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## North Richmond Waste & Recovery Mitigation Fee Second Amended 2012/2013 Expenditure Plan

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The Waste & Recovery Mitigation Fee was established as a result of the Draft Environmental Impact Report (EIR) dated November 2003 for the WCCSL Bulk Materials Processing Center (BMPC) and Related Actions (Project). The Project involved new and expanded processing and resource recovery operations on both the incorporated and unincorporated area of the Project site, which the EIR concluded would impact the host community. To mitigate this impact Mitigation Measure 4-5 called for a Mitigation Fee to benefit the host community, described as follows:

“Mitigation Fee. The facility operator shall pay a Mitigation Fee of an amount to be determined by the applicable permitting authority(ies) ***to defray annual costs associated with collection and disposal of illegally dumped waste and associated impacts in North Richmond and adjacent areas.*** The mitigation fee should be subject to the joint-control of the City and County and should be collected on all solid waste and processible materials received at the facility consistent with the existing mitigation fee collected at the Central IRRF.”

In July 2004, the City of Richmond and Contra Costa County entered into a Memorandum of Understanding (MOU) agreeing to jointly administer Mitigation Fee monies collected from the BMPC for the benefit of the incorporated and unincorporated North Richmond area. This North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee (Committee) was formed pursuant to the terms of the MOU for the specific purpose of preparing a recommended Expenditure Plan. This Expenditure Plan provides a means to jointly administer the Mitigation Fee funding for the benefit of the host community, as described in the EIR. The Expenditure Plan is subject to final approval of the Richmond City Council and the Contra Costa County Board of Supervisors.

By approving this Expenditure Plan, the City Council and Board of Supervisors authorize the use of Mitigation Fee funding for only the purposes and in the amounts specified herein. The City and County have each designated their respective staff persons responsible for administering the development and implementation of the approved Expenditure Plan, which includes responsibility for drafting and interpreting Expenditure Plan language. However, the City and County have not delegated to the Committee or to staff the authority to expend funding for purposes not clearly identified in the Expenditure Plan document officially approved by their respective decision-making bodies.

Activities which can be funded in this Expenditure Plan period with the Mitigation Fee amounts specified within this Expenditure Plan are described herein as “Strategies” or “Staff Costs”. Strategies are categorized as either “Core Services” or “Supplemental Enhancements”. Core Services includes the higher funding priority strategies that most directly address the intended purpose of this City/County approved Mitigation Fee, “*to defray annual costs associated with collection and disposal of illegally dumped waste and associated impacts in North Richmond*”.

<b>Expenditure Plan Period:</b>	January 1, 2012 - June 30, 2013 <i>(unless otherwise specified herein)</i>
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## BUDGET

The funding allocation amounts included in this document apply to the Expenditure Plan Period specified on the first page unless otherwise specified herein. The total amount of funding allocated in the Expenditure Plan Budget is based on revenue projections provided by the BMPC operator, Republic Service, which are dependant upon multiple variables (e.g. number of tons of recovered materials vs. solid waste, per ton gate rate charged and amount of CPI-adjusted per ton Mitigation Fee). Actual Mitigation Fee revenue may deviate from revenue projections provided by Republic and used to prepare this Budget. A "Contingency" line item is included in the Budget to help accommodate variations between projected and actual revenue. Excess funding allocated to strategies and not expended by the end of each Expenditure Plan period is treated as "roll-over" funding for reallocation in a subsequent Expenditure Plan period.

The Budget includes some line items that are based on fixed costs, however there are other line items which are scalable and/or dependant on utilization thereby providing flexibility to reallocate amounts if and when a significant need is identified. Allocated funding may remain unspent due to under-utilization of a particular program. If the amount allocated to a particular line item is determined to exceed needs based upon usage, the remaining funding can only be reallocated by officially amending the Expenditure Plan. This Expenditure Plan may only be adjusted upon official action taken by both the City and County. Although there has been some interest in allowing flexibility for staff to adjust funding allocations under specific circumstances, the authority to approve or modify the Expenditure Plan rests solely with the City Council and Board of Supervisors.

Annual fiscal year Expenditure Plan cycle is expected to reduce margin of error of Mitigation Fee revenue projects, streamline financial reconciliation/budgeting process and minimize need to amend Expenditure Plans mid-cycle. Amending Expenditure Plans involve administrative burden and costs due to the joint approval needed from both the Richmond City Council and County Board of Supervisors. In order to minimize the amount of funding needed to cover staff costs incurred to amend the Expenditure Plan, staff will only recommend changes to the Expenditure Plan when necessary to address a significant and time-sensitive need.

