



**ALAMEDA COUNTY-OAKLAND COMMUNITY ACTION PARTNERSHIP**

**Contact Sheet 2020-2021**



**Fiscal Agency:** Chabot Las Positas Community College District

**Lead Agency:** Tri-Valley Career Center

**Project Title:** Back to Work Tri-Valley

**Strategy:** Job Training & Employment  
*Job Training & Employment Placement or Housing & Community Development*

**Executive Director:** Ronald Gerhard Phone: 925-485-5253 Email: gerhard@clpccd.org

**Name of CONTRACT REPRESENTATIVE:** Sarah Holtzclaw  
*This individual must be an employee of the contracting agency/fiscal agency and have the authority to negotiate scopes of work, budgets, and complete contracting documents*

Title: Program Manager Phone: 925-560-9439

Email: sholtzclaw@clpccd.org Fax: 925-560-9457

Mailing address: 6300 Village Parkway, Dublin Ca Zip: 94568

DUNS #: 71680961

CAGE Code: 3RCR6

CA Corporate #: N/A

**Name of PROGRAM CONTACT:** Sarah Holtzclaw

*This individual must be able to answer any program specific questions.*

Title: Program Manager Phone: \_\_\_\_\_

Email: sholtzclaw@clpccd.org Fax: 925-560-9457

Mailing address: 6300 Village Parkway, Dublin Ca Zip: 94568

**ADDITIONAL CONTACTS: (OPTIONAL)**

*These individuals also need to be notified regarding updates and information.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Persons Authorized to pick-up reimbursement payments:**

*These are the ONLY people authorized to pick up reimbursements. If they are unavailable to pick up reimbursements, they must email their grant monitor with the name and title of the person that will be coming to pick up reimbursements.*

1. Name: Alexandra Gallegos Title: Admin. Asst.

Email: agallegos@clpccd.org Phone: 925-560-9443

2. Name: Sarah Holtzclaw Title: Program Manager

Email: sholtzclaw@clpccd.org Phone: 925-560-9439

**If your agency or program undergoes any staff changes, please remember to RESUBMIT the contact sheet and fill in any information that has changed.**

**SCHEDULE A TO CITY OF OAKLAND- CHABOT-LAS POSITAS COMMUNITY  
COLLEGE DISTRICT  
2020 GRANT AGREEMENT**

**Scope of Work A**

City of Oakland - Department of Human Services  
Alameda County-Oakland Community Action Partnership

**Contract Term:** May 20, 2020– December 31, 2020  
**Fiscal Agent:** Chabot-Las Positas Community College District  
**Lead Agency:** Tri-Valley Career Center  
**Catalogue of Federal Domestic Programs #:** HHS 93.569 Federal CSBG Grant

**Program Budget** (See Schedule B)

**2020 Alameda Budget:** \$25,000       **2020 Oakland Budget:** 0

**Program Name:** Back to Work Tri-Valley  
**Strategic Focus Area:** Job Training & Employment Placement  
**Number Served:** 20

**Number Expected to Achieve Employment, Housing or Primary Outcome:**

- 16 (80%) of those served will enter employment earning a living wage or higher.
- 4 (20%) will enter employment earning up to a living wage.

**1. Description of Services:**

CLPCCD/Tri-Valley Career Center’s (TVCC) Back to Work Tri-Valley program will provide 20 low-income residents with job search counseling and services, including workshops, 1-on-1 career counseling, stress counseling and supportive services (if applicable). Supportive services are items costing no more than \$500 that are required for an interview or to start new employment. They include, but are not limited to, transportation and day care for the interview and first 2 weeks, interview clothing, uniforms, union dues, and tools or books.

All 20 (100%) will receive individualized job search services to obtain a job in their field, assessing their skills and strengths. Should it be necessary to meet their goals, all 20 will have access to training options to be competitive in the market place. Sixteen (80%) will find work that earns a living wage or higher. The remaining four (20%) will find employment earning up to a living wage. Fifteen (75%) will retain that job or secured other employment at least 90 days after being hired.

Additionally, all 20 (100%) will have access to a local stress counselor in a workshop format as well as 1-on-1 sessions.

**A. *Describe plans and activities for program delivery***

Back to Work Tri-Valley will offer career services and job search assistance to those looking for work in our target population. The services include offering job search guidance in a variety of formats: group workshops, 1-on-1 counseling, online trainings, and individualize assistance in applications, resume writing and interview techniques, among other skills. The program also includes access to stress reduction counseling in a group and individual setting. The program also

will allow TVCC to develop workshops that are specific to this population such as, but not limited to Dressing for Success, Application Completion Tips, and Online Job Search Strategies.

*B. List the population served*

TVCC serves job seekers and residents of the Tri-Valley region of Alameda County. This includes the cities of Dublin, Livermore, Pleasanton and Sunol, as well as the surrounding unincorporated areas.

The Back to Work Tri-Valley program will focus on those job seekers who are living at or below the poverty threshold at the time that they come to the Career Center or the Welfare to Work program in Livermore for services. This population typically have additional barriers to employment that may need mitigation prior to employment. TVCC will work with them to insure success in the long-run.

*C. Describe client intake process and method for documenting CSBG household eligibility*

The intake process will include the formal WIOA application on which clients declare their recent income earnings and specific barriers to employment. The application includes declaration of any public assistance received and barriers to employment the client might have. Education, family size, income, and loss of employment are also self-declared. Specific for this program, TVCC will develop an affidavit for clients to sign if they claim household income is at or below the poverty level.

Clients' files in the Back to Work Tri-Valley program will be flagged or color-coded as to distinguish their participation in this program as well.

*D. Describe plans for program staffing*

Enrollment, career counseling, job search guidance and placement are staff reliant activities. Career counseling happens primarily in person at the two locations. We will also offer online options in order to bridge a time and transportation deficits that the clients may have. Employer hiring events happen at the TVCC and SSA offices as well as within the Tri-Valley communities.

