



Human Welfare and Community Action Commission

MINUTES

Wednesday, April 21, 2021
6:30 PM

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

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

To access the meeting remotely using the internet: Join from a PC, Mac, iPad, iPhone, or Android device: Use URL –<https://zoom.us/j/97245011849>

If you do not wish for your name to appear on the screen, then use the drop down menu and click on "rename" to rename yourself to be anonymous. To request to speak, use the "raise hand" icon on the screen. **To join by phone: Dial 1-669-900-6833 and Enter Meeting ID: 972 4501 1849.** If you wish to comment during the public comment portion of the agenda, press *9 and wait to be recognized by the Chair.

Preliminary Matters

1. Roll Call

Present: Sood, Kohn, Omodele, Bookstein, Behm-Steinberg, Yun, Romo (6:39PM), Sim, Pelley, Hill, Dunner (6:39PM)

Absent: None

Quorum: 7 (Attended: 11)

Staff Present: Rhianna Babka, Mary-Claire Katz

Public Present: Kelly Hammargren, Alfred Twu, Unknown Participant via Zoom, Michele Blackwell

2. Agenda Approval

Action: M/S/C (Yun/Kohn) to reorder agenda.

Vote: Ayes – Dunner, Sood, Kohn, Omodele, Behm-Steinberg, Sim, Yun, Hill, Pelley, Romo, Bookstein; Noes - None; Abstain - None; Absent – None.

3. Public Comment

None.

Update/Action Items

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

Berkeley Community Action Agency Board Business

4. Approve minutes from the 3/17/2021 Regular Meeting (Attachment A)

Action: M/S/C (Yun/Pelley) to approve the minutes from the 3/17/20 meeting.

Vote: Ayes – Dunner, Sood, Kohn, Omodele, Behm-Steinberg, Sim, Yun, Hill, Pelley, Romo, Bookstein; Noes - None; Abstain - None; Absent – None.

5. Public Hearing for Draft Berkeley Community Action Agency Community Action Plan, 2022-23 – (Attachment B)
Action: M/S/C (Bookstein/Kohn) to accept the draft Berkeley Community Action Agency Community Action Plan, 2022-23.
Vote: Ayes – Dunner, Sood, Kohn, Omodele, Sim, Yun, Hill, Pelley, Romo, Bookstein; Noes - None; Abstain – Behm-Steinberg; Absent – None.
6. Review City of Berkeley FY 2020 Single Audit Report (Attachment C) – Staff
Commissioners review FY 2020 Single Audit Report. Commissioner Behm-Steinberg concerned that ADA information is not in the report.
7. CSBG 2021 Discretionary Funding (Attachment D) — Staff
Action: M/S/C (Kohn/Dunner) accept the proposal to use the 2021 CSBG discretionary funding to fund assistance and services for homeless households, including flexible funding for rental assistance, move-in costs for clients assisted with rental assistance, hygiene services and supports such as portable toilets and handwashing stations or shower and laundry services, supplies for unhoused residents distributed by outreach teams, and/or other COVID-19-related services for low-income individuals as needed, with an emphasis on that hygiene-related expenditures should be considered first.
Vote: Ayes – Dunner, Sood, Kohn, Sim, Yun, Hill, Pelley, Bookstein; Noes - None; Abstain – Omodele, Behm-Steinberg, Romo; Absent – None.
8. Review City of Berkeley funded agency Program and Financial reports — Staff (Attachment E)
 - a. Eden Council for Hope and Opportunity - Fair Housing Services
Continued to 5/19/2021 meeting.

Other Discussion Items

9. Review and discuss City of Berkeley Commission minutes – All
Continued to 5/19/2021 meeting.
10. Update on Accessibility at the STAIR Center – Behm-Steinberg (Attachments F and G)
Commissioner Behm-Steinberg discusses accessibility at the STAIR Center, including how contractors and designers were chosen, bathroom accessibility, and safety/access of medications for individuals in the Center.
Action: M/S/C (Yun/Behm-Steinberg) to extend the meeting by 15 minutes.
Vote: Ayes – Dunner, Sood, Kohn, Behm-Steinberg, Romo, Sim, Yun, Hill, Omodele, Romo, Bookstein; Noes - None; Abstain - None; Absent – None.
11. Discuss report regarding homeless encampment in South Berkeley near Here/There sign – Commissioner Romo
Continued to 5/19/2021 meeting.
12. Discuss Citywide Restroom Assessment - All

Continued to 5/19/2021 meeting.

13. Discuss encampments proposal – Commissioner Behm-Steinberg
Continued to 5/19/2021 meeting.
14. Discuss rent control recommendation – Commissioners Behm-Steinberg and Omodele
Continued to 5/19/2021 meeting.
15. Discuss report on the South Adeline Corridor Plan – Commissioner Romo
Continued to 5/19/2021 meeting.
16. Discuss disabled accessibility in high-density corridors – Commissioner Behm-Steinberg
Continued to 5/19/2021 meeting.
17. Discuss lack of phone booths and charging stations in Berkeley – Commissioner Behm-Steinberg
Continued to 5/19/2021 meeting.
18. Discuss housing issues that impact the poor – Commissioner Behm-Steinberg
Continued to 5/19/2021 meeting.
19. Discuss possible improvements to the HWCAC request for proposal review process – Commissioner Kohn
Continued to 5/19/2021 meeting.
20. Discuss consequences of failed elevators in buildings – Commissioner Behm-Steinberg
Continued to 5/19/2021 meeting.
21. Discuss City grant writer procurement – Commissioner Behm-Steinberg
Continued to 5/19/2021 meeting.
22. Update on the closure of Alta Bates Hospital – Commissioner Omodele
Continued to 5/19/2021 meeting.
23. Discuss potential questionnaire to City Council regarding HWCAC priorities – Commissioner Bookstein
Continued to 5/19/2021 meeting.
24. Discuss current state of homelessness in Berkeley – Commissioner Omodele
Continued to 5/19/2021 meeting.

Action: M/S/C (Behm-Steinberg/Yun) to extend the meeting by ten minutes.

Vote: Ayes – Dunner, Sood, Kohn, Behm-Steinberg, Romo, Sim, Yun, Hill, Omodele, Romo, Bookstein; Noes - None; Abstain - None; Absent – None.

25. Discuss and possibly approve draft communication to Council regarding the Tenant Opportunity to Purchase Act (TOPA) (Attachment H) – Commissioner Kohn

Action: M/S/C (Kohn/Hill) to send the communication to council with the removal of the word “adoption” from the communication and to replace it with the word “support”.

Vote: Ayes – Dunner, Kohn, Sim, Yun, Hill, Bookstein; Noes – Sood, Omodele; Abstain – Pelley, Behm-Steinberg, Romo; Absent – None.

Action: M/S/C (Yun/Behm-Steinberg) to extend the meeting by 15 minutes.

Vote: Ayes – Dunner, Sood, Kohn, Behm-Steinberg, Romo, Sim, Yun, Hill, Omodele, Romo, Bookstein; Noes - None; Abstain - None; Absent – None.

26. Discuss and possibly approve draft communication to Council regarding accessibility at Pathways (Attachment I) – Commissioner Behm-Steinberg

27. Review latest City Council meeting agenda

28. Announcements

29. Future Agenda Items

Adjournment

Action: M/S/C (Yun/Kohn) to adjourn at 9:01PM.

Vote: Ayes – Dunner, Sood, Kohn, Behm-Steinberg, Romo, Sim, Yun, Hill, Omodele, Romo, Bookstein; Noes - None; Abstain - None; Absent – None.

Attachments

- A. Draft Minutes of the 3/17/2021 Meeting
- B. Draft Berkeley Community Action Agency Community Action Plan, 2022-23
- C. Single Audit Report
- D. Program and Financial Reports for Eden Council for Hope and Opportunity - Fair Housing Services
- E. Discretionary Funding Memo
- F. STAIR email to Disability Commission secretary
- G. Local Adoption of Emergency Amendments to the 2016 California Building Code Governing Emergency Housing
https://www.cityofberkeley.info/Clerk/City_Council/2018/06_June/Documents/2018-06-12_Item_42_Local_Adoption_of_Emergency_Amendments.aspx
- H. Draft communication to Council regarding the Tenant Opportunity to Purchase Act (TOPA)
- I. Draft communication to Council regarding accessibility at Pathways

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.

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Secretary:

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

Mailing Address:

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



Human Welfare and Community Action Commission

DRAFT MINUTES

Wednesday, March 17, 2021
6:30 PM

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

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Preliminary Matters

1. Roll Call

Present: Dunner, Sood, Kohn, Omodele, Behm-Steinberg, Sim, Yun, Hill, Bookstein, Pelley
(6:42PM)

Absent: Romo

Quorum: 7 (Attended: 10)

Staff Present: Rhianna Babka, Mary-Claire Katz

Public Present: Chimey Lee, Sarah Scruggs

2. Agenda Approval

Action: M/S/C (Yun/Dunner) to reorder agenda section “Other Discussion Items” and discuss as follows: #4, #9, #11, #24, and then the remaining agenda items as ordered.

Vote: Ayes – Dunner, Sood, Kohn, Omodele, Behm-Steinberg, Sim, Yun, Hill, Pelley; Noes - None; Abstain - None; Absent – Romo.

3. Public Comment

- a. Chimey Lee comments regarding TOPA.

Update/Action Items

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

Berkeley Community Action Agency Board Business

4. Approve minutes from the 2/24/2021 Special Meeting (Attachment A)

Action: M/S/C (Bookstein/Kohn) to approve the minutes from the 2/24/20 special meeting.

Vote: Ayes – Dunner, Sood, Kohn, Omodele, Behm-Steinberg, Sim, Yun, Hill, Pelley; Noes - None; Abstain - None; Absent – Romo.

5. Discuss CSBG Berkeley Community Action Agency Community Action Plan, 2022-23 – (Attachment B)
 Staff provides draft CSBG 2022-23 Community Action Plan to commissioners and responds to questions regarding the upcoming public hearing on 4/21/21.
6. Discuss low-income commissioner stipend – Staff
 Staff provides explanation of low-income commissioner stipend and notification of potential upcoming commissioner stipend changes.
7. Review City of Berkeley funded agency Program and Financial reports — Staff (Attachment C)
 - a. LifeLong Medical Care - Access to Primary Care/Acupuncture for the Low-Income/Uninsured
 Commissioners review the LifeLong reports.

Other Discussion Items

8. Review and discuss City of Berkeley Commission minutes – All
 Continued to 4/21/2021 meeting.
9. Presentation on Tenant Opportunity to Purchase Act – Sarah Scruggs, Northern California Land Trust
 Sarah Scruggs presents on the topic of the Tenant Opportunity to Purchase Act.
10. Discuss Budget Review Subcommittee recommendation regarding cannabis tax revenue – Commissioners Sood and Romo
 Continued to 4/21/2021 meeting.
11. Update on Accessibility at the STAIR Center – Behm-Steinberg (Attachments D and E)
 Commissioner Behm-Steinberg discusses concerns regarding the accessibility of the STAIR Center. Commissioner Behm-Steinberg also discusses submitting a public information request to the City on this topic.
12. Discuss report regarding homeless encampment in South Berkeley near Here/There sign – Commissioner Romo
 Continued to 4/21/2021 meeting.
13. Discuss Citywide Restroom Assessment - All
 Continued to 4/21/2021 meeting.
14. Discuss encampments proposal – Commissioner Behm-Steinberg
 Continued to 4/21/2021 meeting.
15. Discuss rent control recommendation – Commissioners Behm-Steinberg and Omodele
 Continued to 4/21/2021 meeting.

16. Discuss report on the South Adeline Corridor Plan – Commissioner Romo
Continued to 4/21/2021 meeting.
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20. Discuss possible improvements to the HWCAC request for proposal review process – Commissioner Kohn
Continued to 4/21/2021 meeting.
21. Discuss consequences of failed elevators in buildings – Commissioner Behm-Steinberg
Continued to 4/21/2021 meeting.
22. Discuss City grant writer procurement – Commissioner Behm-Steinberg
Continued to 4/21/2021 meeting.
23. Update on the closure of Alta Bates Hospital – Commissioner Omodele
Continued to 4/21/2021 meeting.
24. Update on HWCAC recommendation to Council regarding Assessment of Vacant Properties – Commissioner Sood
Action: M/S/C (Hill/Bookstein) for Commissioner Sood to draft and send a communication to Council to make a recommendation to refer the assessment of vacant properties to the City Manager's office to request an update on the assessment.
Vote: Ayes – Dunner, Sood, Kohn, Behm-Steinberg, Romo, Sim, Yun, Hill; Noes - None; Abstain - None; Absent – Romo, Omodele.

Action: M/S/C (Kohn/Sim) to extend the meeting for seven minutes.
Vote: Ayes – Dunner, Sood, Kohn, Behm-Steinberg, Romo, Sim, Yun, Hill; Noes - None; Abstain - None; Absent – Romo, Omodele.
25. Discuss potential questionnaire to City Council regarding HWCAC priorities – Commissioner Bookstein
Continued to 4/21/2021 meeting.
26. Discuss current state of homelessness in Berkeley – Commissioner Omodele
Continued to 4/21/2021 meeting.
27. Review latest City Council meeting agenda
Continued to 4/21/2021 meeting.

28. Announcements

None.

29. Future Agenda Items

Letter regarding STAIR center from Commissioner Behm-aSteinberg.

Adjournment

Action: M/S/C (Sim/Yun) to adjourn at 8:40PM.

Vote: Ayes – Dunner, Sood, Kohn, Behm-Steinberg, Romo, Sim, Yun, Hill, Pelley; Noes - None; Abstain - None; Absent –Romo, Omodele.