# NORTH RICHMOND MITIGATION FEE EXPENDITURE PLAN BUDGET

#	Expenditure Plan (EP) Strategy	Approved Funding Allocations for 1/2012-6/2012 (Preliminary EP)	Approved Funding Allocations for 7/2012-9/2012 (Amended EP)	Remaining Funding to be Allocated through 6/2013 (2nd Amended EP)	Total Amount Budgeted for Jan 2012 - Jun 2013	% of Total Budget	
Core Services	1 Bulky Item Pick-ups & Disposal Vouchers	\$ 2,500.00	\$ (125.00)	\$ (1,875.00)	\$ 500.00	0.0%	47%
	2 Neighborhood Clean-ups		\$ 2,500.00	\$ (1,000.00)	\$ 1,500.00	0.1%	
	3 Prevention Services Coordinator	\$ 14,000.00	\$ 7,000.00	\$ 21,000.00	\$ 42,000.00	3.0%	
	4 City/County Right-of-Way Pick-up & Tagging Abatement	\$ 17,500.00	\$ 8,750.00	\$ 2,250.00	\$ 28,500.00	2.0%	
	5 Code Enforcement - County	\$ 64,500.00	\$ 25,200.00	\$ 75,600.00	\$ 165,300.00	11.9%	
	6 Code Enforcement - City	\$ 35,000.00	\$ 3,750.00	\$ 11,250.00	\$ 50,000.00	3.6%	
	7 Illegal Dumping Law Enforcement	\$ 93,750.00	\$ 46,875.00	\$ 140,625.00	\$ 281,250.00	20.2%	
	8 Surveillance Cameras	\$ 5,000.00	\$ (500.00)	\$ -	\$ 4,500.00	0.3%	
	9 Illegal Dumping Prosecutor	\$ 15,000.00	\$ 5,000.00	\$ -	\$ 20,000.00	1.4%	
Supplemental Enhancements	10 Parks Rehabilitation Initiative	\$ 200,000.00	\$ -	\$ -	\$ 200,000.00	14.4%	53%
	11 Community Services Coordinator	\$ 36,065.50	\$ 12,500.00	\$ 37,500.00	\$ 86,065.50	6.2%	
	12 Community-Based Projects <sup>1</sup>	\$ 189,600.00	\$ (1,793.64)	\$ 65,304.25	\$ 253,110.61	18.2%	
	13 North Richmond Green Community Service Programs	\$ 42,700.00	\$ 2,500.00	\$ 13,500.00	\$ 58,700.00	4.2%	
	14 North Richmond Green Campaign	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	1.1%	
	15 Neighborhood Gardening Project	\$ 42,589.56	\$ -	\$ -	\$ 42,589.56	3.1%	
	16 Removal & Disposal of Street Cans	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	0.1%	
	x Committee Administration/Staffing	\$ 50,000.00	\$ 22,645.22	\$ 24,746.95	\$ 97,392.17	7.0%	
	Contingency (7% of Projected Revenue for 6/2012 thru 6/2013)		\$ 21,222.55	\$ 21,686.27	\$ 42,908.82	3.1%	
<b>Total Second Amended Expenditure Plan Budget<sup>2</sup></b>		<b>\$ 825,205.06</b>	<b>\$ 155,524.13</b>	<b>\$ 410,587.46</b>	<b>\$ 1,391,316.66</b>	<b>100.0%</b>	
<b>Total Revenue (Carry-Over, Actual &amp; Projected)<sup>2</sup></b>		<b>\$ 825,551.11</b>	<b>\$ 141,652.90</b>	<b>\$ 424,112.64</b>	<b>\$ 1,391,316.66</b>		

<sup>1</sup> Funding is allocated among multiple Community-Based Projects, the amount recommended in the Preliminary Budget only covers previously approved 2010/2011 Projects transferred into this Plan because they would not be completed until 2012. Active projects still being implemented in 2012 are shown in the attached 2010/2011 Community Based Projects Table. The Amended 2012/2013 EP approved by the City & County in June 2012 reflects that a total of \$1,793.64 allocated for previously selected Community Based Projects became available and is being reallocated to other Strategies.

<sup>2</sup> Total Anticipated Revenue shown above reflects the actual amount received to date in 2012 plus the amount projected to be received through June 30, 2013 (\$839,933.74). The Unspent 2010/11 Funding includes the amount of interest earned in 2010/11 (\$7,930.48) plus the amount of unexpended funding received in the prior EP cycle which is treated as "roll-over" (\$542,994.15).

