needs Assessment should describe local poverty-related needs and be used to prioritize eligible activities offered to low-income community members over the next two (2) years.

As a part of the Community Needs Assessment process, each organization will analyze both qualitative and quantitative data to provide a comprehensive "picture" of their service area. To assist the collection of quantitative data, CSD has provided a link to a data dashboard including instructions and a data dictionary. The link gives agencies access to data for every county in the state. The dashboard can be accessed by clicking on the link or copying and pasting the link in your browser.

[https://public.tableau.com/views/Cap\\_Assessment/CAPData?:embed=y&:display\\_count=yes](https://public.tableau.com/views/Cap_Assessment/CAPData?:embed=y&:display_count=yes)

This data can be used as a starting point for developing your needs assessment. It is derived from data sources that align to the federal assurances required for the Community Services Block Grant. Each respondent is responsible for providing information regarding the needs around each federal assurance to indicate whether the agency or some other entity is providing the services.

By clicking on the State and County level Data page, the user will have access to quantitative poverty data. Analysis of the data collected is critical and must include not only the

summarization of findings, but the identification, measurement and reporting of improvements and changes in the community both in the conditions and resources to assist low-income consumers on their journey towards self-sufficiency.

In the space below, provide a narrative description of the causes and conditions of poverty affecting the community in your service area such as: child care, community housing, crime, educational achievement, employment/unemployment, income management, healthcare, homelessness, nutrition, and other factors not listed. In particular, describe how the agency ensures that the Community Needs Assessment reflects the current priorities of the low-income population in the service area, beyond the legal requirement for a local public hearing of the CAP.

Agencies should describe the methods and strategies used to collect the information and should utilize a combination of activities and tools such as: focus groups, surveys; community dialogue, asset mapping, interviews, and public records.

Helpful Resources		
<b>United States Census Bureau</b> Poverty Data  <a href="#">click here</a>	<b>State of California Department of Justice</b> Statistics by City and County  <a href="#">click here</a>	<b>U.S. Department of Housing and Urban Development</b> Homelessness Assistance  <a href="#">click here</a>
<b>Employment Development Department</b> <b>Unemployment Insurance Information by County</b>  <a href="#">click here</a>	<b>California Department of Education</b> Facts about California Schools Using DataQuest  <a href="#">click here</a>	<b>California Department of Public Health</b> Statistical Data  <a href="#">click here</a>
<b>Bureau of Labor Statistics</b> Labor Data  <a href="#">click here</a>	<b>California Department of Finance</b> Various Projections/ Estimates  <a href="#">click here</a>	<b>Community Action Partnership</b> Community Action guide to develop a CNA  <a href="#">click here</a>
<b>A Comprehensive Community Needs Assessment (CCNA) Tool</b> Statistical Data to assist CNA development  <a href="#">click here</a>		

## **Comprehensive Community Needs Assessment (Insert Narrative)**

Berkeley is a diverse City of about 112,000 people. Residents of Berkeley generally enjoy high levels of health, education, employment and income. Yet, a significant portion of Berkeley residents are living in poverty. The City of Berkeley poverty rate in 2015 was over 20%, higher than both the State average (16%) and the average for Alameda County (12%). The poverty rate in Berkeley rose a half of a percent from 2014 to 2015. What's more, over 55% of Berkeley households are rent burdened, paying more than 30% of their income on rent (2014 and 2015 American Community Survey). With the average cost of a single family home skyrocketing to over \$1 million, Berkeley is moving out of reach for even middle class families.

The Berkeley Community Action Agency provides funding for a wide range of City services and programs run by non-profit agencies, including emergency services for the homeless, health care services, domestic violence advocacy, childcare, senior services, nutrition programs, youth mentoring, workforce development, education, and disability services (see Appendix 1 for a listing of community-based services proposed for fiscal year 2018). The CSBG grant assists the City of Berkeley to provide services for its most vulnerable residents and to implement the compassionate programs that are supported by the City.

Three primary needs were identified by a variety of needs assessments performed in Berkeley in past years. These are services for the disabled, health care services and domestic violence services.

According to the American Community Survey from 2014, 8% of the Berkeley population (almost 9,000 people) reported having a disability. There are significant disparities between the disabled and non-disabled population. In Alameda County in 2014, one in five people with disabilities live in poverty, compared to one in 10 for the non-disabled population. And one in 2 people with disabilities have incomes that are less than 200% of the Federal poverty level, compared to one in four for the non-disabled population. The median earnings for people with disabilities is approximately \$25,000 whereas the non-disabled population earns over \$40,000 per year. Almost 24% of persons with disabilities are severely rent burdened, i.e. paying more than 50% of their income on rent, compared to 14% for the non-disabled population. Over 20% of the disabled population is dependent on public transit (have no vehicles in their household) compared to 5% for the non-disabled population. The disabled population is more than twice as likely to visit hospital emergency rooms, smoke, have high blood pressure and diabetes, and more than 6 times more likely to have heart disease.

Berkeley voters concerned about the welfare of disabled Berkeley residents continue to support funding for emergency services and case management, attendant care, accessible transportation, wheelchair repair, and assistive device repair for severely physically disabled persons in Berkeley.

In 2013, The City of Berkeley Public Health Department released their Health Status Report

(accessible here:

[http://www.ci.berkeley.ca.us/Health\\_Human\\_Services/Public\\_Health/2013\\_Health\\_Status\\_Report.aspx](http://www.ci.berkeley.ca.us/Health_Human_Services/Public_Health/2013_Health_Status_Report.aspx) ) which identified high rates of chronic illness in South and West Berkeley. Using this information LifeLong Medical Care applied for funding from the City of Berkeley to support a program aimed at reducing health inequalities between racial and ethnic groups, particularly in cardiovascular disease. In collaboration with the City of Berkeley Public Health department the Heart 2 Heart program was established. This program serves as a bridge between community members, resources, and services that are necessary to address community needs and reducing health inequalities. Along with local partners Lifelong Medical Care provides programs and events that promote healthy living and lifestyles. Heart 2 Heart's mission is to build relationships with community members through linking residents with needed resources to reduce the rates of hypertension, heart disease, and stroke occurrence in the H2H neighborhood in South Berkeley. Blood pressure screenings are provided at Drop-In Clinics on a regular basis and at barber shops in low-income districts. In addition to this program, Lifelong Medical Care provides basic primary health and dental care to Berkeley residents, no matter what language is spoken, or whether participants have health insurance. LifeLong Medical Care offers a sliding scale for low income patients based on family size and income. No Patient is denied health care services based on inability to pay.