Attachments

- A. Draft Minutes of the 2/24/2021 Meeting
- B. Community Action Plan Template, 2022-23
- C. Program and financial reports from LifeLong Medical Care
- D. STAIR email to Disability Commission secretary
- E. Local Adoption of Emergency Amendments to the 2016 California Building Code Governing Emergency Housing
https://www.cityofberkeley.info/Clerk/City_Council/2018/06_June/Documents/2018-06-12_Item_42_Local_Adoption_of_Emergency_Amendments.aspx

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mkatz@CityofBerkeley.info

Mailing Address:

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

2022/2023

DRAFT

Community Needs Assessment and
Community Action Plan

California Department of
Community Services and Development

Community Services Block Grant



DRAFT

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Introduction

The Department of Community Services and Development (CSD) has developed the 2022/2023 Community Needs Assessment (CNA) and Community Action Plan (CAP) template for the Community Services Block Grant (CSBG) network. Each agency must submit a completed CAP, including a CNA to CSD on or before **June 30, 2021**. In an effort to reduce administrative burden during the Novel Coronavirus (COVID-19) pandemic, CSD has made changes to the CAP template. The changes are detailed below in the “What’s New for 2022/2023?” section. Provide all narrative responses in 12-point Arial font with 1.5 spacing. When the CNA and CAP are complete, they should not exceed 52 pages, excluding the appendices.

Purpose

Public Law 105-285 (the CSBG Act) and the California Government Code require that CSD secure a CAP, including a CNA from each agency. Section 676(b)(11) of the CSBG Act directs that receipt of a CAP is a condition to receive funding. Section 12747(a) of the California Government Code requires the CAP to assess poverty-related needs, available resources, feasible goals and strategies that yield program priorities consistent with standards of effectiveness established for the program. Although CSD may prescribe statewide priorities or strategies that shall be considered and addressed at the local level, each agency is authorized to set its own program priorities in conformance to its determination of local needs. The CAP supported by the CNA is a two-year plan that shows how agencies will deliver CSBG services. CSBG funds are by their nature designed to be flexible. They shall be used to support activities that increase the capacity of low-income families and individuals to become self-sufficient.

Federal CSBG Programmatic Assurances and Certification

The Federal CSBG Programmatic Assurances are found in section 676(b) of the CSBG Act. These assurances are an integral part of the information included in the CSBG State Plan. A list of the assurances that are applicable to CSBG agencies has been provided in the Federal Programmatic Assurances section of this template. CSBG agencies should review these assurances and certify that they are in compliance.

State Assurances and Certification

As required by the CSBG Act, states are required to submit a State Plan as a condition to receive funding. Information provided in agencies' CAPs will be included in the CSBG State Plan. Alongside Organizational Standards, the state will be reporting on [State Accountability Measures](#) in order to ensure accountability and program performance improvement. A list of the applicable State Assurances and the agency certification for them are found in the State Assurances section of this template.

Compliance with CSBG Organizational Standards

As described in the Office of Community Services (OCS) [Information Memorandum \(IM\) #138 dated January 26, 2015](#), CSBG agencies will comply with implementation of the Organizational Standards. CSD has identified the Organizational Standards that are met through the completion of the CAP and the CNA. A list of Organizational Standards that will be met upon completion of the CAP can be found in the Organizational Standards section of this template. Agencies are encouraged to utilize this list as a resource when reporting on the Organizational Standards annually.

What's New For 2022/2023?

Two-Part Layout. The 2022/2023 template has been divided into two parts:

Part I: Community Needs Assessment (CNA); and

Part II: Community Action Plan (CAP).

The CNA portion has sections for the needs assessment narrative and the results. Surveys and analysis documents may be attached as appendices. The CAP portion encompasses all the usual topics such as Vision and Mission Statement, Tripartite Board of Directors, Service Delivery System, Linkages, Monitoring, etc.

Revised Public Hearing Section. In addition to including the statute for the public hearing requirement, CSD has incorporated new guidelines for issuing the Notice of Public Hearing and the draft CAP, and documenting low-income testimony delivered at the public hearing. The Low-Income Testimony and Agency Response document will be required as an appendix. See the section on Public Hearing(s) for more details.

CNA Helpful Resources. Part I: Community Needs Assessment contains resources on conducting a needs assessment, influence of COVID-19 on the process, and updated links to state and national quantitative data sets.

Revised and Reduced Narrative Sections. Every effort has been made to reduce the administrative burden of conducting a CNA and preparing a CAP during an active pandemic. Although these tasks are fundamental to CSBG and should not be overlooked, CSD is aware of the reduced capacity and other circumstances under which many of the agencies are functioning. CSD has removed questions, utilized check boxes when possible, and made some questions optional. Many questions about the federal and state assurances have been removed. However, agencies are still required to certify that they are in compliance with the assurances. In the sections pertaining to the Tripartite Board of Directors and Linkages, for instance, agencies may indicate whether there are changes to the response in the 2020-2021 CAP or whether they would like CSD to accept the 2020-2021 CAP response without adaptations. Please keep in mind that these flexibilities are made because of the COVID-19 pandemic and may not be utilized in future years.

Additional Information. CSD has added a section to address disaster preparedness and agency capacity building. While this information is not directly mandated by statute, it is important to know agencies have disaster response plans in place and are making efforts to increase their own capacities. Responses to these questions are optional.

Federal and State Assurances Certification. Pertaining to the federal and state assurances, CSD removed questions where possible. If compliance to an assurance could be demonstrated without a narrative, the question was removed. However, agencies will still be required to certify that the Federal CSBG Programmatic Assurances and the State Assurances are being met. Agency certifications are found in those sections.

CSBG State Plan References. Information for the CSBG State Plan comes largely from CAPs submitted by agencies. To help agencies understand their roll in preparing the CSBG State Plan, CSD has indicated which questions contribute to the development of the annual CSBG State Plan.

Checklist

- Cover Page and Certification**
- Public Hearing(s)**

Part I: Community Needs Assessment

- Narrative**
- Results**

Part II: Community Action Plan

- Vision Statement**
- Mission Statement**
- Tripartite Board of Directors**
- Service Delivery System**
- Linkages and Funding Coordination**
- Monitoring**
- Data Analysis and Evaluation**
- Additional Information (Optional)**
- Federal CSBG Programmatic Assurances and Certification**
- State Assurances and Certification**
- Organizational Standards**
- Appendices**

COMMUNITY SERVICES BLOCK GRANT (CSBG)
2022/2023 Community Needs Assessment and Community Action Plan
Cover Page and Certification

Agency Name	Berkeley Community Action Agency
Name of CAP Contact	Kristen Lee
Title	Executive Director
Phone	510-981-5427
Email	kslee@cityofberkeley.info

CNA Completed MM/DD/YYYY:

3/12/21

(Organizational Standard 3.1)

Board and Agency Certification

The undersigned hereby certifies that this agency complies with the Federal CSBG Programmatic and State Assurances as outlined in the CSBG Act and California Government Code, respectively for services provided under the Federal Fiscal Year 2022/2023 Community Action Plan. The undersigned further certifies the information in this Community Needs Assessment and the Community Action Plan is correct and has been authorized by the governing body of this organization. (Organizational Standard 3.5)

Kelly Yun		
Board Chair (printed name)	Board Chair (signature)	Date
Kristen Lee		
Executive Director (printed name)	Executive Director (signature)	Date

Certification of ROMA Trainer/Implementer (If applicable)

The undersigned hereby certifies that this agency's Community Action Plan and strategic plan documents the continuous use of the Results Oriented Management and Accountability (ROMA) system (assessment, planning, implementation, achievement of results, and evaluation).

N/A		
NCRT/NCRI (printed name)	NCRT/NCRI (signature)	Date

CSD Use Only

Dates CAP (Parts I & II)		Accepted By
Received	Accepted	

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Public Hearing(s)

California Government Code Section 12747(b)-(d)

State Statute Requirements

As required by California Government Code Section 12747(b)-(d), agencies are required to conduct a public hearing for the purpose of reviewing the draft CAP. All testimony presented by low-income individuals and families during the public hearing shall be identified in the final CAP. Agencies shall indicate whether or not the concerns expressed by low-income individuals and families have been addressed. If an agency determines that any of the concerns have not been addressed in the CAP, the agency shall include in its response document, information about the concerns and comment as to their validity.

Public Hearing Guidelines

Notice of Public Hearing

1. Notice of the hearing and comment period must be published at least 15 calendar days prior to the public hearing.
2. The notice may be published on the agency's website, Facebook page, social media channels, and/or in newspaper(s) of local distribution.
3. The notice must include information about the draft CAP; where members of the community may review, or how they may receive a copy of, the draft CAP; the dates of the comment period; where written comments may be sent; date, time, and location of the public hearing; and the agency contact information.
4. The comment period should be open for at least 15 calendar days prior to the hearing. Agencies may opt to extend the comment period for a selected number of days after the hearing.
5. The draft CAP must be made available for public review and inspection at least 30 days prior to the hearing. The draft CAP can be posted on the agency's website, Facebook page, social media channels, and distributed electronically or in paper format.
6. Attach a copy of the Notice(s) of Public Hearing as Appendix A to the final CAP.

Public Hearing

1. Agencies must conduct at least one public hearing on the draft CAP.

2. Public hearing(s) shall not be held outside of the service area(s).
3. Low-income testimony presented at the hearing or received during the comment period must be memorialized verbatim in the Low-Income Testimony and Agency's Response document and appended to the final CAP as Appendix B.
4. The Low-Income Testimony and Agency's Response document should include the name of low-income individual, his/her verbatim testimony, an indication of whether or not the need was addressed in the draft CAP, and the agency's response to the testimony if the concern was not addressed in the draft CAP.

DRAFT

Guidance for Public Hearings During COVID-19

The COVID-19 pandemic poses unique challenges to fulfilling the public hearing requirement. CSD asks that agencies adhere to state and county public health guidance to slow the spread of the virus and ensure public safety. The health and safety of agency staff and the communities you serve is paramount. If a public hearing cannot be conducted in person, CSD encourages agencies to utilize other formats or methods that will still adhere to the state and county public health guidance. If conducting a public hearing through other formats or methods is still not possible, agencies must contact their Field Representative at CSD at least 30 days prior to the submission of the CAP for additional guidance. Agencies will be required to provide documentation to support their constraints to meet the public hearing requirement.

Public Hearing Report

Date(s) of Public Hearing(s)	4/21/21
Location(s) of Public Hearing(s)	Zoom Meeting https://zoom.us/j/97245011849?pwd=T1UrZGN5K3hmWFdZYUw5THYvSzJ4Zz09
Dates of the Comment Period(s)	3/23/21 – 4/28/21
Where was the Notice of Public Hearing published? (agency website, newspaper, social	City of Berkeley Website https://www.cityofberkeley.info/Clerk/Commissions/Commissions_Human_Welfare_and_Community_Action_Commission_Homepage.aspx City of Berkeley Community Calendar https://www.cityofberkeley.info/communitycalendar/month.asp?month=4&year=2021 Berkeley Voice Newspaper https://www.eastbaytimes.com/author/berkeley-voice/

media channels)	
Date the Notice(s) of Public Hearing(s) was published	3/19/21
Number of Attendees at the Public Hearing(s) (Approximately)	TBD

Part I: Community Needs Assessment

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

Helpful Resources

In 2011, NASCSP published a [Community Action to Comprehensive Community Needs Assessment Tool](#) that supports planning and implementing a comprehensive CNA. The tool lays out design choices, planning steps, implementation practices, analysis, and presentation options.

The National Community Action Partnership has [resources](#) such as an online Community Needs Assessment Tool and information about conducting a needs assessment during the COVID-19 pandemic. The Partnership also has a [Data Hub](#) designed specifically for the community needs assessment process.

To provide a comprehensive “picture” of the community needs in your service area(s), agencies will collect and analyze both quantitative and qualitative data. Links to several national and state quantitative data sets are given below. Local and agency data also provide information about the needs of the community.

National and State Data Sets			
U.S. Census Bureau Poverty Data	U.S. Bureau of Labor Statistics Economic Data	U.S. Department of Housing and Urban Development Housing Data & Report	U.S. Department of Health and Human Services Data Portal
Baseline Census Data by County	National Low-Income Housing Coalition Housing Needs by State	National Center for Education Statistics IPEDS	
California Department of Finance Demographics	California Attorney General Access RSS Data	California Department of Public Health Various Data Sets	California Governor's Office Covid-19 Data
California Department of Education School Data via DataQuest		California Employment Development Department UI Data by County	

Community Needs Assessment Narrative

CSBG Act Sections 676(b)(3)(C), 676(b)(9)

Organizational Standards 1.1, 1.2, 2.2, 3.2, 3.3, 3.4

State Plan

1. How did the agency share the CAP, including the CNA, with the community, stakeholders, partner organizations? (Check all that apply.)

- The agency's website
- Posted on the agency's Facebook page
- Electronic reports were sent
- Printed copies were distributed
- Social media channels
- Other

2. Describe how your agency collected and included current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for your service area. (Organizational Standard 3.2, State Plan)

Data was collected using American Community Survey, Berkeley Unified School District data, the California Health Interview Survey, the City of Berkeley Public Health Division Vital Statistics Office, the City of Berkeley Strategic Plan, and the City of Berkeley Request for Proposals (RFP) for community agency funding.

3. Describe the geographic location(s) that your agency is funded to serve. If applicable, include a description of the various pockets, high-need areas, or neighborhoods of poverty that are being served by your agency.

The Berkeley Community Action Agency (BCAA) serves the City of Berkeley. LifeLong Medical Care, the recipient of CSBG funding, delivers integrated primary care and behavioral health services to low-income, uninsured, and underinsured residents of Berkeley at the LifeLong Ashby and LifeLong West Berkeley Health Centers. LifeLong services are designed to remove barriers to care and reduce health disparities for typically underserved populations who are at the greatest risk

for poor health outcomes. Easy Does It (EDI) provides emergency services and case management, attendant care, accessible transportation, wheelchair repair, and assistive device repair for severely physically disabled person in Berkeley.