SUBTOTALS BY STRATEGY CATEGORIES	TOTAL EP BUDGET	AMOUNT BUDGETED	BUDGET FOR STRATEGIES
CORE SERVICES	43%	\$ 593,550.00	47%
SUPPLEMENTAL ENHANCEMENTS	47%	\$ 657,465.67	53%
TOTAL BUDGET FOR STRATEGIES	90%	\$ 1,251,015.67	100%
TOTAL EXPENDITURE PLAN BUDGET (W/CONTINGENCY)	100%	\$ 1,391,316.66	

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## DESCRIPTION OF STRATEGIES RECOMMENDED FOR FUNDING

Funding allocation amounts for each strategy are specified in the Budget table on page 3. The following Strategies describe the activities allowed to be funded with the amounts allocated to each in the Budget (associated allowable agency staff costs are described in the Staff Costs section). Strategies are grouped based on relative funding priority levels and the “Core Services” category contains higher priority Strategies than the “Supplemental Enhancements” category. Higher funding priority Strategies are those which best address the Fee’s intended purpose, ***“to defray annual costs associated with collection and disposal of illegally dumped waste and associated impacts in North Richmond”*** and “Supplemental Enhancements”.

### Level 1 Priority - PRIMARY CORE SERVICES STRATEGIES

- 1 - Bulky Item Pick-ups & Disposal Vouchers
- 2 - Neighborhood Clean-up Events
- 4 - City/County Right-of-Way Trash & Tagging Removal
- 5 - Code Enforcement - County
- 6 - Code Enforcement - City
- 7 - Illegal Dumping Law Enforcement
- 9 - Illegal Dumping Prosecutor

### Level 2 Priority - SECONDARY CORE SERVICES STRATEGIES

- 3 - Prevention Services Coordinator
- 8 - Surveillance Cameras

### Level 3 Priority - PRIMARY SUPPLEMENTAL ENHANCEMENTS STRATEGIES

- 10 - Parks Rehabilitation Initiative
- 11 - Community Services Coordinator
- 12 - Community Based Projects (SOME)
- 14 - North Richmond Green Campaign
- 15 - Neighborhood Gardening Project
- 16 - Removal & Disposal of Street Cans

### Level 4 Priority - SECONDARY SUPPLEMENTAL ENHANCEMENTS STRATEGIES

- 12 - Community Based Projects (SOME)
- 13 - North Richmond Green Community Service Programs

## **CORE SERVICES**

### **1. Bulky Item Pick-ups & Disposal Vouchers**

Provide residents in the Mitigation Fee Primary Funding Area, who prove eligibility consistent with City/County procedures, with the option of choosing to:

- Request up to one on-call pick-up service per calendar year for bulky items that are not accepted in the current on-call clean-ups through Richmond Sanitary Service (RSS); must have an active account with RSS; or

- Request up to twelve \$5 vouchers for disposal at Republic's transfer station on Parr Blvd. per calendar year (vouchers expire after six months, Mitigation Fees only pay for vouchers that are actually redeemed).

*[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]*

Administering Agency: City of Richmond

Implementing Entity(ies):

Community Housing Development Corporation (*processes requests and issues Disposal Vouchers/arranges Bulky Item Pick-ups*)

Republic Services - Golden Bear Transfer Station & Richmond Sanitary Service (*reimbursed for Disposal Vouchers redeemed and Bulky Item Pick-ups provided*)

Reporting/Payment Requirements: Effective July 1, 2012, CHDC and Republic Services shall provide required data pertinent to Strategy 1 based upon the strategy-specific invoicing/reporting parameters and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments.

## **2. Neighborhood Clean-ups**

Provide at least one neighborhood and/or creek clean-up event in the Mitigation Fee Funding Area; additional clean-up event may be scheduled as funding allows.

*[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]*

Administering Agency: City of Richmond

Implementing Entity(ies):

City Manager's Office (*coordinates scheduling of clean-up dates and associated arrangements in conjunction with partner entities*)

Republic Services - Richmond Sanitary Service (*reimbursed for providing/servicing clean-up boxes and disposing of debris placed in clean-up boxes*)

Reporting/Payment Requirements: Effective July 1, 2012, the City Manager's Office and Republic Services shall provide required data pertinent to Strategy 2 based upon the strategy-specific invoicing/reporting parameters and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers).

## **3. Prevention Services Coordinator**

Fund at least a portion of a Prevention Services Coordinator (PSC) position (including salary/benefits/overhead and administering agency contracting charge<sup>1</sup>) on a contract basis to assist the City and County in implementing Strategy 1 as the

<sup>1</sup> Administering agency contracting charge is \$3,000 per contract.

point of contact for community members interested in claiming Disposal Vouchers or Bulky-Item Pick ups. Assist community members interested in reporting illegal dumping and seeking referral/resources. Track and report data related to illegally dumped waste collected by Republic Services Hot Spot Crew and handle associated referrals to applicable public agencies, including right-of-way referrals for Strategy 4.

*[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]*

Administering Agency: City of Richmond & Contra Costa County

Implementing Entity: Community Housing Development Corporation (CHDC)  
*(reimbursed actual cost for part-time position and issues  
Disposal Vouchers/arranges Bulky Item Pick-ups)*

Reporting/Payment Requirements: Effective July 1, 2012, CHDC shall provide required data pertinent to Strategy 1 and Strategy 3 based upon the strategy-specific invoicing/reporting parameters and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments.