Staff who will be primarily working on this project are: Program Manager, Enrollment Specialist, Career Counselors and Employment Specialists. In addition, a subcontracted therapist will deliver stress counseling. Their contributions will be as follows:

- Program Manager: overseeing program success, developing, producing & placing outreach strategies
- Enrollment Specialist: enrolling clients in program, collecting eligibility documents, orientation, tracking training progress
- Career Counselors: presenting workshops, assessing skills, working 1-on-1 with clients, maintaining records and files, follow up with clients after placement
- Employment Specialists: working with client on job leads, applications and matching employers for open positions
- Therapist: providing guidance on stress reduction in workshops and 1-on-1

*E. Describe outreach methods and marketing strategies, including timeline*

Outreach will begin immediately upon signing of the contracts. TVCC will engage in both paid and unpaid outreach methods.

Unpaid methods will include, but are not limited to:

- Welfare to Work clients at the Livermore SSA offices
- Referrals to and from community partners serving people living in poverty
- Social Media postings
- E-newsletters
- Word of mouth

Paid methods include, but are not limited to:

- Development and distribution of posters and flyers
- Paid media on social media and online opportunities

**Alameda County Service Locations**

TVCC Dublin office (through October 2020)  
6300 Village Parkway, Dublin CA 94568

TVCC Pleasanton office (after October 2020)  
5860 Owens Drive, Pleasanton, CA 94588

Alameda County SSA Office  
2481 Constitution Drive, Livermore, CA 94551

\*Partner locations to be determined such as housing developments, libraries, & shelters

**Evaluation:**

TVCC tracks individual progress through the state’s CalJOBS system, where activities and case management are tracked and monitored. All client activities from attending workshops or hiring events, to counseling sessions are recorded. When the client finds work, the specifics of the new job are also recorded in CalJOBS as well as in an internal data spreadsheet. Qualitative evaluation will be done through surveys of workshop attendees and online, anonymous surveys.

**Reporting:**

Program progress, activities, and outcomes will be reported by submitting a semi-annual report, annual report, and making an annual presentation to the AC-OCAP Board.

**Income & Program Eligibility:**

Grantee will provide services to low-income Alameda County (excluding the City of Berkeley) residents according to the following CSBG poverty guidelines. Grantee is required to verify client eligibility based on HHS poverty guidelines.

CSBG 100% Poverty Guidelines (January 1, 2020 to December 31, 2020)

Size of Family Unit or Number in Household	Monthly Income	Annual Income (100% of poverty)
1	\$1,063	\$12,760
2	\$1,437	\$17,240
3	\$1,810	\$21,720
4	\$2,183	\$26,200
5	\$2,557	\$30,680
6	\$2,930	\$35,160
7	\$3,303	\$39,640

8	\$3,677	\$44,120
For Family units with more than 8 members, add \$4,480/year for each additional member		

Source: 2020 U.S. Dept. of Health & Human Services Poverty Guidelines: <https://aspe.hhs.gov/poverty-guidelines>

## 2. Program Outcomes:

### Alameda County 2020 Outcomes

20 Unduplicated Alameda County residents will be served (excluding Berkeley and Oakland):

<b>Outcomes to be achieved</b>	<b>Reporting Period (Mid- Year or Annual)</b>	<b>I.) Number of Participants Served In program(s) (#)</b>	<b>II.) Target (#)</b>	<b>III.) Actual Results (#)</b>	<b>IV.) Percentage Achieving Outcome [III/I = IV] (% auto calculated)</b>	<b>V.) Performance Target Accuracy [III/II = V] (% auto calculated)</b>
<i>Example: Unemployed and obtained a job</i>	<b>Mid-Year</b> Jan-June	<b>14</b>	<b>12</b>	<b>8</b>	<b>57%</b>	<b>67%</b>
	<b>Annual</b> Jan-Dec	<b>28</b>	<b>20</b>	<b>21</b>	<b>75%</b>	<b>105%</b>
<b>1. (FNPI 7a) Enrollment:</b> Number of low-income participants enrolled in employment training and programming	<b>Mid-Year</b> Jan-June	<b>7</b>	<b>5</b>	These columns to be completed for Mid-Year (due July 8, 2020) and Annual (due January 8, 2021) Reports		
	<b>Annual</b> Jan-Dec	<b>26</b>	<b>20</b>			
<b>2. (FNPI 1b; SRV 1m) Employment:</b> Number of low-income participants who completed training and secured employment earning a living wage or higher	<b>Mid-Year</b> Jan-June	<b>6</b>	<b>4</b>			
	<b>Annual</b> Jan-Dec	<b>20</b>	<b>16</b>			
<b>3. (FNPI 1e; SRV 1m) Employment:</b> Number of low-income participants who completed training and secured employment earning up to a living wage	<b>Mid-Year</b> Jan-June	<b>2</b>	<b>1</b>			
	<b>Annual</b> Jan-Dec	<b>6</b>	<b>4</b>			

If the percentage achieving outcome in Reporting Period (Column 4 or Column 5) is **less than 80% or greater than 100% for any NPI**, please provide a written explanation below.

**Schedule B - Program Budget Instructions**  
**2018 CalEITC Free Tax Preparation Assistance Grant**

**Non-allowable costs** - Funds may not be used to pay for volunteers, food purchases, alcoholic beverages, bad debts, charitable contributions or donations, contingency reserves, fines and penalties resulting from violations of federal, state, and/or local laws and regulations, fund-raising, goods and services for personal use of employees, idle facilities unless necessary due to fluctuations in workload, insurance of lives of trustees, officers or employees when grantee is a beneficiary, lobbying costs, food, or entertainment or promotional items, such as "swag" gifts. (Swag gifts include but are not limited to: toys, pens, and clips...).