4. Indicate from which sources your agency collected and analyzed quantitative data for the CNA. (Check all that apply.) (Organizational Standard 3.3)

Federal Government/National Data Sets

- Census Bureau
- Bureau of Labor Statistics
- Department of Housing & Urban Development
- Department of Health & Human Services
- National Low-Income Housing Coalition
- National Center for Education Statistics
- Other online data resources
- Other

California State Data Sets

- Employment Development Department
- Department of Education
- Department of Public Health
- Attorney General
- Department of Finance
- State Covid-19 Data
- Other

Surveys

- Clients
- Partners and other service providers

Local Data Sets

- Local crime statistics
- High school graduation rate
- School district school readiness
- Local employers
- Local labor market
- Childcare providers
- Public benefits usage
- County Public Health Department
- Other

Agency Data Sets

- Client demographics
- Service data
- CSBG Annual Report
- Client satisfaction data
- Other

- General public
- Staff
- Board members
- Private sector
- Public sector
- Educational institutions

5. If you selected "Other" in any of the data sets in Question 4, list the additional sources.

N/A

6. Indicate the approaches your agency took to gather qualitative data for the CNA. (Check all that apply.) (Organizational Standard 3.3)

Surveys

- Clients
- Partners and other service providers
- General public
- Staff
- Board members
- Private sector
- Public sector
- Educational institutions

Focus Groups

- Local leaders
- Elected officials
- Partner organizations' leadership
- Board members
- New and potential partners
- Clients
- Staff

Community Forums

Interviews

- Local leaders
- Elected officials
- Partner organizations' leadership
- Board members
- New and potential partners
- Clients

Asset Mapping

Other

7. If you selected "Other" in Question 6, please list the additional approaches your agency took to gather qualitative data.

N/A

8. Describe your agency's analysis of the quantitative and qualitative data collected from low-income individuals and families. Include a description of the data collected. (Organizational Standards 1.1, 1.2, 3.3; State Plan)

The City of Berkeley uses City Data Services (CDS), which is an online data management portal, to gather data from community agency contracts. The data is submitted on a quarterly basis to the assigned contract monitor, who analyzes the data and follows up with agencies if there are any discrepancies or incomplete reports. Along with quantitative data elements, such as demographic and outcome performance measurements, agencies also provide qualitative narratives to support their customer satisfaction and outcome data. These CDS reports are reviewed at each Human Welfare and Community Action Commission meeting, where commissioners are given the opportunity to ask questions of City staff, and to request more information from agencies.

9. Summarize the data gathered from each sector of the community listed below and detail how your agency used the information to assess needs and resources in your agency's service area(s). Your agency must demonstrate that each sector was included in the needs assessment; A response for each sector is required. (CSBG Act Sections 676(b)(3)(C), 676(b)(9); Organizational Standard 2.2; State Plan)

A. Community-based organizations

The City of Berkeley partners with community-based organizations to provide essential services to residents. These organizations gather client satisfaction, outcome, and demographic data and provide that information to the City on a quarterly basis as part of their contract requirements. The City uses this information to help guide funding priorities, including those programs that provide services to the low-income population.

B. Faith-based organizations

As with the community-based organizations, faith-based organizations that contract with the City to provide services, such as free meals, provide their client satisfaction, outcome, and demographic data as part of their contract requirement.

C. Private sector (local utility companies, charitable organizations, local food banks)

The City of Berkeley works with many business associations that cater to established businesses and startups in specific industry sectors including tourism, technology, biotechnology, life sciences, medical devices and manufacturing. The City also works with regional partners that support local businesses including the East Bay Economic Development Alliance (East Bay EDA) and Bay Area Organization of Black Owned Businesses (BAOBOB).

D. Public sector (social services departments, state agencies)

Departments within the City provide different information gathered from a variety of resources that inform the planning process throughout the year. The City also partners with Alameda County and neighboring jurisdictions to share information and resources.

E. Educational institutions (local school districts, colleges)

The City collaborates with Berkeley Unified School District on a youth programs, including Berkeley's 2020 Vision: Equity in Education, which is a collective impact initiative that works towards eliminating racial disparities in academic achievement in Berkeley's public schools.

10. "Causes of poverty" are the negative factors that create or foster barriers to self-sufficiency and/or reduce access to resources in communities in which low-income individuals live. After review and analysis of the data, describe the causes of poverty in your agency's service area(s). (Organizational Standard 3.4, State Plan)

CSBG currently funds LifeLong Medical Care to support the delivery of integrated primary care and behavioral health services to low-income, uninsured, and underinsured residents of Berkeley at the LifeLong Ashby and LifeLong West Berkeley Health Centers. LifeLong services are designed to remove barriers to care and reduce health disparities for typically underserved and low-income populations who are at the greatest risk for poor health outcomes.

According to the most recent City of Berkeley Health Status Report, African American residents experience higher rates of poverty compared to other Berkeley residents, and worse health outcomes. For example, African Americans and Latinos have the highest proportions of obese and overweight children in Berkeley; and African Americans experience substantially higher rates of poorly controlled asthma, diabetes, and hypertension. The City of Berkeley Health Status Report also includes community input from African American respondents, who noted that African American health inequities are rooted in poverty, racism, inadequate access to culturally relevant and high quality health services, and a lack of community and economic development in their communities.

LifeLong's primary care and acupuncture detox services target low-income, uninsured and underinsured Berkeley residents. This population is more racially and ethnically diverse than the general population. For example, while income levels have increased in Berkeley overall, for African American residents there has been a slight decrease. LifeLong health centers are also located in areas with higher rates of low-income residents and people experiencing homelessness: West Berkeley and South Berkeley. Services are designed to meet the needs of low-income residents, with an emphasis on chronic disease prevention and management, and early detection and intervention, and strategies to address social determinants of health (such as food insecurity, housing instability or social isolation).

To address opioid overdose hospitalizations (higher in Berkeley than in Alameda County as a whole) and other needs related to substance use disorders, LifeLong offers an acupuncture clinic; the only program of its kind that is accessible to low-income Berkeley residents free of charge using a harm reduction model. The target population of the Acupuncture program is low income adults with chemical dependency issues. Within this population, many are homeless and/or are living with mental health needs.

LifeLong Medical Care rapidly adjusted services during the COVID pandemic to address the needs and safety of health center staff and community residents. Most in-person primary care (medical and behavioral health) visits transitioned to telehealth visits (phone and video), with some health centers remaining open for limited in-person needs such as urgent care, prenatal care and HIV

services. LifeLong also launched COVID-19 testing services in Berkeley, in collaboration with UC Berkeley Innovative Genomics Institute (IGI), including street outreach teams who provide testing for Berkeley residents with unstable housing, and a fixed testing site in West Berkeley. While acupuncture services were paused due to COVID-19, acupuncturists (and other personnel) have been deployed to assist with COVID-19 testing and vaccinations in Berkeley. As public health guidance allows, and with safety precautions in place, in-person health services are gradually resuming to meet the primary care and prevention needs of local residents.

11. “Conditions of poverty” are the negative environmental, safety, health and/or economic conditions that may reduce investment or growth in communities where low-income individuals live. After review and analysis of the data, describe the conditions of poverty in your agency’s service area(s). (Organizational Standard 3.4, State Plan)

The most recent Health Status Report released by the City of Berkeley Public Health Department identified inequities in health and the importance of prevention for Berkeley residents. The health inequities identified in the report include the poverty level as it relates to race/ethnicity, the geographic element of poverty within the City, the rate of uninsured people within the City, and others. The cost of housing presents one of the greatest conditions of poverty in Berkeley, as median home sale prices remain significantly higher than the rest of the nation, currently at a \$1.4 million.

The Age-Friendly Berkeley Action Plan found that gentrification has had a large impact on low-income populations of Berkeley, particularly the African American population. There has been a 37% decline in the African American population, especially in some historically African American neighborhoods in South and West Berkeley where LifeLong provides critical healthcare services to low-income people. The mortality rate for African Americans remains twice as high as the mortality rate of whites. Additionally, Berkeley has the highest per capita rate of homelessness in Alameda County. Low- and moderate-income individuals are finding it difficult to afford to live and work here and there is an increasing divide between income levels.

In Alameda County, there are significant disparities between the disabled and non-disabled population. As of 2020 in Alameda County, 19% of individuals with a disability live in poverty, compared to 9.2% of the non-disabled population. Historically in Alameda County, the median

earnings for people with disabilities has been as much as 47% lower than the median earnings for the non-disabled population. Among the homeless population for the City of Berkeley, 28% reported having a physical disability. The disabled population is more than twice as likely to visit hospital emergency rooms, smoke, have high blood pressure and diabetes, and more than six 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. These services have not experienced significant interruption due to COVID-19, however, adjustments have been made throughout the pandemic to ensure the safety of both employees and clients, including updated safety precautions and the use of PPE.

12. Describe your agency's approach or system for collecting, analyzing, and reporting customer satisfaction data to the governing board. (Organizational Standard 6.4, State Plan)

- No change to the response in your agency's 2020-2021 CAP.
- Adaptations to the response in your agency's 2020-2021 CAP are described below.

Community Needs Assessment Results

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

Table 1: Needs Table

Complete the table below. Insert a row if additional space is needed.

Needs Identified	Level	Integral to Agency Mission (Y/N)	Currently Addressing (Y/N)	Agency Priority (Y/N)
Reducing Health Disparities	Family	Y	Y	Y
Emergency Services for the Severely Disabled	Family	Y	Y	Y
<p>Needs Identified: List the needs identified in your most recent CNA.</p> <p>Level: List the need level, i.e. community or family. <u>Community Level:</u> Does the issue impact the community, not just clients or potential clients of the agency? For example, a community level employment need is: There is a lack of good paying jobs in our community. <u>Family Level:</u> Does the need concern individuals/families who have identified things in their own life that are lacking? An example of a family level employment need would be: Individuals do not have good paying jobs.</p> <p>Integral to Agency Mission: Indicate if the identified need aligns with your agency's mission.</p> <p>Currently Addressing: Indicate if your agency is already addressing the identified need.</p> <p>Agency Priority: Indicate if the identified need will be addressed either directly or indirectly.</p>				

Table 2: Priority Ranking Table

Prioritize all needs identified as an agency priority in Table 1. Insert a row if additional space is needed.

Agency Priorities	Description of programs, services, activities	Indicator(s)/Service(s) Category (CNPI, FNPI, SRV)
1. Reducing Health Disparities	Integrated primary care and behavioral health services to low-income, uninsured and underinsured residents of Berkeley	FNPI 5b.
2. Emergency Services for the Severely Disabled	(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.	FNPI 5g.
<p>Agency Priorities: Rank your agency priorities.</p> <p>Description of programs, services, activities: Briefly describe the program, services or activities that your agency will provide to address the need. Identify the number of clients to be served or the number of units offered, including timeframes for each.</p>		

Indicator/Service Category (CNPI, FNPI, SRV): List the indicator(s) or service(s) that will be reported in annual report.

DRAFT

Part II: Community Action Plan

CSBG Act Section 676(b)(11)

California Government Code Sections 12745(e), 12747(a)

California Code of Regulations, Title 22, Division 11, Chapter 1, Sections 100651 and 100655

Vision and Mission Statement

1. Provide your agency's Vision Statement.

The Vision of the City of Berkeley's Community Action Agency (BCAA) 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.

2. Provide your agency's Mission Statement.

The mission of the BCAA 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.

Tripartite Board of Directors

CSBG Act Sections 676B(a); 676(b)(10)

California Code of Regulations, Title 22, Division 11, Chapter 1, Section 100605

State Plan

1. Describe how your Advisory or Governing Board is involved in the decision-making process and participates in the development, planning, implementation and evaluation of programs to serve low-income communities. (CSBG Act Section 676B(a))

No change to the response in your agency's 2020-2021 CAP.

Adaptations to the response in your agency's 2020-2021 CAP are described below.

2. Describe your agency's procedures 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 your agency's board to petition for adequate representation. (CSBG Act Section 676(b)(10), State Plan)

No change to the response in your agency's 2020-2021 CAP.

Adaptations to the response in your agency's 2020-2021 CAP are described below.

3. Describe your Advisory or Governing Board's policy for filling board vacancies in accordance with established bylaws. Include the recruiting process, democratic selections process for low-income board members, and the timeframe established by your agency to fill vacancies. (State Plan)

No change to the response in your agency's 2020-2021 CAP.

Adaptations to the response in your agency's 2020-2021 CAP are described below.

Service Delivery System

CSBG Act Section 676(b)(3)(A)

State Plan

1. Describe your agency's service delivery system. Include a description of your client intake process or system and specify whether services are delivered via direct services or subcontractors, or a combination of both. (CSBG Act Section 676(b)(3)(A), State Plan)

LifeLong provides a full range of integrated primary, preventive, dental, mental health, and substance abuse services for people of all ages. With a focus on providing health care access for low-income community, LifeLong makes it a priority to serve populations who experience access barriers, including older adults, people with HIV, homeless individuals and people experiencing mental health and substance use disorders and/or language and cultural barriers.

LifeLong operates 16 primary care health centers (three in Berkeley), three dental clinics (one in Berkeley) and two mobile dental vans. In addition, LifeLong provides urgent/immediate care services school health services, and a supportive housing program, all with sites in Berkeley.

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.

LifeLong's intake process includes benefits eligibility screening and enrollment assistance, as well as new patient registration that includes key information on LifeLong's payment policies, LifeLong's Notice of Privacy Practices and a patient's rights and responsibilities as well as Advance Health Care Directive resources.

Due to COVID-19, LifeLong has adjusted workflows significantly during to address the needs and safety of health center staff and community residents. LifeLong transformed most in-person visits to telehealth visits (phone and video), and some centers remain open for critical in-person needs such

as prenatal care and HIV services. LifeLong also opened COVID-19 testing sites in Berkeley including street outreach teams who provide testing for Berkeley residents with unstable housing, and a fixed testing site in West Berkeley. LifeLong plans to resume limited acupuncture services in late August, however, due to COVID-19 risks, acupuncturists have been redeployed to provide support to testing sites and COVID-19 vaccine clinics.

Easy Does It (EDI) provides emergency attendant services, emergency wheelchair repairs and transportation services to Berkeley residents with severe physical disabilities, and maintains a voluntary disaster registry of Berkeley residents.

EDI also 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 EDI emergency services.

EDI's clients include adults with severe physical disabilities that need attendant services, accessible transportation and adaptive equipment repair including wheelchairs and scooters. Their clients have a wide range of disabilities including spinal cord injuries, Multiple Sclerosis, Arthritis, ALS, Parkinson's disease and Cerebral Palsy.