**4. City/County Right-of-Way Pick-up & Tagging Abatement**

Fund consolidated pick-up program (including personnel, mileage, equipment rental and administrative costs) for removal of illegal dumping\* and tagging abatement in the public right-of-way located within the unincorporated & incorporated Mitigation Fee Primary Funding Area. Removal of illegal dumping is intended to occur based upon referrals from the PSC for items/debris not collected by the designated Republic Services Hot Spot Route crew.

\* Allocation of funding under this Strategy for the period of October 2012 through June 2013 is solely intended to cover the cost incurred for providing tagging abatement throughout the Primary Funding Area. Republic Services will handle removal of illegal dumping in the right-of-way during this period, which will not be NRMF-funded.

*[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]*

Administering Agency: City of Richmond

Implementing Entity: Richmond Police Department's Code Enforcement Division

Reporting/Payment Requirements: Effective July 1, 2012, the Richmond Police Department's Code Enforcement Division shall provide required data pertinent to Strategy 4 based upon the strategy-specific invoicing/reporting parameters and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers).

**5. Code Enforcement Staff - County**

Fund at least a portion of County code enforcement position (including salary/benefits and related vehicle and equipment costs), to assist with vacant/abandoned lot abatements and fencing as well as other

health/building/zoning violations related to illegal dumping and blight throughout the unincorporated Mitigation Funding Area.

*[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]*

Administering Agency: Contra Costa County

Implementing Entity: County Department of Conservation & Development's Building Inspection Division

Reporting/Payment Requirements: Effective July 1, 2012, the County Department of Conservation & Development's Building Inspection Division shall provide required data pertinent to Strategy 5 based upon the strategy-specific invoicing/reporting parameters and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers).

## **6. Code Enforcement Staff - City**

Fund at least a portion of a (non-benefited) code enforcement position, to assist with foreclosed properties, vacant/abandoned lot abatements and fencing as well as other health/building/zoning violations related to illegal dumping and blight throughout the incorporated Mitigation Funding Area.

*[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]*

Administering Agency: City of Richmond

Implementing Entity: Richmond Police Department's Code Enforcement Team

Reporting/Payment Requirements: Effective July 1, 2012, the Richmond Police Department's Code Enforcement Division shall provide required data pertinent to Strategy 6 based upon the strategy-specific invoicing/reporting parameters and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers).

## **7. Illegal Dumping Law Enforcement**

Fund majority of a full-time Sheriff Deputy (between 90-100% of salary/benefits, overtime, uniform and related cell phone, equipment, and vehicle costs) to assist with law enforcement investigations and patrols to combat illegal dumping within the Mitigation Fee Primary Funding Area.

*[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]*

Administering Agency: Contra Costa County

Implementing Entity: County Sheriff's Office

Reporting/Payment Requirements: Effective July 1, 2012, the County Sheriff's Office shall provide required data pertinent to Strategy 7 based upon the strategy-specific invoicing/reporting parameters and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers).

**8. Surveillance Cameras**

Fund the purchase of cameras, camera infrastructure, camera signage and costs related to maintenance, warranty, repair & relocation of surveillance camera system equipment within the Mitigation Fee Primary Funding Area to assist the dedicated Illegal Dumping Law Enforcement officer in targeting specific locations where illegal dumping occurs most regularly.

*[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]*

Administering Agency: Contra Costa County

Implementing Entity(ies):

Richmond Police Department (*operate, move and maintain eight Pan-Tilt-Zoom wireless video surveillance cameras and associated camera system infrastructure throughout NR -AND- install/clean/move FlashCam cameras located within the incorporated NR area*)

County Sheriff's Department (*coordinate monitoring of FlashCams located throughout NR and identify/request relocation of surveillance cameras throughout NR as needed*)

County Public Works Department (*install/clean/move FlashCam cameras located within the unincorporated NR area upon request*)

Reporting/Payment Requirements: Effective July 1, 2012, each Implementing Entity shall provide required data pertinent to each entity's applicable Strategy 8 responsibilities based upon the strategy-specific invoicing/reporting parameters and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers) now or in the future.

**9. Illegal Dumping Prosecutor**

Fund at least a portion of community prosecutor position in order to ensure some time can be dedicated to prosecuting cases for violations that occur within the Mitigation Fee Primary Funding Area with special emphasis on instances of commercial dumping as well as other quality of life issues (e.g. abatement and environmental crimes).

*[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]*

Administering Agency: Contra Costa County

Implementing Entity: County District Attorney's Office

Reporting/Payment Requirements: Effective July 1, 2012, the County District Attorney's Office shall provide required data pertinent to Strategy 9 based upon the strategy-specific invoicing/reporting parameters and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers).