Domestic violence is an ongoing problem in Berkeley. Family Violence Law Center responds to domestic violence police reports, providing confidential crisis counseling and safety planning to survivors. FVLC responded to 228 Berkeley reports in FY 2015-16 (CA Office of the Attorney General, Criminal Justice Statistics Center, 2016). Most of the FVLC clients are low-income and many have disabilities or are immigrants facing barriers to attaining safety. Berkeley domestic violence victims served by FVLC last year were overwhelmingly low-income, and the majority were people of color, with 41% African American, 15% Hispanic, 11% Asian and Native Hawaiian/Pacific Islander and 6% with combined race categories. Also, 18% of the victims served identified as disabled, 93% were women, and 7% men. Additionally, many of the clients served by the project dealt with substance abuse and issues with mental health, housing, and employment.

The Berkeley CAA funds FVLC to empower survivors of violence to find safe shelter, file legal paperwork to protect themselves and their children, and connect with a wide range of community resources. FVLC also provides community trainings to increase awareness about domestic violence.



Community Needs				
Top Needs	Agency Priority (Yes/No)	Description of Programs/Services Directly Provided by Your Agency	Coordination Efforts	Page
Emergency Services for the Severely Disabled	Yes	(a) emergency attendant, wheelchair adjustments, and transportation services to Berkeley residents who are severely physically disabled, as well (b) maintains a voluntary disaster registry of Berkeley residents, and (c) provides case-management to help clients with the recruitment, selection, training, and retention of quality attendants, resulting in an increase in client participation in services related to disability and a decreased reliance on emergency services.	Funded by City of Berkeley and provided by Easy Does It (EDI).	p.15
Reducing Health Disparities	Yes	Integrated primary care and behavioral health services to low-income, uninsured and underinsured residents of Berkeley	Funded by CSBG and City of Berkeley and provided by LifeLong Medical Care (LMC).	p.22
Addressing Domestic Violence	Yes	The Domestic Violence Advocacy Project provides survivors of domestic violence with crisis intervention and legal services. Services include: safety planning; crisis counseling; court accompaniment; advocacy with the Berkeley Police Department; assistance with emergency food, housing and relocation services; case management	Funded by City of Berkeley and provided by Family Violence Law Center (FVLC).	Appendix 1

		services; and legal services, including advice and counsel, information and referral, paperwork preparation, brief services, and representation.		
Reducing Homelessness	Yes	Coordinated Entry System (CES) providing housing services, supports and referrals for people who are homeless and at risk of homelessness in Berkeley. The CES will assess and triage based on people’s housing situations. People who are not literally homeless will be offered services to divert them from Berkeley homeless programs. Those who are literally homeless will be offered an array of services to meet emergency housing needs and to address their longer term housing needs.	Funded by City of Berkeley and provided by Berkeley Food and Housing Project (BFHP).	Appendix 1
Providing Low-Income Services	Yes	Services that form a social safety net to assist residents to achieve self-sufficiency: food, disability, senior, health care, and legal services.	Funded by City of Berkeley and provided by community agencies listed on Appendix 2.	Appendix 1

**Instructions:**

**Top Needs:** list the top needs from your most recent Needs Assessment

**Agency Priority:** Enter a Yes or No in the box to indicate if the need will be addressed directly or indirectly. If the need will not be met please provide explanation in narrative section below.

**Description of programs/services/activities:** Briefly describe the program, service or activity that your entity will directly provide.

**Coordination:** If your agency will address the need through coordination, describe what organizations and/or coalitions you will work with to meet the need, including the roles of each party. Wing – fill out this section with description of services that are provided by agencies.

**Page:** Please include the location where this information can be found.

**Insert Narrative (Explain why need will not be met.)**

Not Applicable

## DOCUMENTATION OF PUBLIC HEARING(S)

[California Government Code 12747\(b\)-\(d\)](#) requires all eligible entities to conduct a public hearing in conjunction with their CAP. In pursuant with this Article, agencies are to identify all testimony presented by the low-income and identify whether or not the concerns expressed by that testimony are addressed in the CAP.

Provide a narrative description of the agency’s public hearing process and methods used to invite the local community to the public hearing(s), and the methods used to gather the information about the low-income community’s needs. Examples include: Surveys, public forums, and secondary data collection.

Note: Public hearing(s) shall not be held outside of the service area(s).

**Public Hearing Process (Insert Narrative)**

The Human Welfare and Community Action Commission held a joint Public Hearing with the Homeless Commission, the Housing Advisory Commission and the Children, Youth and Recreation Commission on October 19, 2016. This hearing provided the general public and clients of the agencies funded an opportunity to communicate to commissioners their concerns about community needs. A display advertisement for the Public Hearing was placed in the Oakland Tribune, a notice for the Hearings was distributed to all non-profit organizations that hold contracts for services with the City of Berkeley, and a notice appeared on the City’s website. The Public Hearing was held at the South Berkeley Senior Center, which is accessible to public transportation, in the evening.

Below is an example of a diagram that can be used to capture and identify testimony of the low income.

Comment/Concern	Was the concern addressed in the CAP?	If so, indicate the page #	If not, indicate the reason
Job training needs	Yes	32	N/A
Transportation needs in ABC, CA	No	N/A	Due to limited funding, agency meets 50% of the transportation needs in ABC, CA.

**Attachments**

- Provide a copy of each public hearing notice published in the media.
- Provide a summary of all testimony presented by the low-income population:

See Appendix 2 for a copy of the public notice.  
 The following chart is a summary of all testimony of the low income speakers.

Comment/Concern	Number of Speakers	Was the concern addressed in the CAP?	If so, indicate the page #	If not, indicate the reason
Affordable Housing	3	Yes	14-15	N/A
Employment	1	Yes	14, 17, 19-20	N/A
Disability Services	1	Yes	15	N/A
Childcare Services	1	Yes	17-18	N/A
Access to Technology	1	Yes	14	N/A
Gentrification	2	No		Not in 2018-2019 CAP, but this is addressed in the City of Berkeley’s Federal Planning documents related to Affordable Housing.

## FEDERAL ASSURANCES

Public Law 105-285 establishes programmatic assurances for the State and eligible entities as a condition of receiving CSBG funds. Provide a detailed narrative describing the activities your agency will conduct that will enable low-income families and individuals to achieve the programmatic purposes listed below. [\(Federal Assurances can be found on Public Law pages 2736-2739\)](#)

**1. Programmatic Purposes**

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

(i) to remove obstacles and solve problems that block the achievement of self-sufficiency, (including self-sufficiency for families and individuals who are

attempting to transition off a State program carried out under part A of title IV of the Social Security Act);

The Berkeley CAA awards City General Funds to agencies that provide a range of services to low-income families and individuals, including transportation and wheelchair repair for severely physically disabled residents - a major barrier to self-sufficiency. The Berkeley CAA also provides City General Funds to support employment programs aimed at providing training and job placement for low-income adults.