2. List your agency's proposed programs/services/activities that will be funded by CSBG. Include a brief explanation as to why these were chosen and how they relate to the CNA. (CSBG Act Section 676(b)(3)(A), State Plan)

CSBG funds LifeLong Medical Care for the delivery of integrated primary care and behavioral health services to low-income, uninsured, and underinsured residents of Berkeley at the LifeLong Ashby and LifeLong West Berkeley Health Centers. LifeLong was chosen to receive funding to address health disparities for Berkeley residents, as supported by the data in the CNA. The type of costs that CSBG dollars support include staff salary and program support.

Linkages and Funding Coordination

CSBG Act Sections 676(b)(1)(B) and (C), (3)(C) and (D), 676(b)(4), (5), (6), and (9)

California Government Code Sections 12747, 12760

Organizational Standards 2.1, 2.4

State Plan

1. Describe how your agency coordinates funding with other providers in your service area. If there is a formalized coalition of social service providers in your service area, list the coalition(s) by name and methods used to coordinate services/funding. (CSBG Act Sections 676(b)(1)(C), 676(b)(3)(C); Organizational Standard 2.1; State Plan)

The BCAA 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 services.

The agencies are awarded funding through a Request for Proposal process that includes funding from City of Berkeley General Fund, US Department of Housing and Urban Development funding (Community Development Block Grant, Emergency Shelter/Solutions Grant, HOME Investment Partnerships Program), City of Berkeley Measures O and P funding, Mental Health Services Act funding, and Healthy Berkeley funds.

2. Provide information on any memorandums of understanding and/or service agreements your agency has with other entities regarding coordination of services/funding. (Organizational Standard 2.1, State Plan)

LifeLong has numerous MOUs, service agreements and funding contracts with governmental and nongovernmental entities. For example, LifeLong is funded by the Alameda County Office of HIV Care to provide integrated HIV primary care and medical case management services. They also receive funding from both the Alameda County Area Agency on Aging and the City of Oakland to provide older adult services to low income older adults. As a federally qualified health center, LifeLong receives federal funding from the Health Resources and Services Administration. Partnerships with Kaiser, Sutter and other healthcare entities further support coordination of services, and enhance LifeLong's ability to expand access to integrated care via partnership and funding agreements.

3. Describe how services are targeted to low-income individuals and families and indicate how staff is involved, i.e. attend community meetings, provide information, make referrals, etc. Include how you ensure that funds are not used to duplicate services. (CSBG Act Section 676(b)(9), California Government Code Section 12760, State Plan)

No change to the response in your agency's 2020-2021 CAP.

Adaptations to the response in your agency's 2020-2021 CAP are described below.

The City of Berkeley now includes a certification with all contracts utilizing CARES Act funding, requiring subcontractors to verify that they are not duplicating services with these funds.

4. Describe how your agency will leverage other funding sources and increase programmatic and/or organizational capacity. (California Government Code Section 12747, State Plan)

LifeLong has developed diverse funding streams to ensure stability of the organization and minimize disruption due to any potential funding reductions. Development personnel focus on cultivating donors for many of LifeLong's programs and services, and a strategic planning and grants team continuously seeks and manages private, corporate, government funding. LifeLong's strategic plan also includes expanding geographic and programmatic access to services. With growth comes increased revenue sources and a continued emphasis on infrastructure development. LifeLong also leverages resources by utilizing new technologies such as telehealth to enhance the access to services and making judicious use of resources.

5. Describe your agency's contingency plan for potential funding reductions. (California Government Code Section 12747, State Plan)

No change to the response in your agency's 2020-2021 CAP.

Adaptations to the response in your agency's 2020-2021 CAP are described below.

6. Describe how your agency documents the number of volunteers and hours mobilized to support your activities. (Organizational Standard 2.4)

No change to the response in your agency's 2020-2021 CAP.

Adaptations to the response in your agency's 2020-2021 CAP are described below.

7. Describe how your agency will address the needs of youth in low-income communities through youth development programs and promote increased community coordination and collaboration in meeting the needs of youth. (CSBG Act Section 676(b)(1)(B), State Plan)

No change to the response in your agency's 2020-2021 CAP.

Adaptations to the response in your agency's 2020-2021 CAP are described below.

Berkeley prioritized providing the COVID-19 vaccine to school, youth services and child care providers in order to continue meeting the needs of both providers and youth during the pandemic.

8. Describe how your agency will promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs such as the establishment of violence-free zones, youth mediation, youth mentoring, life skills training, job creation, entrepreneurship programs, after after-school child care. (CSBG Act Section 676(b)(1)(B), State Plan)

No change to the response in your agency's 2020-2021 CAP.

Adaptations to the response in your agency's 2020-2021 CAP are described below.

In 2020, Berkeley launched its first summer course in collaboration with the Berkeley Unified School District (BUSD) and Berkeley City College to support incoming 9th graders of color in making the transition from middle school to high school. In addition, in collaboration with BUSD's Office of Family Engagement and Equity, Berkeley launched Black/African American Parent – Principal Learning Circles (three sessions have been held to date) to help Berkeley schools better support the success of Black/African American students.

9. If your agency uses CSBG funding to provide employment and training services, describe the coordination of employment and training activities as defined in Section 3 of the Workforce and Innovation and Opportunity Act [29 U.S.C. 3102]. (CSBG Act Section 676(b)(5), State Plan)

N/A

10. Describe how your agency will provide emergency supplies and services, nutritious foods, and related services, as may be necessary, to counteract conditions of starvation and malnutrition among low-income individuals. (CSBG Act Section 676(b)(4), State Plan)

No change to the response in your agency's 2020-2021 CAP.

Adaptations to the response in your agency's 2020-2021 CAP are described below.

In response to the COVID-19 pandemic, the City of Berkeley contracted with the Downtown Berkeley Association (DBA), which supports the Double Helping Hands program, a collaboration between the DBA and Berkeley restaurants to provide to-go lunches to unhoused residents living in encampments. These lunches are distributed by homeless outreach teams coordinated by City of Berkeley staff. This contract provided funding for 150 to-go lunches three days per week.

The City has also contracted with WeHOPE's Dignity on Wheels Program, which provides a mobile shower and laundry service for people living on the streets and in encampments.

11. Describe how your agency coordinates with other antipoverty programs in your area, including the emergency energy crisis intervention programs under title XVI (relating to low-income home energy assistance) that are conducted in the community. (CSBG Act Section 676(b)(6), State Plan)

No change to the response in your agency's 2020-2021 CAP.

Adaptations to the response in your agency's 2020-2021 CAP are described below.

12. Describe how your agency will use funds to support innovative community and neighborhood-based initiatives, which may include fatherhood and other initiatives, with the goal of strengthening families and encouraging effective parenting. (CSBG Act Section 676(b)(3)(D), State Plan)

No change to the response in your agency's 2020-2021 CAP.

Adaptations to the response in your agency's 2020-2021 CAP are described below.

Monitoring

CSBG Act Section 678D(a)(1)(A) and (B)

1. Describe how your agency's monitoring activities are related to establishing and maintaining the integrity of the CSBG program. Include your process for maintaining high standards of program and fiscal performance.

The City of Berkeley collects outcome reports from all agencies who are funded by the City. These outcome and service measure reports allow the City and the non-profit to measure the programs' success at meeting the intended goals. Agencies are required to provide regular outcome reports through the City's online reporting tool, City Data Services.

2. If your agency utilizes subcontractors, please describe your process for monitoring the subcontractors. Include the frequency, type of monitoring, i.e., onsite, desk review, or both, follow-up on corrective action, and issuance of formal monitoring reports.

Agencies that receive federal or state funding submit quarterly outcome reports. Agencies that are funded by the City submit either quarterly or semi-annual outcome reports, as determined by the City.

Data Analysis and Evaluation

CSBG Act Section 676(b)(12)

Organizational Standards 4.2, 4.3

1. Describe your agency's method for evaluating the effectiveness of programs and services. Include information about the types of measurement tools, the data sources and collection procedures, and the frequency of data collection and reporting. (Organizational Standard 4.3)

In addition to requiring either quarterly or semi-annual performance and outcome reports, BCAA staff 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 CSBG reports.

2. Applying the Results Oriented Management and Accountability (ROMA) cycle of assessment, planning, implementation, achievement of results, and evaluation, describe one change your agency made to improve low-income individuals' and families' capacity for self-sufficiency. (CSBG Act Section 676(b)(12), Organizational Standard 4.2)

- No change to the response in your agency's 2020-2021 CAP.
- Adaptations to the response in your agency's 2020-2021 CAP are described below.

3. Applying the full ROMA cycle, describe one change your agency facilitated to help revitalize the low-income communities in your agency's service area(s). (CSBG Act Section 676(b)(12), Organizational Standard 4.2) (Optional)

N/A

Additional Information (Optional)

Disaster Preparedness

1. Does your agency have a disaster plan in place that includes strategies on how to remain operational and continue providing services to low-income individuals and families during and following a disaster?

Yes

No

2. If so, when was the disaster plan last updated?

The disaster plan was last updated in 2019. The plan is included as Appendix C.

In October 2020, a report from the City of Berkeley Deputy City Manager was presented to Council with a detailed overview of the City's response to COVID-19 since the City's Emergency Operations Center was initially activated in January 2020. The findings in this report will be used to inform future decision making involving the City's response to the COVID-19 pandemic. This report is included as Appendix D.

3. Briefly describe your agency's main strategies to remain operational during and after a disaster.

The authorities, policies, programs and resources that Berkeley will use to support execution of the 2019 LHMP Mitigation strategy include:

- The City has strengthened its ability to serve the community during and after disasters by seismically upgrading or replacing buildings that house critical City functions.
- The Berkeley Unified School District, supported by voter-approved bonds, has strengthened all public schools.
- The City of Berkeley has worked diligently to enhance public safety and reduce physical threats from earthquakes by requiring owners of soft story and unreinforced masonry buildings to retrofit their structures.
- The City offers a comprehensive suite of programs to encourage the community to strengthen buildings to be more hazard-resistant.

- The City, working together with key partners, is using a comprehensive strategy to aggressively mitigate Berkeley's wildland-urban interface (WUI) fire hazard.
- The Disaster Cache Program incentivizes community-building for disaster readiness.
- Berkeley's 2009 Climate Action Plan has served as a model for jurisdictions across the nation. The Climate Action Plan also guides the City's new climate adaptation strategy.

For strategies specifically related to COVID-19, please reference Appendix D.

Agency Capacity Building

1. Although the CNA focused on Community and Family Level needs, if your agency identified Agency Level need(s) during the CNA process, list them here.

N/A

2. Describe the steps your agency is planning to take to address the Agency Level need(s).

N/A

Federal CSBG Programmatic Assurances and Certification

CSBG Act 676(b)

Use of CSBG Funds Supporting Local Activities

676(b)(1)(A): The state will assure “that funds made available through grant or allotment will be used – (A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under title IV of the Social Security Act, homeless families and individuals, migrant or seasonal farmworkers, 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 (particularly 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);
- ii. to secure and retain meaningful employment;
- iii. to attain an adequate education with particular attention toward improving literacy skills of the low-income families in the community, which may include family literacy initiatives;
- iv. to make better use of available income;
- v. to obtain and maintain adequate housing and a suitable living environment;
- vi. to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent individual and family needs;
- vii. to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots
- viii. 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 wide-spread replication; and
 - II. strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

Needs of Youth

676(b)(1)(B) The state will assure “that funds made available through grant or allotment will be used – (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
- II. after-school childcare programs.

Coordination of Other Programs

676(b)(1)(C) The state will assure “that funds made available through grant or allotment will be used – (C) to make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including state welfare reform efforts)

Eligible Entity Service Delivery System

676(b)(3)(A) Eligible entities will describe “the service delivery system, for services provided or coordinated with funds made available through grants made under 675C(a), targeted to low-income individuals and families in communities within the state;

Eligible Entity Linkages – Approach to Filling Service Gaps

676(b)(3)(B) Eligible entities will describe “how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations.”

Coordination of Eligible Entity Allocation 90 Percent Funds with Public/Private Resources

676(b)(3)(C) Eligible entities will describe how funds made available through grants made under 675C(a) will be coordinated with other public and private resources.”

Eligible Entity Innovative Community and Neighborhood Initiatives, Including Fatherhood/Parental Responsibility

676(b)(3)(D) Eligible entities will describe “how the local entity will use the funds [made available under 675C(a)] to support innovative community and neighborhood-based initiatives related to the

purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging parenting.”

Eligible Entity Emergency Food and Nutrition Services

676(b)(4) An assurance “that eligible entities in the state will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.”

State and Eligible Entity Coordination/linkages and Workforce Innovation and Opportunity Act Employment and Training Activities

676(b)(5) An assurance “that the State and eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services, and [describe] how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, in the State and in communities with entities providing activities through statewide and local workforce development systems under such Act.”

State Coordination/Linkages and Low-income Home Energy Assistance

676(b)(6) “[A]n assurance that the State will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such community.”

Community Organizations

676(b)(9) An assurance “that the State and eligible entities in the state 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.”

Eligible Entity Tripartite Board Representation

676(b)(10) “[T]he State will require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or 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) of the eligible entity to petition for adequate representation.”

Eligible Entity Community Action Plans and Community Needs Assessments

676(b)(11) “[A]n assurance that the State will secure from each eligible entity in the State, as a condition to receipt of funding by the entity through a community service block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State Plan) that includes a community needs assessment for the community serviced, which may be coordinated with the community needs assessment conducted for other programs.”

State and Eligible Entity Performance Measurement: ROMA or Alternate System

676(b)(12) “[A]n assurance that the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to section 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and [describe] outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization.”

Fiscal Controls, Audits, and Withholding

678D(a)(1)(B) An assurance that cost and accounting standards of the Office of Management and Budget (OMB) are maintained.

- By checking this box and signing the Cover Page and Certification, the agency’s Executive Director and Board Chair are certifying that the agency meets the assurances set out above.**

State Assurances and Certification

California Government Code Sections 12747(a), 12760, 12768

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

[California Government Code § 12760](#): CSBG agencies funded under this article shall coordinate their plans and activities with other agencies 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.