## **SUPPLEMENTAL ENHANCEMENTS**

### **10. Parks Rehabilitation Initiative**

Fund a portion of the Park Improvement Grant project at Shields-Reid, including specifically the Children's Play Area and Landscaping improvements.

*[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]*

Administering Agency: City of Richmond

Implementing Entity: Richmond Parks Department.

Reporting/Payment Requirements: Effective July 1, 2012, the Richmond Parks Department shall provide required data pertinent to Strategy 10 based upon the strategy-specific invoicing/reporting parameters and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers).

### **11. Community Services Coordinator**

Fund at least a portion of a Community Services Coordinator (CSC) position to be staffed on a contract basis (including salary/benefits/overhead and administering agency contracting charge<sup>2</sup>). The CSC shall:

- serve as a link between the community of North Richmond, the City of Richmond, and Contra Costa County for issues related to beautification, illegal dumping, and blight;
- be responsible for coordination of activities related to illegal dumping and beautification within the Primary Mitigation Funding area, as specified by the City/County, including North Richmond Green community service programs and outreach activities described under Strategies 13 & 14; and
- be bilingual in order to assist with Spanish translation as needed.

*[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]*

Administering Agency: City of Richmond & Contra Costa County

Implementing Entity: Neighborhood House of North Richmond (NHNR).

Reporting/Payment Requirements: Effective July 1, 2012, NHNR shall provide required data pertinent to Strategies 11, 13 & 14 based upon the strategy-specific invoicing/reporting parameters and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments.

### **12. Community Based Projects**

Fund the development, implementation and oversight of a variety of community-based projects with specific focuses on anti-littering, environmental stewardship, blight reduction and/or beautification (including personnel/labor, administrative

<sup>2</sup> Administering agency contracting charge is \$3,000 per contract.

oversight, materials, equipment and related maintenance costs plus administering agency contracting charges<sup>3</sup>). Rather than funding stipend programs separately (including stipends, administrative oversight and related materials/equipment), new community-based projects/programs should include component for stipends, where appropriate, to pay local youth and/or other community members for assisting with illegal dumping prevention/abatement or beautification activities within the Mitigation Fee Primary Funding Area.

Community Based Projects to be funded would be solicited through open Funding Request Proposal & Application process. Examples of potential project types that may be funded include but are not limited to:

- Neighborhood Landscaping Improvements
- Community Gardens
- Community Art Projects (e.g. Tile Art, Murals or Safe Routes/Popsicle Project)
- Stipend Beautification Programs

Details, including recommended allocation amounts, for each of the Community Based Projects selected to date and being funded under this Expenditure Plan are contained in the Community Based Projects Table included as Attachment 2. Contracts issued or amended by the City/County in 2011 for the Community Based Projects listed in the attached Table shall have five month contract terms that extend into 2012 to the extent necessary based upon each contract's effective date.

*[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]*

Administering Agencies: Contra Costa County & City of Richmond

Implementing Entity: Various Non-Profit Organizations (see Community Based Projects Table in Attachment 2)

Reporting/Payment Requirements: Any Community Based Project contracts issued or amended by the City/County effective August 2011 or later shall incorporate Reporting & Invoicing Requirements generally consistent with those shown in Attachment 1.

### **13. North Richmond Green Community Services Programs**

Fund the following North Richmond Green programs on a contract basis<sup>3</sup> to the extent the specific details submitted are determined to align with the purpose of the Mitigation Fee and Expenditure Plan:

- *NR Little League Baseball Program* - Includes cost of registration and uniforms with customized North Richmond Green patches for up to 5-6 teams, season kick-off event/parade, equipment, stipends for game monitoring and oversight, food and transportation.

<sup>3</sup> Administering agency contracting charge applies (\$3,000 per contract)

- *NR Adult Softball program* - Includes cost of registration, jerseys with North Richmond Green patches and hats for the men's and women's team.
- *NR Youth Twilight Basketball Program* - Includes cost of registration and uniforms with North Richmond Green patches for up to 5-6 teams, equipment, stipends for game monitoring and oversight, food and transportation.
- *NR Youth Eco Academy* - Youth projects to include school gardens, recycling efforts, habitat restoration, creek/bay/ocean water quality monitoring, beach/creek/neighborhood clean-ups and ecological field trips. May fund the cost of materials, transportation and fees associated with pre-approved community beautification projects such as landscaping and murals.

[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]

Administering Agency: City of Richmond & Contra Costa County

Implementing Entity: Neighborhood House of North Richmond (NHNR).

Reporting/Payment Requirements: Effective July 1, 2012, NHNR shall provide required data pertinent to Strategies 11, 13 & 14 based upon the strategy-specific invoicing/reporting parameters and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments.