**1. Salaries, Wages & Fringe Benefits**

**Note: Funds may not be used to pay volunteers or staff whose primary role is tax preparation. Funds may be used to pay for staff who support free tax preparation operations, such as site coordinators and/or quality controllers. If you have questions about whether a staff position may be covered by this grant, please contact AC-OCAP.**

- **Staff Position(s):** Enter each staff position that will work on the funded program.
- **Base Salary:** Enter each staff position total salary.
- **Program % Time:** Enter the percent of time each staff person will spend working on the funded program.

*For example: Site Coordinator has a base salary of \$50,000, and works 50% on the funded program, so \$50,000 x 50% = \$25,000.*

- **Total Program Budget Column:** This column will automatically calculate the Base Salary x Program %.
- **Funds Requested Columns:** Enter the funds requested for each staff position listed.
- **Leveraged Match Column:** This information will automatically populate.
- **Salary Subtotal:** This information will automatically populate.
- **Fringe Benefits:** Enter the **percent** and **dollar amount under the Total Program Budget**. This line item includes all non-Salary personnel costs such as benefits, taxes, and insurance, if applicable.
- **Funds Requested Column:** Enter the funds requested amount for fringe benefits.
- **Leveraged Match Column:** This information will automatically populate.
- **Salaries, Wages, & Fringe Benefits Subtotal:** This information will automatically populate.

**2. Travel**

- **Budget Item:** Enter a description for each line item cost.
- **Total Program Budget Column:** Enter the program total for each line item.
- **Funds Requested Column:** Enter the funds requested amount for each line item.
- **Leveraged Match Column:** This information will automatically populate.
- **Travel Subtotal:** This information will automatically populate.

**3. Equipment - up to \$500 per unit; requires AC-OCAP approval**

**Note** - Limited funds may be utilized to purchase equipment to support the filing of taxes for eligible filers. However, every effort should be made to access in-kind equipment from the IRS - Stakeholder Partnerships, Education and Communication manager, or leveraged through other partnerships before using grant funds for this purpose.

- **Budget Item:** Enter a description for each line item cost.
- **Total Program Budget Column:** Enter the program total for each line item.
- **Funds Requested Column:** Enter the funds requested amount for each line item.
- **Leveraged Match Column:** This information will automatically populate.
- **Equipment Subtotal:** This information will automatically populate.

**4. Supplies**

- **Budget Item:** Enter a description for each line item cost.
- **Total Program Budget Column:** Enter the program total for each line item.
- **Funds Requested Column:** Enter the funds requested amount for each line item.
- **Leveraged Match Column:** This information will automatically populate.
- **Supplies Subtotal:** This information will automatically populate.

**5. Subcontractors**

- **Budget Item:** Enter a description for each line item cost.
- **Total Program Budget Column:** Enter the program total for each line item.
- **Funds Requested Column:** Enter the funds requested amount for each line item.
- **Leveraged Match Column:** This information will automatically populate.
- **Subcontractors Subtotal:** This information will automatically populate.

(Continued on next page)

**6. Other Costs - 10% Administrative Cap**

**Note** - Grantees should make every effort possible to limit overhead/administrative costs. If administrative costs will be allocated, costs must be fully supported and included in each proposed free tax preparation assistance activity category and AC-OCAP will review for approval.

- **Budget Item:** Enter a description for each Other Cost(s).
- **Total Program Budget Column:** Enter the program total for each Other Cost(s).
- **Funds Requested Column:** Enter the funds requested amount for each Other Cost(s).
- **Leveraged Match Column:** This information will automatically populate.
- **Other Costs Subtotal:** This information will automatically populate.

**7. PROGRAM TOTAL**

- This information will automatically populate.



# Combined Grants Schedules



Business Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Federal ID # \_\_\_\_\_  
 City of Oakland Business License Number \_\_\_\_\_ Completed by: \_\_\_\_\_ Phone if different \_\_\_\_\_

## **Schedule C-1 – (Declaration of Compliance with the Americans with Disabilities Act)**

I declare under penalty of perjury that my company will comply with the City Of Oakland **American with Disabilities Act** obligations.

## **Schedule K – (Pending Dispute Disclosure)**

1. Are you or your firm involved in a pending dispute or claim Against the City of Oakland or its Agency? **(Please check one)**  **Yes**  **No**
2. If “Yes”, please list existing and pending lawsuit(s) and claim(s) with the title, contract date, brief description of the issues, officials or staff persons involved in the matter and the City department/division administering the contract. Contract Title and Number: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_ Official(s), Staff person(s) involved: \_\_\_\_\_  
 Administering Department/Division: \_\_\_\_\_ Issues: \_\_\_\_\_
3.  **(check)** *Additional Disputes listed on Attachment*

## **Schedule N - (Living Wage – Declaration of Compliance) Grants *accumulating over \$100K, Grants under \$100K mark N/A***

**Employment Questionnaire:** Please respond to the following questions:

Responses

Employment Questionnaire: Please respond to the following questions:	Responses
(1) How many permanent employees are employed with your company? (If less than 5, stop here)	
(2) How many of your permanent employees are paid above the Living Wage rate?	
(3) How many of your permanent employees are paid below the Living Wage rate?	
(4) Number of compensated days off per employee? (Refer to item “a” above)	
(5) Number of trainees in your company?	
(6) Number of employees under 21 years of age, employed by a nonprofit corporation for after school or summer employment for a period not longer than 90 days.	