For MSFW Agencies Only

[California Government Code § 12768](#): Migrant and Seasonal Farmworker (MSFW) entities funded by the department shall coordinate their plans and activities with other agencies funded by the department to avoid duplication of services and to maximize services for all eligible beneficiaries.

- By checking this box and signing the Cover Page and Certification, the agency's Executive Director and Board Chair are certifying the agency meets assurances set out above.**

Organizational Standards

MAXIMUM FEASIBLE PARTICIPATION

Category One: Consumer Input and Involvement

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

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

Category Two: Community Engagement

Standard 2.1 The organization/department has documented or demonstrated partnerships across the community, for specifically identified purposes; partnerships include other anti-poverty organizations in the area.

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. These sectors would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.

Standard 2.4 The organization/department documents the number of volunteers and hours mobilized in support of its activities.

Category Three: Community Assessment

Private Agency - Standard 3.1 Organization conducted a community assessment and issued a report within the past 3 years.

Public Agency - Standard 3.1 The department conducted or was engaged in 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 includes current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s).

Standard 3.3 The 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.

VISION AND DIRECTION

Category Four: Organizational Leadership

Private Agency - Standard 4.1 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 Agency - Standard 4.1 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.

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 or comparable system (assessment, planning, implementation, achievement of results, and evaluation). In addition, the organization documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.

Category Six: Strategic Planning

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.

Appendices

Please complete the table below by entering the title of the document and its assigned appendix letter. Agencies must provide a copy of the Notice(s) of Public Hearing and the Low-Income Testimony and the Agency’s Response document as appendices A and B, respectively. Other appendices such as need assessment surveys, maps, graphs, executive summaries, analytical summaries are encouraged. All appendices should be labeled as an appendix (e.g., Appendix A: Copy of the Notice of Public Hearing) and submitted with the CAP.

Document Title	Appendix Location
Copy of the Notice(s) of Public Hearing	A
Low-Income Testimony and Agency’s Response	B
City of Berkeley 2019 Local Hazard Mitigation Plan	C
COVID-19 Response 2020 Summary Report	D

City of Berkeley

Berkeley, California

Single Audit Report

For the year ended June 30, 2020



City of Berkeley

Single Audit Report

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

Independent Auditor's Report

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information of City of Berkeley, California (City), as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated December 31, 2020.

Internal Control Over Financial Reporting

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

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

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

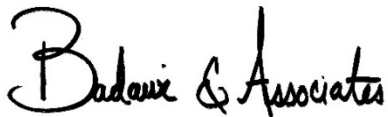
To the Honorable Mayor and Members of City Council
of the City of Berkeley
Berkeley, California
Page 2

Compliance and Other Matters

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

Purpose of this Report

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



Badawi and Associates
Certified Public Accountants
Berkeley, California
December 31, 2020



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

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

Report on Compliance for Each Major Federal Program

We have audited the City of Berkeley, California (City)'s compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have direct and material effect on each of the City's major federal programs for the year ended June 30, 2020. City's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

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

Auditor's Responsibility

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

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

Opinion on Each Major Federal Program

In our opinion, the City, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2020.

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

Report on Internal Control Over Compliance

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

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

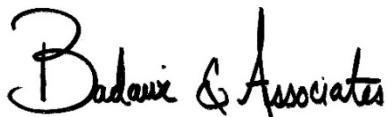
Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any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

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

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

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

We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We issued our report thereon dated December 31, 2020, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards and supplementary schedules on pages 17 to 20 are presented for purposes of additional analysis as required by the Uniform Guidance, State of California, and County of Alameda and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards and supplementary schedules on pages 15 to 18 are fairly stated in all material respects in relation to the basic financial statements as a whole.



Badawi and Associates
Certified Public Accountants
Berkeley, California
March 25, 2021, except for the schedule of expenditures
of federal awards and supplementary schedules on
pages 17 to 20, which are as of December 31, 2020

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City of Berkeley
Schedule of Expenditures of Federal Awards
For the year ended June 30, 2020

Grantor Agency and Grant Title	Federal Catalog Number	Federal Award/ Pass-through Number	FY 2020 Program Expenditures	Subrecipient Payments
U.S. Department of Agriculture:				
Pass-through State Department of Health Services:				
Special Supplemental Nutrition Program for Women, Infants and Children	10.557	19-10133	\$ 489,672	\$ -
Total U.S. Department of Agriculture			489,672	-
U.S. Department of Commerce:				
Economic Development Cluster				
Direct Program:				
Business Economic Development Administration Revolving Loan Fund	11.307	07-39-02523	811,949	-
		Economic Development Cluster Total	811,949	-
Total U.S. Department of Commerce			811,949	-
U.S. Department of Housing and Urban Development:				
CDBG - Entitlement Grants Cluster				
Direct Programs:				
Community Development Block Grant	14.218	B-19-MC-06-0008	3,174,976	866,918
Community Development Block Grant - Program Income	14.218	B-19-MC-06-0008	593,569	-
		CDBG - Entitlement Grants Cluster Total	3,768,545	866,918
Direct Programs:				
Shelter Plus Care Program	14.238	CA0749L9T021708/COACH, CA0749L9T021910/COACH, CA0108L9T021811/PATHWAY, CA0121L9T021811/SHN, CA0116L9T021811/TBRA, CA0749L9T021809/COACH, CA0749L9T021910	4,931,696	-
Pass-through Alameda County:				
Shelter Plus Care Program	14.238	CA0085L9T02XXX	564,152	-
		Shelter Plus Care Grant Total	5,495,848	-
Homeless Coordinated Entry Services	14.267	Not Available	34,628	34,628
Direct Programs:				
Emergency Solutions Grant Program	14.231	E-19-MC-06-0008	396,884	335,553
Home Investment in Affordable Housing	14.239	M19-MC060202	19,491	14,058
Home Investment in Affordable Housing (Program Income)	14.239	M19-MC060202	81,427	-
		HOME Investment in Affordable Housing Total	100,918	14,058
Total U.S. Department of Housing and Urban Development			9,796,823	1,251,157
U.S. Department of Justice:				
Direct Programs:				
COVID-19 - Coronavirus Emergency Supplemental Funding Program	16.034	2020-VD-BX-1695	135,693	-
Pass-Through California Office of Historic Preservation				
FY16 Justice Assistance Grant	16.738	2016-DJ-BX-0748	37,509	-
Total U.S. Department of Justice			173,202	-

See accompanying Notes to Schedule of Expenditures of Federal Awards

City of Berkeley
Schedule of Expenditures of Federal Awards
For the year ended June 30, 2020

Grantor Agency and Grant Title	Federal Catalog Number	Federal Award/ Pass-through Number	FY 2020 Program Expenditures	Subrecipient Payments
U.S. Department of Transportation:				
Highway Planning and Construction Cluster				
Pass-through the State Department of Transportation:				
goBerkeley Residential Shared Parking Pilot	20.205	04-5057F15-F031-ISTEA	228,060	-
Gilman Street and Union Pacific Railroad	20.205	75LX291	370,439	-
Pass-through Association of Bay Area Governments and MTC:				
Berkeley Bay Trail Extension	20.205	04-5057F15-F032-ISTEA	316,589	-
Shattuck Reconfiguration	20.205	04-5057F15-F033-ISTEA	1,854,592	-
Southside Complete Streets	20.205	04-5057F15-F034-ISTEA	23,075	-
		Highway Planning and Construction Cluster Total	2,792,755	-
Highway Safety Cluster				
Pass-Through the State of California - Office of Traffic Safety:				
Selective Traffic Enforcement Program	20.600	PT19011	65,721	-
Selective Traffic Enforcement Program	20.600	PT20010	29,046	-
		Highway Safety Cluster Total	94,767	-
		Total U.S. Department of Transportation	2,887,522	-
U.S. Department of Food and Drug Administration:				
Pass-Through the California Department of Health and Human Services:				
U.S.FDA-Local Retail Food Safety	93.103	5U18FD004690-05	32,817	-
U.S.FDA-Compliance and Enforcement Training	93.103	G-MP-1810-06844	14,355	-
U.S.FDA-FDA Pacific Region Retail Food Seminar	93.103	G-T-1810-06845	1,132	-
U.S.FDA-Verification Audits of Standards 6 and 7	93.103	G-SP-1810-06843	1,709	-
U.S.FDA-Implementation of Risk-based Plan Review	93.103	G-MP-1910-08015	5,977	-
U.S.FDA-Verification Audits of Standards 3 and 5	93.103	G-SP-1910-08014	854	-
		CFDA 93.103 Total	56,844	-
		U.S. Department of Food and Drug Administration:	56,844	-
U.S. Department of Health and Human Services:				
Aging Cluster				
Pass-Through County of Alameda Area Agency on Aging:				
Special Programs for the Aging - Title III, Part C - Nutrition Services	93.045	900161	124,023	-
Special Programs for the Aging - Title III, Part B - Senior Center Activities	93.044	900161	13,680	-
		Aging Cluster Total	137,703	-
Medicaid Cluster				
Pass-Through Alameda County Children & Family Services:				
Services to Enhance Early Development	93.778	900161	87,225	-
		Medicaid Cluster Total	87,225	-
Pass-Through State Department of Health Services:				
Child Health and Disability Prevention	93.994	N/A	72,281	-
Medi-Cal Early and Periodic Screening, Diagnosis, and Treatment	93.994	N/A	10,880	-
Maternal and Child Health Services Block Grant	93.994	201959	222,316	-
Health Care Program for Children in Foster Care	93.994	N/A	40,625	-
		CFDA 93.994 Total	346,102	-
Pass-Through State Department of Health Services:				
Public Health Emergency Preparedness: CDC Base Allocation	93.074	17-10145	134,351	-
Emergency Preparedness-Cities Readiness Initiative (CRI)	93.074	17-10145	17,662	-
		CFDA 93.074 Total	152,013	-

See accompanying Notes to Schedule of Expenditures of Federal Awards

City of Berkeley
Schedule of Expenditures of Federal Awards
For the year ended June 30, 2020

Grantor Agency and Grant Title	Federal Catalog Number	Federal Award/ Pass-through Number	FY 2020 Program Expenditures	Subrecipient Payments
477 Cluster				
Pass-Through State Department of Community Services and Development:				
Community Services Block Grant	93.569	19F-4001	133,693	54,110
Community Services Block Grant	93.569	19F-4404	30,000	30,000
Community Services Block Grant	93.569	20F-3001	105,273	80,000
		477 Cluster Total	268,966	164,110
Pass-Through Essential Access Health:				
Family Planning Services	93.217	412-5320-71209-19-20	256,183	-
Pass- Through County of Alameda Area Agency on Aging:				
Special Programs for the Aging - Title III, Part E - Family Caregiver	93.052	900161	39,886	-
Pass-Through State Department of Health Services:				
Tuberculosis - Real Time Allotment	93.116	1965R TA00	30,082	-
Childhood Immunization Grants	93.268	1 NH231P922612-01-00	39,672	-
Nutrition Education	93.945	19-10370	196,068	-
Medication Assisted Treatment Access Points Project	93.788	CA19MAT025	20,136	-
Total U.S. Department of Health and Human Services			1,574,036	164,110
U.S. Department of Homeland Security:				
Pass-Through California Governor's Office of Emergency Service				
Hazard Mitigation Grant - Retrofit for Hazardous Buildings	97.039	FEMA-4240-DR, CA. Project#21	554,214	-
Hazard Mitigation Grant - Retrofit for Seismically Vulnerable Buildings	97.039	4344-26R-0-82-1-115	3,501	-
Hazard Mitigation Grant - NBSC Seismic Retrofit Project	97.039	4240-31-37R	1,215,428	-
		CFDA 97.039 Total	1,773,143	-
Pass-Through California Governor's Office of Emergency Service				
Disaster Grants - Public Assistance (Presidentially Declared Disasters) - Marina Tuolumne Camp	97.036	FEMA-4158-DR-CA	570,507	-
Total U.S. Department of Homeland Security			2,343,650	-
Total Federal Expenditures			\$ 18,133,698	\$ 1,415,267

City of Berkeley
Single Audit Report
Notes to Schedule of Expenditures of Federal Awards
For the year ended June 30, 2020

1. REPORTING ENTITY

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

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

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

Schedule of Expenditures of Federal Awards

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

3. INDIRECT COSTS

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

4. CALCULATION OF FEDERAL EXPENDITURES - CFDA 11.307

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

Balance of RLF principal outstanding on loans at the end of the recipient's fiscal year	\$ 654,737
Cash and investment balance in the RLF at the end of the recipient's fiscal year	358,657
Administrative expenses paid out of RLF income during the recipient's fiscal year	7,872
Amount due to the City of Berkeley Pooled Cash at the end of the recipient's fiscal year	(209,317)
	<u>811,949</u>
The Federal share of the RLF.	<u>100%</u>
Federal expenditures for FY2019-20	<u>\$ 811,949</u>

City of Berkeley
Single Audit Report
Notes to Schedule of Expenditures of Federal Awards
For the year ended June 30, 2020

5. FEDERAL EXPENDITURES FOR CFDA 97.036

Federal expenditures reported for the Disaster Grants - Public Assistance (Presidentially Declared Disasters) program (CFDA 97.036) includes previously incurred expenditures of \$108,557 that were approved in the current year. These previously incurred expenditures were reported in the current year schedule of expenditures of federal awards per the OMB Compliance Supplement.

City of Berkeley
Single Audit Report
Schedule of Findings and Questioned Costs
For the year ended June 30, 2020

Section I - Summary of Auditors' Results

Financial Statements

Types of auditors' report issued: Unmodified

Internal control over financial reporting:

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

Any noncompliance material to the financial statements noted: No

Federal Awards

Internal control over major programs:

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

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

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

Identification of major programs:

CFDA Number	Name of Federal Program or Cluster	Expenditures
14.218	CDBG - Entitlement Grants Cluster	\$ 3,768,545
14.231	Emergency Solutions Grant Program	396,884
97.036	Disaster Grants - Public Assistance (Presidentially Declared Disasters)	570,507
Total Expenditures of All Major Federal Programs		\$ 4,735,936
Total Expenditures of Federal Awards		\$ 18,133,698
Percentage of Total Expenditures of Federal Awards		26.1%

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

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

City of Berkeley
Single Audit Report
Schedule of Findings and Questioned Costs, Continued
For the year ended June 30, 2020

Section II –Current Year Findings

A. Current Year Findings – Financial Statement Audit

No findings in the current year.