#### **14. North Richmond Green Campaign**

Fund the design, printing and/or distribution of education and outreach materials on a contract basis<sup>4</sup> which must align with the purpose of the Mitigation Fee and Expenditure Plan and be pre-approved by Committee Staff. Outreach materials must include "Jointly funded by City of Richmond & Contra Costa County" unless otherwise specified herein. Outreach materials may be any of the types specified below, however must clearly intend to directly:

- Inform the community about Mitigation Fee funded programs/efforts,
- Increase participation in Mitigation funded programs/efforts,
- Reduce illegal dumping and blight in the Mitigation Fee Funding Area, and/or
- Promote beautification in the Mitigation Fee Funding Area.

The following type of outreach material expenditures may be funded if reviewed and pre-approved by Committee Staff:

- **STIPENDS** – Pay local community members (youth and adults) to distribute printed outreach materials door-to-door to promote mitigation-funded strategies (*Jointly Funded text not applicable to stipend expenses, only materials*)
- **HANDOUTS/MAILERS** – Newsletters, flyers, brochures or other documents intended to be handed out or mailed to local residents/organizations.
- **T-SHIRTS** - Shirts shall include the NRGreen.org website to encourage people to learn more about Mitigation funded programs/efforts (*local phone number should also be included when possible, however inclusion of Jointly Funded text may not be required*)

<sup>4</sup> Administering agency contracting charge applies (\$3,000 per contract).

- NR GREEN FESTIVAL – Event held once per year and generally include information booths to raise awareness about mitigation-funded efforts and other local beautification efforts as well as fun activities for kids and food. Materials promoting the event shall include the NRGreen.org website as well as a local phone number.
- SIGNAGE – Printed or manufactured signage, which includes promotional banners for local events/parades, which should include the NRGreen.org website for Community members to learn more about Mitigation funded programs/efforts. Repair, replacement and removal of NRMF-funded Light Pole Banners.

*[See “Staff Costs” section for agency activities that may also be funded under this Strategy.]*

Administering Agency: City of Richmond & Contra Costa County

Implementing Entity: Neighborhood House of North Richmond (NHNR).

Reporting/Payment Requirements: Effective July 1, 2012, NHNR shall provide required data pertinent to Strategies 11, 13 & 14 based upon the strategy-specific invoicing/reporting parameters and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments.

#### **15. Neighborhood Gardening Project**

*(Strategy and remaining allocation carried over from the 2008/2009 & 2010/2011 Expenditure Plans)*

Fund the Lots of Crops project involving the establishment of a new community garden on a previously vacant lot that had been subject to dumping or blight. This community garden project:

- relies on partnerships with local residents, non-profit and community based organizations, school groups and other community groups to start and maintain projects
- provides the community with educational/outreach opportunities, healthy foods, and community building

*[See “Staff Costs” section for agency activities that may also be funded under this Strategy.]*

Administering Agency: City of Richmond

Implementing Entity: Communities United Resorting Mother Earth (CURME)

Reporting/Payment Requirements: This project was already completed and all invoices had been paid as of July 1, 2012, therefore no applicable requirements will be developed.

#### **16. Removal & Disposal of Street Cans**

Fund the cost of removing and disposing up to four (4) damaged Street Cans located in the community. These Street Cans were purchased with Mitigation Fee funding during the 2006-2007 EP cycle and have not been in service since 2009.

*[See “Staff Costs” section for agency activities that may also be funded under this Strategy.]*

Administering Agency: City of Richmond

Implementing Entity: Richmond Parks Department

Reporting/Payment Requirements: Effective July 1, 2012, the Richmond Parks Department shall provide required data pertinent to Strategy 16 based upon the strategy-specific invoicing/reporting parameters and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers).

## **STAFF COSTS**

**Committee Administration/Staffing Funding:** The funding allocated for Committee Administration/Staffing may not be adequate to cover the full cost of staff time necessary for jointly staffing the North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee as well as developing, administering and overseeing this Expenditure Plan for the specified period. Supplemental funding allocation may be necessary upon determining actual costs exceed the amount budgeted to cover the intended City/County costs for joint staffing.

**Strategy-Specific Funding:** The cost of City/County staff time spent providing direct implementation assistance and/or coordination for specific Strategies may be covered with a portion of the NRMF funding budgeted for each applicable Strategy. Additionally, a portion of the NRMF funding budgeted for Strategies will be used to pay fixed administering agency contracting charge for each applicable contract (\$3,000 per contract).