(ii) secure and retain meaningful employment;

The City of Berkeley funds several employment programs aimed at helping low-income and disabled people re-enter the workforce through training and job placement support, and has a First Source Hiring Program to encourage local hiring.

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

The Berkeley Adult School provides free educational services, including literacy skills, computer skills, career training/preparation, job search workshops for Berkeley residents.

(iv) make better use of available income;

The City funds programs like the Homeless Action Center that support low-income people to obtain public benefits such as General Assistance and Supplemental Security Income. City funding also supports the Berkeley Drop-In Center and Building Opportunities for Self-Sufficiency to provide homeless residents with Representative Payee services.

(v) obtain and maintain adequate housing and a suitable living environment;

The City of Berkeley has its own Housing Authority that administers Section 8 certificates, enabling families and individuals to obtain affordable housing in Berkeley. The City also operates a Shelter Plus Care program which provides permanent housing subsidies, similar to Section 8, to those who are permanently disabled, homeless at program entry, and who participate in supportive services that help them maintain their housing. The City also uses City General Funds, and federal Community Development Block Grant and HOME Investment Partnership Program funds to support the creation of affordable housing in Berkeley through the City's Housing Trust Fund.

The City uses General Funds to operate a supportive housing program, Square One, that combines street outreach, supportive services, and tenant-based rental subsidies to serve 10-15 chronically homeless individuals living on the streets of Berkeley who have serious

functional impairments resulting from chronic alcohol and drug dependence and/or mental health disorders and have been difficult to engage in services or place in suitable housing. The program prioritizes individuals who had frequent complaint-driven contacts with the Berkeley Police Department and the Mobile Crisis Team of the City of Berkeley Mental Health Department.

The City has used, and will continue to use, its regulatory powers for controlling rents and evictions and ensuring that some new housing developments contain affordable units. The City also administers a Rental Housing Safety Program, ensuring that those inhabiting the rental housing market live in a safe environment.

(vi) obtain emergency assistance through loans, grants or other means to meet immediate and urgent family and individual needs; and

Easy Does It (EDI) provides emergency attendants on call to individuals with disabilities. Attendants assist with non-medical personal care such as Transferring in and out of bed, Bathing; Dressing; Feeding; Toileting; grocery shopping, and Cooking basic meals.

(vii) achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to;

(I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and;

The Berkeley Police Department has a Community Services Bureau and programs intended to foster a positive relationship between the police and the community. Area coordinators work toward solving police-related long-term neighborhood problems. The Berkeley Police Department also enlists the aid of community members who volunteer in a variety of positions throughout the department.

(II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

The Berkeley Police Department has established a Crisis Intervention Team (CIT), composed of specially trained officers whose function is to respond to incidents which involve a mental health crisis. CIT is a nationally recognized best practice model developed in Memphis, Tennessee in 1988. Team members have completed 38 hours of CIT training and achieved CIT certification. The training covers signs and symptoms of mental illness, appropriate medications and their side effects, use of verbal de-escalation techniques, active listening skills, and local resources for people with mental illness and their families. Whenever

possible, CIT officers will respond to specified calls for service involving individuals experiencing mental health crises.

Please indicate the activities your agency sponsors to satisfy the Federal Assurance listed in #1 above (check all that apply):

- Disaster Preparedness and Relief
- Energy Support
- Job Training
- Asset Development Programs
- Educational Support
- Career Development
- Volunteer Coordination Efforts
- Food Resources
- Health Education
- Tax Preparation /Tax Credit Information
- Mentoring
- Parent Support
- Child Development Information
- Medical Service Access
- Home Visiting/Case management
- Childcare Services/Head Start
- Other: [Click here to enter text.](#)
- Other: [Click here to enter text.](#)

**2. Needs of Youth**

(B) To address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as—

(i) programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and

Please select the types of programs your agency sponsors to address the needs of youth:

- Youth Mediation Programs
- Youth Mentoring Programs
- Tutoring
- Life Skills Training

- Youth Employment
- Entrepreneurship Programs for Youth
- Other: Click here to enter text.
- Other: Click here to enter text.
- Other: Click here to enter text.

**Narrative Response:**

The City's YouthWorks program introduces Berkeley youth to the world of work. It operates a Summer Youth Employment Program; assesses skills to match youth with appropriate jobs; brokers employment opportunities and recruits for special projects; conducts job-readiness workshops and training; and collaborates with community agencies that provide youth services. In addition, the City provides funding for a variety of programs that serve youth, including YEAH!, a homeless youth services program that provides seasonal shelter, outreach and case management with the goal of assisting homeless youth up to age 25 move towards self-sufficiency.

(ii) after-school childcare programs

The city funds a variety of childcare programs (see Appendix 1). Bay Area Hispano Institute for Advancement and Ephesian's Children Center provide after-school childcare, and other programs provide after-school activities (Multicultural Institute's Youth Mentoring Program, Berkeley Youth Alternatives Afterschool Program).

**3. Coordination of Other Programs**

(C)To make more effective use of, and to coordinate with, other programs (including State welfare reform efforts)

Please indicate the types of programs your agency coordinates services with:

- Local Workforce Investment Boards
- Social Service Departments
- CSBG MSFW Agency
- One-Stop Centers
- Child Care Centers
- Faith-Based Organizations
- Community Based Organizations
- Other: Click here to enter text.
- Other: Click here to enter text.
- Other: Click here to enter text.

**Narrative Response:**

The Berkeley CAA funds community agencies to provide a variety of services to low-income Berkeley residents. These services include: childcare, disability, employment training, health, homeless, housing rehabilitation, legal/advocacy/fair housing, senior, and youth.



In FY16, Berkeley allocated approximately \$7.2 million to 56 agencies (103 distinct programs) through 2-year contracts (7/1/15-6/30/17). In FY16, contract amounts ranged from less than \$5,000 to almost \$1.4 million. Agencies were funded with the below sources:

#	Funding Source	Amount
1	HUD: Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG)	\$1,150,486
2	State: Community Services Block Grants (CSBG) and Mental Health Services Act (MHSA)	\$ 192,369
3	General Fund (GF)	\$4,776,675
4	Local Measure E	\$1,075,936
	Total	\$7,195,467

Homeless and Childcare/Youth Services allocations account for approximately two-thirds of the allocated budget.

#### 4. Emergency Food and Nutrition

Describe how your agency will provide emergency supplies and services, nutritious foods, and related services to counteract conditions of starvation and malnutrition among low-income individuals.

