

Social Service Human Relations Board (SSHRB) Scope of Work

Community Advisory Board for Community Development Block Grant (CDBG) and Oversight of Housing and Human Services Division (HHS) – City of Alameda use of CDBG

SSHRB was established by the City of Alameda to assess and encourage the creation of social service programs. A primary role is to provide community-informed guidance, transparency, and accountability in the planning, allocation, and monitoring of funds received through the Federally funded Community Development Block Grant (CDBG) program. In addition, SSHRB gathers information and data on community needs for vulnerable populations, supports the work of HHS, and advocates on behalf of HHS and the community for service programs and funding.

SSHRB supports the City's commitment to the equitable investment of CDBG funds to benefit low- and moderate-income residents, prevent and address homelessness, expand affordable housing opportunities, and improve community infrastructure, services, and opportunities.

Scope of Work

SSHRB serves in an advisory capacity to the City of Alameda Housing and Human Services Division (HHS), the City Manager, and the City Council. The Board does not have decision-making authority but provides recommendations related to:

- CDBG funding priorities
- Community needs and service gaps
- Program performance and outcomes
- Strategies to enhance equity, access, and effectiveness
- Recommendations to the City identified through SSHRB Research
- Review, set, and confirm sub working groups

This scope of work is the framework to inform the City Council approved annual workplan for the Social Services Human Relations Board.

Tasks

A. Community Needs Assessment

- Review demographic, housing, and economic data to identify priority needs in Alameda.
- Provide input on unmet needs among low- and moderate-income households, including individuals experiencing homelessness or housing instability.
- Ensure inclusion of perspectives from historically underrepresented communities.

B. Consolidated Plan and Annual Planning

- Review and provide recommendations on the City's HUD-required planning documents, including:
 - Five-Year Consolidated Plan
 - Annual Action Plan
 - Consolidated Annual Performance and Evaluation Report (CAPER)
- Ensure alignment with priorities and regulations established by the U.S. Department of Housing and Urban Development (HUD).

C. Funding Review and Recommendations

- Review applications submitted for all categories of CDBG funding.
- Provide advisory input on funding priorities and project recommendations.
- Promote equitable distribution of resources based on demonstrated need and program eligibility.

D. Program Oversight and Performance Review

- Review performance reports and updates on CDBG-funded programs and capital projects.
- Receive reports and provide feedback on HHS programs
- Conduct site visits and write review reports, when appropriate

- Identify opportunities to improve program delivery and community impact.

E. Community Engagement and Public Participation

- Support the City's efforts to engage residents in the CDBG planning process and program development.
- Participate in public hearings, community meetings, and outreach activities.
- Present and advocate at City Council meetings

F. Compliance

- Ensure alignment with federal CDBG national objectives, particularly benefiting low- and moderate-income persons.
- Encourage culturally responsive and accessible service delivery.

G. SSHRB Sub-committees

1. Community and Belonging
 - a. Identify and implement community development projects for the annual workplan (e.g. AUAH week, DV activities, community events, etc.)
 - b. Needs assessment support
2. Policy and Compliance
 - a. Review HHS policies and CDBG funding reports
3. CDBG Funded Activities
 - a. Monitoring support
 - b. Review and rate CDBG applications

The entire board as a whole will decide if and when there will be additional or alternative subcommittees.

H. Meetings and Governance (Brown Act Compliance)

SSHRB meetings and SSHRB members shall comply with the Ralph M. Brown Act, ensuring transparency and public access.

Key requirements include:

- **Open and Public Meetings:** All regular and special meetings shall be open to the public, except as permitted by law.
- **Advance Notice and Agendas:** Agendas will be publicly posted at least 7 days in advance of regular meetings and 12 days in advance of special meetings.
- **Public Participation:** Members of the public shall have the opportunity to comment on agenda items and matters within SSHRB's purview.
- **No Serial Meetings:** A quorum of SSHRB members shall not discuss or deliberate on matters related to SSHRB outside of publicly noticed meetings (including via email chains or intermediaries).
- **Quorum and Voting:** A majority of appointed members constitutes a quorum. Actions and recommendations require a majority vote of members present.
- **Recordkeeping:** Meeting minutes will be prepared and made publicly available in accordance with City policies.

Meetings will be held on a regular basis and may be conducted in-person, or in a hybrid format consistent with state and local requirements. One staff person must always be present in person during meetings and a majority of board members must be present to constitute a quorum.

Administrative Support

The City of Alameda Housing and Human Services Division will provide administrative and technical support, including:

- Meeting coordination, agenda development, and facilitation
- Preparation of reports, data, and funding application materials
- Guidance on CDBG regulations and eligible uses of funds
- Compliance support related to HUD requirements
- Provide information on critical policies and updates related to SSHRB
- Collaboration and support on community events outlined in the workplan
- Quarter 1-3 updates on HHS activities
- Annual end of year report

Deliverables

SSHRB will provide the following deliverables:

- Annual recommendations on CDBG funding priorities
- Scores for CDBG applications and funding recommendations
- Input on HUD-required CDBG reports
- Feedback on program performance and outcomes
- Annual site visit reports
- Documentation of community engagement efforts and identified needs
- Bi-annual needs assessment
- Other administrative support as agreed upon

Evaluation

HHS will periodically evaluate the effectiveness of SSHRB to ensure it continues to meet community needs and federal requirements. Adjustments to the structure or scope may be made as needed.