



# **OAKLAND CDBG LOW-INCOME COMMUNITY Administering Board Membership and Application Guidelines**

## **OPEN TO DISTRICT (1, 2, & 6)**

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The Alameda County–Oakland Community Action Partnership (AC-OCAP) Community Action Agency is looking for community residents, **who live within the City of Oakland’s Community Development Block Grant (CDBG) Districts 1, 2 & 6** that are interested in working to alleviate poverty to serve on the Community Action Agency’s **Alameda County – Oakland Community Action Partnership Administering Board**.

### **AC-OCAP OVERVIEW**

#### **What is a Community Action Agency?**

Community Action Agencies (CAAs) are private or public organizations that were created by the federal government in 1964 to combat poverty in geographically designated areas. The Alameda County - Oakland Community Action Partnership is a public agency with an Administering Board and a Governing Board (The Oakland City Council). Status as a CAA is the result of an explicit designation by the local or state government. CAAs have a 3-part (tripartite) board structure that is designated to promote the participation of the entire community (elected officials, low-income residents, and the private sector) in the reduction or elimination of poverty.

#### **What is the purpose of AC-OCAP?**

The AC-OCAP Administering Board members are responsible for planning, developing, and executing the local Community Action Plan for alleviating poverty and working toward institutional change to enhance the ability of low-income residents to achieve self-sufficiency in Oakland and throughout Alameda County (excluding the City of Berkeley). AC-OCAP’s priority focus areas are: family self-sufficiency, job training/education/employment, economic community development, supportive services, advocacy, and capacity building.

#### **What is the composition of the AC-OCAP Administering Board?**

The Alameda County - Oakland Community Action Partnership’s Administering Board consists of eighteen (18) members. Nine (9: 7 Oakland and 2 County) of these members are democratically elected/selected low-income representatives from their districts. These representatives must be at least 18 years old, low-income where feasible, and a resident of the district they represent. Six (6) are local elected officials or their designees; and three (3) are representatives of business, industry, labor, religious, social welfare, and other private groups in the community.

#### **How much time is involved?**

Board members serve a three-year staggered term. The AC-OCAP Administering Board meets regularly on the second Monday of each month during the evening. “The following conditions will govern grounds for the termination of membership on the Administering Board. The Administering Board member accumulates three consecutive unexcused absences from the regular meetings or accumulates six absences from such regular meetings in any six-month period...” (Excerpt from Bylaws 10-18-11). Additionally, Board members serve on any number

of subcommittees that meet on an as needed basis; and are expected to support and attend AC-OCAP sponsored activities.

### **What Conflict of Interest Rules apply?**

All Board members must complete a Conflict of Interest Disclosure form prior to joining the Board. Board members with non-financial affiliations with an organization (for instance, performs regular volunteer work for the organization), must excuse him or herself from all discussions and votes regarding that organization.

### **Does the Board have officers?**

The Alameda County - Oakland Community Action Partnership Administering Board has a Chairperson, Vice-Chairperson, Secretary and Treasurer. These officers are elected by fellow Board members and serve a two-year term.

## **OAKLAND CDBG DISTRICT SELECTION CRITERIA**

Per the revised October 18, 2011 Alameda County Community Action Agency Administering Board Bylaws, **one representative of the poor shall be democratically elected and/or selected by the membership of the seven (7) poorest Oakland CDBG districts; and each representative must be a resident of the district which he/she represents.** To look up your district, please visit <https://www.oaklandca.gov/services/housing-index-a-z/services-for-developers-and-contractors/community-development-block-grant-program/learn-more-about-community-development-block-grant-cdbg-districts> or call 510-238-2362 for assistance.

Interested residents must complete the attached application and submit **ten (10) signatures from residents who live within their district and are 18 years old or older** –all signatures will be verified. Once the application and petition have been submitted, the completed packet will be reviewed and vetted. Incomplete applications or applications that do not conform to the sector/geographic requirements will not be considered.

### **HOW TO APPLY**

To apply for membership on the AC-OCAP Administering Board, please complete the application and community petition included with this packet.

- Please write your first and last name
- Please enter your address, home phone, cell phone number, and email
- Please identify the CDBG District which you represent- recruitment to district specific
- Please write a brief explanation of why you are interested in serving on the Board
- Please sign and date the application
- Please fill out the petition and gather ten (10) signatures from residents who live within your district and are 18 years old or older.
- Please submit your completed application and original signed petition to:

**Alameda County – Oakland Community Action Partnership (AC-OCAP)**  
**ATTN: Board Recruitment**  
**150 Frank H Ogawa Plaza, 4<sup>th</sup> Floor, Ste. 4340 ♦ Oakland, CA 94612**  
**(510) 238-2362 (ph) ♦ Fax (510) 238-2367**  
**E-mail: [AC-OCAP@oaklandnet.com](mailto:AC-OCAP@oaklandnet.com)**