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

No findings and questioned costs in the current year.

Section III- Prior Year Findings

A. Prior Year Findings – Financial Statement Audit

2019-001 Financial Closing and Financial Statement Preparation (Significant Deficiency)

Criteria:

The City is responsible for fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America. In addition, an effective internal control system over financial closing and reporting provides reasonable assurance for the safeguarding of assets, the reliability of financial information, and compliance with laws and regulations.

Condition:

The City recorded a large number of adjusting entries after the closing process was complete and the audit fieldwork has concluded. Although, the City notified us ahead of time that it was expecting a few additional adjustments, the number of adjusting entries provided far exceeded our expectations, and required a reexamination of audit evidence obtained during fieldwork, because certain account balances had changed. The adjusting entries provided included allocations, year-end accruals, and transfers. The adjustments were all identified by the City, however were not identified or recorded timely as part of the year end closing process.

Initial drafts of the basic financial statements generated and provided for our review contained errors that should have been identified and corrected by the City's internal review process.

Cause:

The City implemented a new financial system and financial statement preparation module during the year. The City's closing processes did not identify or record timely all the journal entries and adjustments needed to ensure the accuracy of the various account balances. The City's internal financial statement review process did not identify errors in compiled drafts provided for our review.

Context and Effect:

The City's trial balance provided initially for the audit did not include all necessary adjustments needed to prepare the financial statements. Initial drafts of the basic financial statements contained misstatements.

City of Berkeley
Single Audit Report
Schedule of Findings and Questioned Costs, Continued
For the year ended June 30, 2020

Section III- Prior Year Findings, Continued

A. Prior Year Findings - Financial Statement Audit, Continued

2019-001 Financial Closing and Financial Statement Preparation (Significant Deficiency), Continued

Recommendation:

We recommend that the City enhance its closing procedures and closing checklists for timely review and analysis of all accounts, to be performed as part of the year end close prior to the start of the audit.

We recommend that the City enhance its review processes over drafts of the basic financial statements to verify generated financial statements, notes, required supplementary information, other supplementary information, and other related components do not contain any errors. We also recommend updating policies and procedures over the generation, review, authorization, and distribution of the draft of City prepared financial reports, and tracking of versions.

Management Response:

We strongly disagree that there was a *significant deficiency* in the City's internal control over compliance. We firmly believe all of the conditions identified by the Auditor (i.e., increase in adjusting journal entries; delay in recording; delay in closing the year-end accounting periods; and errors in the initial draft of basic financial statements) resulted solely from the City's implementation of two new software systems. The first was the new financial management system software (ERP) which implementation included a totally different accounting chart of accounts and different processes. The second was the implementation of a new CAFR preparation software during FY 2019. Both of these software programs required a significant increase in the number of adjusting journal entries from prior years and, in the case of the new CAFR preparation software (Gravity) required that certain adjusting entries be made while City staff were finalizing the CAFR. For instance; an adjusting journal entry had to be made to actually record the total current portion of long-term liabilities versus the total long-term liabilities. If this adjusting journal entry was not made, the required presentation would not show up on the Statement of Net Position generated by the new software (Gravity).

The definition of *significant deficiency* outlined above refers to structural weaknesses or problems in internal controls that require corrective action be taken. If correction actions are not taken the deficiencies would continue to exist. There are no corrective actions to be taken because the City will not be duplicating the implementations of these two software programs in the future.

Status:

Implemented.

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

No findings and questioned costs in the prior year.

SUPPLEMENTAL SCHEDULES

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CITY OF BERKELEY
COMMUNITY ACTION AGENCY
SUPPLEMENTAL STATEMENT OF REVENUE AND EXPENDITURES
CFDA 93.569
CSBG CONTRACT 19F-4001 for CY 2019
FOR THE PERIOD July 1, 2019 THROUGH December 31, 2019
Grant Award Thru December 31, 2019

	January 1, 2019 through June 30, 2019	July 1, 2019 through Dec 31, 2019	Total Audited Cost	Total Reported Expenses Contract- To-Date	Total Budget
REVENUE					
Grant Revenue	\$ 133,170	\$ 133,693	\$ 266,863	\$ 266,863	\$ 266,863
Total Revenue	\$ 133,170	\$ 133,693	\$ 266,863	\$ 266,863	\$ 266,863
EXPENDITURES					
Personnel Costs					
Salaries & Wages	\$ 31,997	\$ 34,206	\$ 66,203	\$ 66,203	\$ 63,540
Fringe Benefits	21,173	19,197	40,370	40,370	42,823
Other Expense	-	290	290	290	500
Sub-total Personnel Costs	53,170	53,693	106,863	106,863	106,863
Non-personnel Costs					
Subcontractors	80,000	80,000	160,000	160,000	160,000
Sub-total Non-personnel Costs	80,000	80,000	160,000	160,000	160,000
Total Costs	\$ 133,170	\$ 133,693	\$ 266,863	\$ 266,863	\$ 266,863
Revenue over (under) costs	\$ -	\$ -	\$ -	\$ -	-

CITY OF BERKELEY
COMMUNITY ACTION AGENCY
SUPPLEMENTAL STATEMENT OF REVENUE AND EXPENDITURES
CFDA 93.569
CSBG CONTRACT 19F-4404 Discretionary for CY 2019/2020
FOR THE PERIOD July 1, 2019 THROUGH May 30, 2020
Grant Award Thru May 30, 2020

	July 1, 2019 through Dec 31, 2019	January 1, 2020 through June 30, 2020	Total Audited Cost	Total Reported Expenses Contract- To-Date	Total Budget
REVENUE					
Grant Revenue	\$ -		\$ -	\$ -	\$ 30,000
Accrued Revenue	-	30,000	30,000	30,000	-
Total Revenue	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
EXPENDITURES					
Personnel Costs					
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -
Fringe Benefits	-	-	-	-	-
Other Expense	-	-	-	-	-
Sub-total Personnel Costs	-	-	-	-	-
Non-personnel Costs					
Subcontractors	-	30,000	30,000	30,000	30,000
Sub-total Non-personnel Costs	-	30,000	30,000	30,000	30,000
Total Costs	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Revenue over (under) costs	\$ -	\$ -	\$ -	\$ -	

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

	January 1, 2020 through June 30, 2020	July 1, 2020 through Dec 31, 2020	Total Audited Cost	Total Reported Expenses Contract- To-Date	Total Budget
REVENUE					
Grant Revenue	\$ 66,716	\$ -	\$ 66,716	\$ 66,716	\$ 266,863
Accrued Revenue	38,557	-	38,557	38,557	-
Total Revenue	\$ 105,273	\$ -	\$ 105,273	\$ 105,273	\$ 266,863
EXPENDITURES					
Personnel Costs					
Salaries & Wages	\$ 31,685	\$ -	\$ 31,685	\$ 31,685	\$ 63,940
Fringe Benefits	19,478	-	19,478	19,478	42,423
Other Expense	-	-	-	-	500
Sub-total Personnel Costs	51,163	-	51,163	51,163	106,863
Non-personnel Costs					
Subcontractors	54,110	-	54,110	54,110	160,000
Sub-total Non-personnel Costs	54,110	-	54,110	54,110	160,000
Total Costs	\$ 105,273	\$ -	\$ 105,273	\$ 105,273	\$ 266,863
Revenue over (under) costs	\$ -	\$ -	\$ -	\$ -	-

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

ATTACHMENT C

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


Audit Review Coordinator: _____

If additional sheet included, please check box

Audit Period Ended: 6/30/2020

Program Name	CFDA#	List of County Programs				During Audit Period (7/1/19 - 6/30/20)	
		County Dept. (ex. BHCS, HCSA, PH)	Master & Procurement Contract Number(s) MC-PC #	Contract Period (begin & end date mm/dd/yy)	Contract Amount (amount awarded to CBO)	Expenditures (amt spent by CBO)	Amount Received from County
Congregate Meal Program	93.045	SSA-Adult, Aging & Medic-Cal Services	900161-19211	7/1/2019 - 6/30/2020	\$ 40,231	\$ 58,828	\$ 15,478
Home Delivered Meal Program	93.045	SSA-Adult, Aging & Medic-Cal Services	900161-19212	7/1/2019 - 6/30/2020	\$ 45,996	\$ 50,918	\$ 23,024
Information & Assistance Services	93.045	SSA-Adult, Aging & Medic-Cal Services	900161-19208	7/1/2019 - 6/30/2020	\$ 56,597	\$ 47,951	\$ 18,136
Family Caregiver Support Program	93.052	SSA-Adult, Aging & Medic-Cal Services	900161-19206	7/1/2019 - 6/30/2020	\$ 39,319	\$ 46,596	\$ 16,808
Senior Center Activities	93.044	SSA-Adult, Aging & Medic-Cal Services	900161-19209	7/1/2019 - 6/30/2020	\$ 26,089	\$ 23,290	\$ 10,066
Vector Control Services	N/A	Health Care Services Agency	900161-18589	7/1/2019 - 6/30/2020	\$ 302,224	\$ 160,001	\$ 73,753
MSA Public Health Infrastructure	N/A	Public Health Department PHSVC	90061	7/1/2019 - 6/30/2020	\$ 32,080	\$ 32,090	\$ -
School Based Health Center	N/A	Health Care Services Agency	900161-18666	7/1/2019 - 6/30/2020	\$ 178,770	\$ 154,509	\$ 109,102
Measure A-School Based Health Services	N/A	Public Health Department PHSVC	900161-18884	7/1/2019 - 6/30/2020	\$ 193,715	\$ 115,812	\$ -
Tobacco Prevention Program	N/A	Public Health Department PHSVC	900161-18844	7/1/2019 - 6/30/2020	\$ 76,289	\$ 76,581	\$ 45,782
Services to Enhance Early Development (SEED) aka Foster Care Contract	N/A	SSA-Children & Family Services	900161-32624	7/1/2019 - 6/30/2020	\$ 93,187	\$ 87,575	\$ 50,129
Homeless Coordinated Entry Services	14.239	Health Care Services Agency	Procurement Contract # 15429	8/01/2017-12/31/2020	\$ 5,241,886	\$ 1,568,097	\$ 618,355
Transition to Independence Program (TIP)	N/A	Behavioral Health Care Services BHSVC	900161-15186	7/1/2017 - 9/30/2018	\$ 756,214	\$ 84,930	\$ 39,707
Total					\$ 7,082,597	\$ 2,507,178	\$ 1,020,340

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

Contractor's Signature:  Date: 3/16/2021

Contractor's Name (print): HENRY OYEKANMI Title: Director of finance

For Alameda County Use Only:

Received By: _____ Dept: _____ Date: _____

**2021 CSBG Discretionary Contract
Planning Allocations**

ATTACHMENT E

Agency	Contract	Amount
Berkeley Community Action Agency	21F-4403	28,250
City of Oakland, Human Services Department	21F-4404	28,250
Amador-Tuolumne Community Action Agency	21F-4405	28,250
Community Action Agency of Butte County, Inc.	21F-4406	28,250
Calaveras-Mariposa Community Action Agency	21F-4407	28,250
Contra Costa Employment & Human Services Dept/CSB	21F-4408	28,250
Del Norte Senior Center, Inc.	21F-4409	28,250
El Dorado County Health and Human Services Agency	21F-4410	28,250
Fresno County Economic Opportunities Commission	21F-4411	28,250
Glenn County Health and Human Services Agency	21F-4412	28,250
Redwood Community Action Agency	21F-4413	28,250
Campesinos Unidos, Inc.	21F-4414	28,250
Inyo Mono Advocates for Community Action, Inc.	21F-4415	28,250
Community Action Partnership of Kern	21F-4416	28,250
Kings Community Action Organization, Inc.	21F-4417	28,250
North Coast Opportunities, Inc.	21F-4418	28,250
Plumas County Community Development Commission	21F-4419	28,250
Foothill Unity Center, Inc.	21F-4420	28,250
Long Beach Community Action Partnership	21F-4421	28,250
County of Los Angeles Dept. of Public Social Services	21F-4422	28,250
City of Los Angeles Housing + Community Investment Dept.	21F-4423	28,250
Community Action Partnership of Madera County, Inc.	21F-4424	28,250
Community Action Marin	21F-4425	28,250
Merced County Community Action Agency	21F-4426	28,250
Modoc-Siskiyou Community Action Agency	21F-4427	28,250
Monterey County Community Action Partnership	21F-4428	28,250
Community Action Napa Valley	21F-4429	28,250
Nevada County Dept. of Housing & Community Services	21F-4430	28,250
Community Action Partnership of Orange County	21F-4431	28,250
Project GO, Inc.	21F-4432	28,250
Community Action Partnership of Riverside County	21F-4433	28,250
Sacramento Employment and Training Agency	21F-4434	28,250
San Benito County H&HSA, CS & WD	21F-4435	28,250
Community Action Partnership of San Bernardino County	21F-4436	28,250
County of San Diego, H&HSA, CAP	21F-4437	28,250
Urban Services YMCA	21F-4438	28,250
San Joaquin County Dept. of Aging & Community Services	21F-4439	28,250
CAP of San Luis Obispo County, Inc.	21F-4440	28,250
San Mateo County Human Services Agency	21F-4441	28,250
Community Action Commission of Santa Barbara County	21F-4442	28,250
Sacred Heart Community Service	21F-4443	28,250
Community Action Board of Santa Cruz County, Inc.	21F-4444	28,250
Shasta County Community Action Agency	21F-4445	28,250

**2021 CSBG Discretionary Contract
Planning Allocations**

ATTACHMENT E

Agency	Contract	Amount
Community Action Partnership of Solano, JPA	21F-4446	28,250
Community Action Partnership of Sonoma County	21F-4447	28,250
Central Valley Opportunity Center, Inc.	21F-4448	28,250
Sutter County Community Action Agency	21F-4449	28,250
Tehama County Community Action Agency	21F-4450	28,250
Community Services & Employment Training, Inc.	21F-4451	28,250
Community Action of Ventura County, Inc.	21F-4452	28,250
County of Yolo Health and Human Services Agency	21F-4453	28,250
Yuba County Community Services Commission	21F-4454	28,250
Karuk Tribe	21F-4455	28,250
NCIDC, Inc.	21F-4456	28,250
Co of LA Workforce Dev, Aging & Com Srvc	21F-4457	28,250
California Human Development Corporation	21F-4458	28,250
Proteus, Inc.	21F-4459	28,250
Center for Employment Training	21F-4460	28,250
TOTAL		1,638,500

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**City of Berkeley
Community Agency Request for Advance Payment
Program Year: 2020-21**

Report Period: Jan-Mar, 2021

Contractor's Name [Easy Does It](#)

Contract # [31900254](#)

Address [3271 Adeline St. Unit B Berkeley, CA 94703](#)

Invoice # [31900254 JA-MR21](#)

Section I: Contract Detail			Section II: Advance Payment Request				
Program Name	Total Budget	Funding Source	Jul-Sep 2020	Oct-Dec 2020	Jan-Mar 2021	Apr-Jun 2021	BALANCE
Disabled Services	\$1,341,961	MEAS-E	\$335,490.00	\$335,490.00	\$335,491.00		\$335,490.00
TOTAL	\$1,341,961.00		\$335,490.00	\$335,490.00	\$335,491.00		\$335,490.00

Section III: Totals by Funding Source			PO #: 22000511	
Funding Source	Funding Code	Project Code	Line Number	Amount
Total MEAS-E	018			\$335,491.00
Total				\$335,491.00

Total Request for Advance Payment [\\$335,491.00](#)

I hereby certify that the advance payment will be used to perform the services and in accordance with the planned expenditures described in Exhibits A & B, respectively, that were made as part of the contract between the above named contractor/agency and the City of Berkeley. I also hereby agree to submit to the City of Berkeley, Housing and Community Services Department, the statement of expenditures showing the items and amount of expenditures to account for the use of the advance payment within 30 days of the end of the advance payment period.