**Schedule N-1 – (Equal Benefits – Declaration of Nondiscrimination) Grants accumulating over \$25K, Grants under \$25K mark N/A**

**Section A. Grantee Information**

- (1) Are you an EBO certified firm **(Please check one)**  Yes  No (if yes, please attached certificate and skip Schedule N-1)  
 (2) Approximate Number of Employees in the U.S. \_\_\_\_\_ (3) Are any of your employees covered by a collective bargaining agreement or union trust fund? **(Please check one)**  Yes  No (4) Union name(s) \_\_\_\_\_

**Section B. Compliance**

- (1) Does your company provide or offer access to any benefits to employees with spouses or to spouses of employees? **(Please check one)**  Yes  No  
 (2) Does your company provide or offer access to any benefits to employees with domestic partners? **(Please check one)**  Yes  No

**Section C. Benefits PLEASE CHECK EACH BENEFIT THAT APPLIES**

Benefits	Offered to Employees only	Offered to Employees and their spouses	Offered to Employees and their Domestic Partners	Not Offered at all	Documentation attached
Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retirement (Pension, 401K, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bereavement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parental Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Assistance Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relocation & Travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company Discount, Facilities & Events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Credit Union	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(1) CFAR is a City Financial Recipient. (2) Domestic Partner is defined as a same sex couples or opposite sex couples registered as such with a state or local government domestic partnership registry

**Schedule P – (Nuclear Free Zone - Ordinance 11474 C.M.S.)**

- I declare under penalty of perjury that I have read Ordinance 11478 C.M.S. titled “An Ordinance Declaring the City of Oakland a Nuclear Free Zone and Regulating Nuclear Weapons Work and City Contracts with and Investment in Nuclear Weapons Makers”, as provided on the City’s website, see “footnote” below I certify that my firm conforms with the conditions as defined in Ordinance 11478 C.M.S.
- I declare that my company is **NOT** in compliance with Ordinance 11478 C.M.S., but my proposal/bid should be considered because: \_\_\_\_\_

**Schedule V – (Affidavit of Non-Disciplinary or Investigatory Action)**

I certify that the following entities: Equal Employment Opportunity Commission (EEOC), Department of Fair Employment & Housing (DFEH) or the Office of Federal Contract Compliance Programs (OFCCP) has not taken disciplinary or investigatory action against the Firm. If such action has been taken, attached hereto is a detailed explanation of the reason for such action, the party instituting such action and the status or outcome of such action. **Initial:**\_\_\_

**Oakland’s Minimum Wage Law – (Resolution 85423 C.M.S. - Oakland Municipal Code Section 5.92, et seq.)** I certify that I have read Oakland’s minimum wage law and I am in full compliance with all its provisions. **Initial:**\_\_\_

**Affirmative Action** - I certify that I/we shall not discriminate against any employee or applicant for employment because of race, color, creed, sex, sexual orientation, national origin, age, disability, Acquired Immune Deficiency Syndrome (AIDS) AIDS related complex, or any other arbitrary basis and shall insure compliance with all provisions of Executive Order No. 11246 (as amended by Executive Order No. 11375). I certify that I/we shall not discriminate against any employee or applicant for employment because they are disabled veteran of the Vietnam era and shall insure compliance with all provisions of 41CFR60-250.4 where applicable. **Initial:**\_\_\_

**By signing and submitting this combined schedules form the prospective primary participant’s authorized representative hereby obligates the proposer(s) to the stated conditions referenced in this document. I declare under penalty of perjury that the foregoing is true and correct.**

**Name of Individual:**\_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** *Sarah Holtzclaw* **Date:** \_\_\_\_\_

**PLEASE NOTE:** Detailed descriptions of all policies represented in this combined form may be found at Contracts and Compliance website “Policies and Legislation” address <https://www.oaklandca.gov/documents/contracting-policies-and-legislation> For an electronic copy of this combined form and copies of standalone contract Schedules R, E, O, Q, Exit Affidavit and Schedule G please go to this web address <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules>



**CONTRACTOR ACKNOWLEDGEMENT OF CITY OF OAKLAND CAMPAIGN CONTRIBUTION LIMITS  
FOR CONSTRUCTION, PROFESSIONAL SERVICE & PROCUREMENT CONTRACTS**

To be completed by City Representative prior to distribution to Contractor

City Representative \_\_\_\_\_ Phone \_\_\_\_\_ Project Spec No. \_\_\_\_\_

Department \_\_\_\_\_ Contract/Proposal Name \_\_\_\_\_

This is an \_\_\_\_\_ Original \_\_\_\_\_ Revised form (check one). If Original, complete all that applies. If Revised, complete Contractor name and any changed data.

Contractor Name \_\_\_\_\_ Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_, State \_\_\_\_\_ Zip \_\_\_\_\_

Type of Submission (check one) \_\_\_\_\_ Bid \_\_\_\_\_ Proposal \_\_\_\_\_ Qualification \_\_\_\_\_ Amendment

**Majority Owner** (if any). A majority owner is a person or entity who owns more than 50% of the contracting firm or entity.

Individual or Business Name \_\_\_\_\_ Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_, State \_\_\_\_\_ Zip \_\_\_\_\_

The undersigned Contractor's Representative acknowledges by his or her signature the following:

The Oakland Campaign Reform Act limits campaign contributions and prohibits contributions from contractors doing business with the City of Oakland and the Oakland Redevelopment Agency during specified time periods. Violators are subject to civil and criminal penalties.

I have read Oakland Municipal Code Chapter 3.12, including section 3.12.140, the contractor provisions of the Oakland Campaign Reform Act and certify that I/we have not knowingly, nor will I /we make contributions during the period specified in the Act.

I understand that the contribution restrictions also apply to entities/persons affiliated with the contractor as indicated in the Oakland Municipal Code Chapter 3.12.080.

If there are any changes to the information on this form during the contribution-restricted time period, I will file an amended form with the City of Oakland.