The City of Berkeley Office of Emergency Preparedness within the City's Fire Department coordinates with Red Cross during times of disaster to provide food and shelter for Berkeley residents affected by the disaster. The City of Berkeley's Disaster and Fire Safety Commission meets on a monthly basis and participates in the review and updating of the emergency response plan and assists in the development of a process for community review of the plan.

During non-emergency periods, the City of Berkeley funds multiple church and non-profit groups to provide breakfast, lunch and dinner almost every day of the week to low-income individuals and families. One example is McGee Avenue Baptist Church, funded in FY 2017 with \$15,139 in City General Funds to provide a hot nutritious lunch Monday, Wednesday and Friday.

#### 5. Employment and Training

Describe how your agency will coordinate with, and establish linkages between, governmental and other social services programs to assure the effective delivery of services and avoid duplication; and describe coordination of employment and training activities as defined in section 3 of the Workforce Innovation and Opportunity Act [29 U.S.C. 3102]. .

Please indicate the types of entities your agency coordinates services with:

- Workforce Investment Boards
- Social Service Departments
- One-Stop Centers

- Child Care Centers
- Faith-Based Organizations
- Local Colleges
- Adult Education programs
- Job Training Organizations
- CSBG MSFW Agency
- CalWORKS
- Community Based Organizations
- Substance Abuse Treatment Providers
- Other: Click here to enter text.
- Other: Click here to enter text.
- Other: Click here to enter text.

**Narrative Response:**

Community agencies receiving funding from the City include:

- Inter-City Services, Inc.: Targets low- and moderate-income South and West Bay residents, aged 18 and older. Provides job training, vocational training, G.E.D. and job placement assistance.
- Multicultural Institute Serves day laborers, providing G.E.D. preparation in Spanish, vocational E.S.L., job referrals and placements, connecting day laborers with employers in the community, and health-screening for laborers.
- The Bread Project: promotes self-sufficiency by providing culinary training and job referral assistance to low-income people.
- Rising Sun Energy Center: Provides GETS, a Green Energy Training Services program, aimed at providing soft skills, hard skills, eco-literacy, on-the-job training, paid internships and job placement for those with multiple barriers to employment.
- Biotech Partners: Operates the Biotech Academy, which seeks to help underserved at "at-risk" youth at risk of not graduating from high school successfully navigate the world of work, school and life while specifically training them for technical positions in bioscience, including biotechnology, healthcare, environmental and green technologies.

The City of Berkeley's First Source Employment Program's main objective is to improve the quality of life through the access and development of employment opportunities, while meeting the needs of local employers to find qualified workers for their job openings, linking Berkeley residents with employers from across the San Francisco Bay Area.

The City operates a Summer and Winter Youth Employment Program, assesses skills to match youth with appropriate jobs, brokers employment opportunities and recruits for special projects, conducts job-readiness workshops and training, and collaborates with community agencies that provide youth services.

**6. Low-Income Home Energy Assistance**

Describe how your agency will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that the emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in the community.

The City of Berkeley no longer runs a the Low-Income Household Energy Assistance Program (LIHEAP). Low-income households calling for energy assistance are referred to Spectrum Community Services Inc., which provides energy bill assistance and weatherization services to residents of Alameda County. A Minor Home Repair program for low-income households in Berkeley is funded through the City and provided by Community Energy Services Corporation. This program can assist households with emergency health and safety repairs, and can install energy saving devices.

**7. Faith-Based Organizations, Charitable Groups, and Community Organization Partnerships**

Describe how your agency will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations.

Please select the various organizations that your agency forms partnerships to serve low-income residents in your service area, check all that apply:

- Local school districts
- Social Service Departments
- State agencies
- Colleges
- Faith-Based Organizations
- Community Based Organizations
- Local Utility Companies
- Charitable Organizations
- Homeless Programs
- Participant in County Taskforce
- Local Food Banks
- Other: Click here to enter text.
- Other: Click here to enter text.
- Other: Click here to enter text.

**Narrative Response:**

City staff represent the BCAA on committees of EveryOne Home, the Alameda County agency which provides regional coordination and vision to resolve the problem of homelessness in the East Bay. EveryOne Home is made up of representatives from local governments, non-profit service agencies, religious groups, and the business sector. The City of Berkeley currently contracts with two local churches to provide meals for low-income residents. Two churches in Berkeley also provide space for homeless agencies to deliver meal and shelter services.

**8. Establishment of Procedures for Adequate Board Representation**

Describe your agency's procedures for establishing adequate board representation under which a low-income individual, community organization, religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism).

The Board of the Berkeley Community Action Agency is made up of five (5) appointed representatives to represent public concerns, four (4) appointed representatives to represent community interests (business, education, and other community concerns), and six (6) elected representatives of low-income Berkeley residents. The Berkeley CAA holds elections every other November for low-income representatives. Notices recruiting elected representatives are mailed to residents assisted by the Berkeley Housing Authority and posted on the City's website, and distributed to service providers. Interested candidates must obtain 10 signatures of residents of the target area to be nominated. Two slots on the Board are allocated for each of the three target areas. All of the representatives of the poor on the Board have knowledge of the needs in their community. The Board is diverse with regard to race, gender, age, disability and socio-economic groups.

**9. Cost and Accounting Standards**

Describe how your agency will ensure that cost and accounting standards of the Office of Management and Budget apply to a recipient of the funds.

The City of Berkeley follows all OMB procedures and requires that the agencies that receive CSBG funding follow these same procedures. There is an independently elected auditor for the City as well as yearly single audits carried out by an independent firm. The City of Berkeley monitors its agencies to ensure compliance to contractual terms and goals.

**10. Service Delivery System**

a. Provide a description of your agency's service delivery system, for services provided or coordinated with CSBG funds targeted to low-income individuals and families in communities within the State.

b. Provide 2-3 examples of changes made by your agency to improve service delivery to enhance the impact for individuals, families, and communities with low-incomes based an in-depth analysis of performance data.

- a. LifeLong’s service delivery system consists of a full range of integrated primary, preventive, dental, mental health, and substance abuse services for people of all ages, races, ethnicities, sexual orientations, and socioeconomic status. Each site offers unique services to meet the specific needs of its patient population.

LifeLong Medical Care offers primary medical care integrated with behavioral health services at 16 primary care sites, including 5 in Berkeley, and 3 school-based health centers. Dental services are offered at 2 sites, including a dental-only site in Berkeley, and 2 mobile dental vans. In addition, LifeLong offers primary care, behavioral health and other services at apartment buildings which provide supportive housing services. In 2016, LifeLong served a total of 59,311 unduplicated patients in over 278,000 encounters.