Prepared By: [Michele Blackwell](#)

Email: michele@easydoesitservices.org

Date: [10/30/2020](#)

Authorized By: [April Wick](#)

Email: april@easydoesitservices.org

Name of Authorized Signatory with Signature on File

Authorized By: [Michele Blackwell](#)

Email: michele@easydoesitservices.org

Approved By:	Examined By:	Approved By:
Mary-Claire Katz 11/16/2020	_____	_____
Project Manager Date	CSA Fiscal Unit Date	CSA Fiscal Unit Date

Initially submitted: Oct 30, 2020 - 16:34:06

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

Contract No: 32000006

Agency: [Eden Council for Hope and Opportunity](#) Period of: **2nd Qtr 2021**

Program: [Fair Housing Services](#) Report Prepared [Marjorie Rocha](#)

Phone: [510-581-9380](#)

By: margie@echofairhousing.org,
E-mail: adrienne@echofairhousing.org,
oscar@echofairhousing.org

1. CLIENT SUMMARY - QTR 2

	QTR 2	YTD
A. Total New Clients Served by the Program (Berkeley and Non-Berkeley)	15	19
B. Total New Berkeley Clients Served for Whom You Were Able to Gather Statistics on Age, Race/Ethnicity, and Income:	15	19
C. Total New Berkeley Clients Served for Whom You Were NOT Able to Gather Statistics on Age, Race/Ethnicity, and Income:	0	0
D. Total New Berkeley Clients Served:	15	19

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	4		4	1
Asian	0	0	4		4	0
Black/African American	1	0	5		6	0
Native Hawaiian/Pacific Islander	0	0			0	0
White	2	0			2	0
Combined Race Categories						
American Indian/Alaskan Native & White	0	0			0	0
Asian & White	0	0			0	0
Black/African American & White	0	0			0	0
American Indian/Alaskan Native & Black/African American	0	0			0	0
Other Combined Race Categories	0	0	2		2	0
TOTALS	3	1	15	0	18	1
TOTAL SERVED	4		15		19	

3. INCOME LEVEL

Income Level - Unduplicated Count	Previous Periods	This Period	YTD
Poverty	3	5	8
Poverty to 30% of AMI (Ex. Low)	0	1	1
31-50% of AMI (Low)	0	1	1
51-80% of AMI (Moderate)	1	8	9
Above 80% of AMI	0		0
TOTALS	4	15	19

4. AGE

Age - Unduplicated Count	Previous Periods	This Period	YTD
0-5	0		0
6-11	0		0
12-17	0		0
18-24	0	1	1
25-44	2	2	4
45-54	1	8	9
55-61	0	2	2
62 and Over	1	1	2
Unknown	0	1	1

TOTALS	4	15	19
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5. OTHER CHARACTERISTICS

Other Characteristics - Unduplicated Count	Previous Periods	This Period	YTD
Female	4	15	19
Male	0		0
Other			
Disabled	2		2
Homeless	0		0
Chronically Homeless	0		0

6. SERVICE MEASURES

Service Measures	Annual Goal		Q1		Q2		Q3			Q4			Served YTD		% Served		
	UOS	New Clients	UOS	New Clients	UOS	# of Existing Clients	New Clients	UOS	# of Existing Clients	New Clients	UOS	# of Existing Clients	New Clients	Total UOS	Total New Clients	UOS	Total Clients
**** Fair Housing Services ****																	
1 Fair Housing Counseling	70	70	3	3	5	0	5							8	8	11%	11%
2 Educational/Training Workshops	9	45	0	0	1	0	8							1	8	11%	18%
3 Mediation Sessions	10	10	0	0	0	0	0							0	0	0%	0%
4 Outreach Events	22	2,000	4	1,810	3	0	873							7	2,683	32%	134%
5 Complaint Investigations	25	25	1	1	10	0	10							11	11	44%	44%
6 Audits / Testing	10	10	0	0	0	0	0							0	0	0%	0%

Quarter 1 Narrative

Housing Counselor did not meet quarterly goal. The impediment during this quarter has largely been attributed to the inability of the Counselor to conduct in-person outreach efforts to impacted apartment complexes due to the pandemic. Last fiscal year, Echo Housing strategized ways to increase services to residents of Berkeley by identifying properties that would benefit from face-to-face outreach efforts. In order to address this impediment, the Housing Counselor and Fair Housing Coordinator are working to provide Zoom-based Fair Housing trainings to the residents of Berkeley.

The Housing Counselor opened the following cases:

- Age - 1 case opened
- Marital Status - 1 case opened
- National Origin - 1 case opened
- Other- 1 case opened

Outreach Efforts:

Flyers:

- 7/6/20 - 710 flyers distributed to community agencies
- 8/28/20 - 710 flyers distributed to community agencies
- 9/10/20 - 350 flyers distributed to community agencies

Radio Interview:

- 8/10/20 - KPFA Radio

Quarter 2 Narrative

Housing Counselor did not meet quarterly goal. The impediment during this quarter has largely been attributed to the inability of the Counselor to conduct in-person outreach efforts to impacted apartment complexes due to the pandemic. Last fiscal year, Echo Housing strategized ways to increase services to residents of Berkeley by identifying properties that would benefit from face-to-face outreach efforts. The Housing Counselor will be providing Zoom-based Fair Housing training session to residents, owners, and housing providers in both English and Spanish to address this shortage.

7. OUTCOMES

	Annual	Q1	Q2	Q3	Q4	Achieved	% Achieved	Achieved	% Achieved
CPAC	4/21/21	pg. 80	of 96						

Outcomes		Goal	Achieved Outcome	Achieved Outcome	Achieved Outcome	Achieved Outcome	Outcome YTD	ATTACHMENT B Outcome of Annual Goal	Outcome of Total Served
1	Clients received enhanced skills or knowledge	70	3	5			8	11%	42%
2	Participants achieved enhanced skills or knowledge	45	1	8			9	20%	47%
3	Clients	5		0			0	0%	0%
4	Berkeley residents received enhanced knowledge	2,000	1,810	873			2,683	134%	14,121%
5	Client rights protected, restored or acquired	25		10			10	40%	53%
6	Property Owner/Manager received enhanced skills or knowledge	10		0			0	0%	0%

Quarter 1 Narrative

Housing Counselor did not meet quarterly goal. The impediment during this quarter has largely been attributed to the inability of the Counselor to conduct in-person outreach efforts to impacted apartment complexes due to the pandemic. Last fiscal year, Echo Housing strategized ways to increase services to residents of Berkeley by identifying properties that would benefit from face-to-face outreach efforts. In order to address this impediment, the Housing Counselor and Fair Housing Coordinator are working to provide Zoom-based Fair Housing trainings to the residents of Berkeley.

The Housing Counselor opened the following cases:

- Age - 1 case opened
- Marital Status - 1 case opened
- National Origin - 1 case opened
- Other- 1 case opened

Outreach Efforts:

Flyers:

- 7/6/20 - 710 flyers distributed to community agencies
- 8/28/20 - 710 flyers distributed to community agencies
- 9/10/20 - 350 flyers distributed to community agencies

Radio Interview:

- 8/10/20 - KPFA Radio

Quarter 2 Narrative

The Housing Counselor opened 19 cases in the following:

- Age - 1 case opened
- Disability - 1 case opened
- Marital Status - 1 case opened
- National Origin - 4 case opened
- Source of Income - 1 case opened
- Race - 4 cases opened
- Other- 7 case opened

Presentations:

- 10/21/20 - Fair Housing Tester Training

Outreach Efforts:

Flyers:

- 10/14/20 - 350 flyers distributed to community agencies via mail.
- 11/19/20 - 23 flyers distributed to community agencies via email.

Radio:

- 8/10/20 - KPFA Radio
- 11/19/20 - KCBS Radio

8. PROGRAM SATISFACTION SURVEY

Question		Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Does Not Apply	I Do Not Understand This Question	Total Number of responses
<p style="text-align: right; font-size: small;">HWCAAC, Question 81 of 90</p>									

	This Period							ATTACHMENT D	
1. I am satisfied with the services I have received from this program.	This Period					2			2
	Prior Periods	0	0	0	0	0	0	0	0
	Total	0	0	0	0	2	0	0	2
	% of Total	0%	0%	0%	0%	100%	0%	0%	100%
2. This program's staff treated me with respect.	This Period					2			2
	Prior Periods	0	0	0	0	0	0	0	0
	Total	0	0	0	0	2	0	0	2
	% of Total	0%	0%	0%	0%	100%	0%	0%	100%
3. This program helped me make progress towards my goals.	This Period				1	1			2
	Prior Periods	0	0	0	0	0	0	0	0
	Total	0	0	0	1	1	0	0	2
	% of Total	0%	0%	0%	50%	50%	0%	0%	100%
4. This program met my needs.	This Period			1		1			2
	Prior Periods	0	0	0	0	0	0	0	0
	Total	0	0	1	0	1	0	0	2
	% of Total	0%	0%	50%	0%	50%	0%	0%	100%
Additional Questions:									
5. As a direct result of participating in the program I have what I need to remain housed.	This Period					1	1		2
	Prior Periods	0	0	0	0	0	0	0	0
	Total	0	0	0	0	1	1	0	2
	% of Total	0%	0%	0%	0%	50%	50%	0%	100%
6. As a direct result of participating in this program my housing situation has improved.	This Period				1		1		2
	Prior Periods	0	0	0	0	0	0	0	0
	Total	0	0	0	1	0	1	0	2
	% of Total	0%	0%	0%	50%	0%	50%	0%	100%
7. As a direct result of participating in the program my legal rights have been protected.	This Period					2			2
	Prior Periods	0	0	0	0	0	0	0	0
	Total	0	0	0	0	2	0	0	2
	% of Total	0%	0%	0%	0%	100%	0%	0%	100%
8. As a direct result of participating in the program, <input checked="" type="checkbox"/> I certify that the City of Berkeley has approved this question as written	This Period				1	1			2
	Prior Periods	0	0	0	0	0	0	0	0
	Total	0	0	0	1	1	0	0	2
	% of Total	0%	0%	0%	50%	50%	0%	0%	100%
9. Additional comments from consumers completing the survey	1. Grateful for the knowledge ECHO Housing presents.								

Date Signed

02/17/2021

Approved By

Mary-Claire Katz

Date Signed

02/23/2021

Initially submitted: Feb 17, 2021 - 12:29:44

From: Mary BehmSteinberg [mailto:marybehmsteinberg@gmail.com]

Sent: Wednesday, February 5, 2020 5:22 PM

To: Katz, Mary-Claire <MKatz@cityofberkeley.info>

Subject: Copy of letter to Dominika about Pathways

Mary BehmSteinberg <marybehmsteinberg@gmail.com>

Tue, Jan 21, 10:11 AM

Hi Dominika,

I hope this finds you well. I toured the Stair Center before I left town last Wednesday, and I was really disturbed by what I saw and heard there. I wish I had remembered to bring a camera and tape measure, because simply slapping an ADA accessibility label and a wheelchair icon on something doesn't make it so. These aren't nit-picky things: they are actually causing damage to peoples' mobility equipment and preventing them from using the bathrooms at all at times. I wanted to get this done as quickly as possible, so please excuse the lack of better editing.

The catalyst for this is doors without push buttons, though that is far from the only serious problem. While there are ramps to get into the buildings, without push buttons on the doors, you still can't safely access the buildings. Other people on the tour kindly opened them for me, and staff were certainly friendly and personable, but the group became quite diffuse, and the first time I tried to open one of those doors myself, I found out how heavy it was, and that it slams shut the minute you let go of it. My shoulder is still cursing at whoever signed off on this being accessible. I wondered how someone with a wheelchair might handle that. I soon found out--as well as finding out that while staff was very friendly and personable to me, and promised to work on my suggestions, their responses to the people who actually live there are allegedly quite different.

I was allowed to take a look in each of the dorm rooms. There were a couple people home in one of them, and while staff were busy with the other visitors' questions, I got to chat with them for a few minutes. One was in a chair and said he couldn't walk, the other was a single mother who, as an aside from access issues, had been separated from her son. The lady's son has a job and is couchsurfing, and Stair is trying to push her into a shared housing arrangement with a stranger instead of her own family, who wasn't brought to the Stair Center with her. She said she's just using it for a roof over her head while she looks for housing herself, since staff isn't responding to her needs.

