

## **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 and foster mutual understanding, respect, equality and good will among community groups. 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. SSHRB gathers information and data on community needs for vulnerable populations, coordinates with city and private agencies to ensure needs are being met without duplication or redundancy, and advocates on behalf of the community and HHS 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 for all Alameda residents.

#### **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 based upon the needs defined by the Community Assessment, program coordination meetings (including but not limited to CARES, ACCYF), and community listening sessions.

This scope of work is the framework to inform the annual workplan for the Social Services Human Relations Board. The work plan will be defined in June by board members with HHS support, and approved by City Council in July.

## **Tasks**

### **A. Community Needs Assessment**

- Review and collect population and program data across standard NACCHO domains fo wellbeing 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 with HHS staff, solicit feedback from participants, and write program reviews, when appropriate
- Attend service provider coordination meetings (e.g. CARES, DV, and ACCYF)
- 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**

Subcommittee members are expected to join at least one subcommittee in area A, and one subcommittee in area B. All board members are expected to provide feedback across subcommittee activities and provide broad input on final planning documents and recommendations to City Council.

##### **A. Identifying Needs and Assets of Alameda**

- a. Community Needs Assessment Subcommittee (Task A and B)
  - i. Oversee a biannual needs assessment for the community
  - ii. Outreach to community groups regarding the CNA findings and service needs

- b. Program Evaluation Subcommittee (Task D)
- c. Community Outreach and Belonging Subcommittee (Task E)
  - i. Develop and oversee an annual calendar of community development projects to be implemented by individual action committees (e.g. AUAH week, DV activities, community events, etc.)
  - ii. Outreach to community groups and individuals to improve knowledge and access to the social services available in the community

B. CDBG Funding and Programming (Tasks C, D, F)

- a. Yearly grant cycle 1- Residential Rehabilitation
- b. Yearly grant cycle 2 - Non-Housing Public Improvements and Non-Housing Economic Development
- c. Biannual grant cycle 3 - Non-Housing Public Services

**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 and client feedback reports
- Documentation of community engagement efforts and identified needs
- Advice on the creation and implementation of the Citywide Strategic Plan to End Homelessness
- 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.