Sarah Holtzclaw  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Signer

\_\_\_\_\_  
Position

To be Completed by City of Oakland after completion of the form

Date Received by City: \_\_\_\_/\_\_\_\_/\_\_\_\_ By \_\_\_\_\_

Date Entered on Contractor Database: \_\_\_\_/\_\_\_\_/\_\_\_\_ By \_\_\_\_\_

## Schedule Q

### INSURANCE REQUIREMENTS

*(Revised 01/13/17)*

a. General Liability, Automobile, Workers' Compensation and Professional Liability

Contractor shall procure, prior to commencement of service, and keep in force for the term of this contract, at Contractor's own cost and expense, the following policies of insurance or certificates or binders as necessary to represent that coverage as specified below is in place with companies doing business in California and acceptable to the City. If requested, Contractor shall provide the City with copies of all insurance policies. The insurance shall at a minimum include:

- i. **Commercial General Liability insurance** shall cover bodily injury, property damage and personal injury liability for premises operations, independent contractors, products-completed operations personal & advertising injury and contractual liability. Coverage shall be at least as broad as Insurance Services Office Commercial General Liability coverage (occurrence Form CG 00 01)

Limits of liability: Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$2,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

- ii. **Automobile Liability Insurance.** Contractor shall maintain automobile liability insurance for bodily injury and property damage liability with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos). Coverage shall be at least as broad as Insurance Services Office Form Number CA 0001.

- iii. **Worker's Compensation insurance** as required by the laws of the State of California, with statutory limits, and statutory coverage may include Employers' Liability coverage, with limits not less than \$1,000,000 each accident, \$1,000,000 policy limit bodily injury by disease, and \$1,000,000 each employee bodily injury by disease. The Contractor certifies that he/she is aware of the provisions of section 3700 of the California Labor Code, which requires every employer to provide Workers' Compensation coverage, or to undertake self-insurance in accordance with the provisions of that Code. The Contractor shall comply with the provisions of section 3700 of the California Labor Code before commencing performance of the work under this Agreement and thereafter as required by that code.

- iv. **Professional Liability/ Errors and Omissions insurance, if determined to be required by HRM/RBD**, appropriate to the contractor's profession with limits not less than \$\_\_\_\_\_ each claim and \$\_\_\_\_\_ aggregate. If the professional liability/errors and omissions insurance is written on a claims made form:
    - a. The retroactive date must be shown and must be before the date of the contract or the beginning of work.
    - b. Insurance must be maintained and evidence of insurance must be provided for at least three (3) years after completion of the contract work.
    - c. If coverage is cancelled or non-renewed and not replaced with another claims made policy form with a retroactive date prior to the contract effective date, the contractor must purchase extended period coverage for a minimum of three (3) years after completion of work.
  
  - v. **Contractor's Pollution Liability Insurance:** If the Contractor is engaged in: environmental remediation, emergency response, hazmat cleanup or pickup, liquid waste remediation, tank and pump cleaning, repair or installation, fire or water restoration or fuel storage dispensing, then for small jobs (projects less than \$500,000), the Contractor must maintain Contractor's Pollution Liability Insurance of at least \$500,000 for each occurrence and in the aggregate. If the Contractor is engaged in environmental sampling or underground testing, then Contractor must also maintain Errors and Omissions (Professional Liability) of \$500,000 per occurrence and in the aggregate.
  
  - vi. **Sexual/Abuse insurance.** If Contractor will have contact with persons under the age of 18 years, or Contractor is the provider of services to persons with Alzheimer's or Dementia, Contractor shall maintain sexual/abuse/molestation insurance with a limit of not less than \$1,000,000 each occurrence. Insurance must be maintained and evidence of insurance must be provided for at least three (3) years after completion of the contract work.
- b. Terms Conditions and Endorsements

The aforementioned insurance shall be endorsed and have all the following conditions:

- i. **Insured Status (Additional Insured):** Contractor shall provide insured status naming the City of Oakland, its Councilmembers, directors, officers, agents, employees and volunteers as insured's under the Commercial General Liability policy. General Liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 (11/85) or both CG 20 10 and CG 20 37 forms, if later revisions

used). If Contractor submits the ACORD Insurance Certificate, the insured status endorsement must be set forth on an ISO form CG 20 10 (or equivalent). A STATEMENT OF ADDITIONAL INSURED STATUS ON THE ACORD INSURANCE CERTIFICATE FORM IS INSUFFICIENT AND WILL BE REJECTED AS PROOF OF MEETING THIS REQUIREMENT; and

- ii. Coverage afforded on behalf of the City, Councilmembers, directors, officers, agents, employees and volunteers shall be primary insurance. Any other insurance available to the City Councilmembers, directors, officers, agents, employees and volunteers under any other policies shall be excess insurance (over the insurance required by this Agreement); and
- iii. Cancellation Notice: Each insurance policy required by this clause shall provide that coverage shall not be canceled, except with notice to the Entity; and
- iv. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the contractor, its employees, agents and subcontractors; and
- v. Certificate holder is to be the same person and address as indicated in the "Notices" section of this Agreement; and
- vi. Insurer shall carry insurance from admitted companies with an A.M. Best Rating of A VII, or better.

c. Replacement of Coverage

In the case of the breach of any of the insurance provisions of this Agreement, the City may, at the City's option, take out and maintain at the expense of Contractor, such insurance in the name of Contractor as is required pursuant to this Agreement, and may deduct the cost of taking out and maintaining such insurance from any sums which may be found or become due to Contractor under this Agreement.

d. Insurance Interpretation

All endorsements, certificates, forms, coverage and limits of liability referred to herein shall have the meaning given such terms by the Insurance Services Office as of the date of this Agreement.

e. Proof of Insurance

Contractor will be required to provide proof of all insurance required for the work prior to execution of the contract, including copies of Contractor's insurance policies if and when requested. Failure to provide the insurance proof requested

or failure to do so in a timely manner shall constitute ground for rescission of the contract award.

f. Subcontractors

Should the Contractor subcontract out the work required under this agreement, they shall include all subcontractors as insured's under its policies or shall maintain separate certificates and endorsements for each subcontractor. As an alternative, the Contractor may require all subcontractors to provide at their own expense evidence of all the required coverages listed in this Schedule. If this option is exercised, both the City of Oakland and the Contractor shall be named as additional insured under the subcontractor's General Liability policy. All coverages for subcontractors shall be subject to all the requirements stated herein. The City reserves the right to perform an insurance audit during the course of the project to verify compliance with requirements.