LifeLong services are geographically accessible throughout Berkeley, and most are located on major transportation arteries with frequent public transit service. All primary care sites have daytime hours, as well as evening and/or weekend hours by appointment. Berkeley Immediate Care offers same day/walk-in services.

- b. LifeLong has made significant improvements in outcomes for its hypertensive patients. Hypertension is LifeLong’s leading chronic illness diagnosis, and a condition that disproportionately affects persons of color and low income individuals. When LifeLong examined its performance of blood pressure control among hypertensives it was clear that systems improvements were needed to better care for patients. LifeLong embarked on a three-year initiative to raise awareness among providers; learned from other primary care providers, such as Kaiser Permanente, who have excelled in managing the condition; implemented workflow changes, such as bringing patients back frequently for quick blood pressure checks, as the evidence stresses the importance of this component of care; and ensured that our clinical staff was adequately trained in taking a proper blood pressure. These changes improved outcomes for LifeLong’s hypertensive patients, and hypertension control at LifeLong is now at 73% (compared to 54% in the *US-Centers for Disease Control and Prevention*) and continues to improve.

Similarly, over the past year and a half, LifeLong launched a campaign aimed at improving low (20%) colorectal cancer screening rates. LifeLong launched a screening campaign that included increased awareness among care teams; standing orders and protocols to empower non-provider members of the care team to initiate colorectal cancer screening for patients who are due; and the use of data and informatics to better target outreach efforts. Over the past 18 months, we’ve seen an improvement

in screening rates, with 36% of our patient population now up to date on screening, compared to 34.9% in California (*Uniform Data Services, 2012*).

### **11. Linkages**

Describe how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations.

LifeLong provides a full range of linkages and follow-up consultations to its patients. LifeLong provides health insurance outreach and enrollment at its Patient Services department and at all of its health center sites in Berkeley. During health insurance open enrollment (November-January), LifeLong Outreach Enrollment Workers attend community events to provide information and encourage individuals and families to enroll in health insurance. Patient Services has evening and weekend hours during Open Enrollment for accessibility to services.

LifeLong's team-based care model integrates primary care with behavioral health and case management services. Primary care providers refer patients to behavioral health and case management services within LifeLong and the case manager works closely with the primary care provider to provide whole person care.

LifeLong's Referrals Specialists provide referrals to specialty services such as radiology, ultrasounds, cardiology, nephrology, physical therapy and other services outside the scope of primary care. The Referrals Specialists document the referral in the patient charts and the primary care provider or someone from the care team follows up on the referral.

### **12. Funds Coordination**

Describe how CSBG funds will be coordinated with other public and private resources.

CSBG funding is used as a match to a variety of other funding sources at Lifelong Medical Care. LifeLong Medical Care is supported by over an additional \$16.8 million in City of Berkeley General Fund, State funding from the Department of Public Health and Department of Health Care Services, Federal funding from HUD and Department of Health and Human Services, and private donations.

### **13. Innovative Community and Neighborhood Initiatives (Including Fatherhood/Parental Responsibility)**

Describe how your agency will use funds to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle which may include fatherhood and other initiatives with the goal of strengthening families and encouraging effective parenting.

Please select the community and neighborhood initiatives your agency will use to fulfill the purpose of this subtitle:

- Fatherhood Strengthening Classes
- Counseling
- Non-court-ordered parenting classes
- Co-parenting communication skills
- Classes assisting incarcerated or recently paroled men
- Job training and employment assistance
- Other: Health Disparities
- Other: Click here to enter text.
- Other: Click here to enter text.

**Narrative Response:**

The City of Berkeley's Health Status Report identified high rates of chronic illness in South and West Berkeley, low-income districts. Using this information LifeLong Medical Care applied for funding from the City of Berkeley to support a program aimed at reducing health inequalities between racial and ethnic groups, particularly in cardiovascular disease. In collaboration with the City of Berkeley Public Health department the Heart 2 Heart program was established. This program serves as a bridge between community members, resources, and services that are necessary to address community needs and reducing health inequalities. Along with local partners Lifelong Medical Care provides programs and events that promote healthy living and lifestyles. Heart 2 Heart's mission is to build relationships with community members through linking residents with needed resources to reduce the rates of hypertension, heart disease, and stroke occurrence in the H2H neighborhood in South Berkeley. Blood pressure screenings are provided at Drop-In Clinics on a regular basis and at barber shops in low-income districts.

## STATE ASSURANCES

California State Law establishes assurances for the State and eligible entities. Provide narrative descriptions of how your agency is meeting each assurance.

[California Government Code 12747](#) (a): Community action plans shall provide for the contingency of reduced federal funding.

Reductions in CDBG, Emergency Solutions Grant, and CSBG funding may result in some cuts to community agencies contracting with the City and reduction in City staff positions. These cuts may result in a reduced capacity to provide and oversee services provided to homeless and other low-income individuals in the Berkeley community.

City staff and Commissions continue to review the work of community agencies to determine which services are working well and which services are not delivering the desired outcomes. This work helps determine difficult funding decisions based on a merit review of programs, instead of implementing across the board cuts in many cases.

[California Government Code § 12760](#): Community action agencies funded under this article shall coordinate their plans and activities with other eligible entities funded under Articles 7 (commencing with Section 12765) and 8 (commencing with Section 12770) that serve any part of their communities, so that funds are not used to duplicate particular services to the same beneficiaries and plans and policies affecting all grantees under this chapter are shaped, to the extent possible, so as to be equitable and beneficial to all community agencies and the populations they serve.

Being a highly urbanized area, the City of Berkeley does not have specialized services for people who self-identify as being migrant and seasonal farm workers. Referrals to services that are designed specifically for Native Americans, such as United Indian Nation, which provides permanent supportive housing and services in the City of Alameda, are also provided. These groups would be provided services as needed through any of the programs that the City already funds or provides.

[California Government Code §12768](#): Migrant and Seasonal Farmworker (MSFW) entities funded by the department shall coordinate their plans and activities with other eligible entities funded by the department to avoid duplication of services and to maximize services for all eligible beneficiaries. If your agency is not an MSFW entity, please write “not applicable”.

Not applicable

## INDIVIDUAL AND COMMUNITY ELIGIBILITY REQUIREMENTS

Describe how your agency verifies participant income eligibility:

- Pay Stubs
- Social Security Award Letters
- Bank Statements
- Tax Statements
- Zero-income Statements



- Unemployment Insurance Letters
- Qualification for other need-based program, describe

- Other, describe:

Income eligibility for general/short term services: For services with limited in-take procedures (where individual income verification is not possible or practical), describe how your agency generally verifies income eligibility for services? An example of these services is emergency food assistance.