Art Saldana was the man in the wheelchair, and he told me he can't walk. He informed me that his chair has been damaged more than once by those doors slamming on the control mechanism. Easy Does It can't always just run over for an instant fix, and even if they could, it is horrifying that someone would have to risk bodily injury to use the facilities, and from a budget standpoint, it is beyond stupid to keep paying for repair fees that should never have been necessary in the first place, had common sense accessibility been in place. So when someone in a powerchair is even able to wrangle the door open and it slams shut, it damages the joysticks on the chairs, leaving the person without any means of reaching the bathrooms or showers. Art told me he had asked repeatedly for a backup manual chair to be available, and BACS staff ignored him. He also stated that staff would use the ramps as a place to leave

things out of convenience, so access was often blocked anyway. When I mentioned this to staff, they were open to getting another chair and tried to make it seem like they were doing a great job from having obtained a chair for Art in the first place, but I wondered why it took someone like me, who isn't a client, to have them make that promise when there had been such humiliating problems happening there that they had been informed of, repeatedly. One of them said "Oh, you've been talking to Art. He's my favorite. We get along great." Funny, but that's not what Art said.

Art also said he was told that they were allowed to bring electrical appliances that were less than 13" high, and that he had brought a new microwave that he bought himself. They said it was a fire hazard, which I understand, but he claims they took it away and won't tell him where it is. He doesn't think he'll get it back when he moves.

Art has a speech impediment, and I had problems understanding everything he said, so I wanted him to write me a note to confirm that I had heard him correctly on all points. He promised to do so. He told me that BACS had placed him in an accessible place, then stopped paying for it and moved him to two other places, both with access issues. I would like to sit down with him and write things down to confirm that I understood him right, but if staff is doing things like this and what the single mother mentioned above was saying, they need to be removed.

The bathrooms themselves also had accessibility issues. The only gender neutral bathroom is in the office. Sadly, simply hanging a sign on the door with a wheelchair icon and an ADA accessible sign doesn't make it so. There was maybe 12" of clearance between the front of the toilet and a shelf they put in front of it to hold toilet paper and cleaning supplies. Even without the walker, I would be concerned people would hit their knees on it. Staff first made excuses that that's really a staff bathroom, and clients only come in there to talk about housing options, but anyone with even rudimentary training in access issues would know that people in chairs frequently have neurological issues that make easy and immediate access to a bathroom essential. Not having an accessible bathroom also precludes BACS from hiring staff with mobility issues, and clearly, they need someone with that expertise. They promised to move the shelf, but even if they do, I don't think there's adequate room to turn a chair in there. I'd like to go back with a camera and a tape measure when I'm not constrained by time and find out.

The showers I saw also had a hard lip on them that was at least an inch high, presumably to block water getting out, and I was having a hard time imagining how someone who couldn't get up would be able to get in and out by themselves.

As an aside, there were no gender neutral shower facilities, and the only gender neutral toilet was in the office, not accessible, and not available at night. Staff stated that gender non-binary and trans people were just expected to use the facilities for the gender they most identify with. Men and women are kept together in the dorms. which is a recipe for fear in a place that has had fights break out.

There were also problems they hadn't even considered with access to medications.

*If you need to refrigerate a medication you need 24 hour access to, the only possible place right now is in the communal refrigerators in the dining area. Insulin-dependent diabetes is a good example of how this could be a recipe for disaster. There are only a handful of insulin types, and people frequently reuse

their own needles (I did when I was uninsured, I can see people doing it if they're running low and not able to get out to resupply). Grabbing someone else's bottle is a recipe for spreading contagion.

*Marinol/Dronabinol is a Big Pharma synthetic THC that is prescribed instead of cannabis for some people and must be refrigerated or it melts. Anyone who knew what that was and had access to it might be tempted to steal someone's prescription for a little recreational fun. The same is obviously true for things like opioids.

*There is no locking storage next to beds for things like needles, or other prescriptions (like opioids, which could also be targeted for recreational theft) that have to be available 24/7. Again, if someone needs cannabis for neurological issues, those issues are often worse at night, when circulation slows down. Nausea from digestive disorders and chemo can also necessitate 24-hour access. Where can someone store it where they don't have to worry about being shaken down by someone who just wants to get high?

*I didn't see any sharps containers. Staff told me they were behind the trash cans in the dorms, but I didn't get a chance to go back and confirm that, and for obvious reasons, I'm not just ready to take staff's word for it at this point.

Other problems that came to light via Carole Marasovic but aren't necessarily access-related included violence in overcrowded conditions. It's also worth noting that men, women, and trans people are all expected to bunk in the same rooms, and that according to staff, 75% or so of Stair residents are male. Carole had a lot of very useful input on this and regularly follows the incident reports. One such fight involved someone using a lead pipe as a weapon. Talking about problems I encountered at Stair yesterday, one activist on condition of anonymity told me that one of the reasons people don't want to accept shared placements is that staff is completely insensitive to who people are being paired with, and one person allegedly turned down a placement because they were trying to pair the client with someone who assaulted them. As the example of the single mother mentioned above would seem to illustrate, they certainly have no problem with separating families.

Carole had a lot of very useful questions regarding this visit that I'd like to hear more about. We got separated during the visit, and I haven't been able to sit down with her yet and compare notes for a larger report. I will be sending her my notes, but have already gone over the broad strokes with her. This is not looking good for expansion before some very fundamental problems are addressed.

I will be refining this report further as I follow up at the Stair Center, hopefully with an architect with expertise on ADA issues (I have someone in mind who I hope will be available and has no bias or connection with city politics). The bottom line is that I see a lot of reasons for people not to feel safe here, and I'm hearing a lot of excuses for what never should have been designed this way in the first place. I hope that these things can be rectified in a timely manner.

Thanks so much for all you do—I know how difficult all of this is, and I realize that options are limited with the available funding. All the more reason that hiring a professional grant-writing team to go after our share of the \$4.5 billion dollars pledged regionally by Big Tech to provide VLI housing and combat homelessness is so essential. Priorities like permanent subsidies and keeping Dorothy Day House open shouldn't have to compete with each other and leave us all arguing over crumbs, and it is scandalous to me that we aren't aggressively pursuing that money so that we can make places like Dorothy Day

earthquake safe and no one has to take their life in their hands to access it. There's no excuse for not doing everything we can to gain resources in a humanitarian crisis.

As long as we're discussing access and poverty, I'm hard pressed to understand why, after the HWCAC already recommended it, we aren't using the Ed Roberts Campus for emergency shelter as well. There is no greater need among people with disabilities than from those who are already struggling just to survive on the streets, and it is embarrassing to me personally to live in the so-called home of the disability rights movement and have the poorest and most desperate among us left behind by the very institutions that are supposed to be looking out for our best interests. Repeated calls and showing up in person have not gotten me calls back or a response. When I show up in person and wait in line (which is very difficult for me to do at present), I'm told by the front desk that they only want to deal with people registering for some event or other, and I should just leave a message (which is of course, never responded to). If it's a matter of inadequate funding for sufficient staff, then they should be speaking up and advocating for this issue even as they make their case for more resources. To ignore it and ignore advocates (who are part of their cohort, and have not gotten personal help when necessary from them either) seems really unconscionable to me, but I remain open to dialog (if anyone ever bothers even acknowledging my requests for coffee, information, help, etc.!).

Thank you for all your time and hard work on this--I know there are far more access issues in the city than are reasonable for one person to have to address, and I also realize that the city took far too much time to hire you at all, so I know you're playing catch up. I hope that with clear, frank, communication on all sides, people in leadership roles can address the challenges we're facing head-on, without deflection, and engage in a productive, collaborative process with stakeholders that gives everyone the respect they deserve and the services they need.

Thanks again for all you do. I look forward to speaking with you further soon.

N105.1 General. Manufactured homes, mobilehomes, multifamily manufactured homes, **commercial modulars**, recreational vehicles, and park trailers used as emergency transportable housing shall comply with all applicable requirements in the Health and Safety Code, Division 13, Part 2; and Title 25, Division 1, Chapter 3, Subchapter 2.

SECTION N106 **TENTS AND MEMBRANE STRUCTURES**

N106.1 General. Tents **and membrane structures** shall not be used to house occupants for more than 7 days unless such tents **and membrane structures** are maintained with tight wooden floors raised at least 4 inches (101.6 mm) above the ground level and are equipped with baseboards on all sides to a height of at least 6 inches (152.4 mm). Tents **and membrane structures** may be maintained with concrete slabs with the finished surface at least 4 inches (101.6 mm) above grade and equipped with curbs on all sides at least 6 inches (152.4 mm) high.

A tent **or membrane structure** shall not be considered a suitable sleeping place when it is found necessary to provide heating facilities in order to maintain a minimum temperature of 50 degrees Fahrenheit (10 degrees Celsius) within such **tent or membrane structure** during the period of occupancy.

Tents and membrane structures shall comply with Chapter 31 of the California Fire Code and shall not be erected for a period of more than 180 days within a 12 month period. Tents and membrane structures shall be limited to one level located at the level of Fire Department vehicle access road or lane. Tents and membrane structures complying with Chapter 31 of the California Fire Code shall not be subject to additional provisions of Section N112 of this Appendix.

Tents and membrane structures used for sleeping purposes shall be equipped with single station battery powered smoke alarms installed in accordance with Section 907.2.11 of the California Fire Code.

SECTION N107 **ACCESSIBILITY**

N107.1 General. Emergency housing shall comply with the applicable requirements in Chapter 11B and/or the US Access Board Final Guidelines for Emergency Transportable Housing.

Note: The Architectural and Transportation Barriers Compliance Board (US Access Board) issued the Final Guidelines for Emergency Transportable Housing on May 7, 2014. The final guidelines amended the 2004 ADA Accessibility Guidelines (2004 ADAAG) and the 2004 Architectural Barriers Act (ABA) Accessibility Guidelines (2004 ABAAG) to specifically address emergency transportable housing units provided to disaster survivors by entities subject to the ADA or ABA. The final rule ensures that the



Human Welfare and Community Action Commission

To: Honorable Mayor and Members of the City Council

From: Human Welfare and Community Action Commission (HWCAC)

Submitted by: Kelly Yun, Chairperson, HWCAC

Subject: Tenant Opportunity to Purchase Act (TOPA)

The HWCAC supports the adoption of the Tenant Opportunity to Purchase Act (TOPA) being considered by the City Council and its subcommittees.

The current TOPA proposal is the result of approximately 3 years of community and stakeholder outreach and discussions, including tenants and tenant-rights groups, landlords and real estate associations, and housing nonprofits. The proposal reflects the conclusion that democratically controlled and/or permanent affordable housing is one part of the solution to the Bay Area's housing and homelessness crisis.

As the final ordinance takes shape, the HWCAC encourages City Council members to ensure that TOPA does not exacerbate the systemic disadvantages faced by people of color, people with disabilities, and people with other marginalized identities.

CONTACT PERSON

Mary-Claire Katz, Commission Secretary, HHCS, 510-981-541

Draft of letter concerning accessibility at Pathways:

Dear Mayor and Council:

The HWCAC is writing to urge Council to have accessibility issues be an integral part of planning for any and all programs serving the greater community. Specifically, we are addressing problems which came up in the first iteration of Pathways, in which there was not one single ADA accessible bathroom, shower, or ramp; doors were heavy and prone to injuring people and electric controls on wheelchairs, and there was no accessible parking. Moreover, there seemed to be no oversight of problems at BACS, which is another issue that needs to be addressed.

We specifically want to ensure in that the new iteration of Pathways is not only fully accessible, but also that the City is reimbursed for the rental costs of the trailers at Pathways. While to our knowledge, staff did not alert the City to problems with the trailers, they were marketed to the City as fully ADA accessible, and were not. As a result, the City has opened itself up to the possibility of lawsuits and has caused humiliation and injury to clients. We want accountability from all of our providers—whether they are non-profit contractors or vendors—and in this particular case, that involves monetary restitution which can then be applied to putting things right at Pathways.

[further optional text below]

We also understand that staff works very hard, that this is a colossal task, and that no one person could be expected to do it all. That said, we have a very capable Disabilities Coordinator in Dominika Bednarska, and we question paying outside consultants \$484,800, as proposed on the 4/27/21 Council agenda to do that job. With the City's fragile financial situation, paying exorbitant fees to outside consultants puts programming at risk. We suggest that a better use of that money would be to hire support staff for Dominika and do the work in-house.

The Commission wants to thank you all for your work in these challenging times, and looks forward to a successful resolution to these matters soon.



Health Housing and
Community Services Department
Housing & Community Services Division

MEMORANDUM

To: Members, Human Welfare and Community Action Commission (HWCAC)

From: Kristen Lee, HCS Manager

Date: April 21, 2021

Subject: **Community Services Block Grant (CSBG) Discretionary Funding**

On January 19, 2021 City Council authorized the City Manager and her designee to execute CSBG Contract Number 21F-4001 for the amount of \$275,106 (Resolution No. 69,686-N.S.). On March 16, 2021, the State Department of Community Services and Development (CSD) issued a letter, stating that the City will receive additional discretionary funding in the amount of \$28,250 as a separate contract. The City Manager recommends that these discretionary funds (and subsequent amendments) be used to fund assistance and services for homeless households, including flexible funding for rental assistance, move-in costs for clients assisted with rental assistance, hygiene services and supports such as portable toilets and handwashing stations or shower and laundry services, supplies for unhoused residents distributed by outreach teams, and/or other COVID-19-related services for low-income individuals as needed.

The City of Berkeley currently provides rental assistance, hygiene services and outreach supplies to support unhoused individuals and this need continues, particularly during the time of COVID-19. In addition to the continued need for these services, the City Manager may recommend using the discretionary funding for other COVID-19-related services that specifically benefit low-income populations, as these populations experience the negative impacts of the pandemic at a significantly higher rate than the general population.

A Vibrant and Healthy Berkeley for All