g. Deductibles and Self-Insured Retentions

Any deductible or self-insured retention must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductible or self-insured retentions as respects the City, its Councilmembers, directors, officers, agents, employees and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

h. Waiver of Subrogation

Contractor waives all rights against the City of Oakland and its Councilmembers, officers, directors, employees and volunteers for recovery of damages to the extent these damages are covered by the forms of insurance coverage required above.

i. Evaluation of Adequacy of Coverage

The City of Oakland maintains the right to modify, delete, alter or change these requirements, with reasonable notice, upon not less than ninety (90) days prior written notice.

j. Higher Limits of Insurance

If the contractor maintains higher limits than the minimums shown above, The City shall be entitled to coverage for the higher limits maintained by the contractor.



FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

2018 NOV 21 PM 1:49

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

Approved as to Form and Legality



City Attorney's Office

# OAKLAND CITY COUNCIL

RESOLUTION NO. 87964 C.M.S.

**A RESOLUTION:**

**1. ACCEPTING AND APPROPRIATING:**

- a. **A RENEWED ANTI-POVERTY COMMUNITY SERVICES BLOCK GRANT (CSBG) IN THE AMOUNT OF \$1,354,323 FOR 2020 FROM THE CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT (CSD);**
- b. **ADDITIONAL FUNDS FROM CSD WITHIN THE 2020 TERM, WITHOUT RETURNING TO COUNCIL; AND**

**2. AUTHORIZING A CONTRIBUTION FROM THE CITY'S GENERAL PURPOSE FUND IN AN AMOUNT EQUIVALENT TO THE HUMAN SERVICES DEPARTMENT'S (HSD) CENTRAL SERVICES OVERHEAD CHARGES ESTIMATED AT \$122,877**

**WHEREAS**, the City of Oakland has received Anti-Poverty Community Services Block Grant (CSBG) funding since 1971; and

**WHEREAS**, the State of California Department of Community Services and Development (CSD) has made available CSBG funds for calendar year 2020; and

**WHEREAS**, the Alameda County-Oakland Community Action Partnership (AC-OCAP) is scheduled to receive \$1,354,323 for the CSBG program from the CSD for 2020 anti-poverty programming; and

**WHEREAS**, the City of Oakland, on behalf of AC-OCAP, wishes to accept the aforementioned grant in the amount of \$1,354,323 for the program year January 1, 2020 through December 31, 2020, under the provisions of the CSBG program; and

**WHEREAS**, the City's Fiscal Year (FY) 2019-2020 budget appropriates said funds of \$1,335,882 to the Department of Health and Human Services Fund (2128), CSBG - Programs (78362) CAP/CSBG 2020 Program Project (1004443); and

**WHEREAS**, due to the State-imposed 12% administrative cap, the Human Services Department (HSD) is requesting a contribution from the General Purpose Fund in an amount equivalent to HSD's Central Services Overhead charges, which is currently estimated at **\$\$122,877**; and

**WHEREAS**, these grant funds will be used to provide program administrative support and direct services to Oakland's and Alameda County's (excluding Berkeley) low-income citizens to help them become self-sufficient as outlined in the State-approved 2020-2021 AC-OCAP Plan; and

**WHEREAS**, services provided will be in accordance with Federal and State subcontractor provisions, regulations, and guidelines for eligible activities under the CSBG program; now, therefore, be it

**RESOLVED:** That the City hereby accepts and appropriates renewed CSBG funds in the amount of \$1,354,323 from CSD as set forth below; and be it

**FURTHER RESOLVED:** That the FY 2019-2020 adopted appropriation for the 2020 CSBG be amended to \$1,354,323 in the Department of Health and Human Services Fund (2128), CSBG - Programs (78362), CAP/CSBG 2020 Program Project (1004443); and be it

**FURTHER RESOLVED:** That should additional funds be received from the grantor (CSD) within the existing grant term, the City hereby accepts and appropriates the grant funds for the same purpose within the duration of the CSBG term (January 1, 2020-December 31, 2020), without returning to Council; and be it

**FURTHER RESOLVED:** That the City Administrator, or her designee, is hereby authorized to conduct all negotiations, execute and submit all CSD contracts, agreements, memoranda of understanding, amendments, and other documents, including all exhibits and assurances contained therein, and any amendments thereto, and to sign subsequent required fiscal and programmatic reports, and to perform any and all responsibilities in relationship to AC-OCAP programs which may be necessary to accept and appropriate the CSBG funds; and be it

**FURTHER RESOLVED:** That all HSD Central Services Overhead charges associated with this grant in an estimated amount of \$122,877 will be offset through a contribution of the General Purpose Fund, as approved in the City's FY 2019-2020 Adopted Policy Budget.

DEC 1 0 2019

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_

PASSED BY THE FOLLOWING VOTE:

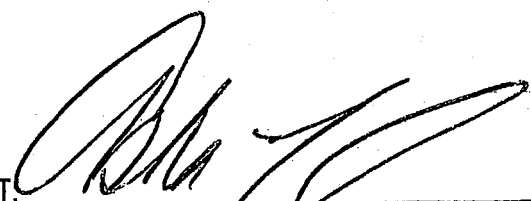
AYES - FORTUNATO BAS, GALLO, GIBSON MCELHANEY, KALB, REID, TAYLOR, THAO AND PRESIDENT KAPLAN - 8

NOES - 0


ABSENT - 0

ABSTENTION - 0

ATTEST.



LATONDA SIMMONS  
City Clerk and Clerk of the Council of the  
City of Oakland, California

  
City Attorney's Office 3/5/20

## OAKLAND CITY COUNCIL

RESOLUTION NO. 88089 C.M.S.