Documentation that verifies that a client belongs to a category of people who are presumed to have a particular income level.

Community-targeted services: For services that provide a community-wide benefit (e.g. development of community assets/facilities; building partnerships with other organizations), describe how your agency ensures the services target low-income communities?

All partners of the Berkeley Community Action Agency conduct intakes with new participants and they need to provide income information using the documents listed above.

## MONITORING AND EVALUATION

CSBG eligible entities are required to be actively involved in the evaluation of your community action programs. Provide a narrative description of the specific method(s) of evaluation, frequency, and monitoring conducted that ensures high standards of program and fiscal performance.

1. Describe your methods for evaluating programs and services.

The City of Berkeley collects outcome reports from all agencies who are funded by the City. These outcome and service measure reports provide the City and the non-profit with a measure of the program's success at meeting the program's intended goal.

2. Describe the frequency of evaluations conducted.

Agencies receive federal or State funding need to submit quarterly outcome reports. Agencies that are funded by the City need to submit semi-annual outcome reports.

3. Describe specific monitoring activities and how they are related to establishing and maintaining the integrity of the CSBG program.

The City of Berkeley's Health, Housing and Community Services Department staff will conduct on-site monitoring every other year and Desk audit in off years to agencies receiving federal or State funding. City staff will perform annual site visit and desk audit to those agencies funded by the City.

## DATA COLLECTION

The success of the CSBG Network relies heavily on the quality and relevance of data collected on individuals and families served. To comply with the requirements set forth by OCS with the [State and Federal Accountability Measures](#), provide a narrative description on your agency's data collection and reporting process. Explain how your agency ensures accurate data is collected and reported on ALL agency activities, not just CSBG funded activities. Describe the system(s) your agency has in place to ensure accuracy, review the data prior to submission to the State, and how the data is used, analyzed and acted on to improve agency programs and services.

Describe the data collection process.

Community Agency contracts require reporting on City-wide standardized outcome measures for all service categories. This information is submitted to various review bodies and commissions when reviewing proposals for funding.

Additionally, agencies are required to use City Data Services (CDS), an online system, to report on demographic and outcome data for to clients served by their projects.

Describe the data reporting process.

BCAA staff work with agencies while preparing reports for CSBG services. They agencies participate in the City Data Services (CDS) which provides a system-wide database to capture demographic information on participants served by programs as well as the outcomes achieved by participants. Demographic data and outcome data is entered into the CDS, and reports generated from CDS provide the basis for CSBG reports.

BCAA staff also periodically monitor agencies to ensure the fidelity of financial record keeping and the recording and provision of direct services to clients. BCAA staff also consult with CSBG-funded programs to gather anecdotes for the year-end Information Survey reports.

Describe how the data is used, analyzed and acted on to improve agency programs and services.

Berkeley CAA staff review quarterly program outcome reports and data from the City Data Service (CDS). A public hearing is held in October/November every other year. Staff analyze this information for trends and service needs, and use the data in program planning to enhance and/or improve agency programs and services accordingly to meet those needs.

## **CSBG/NATIONAL PERFORMANCE INDICATORS (NPI) CAP PROJECTIONS**

The Office of Community Services (OCS) published [CSBG IM #152 Annual Report](#) on January 19, 2017. The CSBG Annual Report replaces the current CSBG IS and includes an updated set of CSBG outcome measures that will replace the current NPI structure. CSBG Eligible Entities will begin data collection with the new structure beginning October 2017. As more information is gathered CSD will ask agencies to complete their projections in accordance with the new outcome reporting structure.

## **APPENDICES (OPTIONAL)**

All appendices should be labeled as an appendix (i.e., Appendix A: Community Survey Results) and submitted with the CAP.

## FY 2018 Community Agency Allocations

Agency/Individual Name	FY 2017 Allocations	FY 2018 Proposed	CDBG	CSBG	ESG	General Fund	Other Funds
<b>Arts</b>							
Berkeley Art Center	86,652	86,652				86,652	
Civic Arts Grants	389,081	389,081				389,081	
<b>Arts Total</b>	<b>475,733</b>	<b>475,733</b>				<b>475,733</b>	
<b>Childcare</b>							
Bay Area Hispano Institute for Advancement - Child Development Program	82,143	82,143				82,143	
Bananas Inc.							
Child Care Subsidies	250,135	283,110				208,110	75,000
Play & Learn Playgroups		10,527				10,527	
QRIS Services	95,000	95,000				95,000	
Ephesians Children's Center - Childcare Program	45,507	45,507				45,507	
Healthy Black Families, Inc.							
Sisters Together Empowering Peers (STEP)	50,000	87,616				87,616	
Nia House Learning Center	39,999	39,999				39,999	
St. John's Child Care	30,691	30,691				30,691	
Women's Daytime Drop-In Center							
Parent and Child Services		20,438				20,438	
<b>Childcare Total</b>	<b>593,475</b>	<b>695,031</b>				<b>620,031</b>	<b>75,000</b>
<b>Community Facilities Improvements</b>							
Berkeley Food & Housing Project							
North County Women's Building	26,461	0					
City of Berkeley Parks: BAHIA Siding	247,344	0					
Options Recover Services							
Veteran's Building Lead Based Paint Removal and Repairing	36,195	0					
Rebuilding Together							
Community Facilities	24,575	24,575	24,575				
<b>Community Facilities Improvements Total</b>	<b>334,575</b>	<b>24,575</b>	<b>24,575</b>				
<b>Community Media</b>							
Berkeley Community Media	230,710	230,710				230,710	
<b>Community Media Total</b>	<b>230,710</b>	<b>230,710</b>				<b>230,710</b>	
<b>Disability Programs</b>							
Bay Area Outreach and Recreation Program							
Recreational Services for the Disabled	40,426	42,322				42,322	
Berkeley Place	15,287	17,183				17,183	
Bonita House							
Creative Wellness Center	12,983	14,878				14,878	
Center for Independent Living:							
Residential Access Project for Disabled	140,219	0					
Employment	36,607	0					
Easy Does It	1,136,881	1,191,408					1,191,408
Through the Looking Glass	24,518	26,414				26,414	
<b>Disability Programs Total</b>	<b>1,406,921</b>	<b>1,292,205</b>	<b>0</b>			<b>100,797</b>	<b>1,191,408</b>
<b>Economic Development</b>							
Berkeley Convention and Visitors Bureau	596,037	664,136				664,136	
<b>Economic Development Total</b>	<b>596,037</b>	<b>664,136</b>				<b>664,136</b>	
<b>Employment Training</b>							
Bread Project	41,165	56,165				56,165	
Inter-City Services	95,036	101,643				101,643	
Multicultural Institute Lifeskills Program	64,255	66,151				66,151	
Rising Sun – Green Energy Training Services	50,852	65,852				65,852	
<b>Employment Training Total</b>	<b>251,308</b>	<b>289,811</b>	<b>0</b>			<b>289,811</b>	
<b>Health</b>							
Lifelong Medical Care:							
Access for Uninsured (BPC, WBFP, Uninsured)	124,240	124,240		124,240			
Acupuncture Detox Clinic	58,190	60,085		35,760		24,325	
Hypertension/Chronic Health Program	72,349	72,349				72,349	
Primary Geriatric Care	38,858	38,858				38,858	
Berkeley Free Clinic							
Free Women and Transgender Health Care Service	13,500	15,396				15,396	
Sugar - Sweetened Beverage Berkeley Unified School District	637,500	637,500				637,500	
Sugar - Sweetened Beverage Panel (POE)*	637,500	637,500				637,500	