**Community-Based Project Reporting and Invoicing Requirements**  
***Language to be included in future City & County Agreements/Amendments***

Contractor shall monitor, document, and report all project activities, including work performed by staff and stipend participants and any other direct costs for which reimbursement will be requested. Contractor shall submit completed Progress Reports, substantially equivalent to the attached Progress Report template, in conjunction with each invoice. Invoices and Progress Reports should cover the same time periods; the second and all subsequent Progress Reports should list entire time frame since the period covered by the prior invoice/Progress Report submitted. Upon completion of work, Contractor shall submit a Final Progress Report, substantially equivalent to the attached Final Progress Report template, in conjunction with the final invoice. Progress Reports shall be completed and submitted consistent with the Payment Provisions in Section \_\_\_\_ (*specify which Section of the Agreement or Service Plan – e.g. Section 1.B of this Service Plan*).

Contractor shall submit invoices and required supporting documentation to request reimbursement for costs allowed in the Budget as specified in the “Eligible Costs” Section of this Service Plan. Total invoices submitted by Contractor shall together not exceed the payment limit of \$\_\_\_\_\_ (*enter amount of the Agreement's payment limit*).

1. **Invoices:** Invoices shall contain the following information in sufficient detail and be submitted in a form which adequately demonstrates consistency with this Service Plan. Invoices shall be accompanied by the applicable Required Supporting Documentation described in the following subsection.
  - a. Number of hours per staff member being billed for which stipends have been paid,
  - b. Number of hours Contractor staff performed work per Task described herein at the rates allowed in the Eligible Costs Section, and
  - c. Separately identify number of hours spent attending North Richmond Green Meetings (Attendance required at least Quarterly).
  - d. Itemization of any other direct costs (e.g. supplies, travel, operating expenses, etc.) incurred for which reimbursement is being requested within that invoice period.
2. **Required Supporting Documentation:** The following Required Supporting Documentation must be submitted with invoices when applicable as described below.
  - a. Every invoice must be accompanied by a completed Progress Report addressing the same time period. Final invoice must be accompanied by a completed Final Progress Report addressing the entire contract period. Both types of Reports must contain all of the information specified in the attached Report templates.
  - b. If stipends are included in an invoice, such invoice must be accompanied by copies of workers daily logs or timesheets covering all stipend hours for which reimbursement is being requested.
  - c. If staff time is included in an invoice, such invoice must be accompanied by copies of timesheets, logs or other timekeeping documentation covering all staff hours for which reimbursement is being requested.
  - d. If an invoice is requesting reimbursement of any other direct costs (any costs other than staff time or stipends), such invoice must be accompanied by copies of actual itemized invoices or receipts for all applicable direct costs (bus transportation or curriculum materials). If an invoice is requesting reimbursement for copying or

printing, at least one copy of the printed item should be attached to the Progress Report accompanying that invoice.

City/County shall review submitted invoices and supporting documentation within a reasonable period of time and remit payment to Contractor promptly upon determining the purpose and amount of payment requested are authorized under this Agreement.

G:\Conservation\Deidra\Illegal Dumping\BMPC Mitigation Fee Committee\2012-2013 Exp Plan\Budget and Attachments for Prelim 2012-13 EP\Invoicing-Reporting Requirements\_FINAL.doc

# North Richmond Waste & Recovery Mitigation Fee Community-Based Project Progress Report

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Progress Report Period: \_\_\_\_\_ - \_\_\_\_\_

**Project Expenses to Date:** *Attach completed Progress Report to each Invoice being submitted for any reimbursable costs incurred during this Progress Report Period.*

## **Brief Description of the Project:**

*Provide a brief description of the project activities/services your Organization is providing with this North Richmond Mitigation Fee (NRMF) funding. Funded activities must be consistent with the signed Agreement.*

\_\_\_\_\_

## **Tasks Accomplished to Date:**

*Describe the various tasks that your Organization has completed in whole or in part during the Progress Report Period (can be bullet points). [Save for use/reference when preparing Final Progress Report.]*

\_\_\_\_\_

## **Materials Produced to Date:**

*Provide a listing of any materials/documents produced during this Progress Report period as a part of this project (e.g. pictures, surveys, handouts, work products, etc.) and attach copies of each.*

\_\_\_\_\_

## **Number of Persons Served to Date:**

*Provide total number served from the NRMF Funding Area during this Progress Report period.*

\_\_\_\_\_

*Provide total number served from outside the NR Funding Area during this period.*

\_\_\_\_\_

*Provide total number of residents paid with NRMF funding during this period.*

\_\_\_\_\_

## **North Richmond Green Meeting Attendance to Date:**

*Specify which monthly North Richmond Green meetings (list meeting dates) your Community Based Project representative(s) attended during this Progress Report period. [Must attend at least once per quarter]*

MEETING DATE(s): \_\_\_\_\_ ATTENDEE NAME(s): \_\_\_\_\_

## **Successes to Date:**

*Identify whether and how your project is addressing the intended problems associated with illegal dumping (be specific). Describe any other beneficial outcomes/success stories resulting from your project activities to date.*