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### A RESOLUTION:

1. **AWARDING GRANTS TO ANTI-POVERTY SERVICE PROVIDERS FOR THE ALAMEDA COUNTY – OAKLAND COMMUNITY ACTION PARTNERSHIP (AC-OCAP) 2020 COMMUNITY SERVICES BLOCK GRANT (CSBG) PROGRAM YEAR;**
2. **WAIVING THE COMPETITIVE REQUEST FOR PROPOSALS/QUALIFICATIONS PROCESS AND AUTHORIZING PROCUREMENT OF ADVERTISING SERVICES FOR THE AC-OCAP ANTI-POVERTY PROGRAM;**
3. **AUTHORIZING AMENDMENTS TO THE GRANTS AND PROCUREMENT FROM THE SERVICE PROVIDERS:**
  - A. **FOR EXTENSIONS THROUGH THE 2021 AND 2022 CSBG PROGRAM YEARS; AND**
  - B. **TO INCREASE THE AMOUNTS IF ADDITIONAL CSBG FUNDING BECOMES AVAILABLE DURING THE 2020-2022 THREE-YEAR CSBG FUNDING CYCLE**

**WHEREAS**, the federal Community Services Block Grant (CSBG) provides core funding to the Alameda County – Oakland Community Action Partnership (AC-OCAP) to reduce poverty, revitalize low-income communities and empower low-income families to become self-sufficient; and

**WHEREAS**, the City of Oakland has received Anti-Poverty CSBG funding since 1971; and

**WHEREAS**, on December 10, 2019, the Oakland City Council approved Resolution Number 87964 C.M.S. accepting and appropriating an anticipated amount of \$1,354,323 in anti-poverty CSBG funds for AC-OCAP's 2020 year (*i.e.*, January 1 through December 31, 2020) programming from the State of California Department of Community Services and Development (CSD); and

**WHEREAS**, the City's Fiscal Year (FY) 2019-2020 budget appropriates said funds of \$1,354,323 to the Department of Health and Human Services Fund (2128), CSBG – Administration (78361), Programs (78362); CAP/CSBG 2020 Program Project (1004442, 1004443); and

**WHEREAS**, these funds will be used to provide program administrative support and direct services to low-income citizens in Oakland and the surrounding Alameda County (excluding Berkeley), as outlined in the State-approved AC-OCAP Plan; and

**WHEREAS**, on August 2, 2019, AC-OCAP released its 2020-2022 Request for Partnership (RFP) CSBG funding application and received a total of 27 applications requesting \$1,697,243 in funding; and

**WHEREAS**, on November 14, 2019, the AC-OCAP Administering Board approved its 2020-2022 CSBG three-year funding cycle recommendations and internal programming; and

**WHEREAS**, Oakland Municipal Code (OMC) Section 2.04.040.B requires the City Administrator to conduct an informal advertising and bidding process for purchase orders or a Request for Proposals/Qualifications (RFP/Q) process for professional services contracts, and OMC Section 2.04.051.B permits the Council to waive the RFP/Q process upon a finding that it is in the best interests of the City to do so; and

**WHEREAS**, each of the vendors (*i.e.*, Clear Channel; CBS Outdoors; BART and AC Transit) identified in the below table are to provide advertising services as there are no other providers of advertising for transit shelters, billboards, BART station ads, and interior bus advertising; and

**WHEREAS**, staff recommends that it is in the best interests of the City to waive the RFP/Q process for said advertising services because they are critical to the program's outreach to the populations served and this would be in alignment with the City's Administrative Instruction (AI) 1021 (Direct Payments) which identifies advertising as an exception to the City's purchasing system and allows the service to be paid as a direct payment; and

**WHEREAS**, the City Administrator has determined that these advertising services are of a professional and temporary nature and shall not result in the loss of employment or salary by any person having permanent status in the competitive civil service; and

**WHEREAS**, all services provided will be in accordance with Federal and State subcontractor provisions, regulations, and guidelines for eligible activities under the CSBG program; and

**WHEREAS**, the table in this resolution includes a not-to-exceed amount for funding to allow flexibility of reprogramming funds in the event funding for another program is discontinued or additional CSBG funds are received and will not exceed the current available appropriation; now therefore, be it

**RESOLVED:** That pursuant to OMC Section 2.04.051.B and based on the findings set forth above and in the City Administrator's report accompanying this item, the City Council finds and determines that it is in the best interests of the City to waive the competitive RFP/Q process for the procurement of advertising services from Clear Channel; CBS Outdoors; BART and AC Transit; and be it

**FURTHER RESOLVED:** That based on information provided by the City Administrator, the City Council finds that these advertising services are of a professional and temporary nature and shall not result in the loss of employment or salary by any person having permanent status in the competitive civil service; and be it

**FURTHER RESOLVED:** That the City awards the following grants and subsequent amendments, and also authorizes procurements and related amendments for advertising/marketing services, for the term of January 1, 2020 through December 31, 2020 as follows, so long as the cumulative amount of program funding in the table below does not exceed the total CSBG funding accepted and appropriated by the City for the AC-OCAP year in question:

<b>2020-2022 Programs and Services (AC = Alameda County, excluding Oakland)</b>			
2020-2022 AC-OCAP Service Providers (Legal Name)	Program Title	Grant Agreement / Procurement	Annual Allocation (not to exceed)
<b>Entrepreneurship/Job Training &amp; Employment Placement</b>			
<b>New Door Ventures:</b> Employment services for low-income young adults 16-24.	New Door Youth Employment Program	Grant Agreement	\$50,000
<b>Civicorps:</b> Education and employment services for low-income young adults 18-24	Academic and Professional Pathway	Grant Agreement	\$50,000
<b>Oakland Private Industry Council, Inc.:</b> Employment services for re-entry, unemployed and homeless low income adults 18-64	RISE - Recognize, Inspire, Support, Engage	Grant Agreement	\$50,000
<b>Renaissance Entrepreneurship Center:</b> Entrepreneurial training for low-income adults ages 25-64	Creating Economic Mobility Through Entrepreneurship	Grant Agreement	\$50,000
<b>LAO Family Community Development, Inc.:</b> Employment training for low-income adults ages 25-54	Pathway to Employment & Education (P2E2)	Grant Agreement	\$50,000
<b>SAVE Center for Community Change and Empowerment:</b> Employment opportunities for unemployed homeless adults ages 18-64	Community Ambassador Program	Grant Agreement	\$50,000
<b>Downtown Streets, Inc.:</b> Employment opportunities for unemployed, homeless, veterans, and previously incarcerated ages 18+	AC: Downtown Streets Team	Grant Agreement.	\$50,000
<b>Center for Media Change, DBA Hack the Hood:</b> Employment training in technology for low-income youth and young adults 14-24	AC: Thriving Youth Careers in Oakland and Alameda County's Tech Sector	Grant Agreement	\$50,000
<b>Rubicon Programs Incorporated:</b> Employment opportunities for low-income adults ages 18-64	AC: Eden Area American Job Career Center (AJCC)	Grant Agreement	\$50,000

<b>Chabot-Las Positas Community College District, DBA Tri-Valley Career Center:</b> Employment opportunities for unemployed adults ages 18-64 in the Tri-Valley area	<b>AC: Back-to-Work Tri-Valley</b>	Grant Agreement	\$50,000
<b>Low-Income Housing</b>			
<b>Covenant House California:</b> Housing for homeless young adults ages 18-24	Emergency Shelter & Supportive Services for Young Adults Experiencing Homelessness	Grant Agreement	\$50,000
<b>Operation Dignity, Inc.:</b> Housing for homeless and/or disabled veterans ages 25+	Housing for Oakland's Homeless Veterans	Grant Agreement	\$50,000
<b>St. Mary's Center:</b> Housing for homeless and disabled adults/seniors ages 55+	Senior Homeless Services	Grant Agreement	\$50,000
<b>Fremont Family Resource Center Corporation:</b> Housing for unemployed and homeless families and individuals ages 18-54	<b>AC: Family Support Services for the Homeless</b>	Grant Agreement	\$50,000
<b>Southern Alameda County Comite for Raza Mental Health, DBA La Familia:</b> Housing assistance for homeless, unemployed, previously incarcerated, and disabled families	<b>AC: FESCO's Les Marquis Emergency Shelter and Banyan House Transitional Housing</b>	Grant Agreement	\$50,000
<b>Civic Engagement, Advocacy, and Capacity Building</b>			
<b>Housing &amp; Economic Rights Advocates (HERA):</b> Promote financial empowerment for low-income individuals through second chance bank accounts	Bank On Oakland (BOO) Financial Empowerment	Grant Agreement	\$30,000
<b>Eden I &amp; R, Inc.:</b> Provide information and referral services to support EITC and Bank On Oakland Initiatives	AC-OCAP 2-1-1 Phone Services for EITC and BOO	Grant Agreement	\$20,000
<b>Alameda County Community Food Bank:</b> Increase hunger and increase food security for Alameda County's low-income families	Food Security Initiative	Grant Agreement	\$20,000
<b>Clear Channel/CBS Outdoors/BART/AC Transit:</b> Education and outreach advertising campaigns	Financial Empowerment Marketing	Procurement	\$25,000 (total is inclusive for all vendors)

; and be it

**FURTHER RESOLVED:** That the City is authorized to amend the above-referenced grant awards, agreements, and procurements to extend those for the term of

January 1, 2021 through December 31, 2021 and from January 1, 2022 through December 31, 2022 in the annual not-to-exceed amounts listed above, contingent upon the availability of CSBG renewal grant funding for the 2021 and 2022 grant terms; and be it

**FURTHER RESOLVED:** That if additional CSBG funds become available during the CSBG funding cycle (i.e., January 1, 2020 through December 31, 2022), the City hereby accepts and appropriates said additional funds, and authorizes the amendment of the above-referenced grant awards, agreements and procurements specified in the foregoing table to increase the amounts during the 2020-2022 CSBG funding cycle, not to exceed the total CSBG funding available; and be it

**FURTHER RESOLVED:** That the Council hereby appoints the City Administrator to conduct all negotiations; to execute, submit and process all documents, including but not limited to applications, agreements, amendments, modifications, payment requests, and invoices; and to take all related actions necessary for the aforementioned awards, grants and procurements; and be it


**FURTHER RESOLVED:** That said agreements, contracts, and amendments shall be approved as to form and legality by the Office of the City Attorney and placed on file in the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA, APR 07 2020

PASSED BY THE FOLLOWING VOTE:

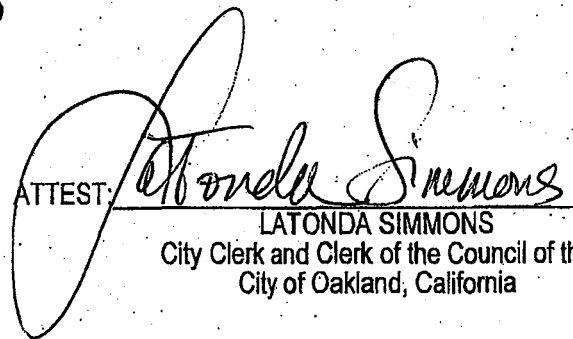
AYES - FORTUNATO BAS, GALLO, GIBSON MCELHANEY, KALB, REID, TAYLOR, THAO AND PRESIDENT KAPLAN 

NOES - 

ABSENT - 

ABSTENTION - 

ATTEST:



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LATONDA SIMMONS  
City Clerk and Clerk of the Council of the  
City of Oakland, California