## FY 2018 Community Agency Allocations

Agency/Individual Name	FY 2017 Allocations	FY 2018 Proposed	CDBG	CSBG	ESG	General Fund	Other Funds
<b>Health Total</b>	<b>1,582,137</b>	<b>1,585,928</b>		<b>160,000</b>		<b>1,425,928</b>	
<b>Homeless Services</b>							
Alameda County Homeless Action Center							
Benefits Advocacy	126,349	126,349				106,349	20,000
Alameda County Network of Mental Health Clients							
Daytime Drop-In	35,721	35,721				35,721	
Case Management Tied to Permanent Housing	22,080	22,080				22,080	
Representative Payee Services	32,016	32,016				32,016	
Winter Storm Shelter	4,840						
Berkeley Food & Housing Project							
Berkeley Mental Health Flex Spending Program	257,250	298,000					298,000
Case Management Tied to Permanent Housing	74,340	74,340				74,340	
Daytime Warming Center	5,000						
The Hub	1,279,144	1,279,144	253,385		197,359	828,400	
Men's Shelter	165,536	165,536	165,536				
Quarter Meal	35,786	35,786				35,786	
Russell Street Supportive Housing Program	43,045	43,045					43,045
Women's Shelter	116,469	116,469				116,469	
Bonita House							
Case Management Tied to Permanent Housing	18,151	18,151				18,151	
Building Opportunities for Self Sufficiency:							
Case Management Tied to Permanent Housing	96,502	96,502				96,502	
Daytime Warming Center	4,200						
Homeless Basic Needs - Showers/Laundry	24,702	58,142				58,142	
Representative Payee Services	52,440	52,440				52,440	
Sankofa Transitional Housing	26,253	25,992				25,992	
Ursula Sherman Village Singles Shelter	101,614	101,614				101,614	
Usula Sherman Village Family Transitional Shelter	27,706	25,391				25,391	
City of Berkeley EveryOne Home	15,000	15,000				15,000	
Covenant House California (YEAH!)							
Case Management Tied to Permanent Housing	35,000	35,000				35,000	
Drop-In/Showers		0				0	
Youth Shelter	309,115	309,115				309,115	
Dorothy Day							
Berkeley Emergency Storm Shelter	110,101	30,101				30,101	
Breakfast Program	41,223	41,223				41,223	
First They Came for the Homeless	10,000						
Fred Finch Youth Center:							
Turning Point	86,655	86,655				86,655	
Lifelong Medical Care:							
Case Management Tied to Permanent Housing	153,652	153,652				153,652	
Supportive Housing Program UA Homes	52,250	52,250				52,250	
New Bridge Foundation	50,000	0					
Options Recovery Services - Detox Services & Day Treatment							
Case Management /Housing Advocacy	39,311	39,311				39,311	
Daytime Treatment	46,200	46,200				46,200	
Dual Diagnosis Clinic	62,328	62,328				62,328	
Transitional Housing	44,000	88,002				88,002	
Rubicon							
Workforce Services /Shelter Plus Care	35,266	0					
Telegraph Business Improvement District							
Berkeley Host Program	49,139	49,139				49,139	
The Suitcase Clinic	9,828	9,828				9,828	
Toolworks, Inc. Supportive Housing	47,665	47,665				47,665	
Women's Daytime Drop-In Center:							
Bridget Transitional House Case Management	30,777	30,777				30,777	
Case Management Tied to Permanent Housing	79,488	75,911				75,911	
Daytime Drop-In Services	20,000	40,266				40,266	
Domestic Violence Services	26,832	26,832				26,832	
Homeless Basic Needs - Meals Program	28,794	12,105				12,105	
Vehicles for Change	5,000						
<b>Homeless Services Total</b>	<b>3,936,768</b>	<b>3,858,078</b>	<b>418,921</b>	<b>0</b>	<b>197,359</b>	<b>2,880,753</b>	<b>361,045</b>
<b>Housing Development &amp; Rehabilitation</b>							
Satellite Affordable Housing Associates							

