



# MINUTES



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

Visit us on the web at AC-OCAP.com or contact us by email at AC-OCAP@oaklandnet.com

**Vision Statement: To end poverty within the City of Oakland and throughout Alameda County**

### PROGRAM PLANNING COMMITTEE MEETING (Standing)

Wednesday, July 6, 2016 @ 6:30

150 Frank Ogawa Plaza, 4<sup>th</sup> Floor, Conference Room #1

**Committee Members Present:** Gladys Green, Dave Brown for Supervisor Wilma Chan, Phuong-Hang-Duong-Thi, and Brigitte Cook for Council member Lynette McElhaney

**Excused:** Shanale Allen (Chair), Angelica Gums for Supervisor Nate Miley, and Lenita Wheeler

**Staff Present:** Estelle Clemons, Cecilia Garcia, Dwight Williams, and Emily Derenthal

#### 1. Call to Order/Roll Call/Determination of Quorum

G. Green called the meeting to order at 6:45 p.m. Roll was called by staff member C. Garcia. A quorum was established.

#### 2. Approval of June 15, 2016 Special Program Planning Committee Meeting Minutes

**Motion:** To approve the June 15, 2016 minutes. M/S/Carried: B. Cook/D. Brown/Unanimous/Motion Carried.

#### 3. 2016 CSBG Programming & \$17k Discretionary Grant

E. Clemons stated that at the Executive Committee meeting earlier (July 6, 2016), the committee approved the \$8,000 increase for each grantee. She continued onto the new \$17k discretionary grant. She stated that in the packet is there is information on what the \$17k can be used for: 1) build capacity and operate more efficiently to meet Organizational Standards; 2) support programs that focus on serving the homeless population, and 3) to support programs, services, and outreach that help low-income people claim the Earned Income Tax Credit. She stated that the Executive Committee motioned to use the \$17k discretionary funds to partner with Community housing and address the homeless encampment issue. E. Clemons will do a write-up on the recommendation on using the \$17k to partner with Community Housing and address the homeless encampments and submit to the full board.

#### 4. Grantee Site Visits Update

**June 21-30, 2016 – 9:30am-12:30pm/1:30pm-4:30pm**

**July 12-14, 2016 – 9:30am-12:30pm/1:30pm-4:30pm**

**Action:** C. Garcia to send out an invite to the site visits the week of July 12, 2016 to the full board.

#### 5. Review of RFP Process

- Timeline
- Bidders Conference

E. Clemons began going through the AC-OCAP strategic focus areas. She stated that “economic” has been removed from the housing & community economic development and “micro-enterprise” has been moved to job training & employment placement. She stated that in the Job Training & Employment Placement had “veterans, homelessness, and the homeless added to it as well. She stated that is She stated that on August 8, 2016 the RFP will be released and due September 9, 2016 at 4:30pm. She stated that on August 19<sup>th</sup>, 2016 there will be a bidder’s conference at City Hall in hearing room #4 at 10am. This is not mandatory but the board is welcome to attend. Staff passed out the RFP application and asked the committee to write their names on it and after the discussion they will be submitted back to staff. E.



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Clemons began to go through the changes/additions to the RFP application. She stated that RFP application stated the RFP will be for 3 years, and that there is also an addition that the second and third years of funding will be contingent upon program’s prior year funding. She went onto the RFP review process and reporting requirements which also stated that grantees will be responsible for screening and documenting CSBG eligible clients living at or below 100% of the Federal Poverty Guidelines. She continued on to the RFP application instructions. She stated that the applicants are required to use and attach the “Application Checklist”. She stated that the total maximum grant is \$100,000 if the applicant is providing services to both Oakland and Alameda County low-income residents. She went on to the Program Narrative section and on to the instructions on how to complete an excel budget. She stated that “Please explain how your organization will sustain the program beyond AC-OCAP’s funding” was added. She sent on to the actual RFP application, she stated that in Section II, the target populations, the individuals/Adults and Young Adults (16-26 years old) has been broken out as well as the services areas in Oakland. She continued on to the Program Narrative and Program Budget.

**Action:** Add to the RFP application – having the applicant choose an area of funding and not both.

**Action:** Staff to look into using i-supplier through contract compliance to send the RFP info.

**Action:** Staff to add RFP announcement to the City Administrator’s announcements.

**Action:** Staff to send out a reminder email to the board if they know anyone who would be interested in receiving the RFP application.

**Action:** Under Page F – Section V: Program Budget Narrative, #3 change unit to person.

### 6. Agenda Attachments

- 2. June 15, 2016 Special Program Planning Minutes
- 3. 2016 Draft Budget & 17k Grant
- 5. RFP Timeline and Previously Funded Grantees

#### Additional Handouts

- 2015-2017 Strategic Focus Areas
- RFP Application

### 7. Future/Proposed Agenda Items

- Align partnerships with other agencies

### 8. Announcements

### 9. Open Forum

### 10. Adjournment

**Motion:** The meeting was adjourned at 7:32p.m. M/S/Carried: D. Brown/B. Cook/Unanimous/  
Motion carried.