## FY 2018 Community Agency Allocations

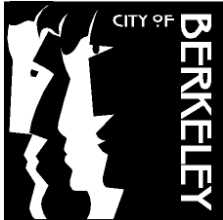
Agency/Individual Name	FY 2017 Allocations	FY 2018 Proposed	CDBG	CSBG	ESG	General Fund	Other Funds
CHDO General Operating Support	28,115	28,115					28,115
Bay Area Community Land Trust	4,991	4,991				4,991	
Community Energy Services Corporation	282,334	282,334	282,334				
Rebuilding Together							
Safe Home Project	98,279	98,279	98,279				
Resources for Community Development							
CHDO General Operating Support	28,115	28,115					28,115
Social Services at Special Needs Housing	9,828	9,828				9,828	
<b>Housing Development &amp; Rehabilitation Total</b>	<b>451,662</b>	<b>451,662</b>	<b>380,613</b>			<b>14,819</b>	<b>56,230</b>
<b>Legal/Advocacy</b>							
East Bay Community Law Center							
Consumer Justice Clinic/Housing Advocacy	30,768	32,664				32,664	
Fair Housing Counseling	34,932	34,932	34,932				
Family Violence Law Center - Domestic Violence & Homelessness Prevention Project	60,041	60,041				60,041	
<b>Legal/Advocacy Total</b>	<b>125,741</b>	<b>127,637</b>	<b>34,932</b>			<b>92,705</b>	
<b>Other</b>							
Animal Rescue	23,812	23,812				23,812	
Berkeley Community Gardening Collaborative	10,000	11,895				11,895	
Berkeley Project	27,000	27,000				27,000	
Eden Information & Referral	35,000	35,000				35,000	
McGee Avenue Baptist Church	15,139	17,035				17,035	
SEEDS Community Resolution Center	20,000	21,896				21,896	
South Berkeley Community Church - Nutrition	7,389	0					0
<b>Other Total</b>	<b>138,340</b>	<b>136,638</b>				<b>136,638</b>	
<b>Recreation</b>							
Ephesians Children's Center - Greg Brown Park Supervision	18,573	18,573				18,573	
<b>Recreation Total</b>	<b>18,573</b>	<b>18,573</b>				<b>18,573</b>	
<b>Seniors</b>							
Alzheimer's Services of the East Bay							
Dementia Specific Services	13,464	0				0	
J-Sei	8,845	8,845				8,845	
<b>Seniors Total</b>	<b>22,309</b>	<b>8,845</b>				<b>8,845</b>	
<b>Youth</b>							
2020 Vision Evaluation, Training and Technical Assistance	38,183	0					
A Better Way							
Mental Health Services for Uninsured Children	0	0					
Bay Area Community Resources							
School Based Behavioral Health Services	62,000	94,964				94,964	
Bay Area Hispano Institute for Advancement - Out of School Time Programs	21,447	21,447				21,447	
Berkeley High School Bridge Program	54,000	79,000				79,000	
Berkeley Youth Alternatives:							
Afterschool Program	30,000	0				0	
Counseling	49,674	0				0	
Security Camera System	0	0					
Biotech Partners – Biotech Academy at Berkeley High	76,750	91,750				91,750	
Building Opportunities for Self Sufficiency							
BOSS Homeless Children's Learning Center		33,500				33,500	
Community Alliance for Learning - Writers Coach	10,000	0				0	
Connection							
Ephesians School-Age Program	39,840	39,840				39,840	
K to College	25,000	0					
Lifelong Medical Care							
Rosa Parks Collaborative	44,804	44,804				44,804	
Multicultural Institute Youth Mentoring	33,603	33,603				33,603	
Pacific Center for Human Growth - Safer Schools Project	23,245	23,245				23,245	
RISE Program	216,039	216,039				216,039	
SEEDS Community Resolution Center - Restorative Justice in Schools	25,000	25,000				25,000	
South Berkeley Community Church - Youth Program	6,636	0					0
Stiles Hall	80,000	90,000				90,000	

### FY 2018 Community Agency Allocations

Agency/Individual Name	FY 2017 Allocations	FY 2018 Proposed	CDBG	CSBG	ESG	General Fund	Other Funds
UC Berkeley							
BUILD Literacy/Cal Corp	69,750	95,360				95,360	
Bridging Berkeley	30,000	34,640				34,640	
Youth Spirit Artworks							
Vocational Arts Training	33,777	33,777				33,777	
BUSD Homeless Student Program	50,000	50,000				50,000	
Tiny Homes Pilot Project	10,000						
<b>Youth Total</b>	<b>1,019,748</b>	<b>1,006,969</b>	<b>0</b>			<b>1,006,969</b>	
<b>TOTAL COMMUNITY AGENCY ALLOCATIONS</b>	<b>11,184,037</b>	<b>10,866,531</b>	<b>859,041</b>	<b>160,000</b>	<b>197,359</b>	<b>7,966,448</b>	<b>1,683,683</b>

*o Community Development Block Grant (CDBG)/Emergency Solutions Grant (ESG)*

\*Subject to the Sugar – Sweetened Beverage Panel of Experts (POE) allocation.



# PUBLIC HEARING

## ON COMMUNITY NEEDS

Wednesday, October 19, 2016, 6:00 p.m.  
 South Berkeley Senior Center  
 2939 Ellis Street (at Ashby)

# Come Share Your Ideas on Needed Services and Housing

The purpose of this Public Hearing is to hear from Berkeley residents what services and housing are needed for low-income people in their community.

The information from this Public Hearing will be used to help the Housing Advisory, Homeless, Human Welfare and Community Action, and the Children, Youth & Recreation Commissions prioritize the types of services and housing needed to meet community needs. The information will also be included in the Community Action Plan for the City of Berkeley Community Action Agency and the Annual Action Plan for funding from the federal department of Housing and Urban Development.

Written comments should be mailed or delivered directly to Jennifer Vasquez, Heath, Housing & Community Services Department, 2180 Milvia Street, Berkeley, CA 94704. For more information call the City of Berkeley Housing Department at 981-5400. FAX: (510) 981-5450. TDD: (510) 981-6903.

**Accommodations Provided Upon Request.** 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. Providing at least three working days' notice will help to ensure availability at the meeting.

Una audiencia pública para tratar las Necesidades de la Comunidad se llevará a cabo el **miércoles, a las 6:00 p.m., 19 de octubre del 2016** en el centro comunitario para personas de la tercera edad (South Berkeley Senior Center), que está ubicado en la Calle Ellis 2939. El propósito de esta audiencia es para escuchar directamente de los ciudadanos residentes de Berkeley cuales son los servicios y programas de vivienda que necesita la comunidad de bajos recursos económicos. La información adquirida en esta audiencia será usada para asistir a las Comisiones de Consejería para la Vivienda, Comisión a los Desamparados, Comisión de Bienestar Humano y Acción Comunitaria, y la Comisión de Niños, Juventud, Parques y Recreación a establecer prioridades de los servicios y programas de vivienda requeridos por la comunidad. Esta información también será incluida en los informes que agencias estatales y federales exigen que la ciudad de Berkeley presente para continuar recibiendo financiamiento de las mismas. Si usted necesita asistencia o desea presentar sus comentarios u opiniones en español, puede comunicarse con Roxana Andrade al 510.981.5402 o al correo electrónico [randrade@cityofberkeley.info](mailto:randrade@cityofberkeley.info).



以下各委員會將在：二零一六年十月十九日，星期三，晚上六時，舉行公聽會  
公聽會地點：南柏克萊耆英中心 2939 Ellis Street

公聽會目的為聆聽柏克萊市民對低收入人士的服務需求。以便于房屋委員會，公園及娛樂委員會，公眾福利及社區活動委員會，和露宿者服務委員會決定應優先考慮那一種服務和房屋建設以迎合社區的需求。該等資料將被列入柏克萊社區服務計劃書，呈交州政府和聯邦政府，以便繼續取得經費。

如需要中文協助，請聯絡房屋部鄭女士：電話 981-4928

電郵 [mcheng@ci.berkeley.ca.us](mailto:mcheng@ci.berkeley.ca.us)