\_\_\_\_\_

## **Challenges to Date:**

*List any and all issues/problems (e.g. change in personnel, inadequate public awareness, applicability of regulatory restrictions/requirements, etc.) identified during this period which may impact the project's ability to achieve the intended outcome(s) identified by your Organization. Include all challenges/obstacles/barriers that may inhibit or compromise your ability to address the intended illegal dumping problem(s).*

\_\_\_\_\_

## **Lessons Learned to Date & Feedback from Participants/Community:**

*Share any lessons learned from participants, staff and/or the community during this Progress Report period.*

\_\_\_\_\_

*Provide any feedback about the NRMF-funded project/program received from participants and/or community members (such as copies of quotes, emails/letters and completed surveys/evaluations).*

\_\_\_\_\_

## **Other Project Information:**

*Provide any additional information about your organization's work that did not fit in any of the other sections, including description(s) of any additional services or enhanced activities provided beyond those specified.*

\_\_\_\_\_



# North Richmond Waste & Recovery Mitigation Fee Community-Based Project Final Progress Report

Organization: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contract Period: \_\_\_\_\_ - \_\_\_\_\_

**Final Project Expenses:** *Attach completed Final Progress Report to the Final Invoice being submitted for any reimbursable costs not included on invoice(s) submitted with prior Progress Report(s).*

## **Brief Description of the Project:**

*Provide a brief description of the project activities/services your Organization provided with this North Richmond Mitigation Fee (NRMF) funding. Funded activities must be consistent with the terms of your signed Agreement.*

\_\_\_\_\_

## **Tasks Accomplished:**

*Describe all project tasks/activities that your Organization completed during the entire contract period. Summarize any work completed not previously reported and consolidate with updated information from prior Progress Reports.*

\_\_\_\_\_

## **Materials Produced:**

*Provide a listing of any materials/documents produced as a part of the program (e.g. pictures, surveys, handouts, work products, etc.). Attach copies of anything not included with prior Progress Reports submitted.*

\_\_\_\_\_

## **Number of Persons Served:**

*Provide total number served from the NRMF Funding Area during the entire contract period.* \_\_\_\_\_  
*Provide total number served from outside the NR Funding Area during the entire contract period.* \_\_\_\_\_  
*Provide total number of residents paid with NRMF funding during the entire contract period.* \_\_\_\_\_

## **North Richmond Green Meeting Attendance:**

*Specify which monthly North Richmond Green meetings (list all meeting dates) your Community Based Project representative(s) attended during the contract period. [Must attend at least once per quarter]*

MEETING DATE(s): \_\_\_\_\_ ATTENDEE NAME(s): \_\_\_\_\_

## **Successes:**

*Identify extent to which your project addressed the intended problems associated with illegal dumping and how (be specific). Describe any other beneficial outcomes/success stories resulting from your project activities.*

\_\_\_\_\_

## **Challenges:**

*Explain why your Organization was not able to achieve the intended project outcomes and/or address the illegal dumping problems previously identified, if applicable. Include any challenges/obstacles/barriers (e.g. personnel changes, lack of public awareness, previously unknown regulatory restrictions/requirements, etc.) that compromised or inhibited your project's success in addressing problems associated with illegal dumping.*

\_\_\_\_\_

## **Lessons Learned & Feedback from Participants/Community:**

*Share any lessons learned from participants, staff and/or the community during the contract period.*

\_\_\_\_\_

*Summarize all participant and/or community feedback received about this NRMF-funded project/program (attach any findings/summary of final project evaluation and copies of related documents not previously submitted).*

\_\_\_\_\_

## **Other Project Information:**

*Provide any additional information about your organization's work that did not fit in any of the other sections, including description(s) of any additional services or enhanced activities provided beyond those specified.*

## Attachment 2 - Community Based Projects Table (Strategy 12)

### ***Second Amended 2012/2013 Expenditure Plan Funding Allocations for Selected Projects through June 30, 2013 as recommended for City/County approval by the North Richmond Mitigation Fee Committee in July 2012***

The following are the three selected Community Based Projects recommended to receive allocations from the limited amount of new funding available for Community Based Projects in 2012/2013. The total amount shown below is a fraction of the total Strategy 12 allocation amount reflected in the Budget. The remaining amount reflects the portion of allocated 2010/2011 Community Based Project funding that was carried over to allow completion of the projects listed on page 2 in 2012.

<b><i>New Community Based Projects Recommended for Funding in 2012/2013</i></b>						
<b>Organization / Fiscal Sponsor (if applicable)</b>	<b>Project Title</b>	<b>Requested Amount</b>	<b>Non-Profit Award for Project</b>	<b>Agency Contracting Costs</b>	<b>Total for Project Award &amp; Contract</b>	<b>Notes</b>
<b>Center for Human Development</b>	<b>Neighborhood Enhancement Team (NET)</b>	<b>\$ 246,519.75</b>	<b>\$ 18,768.08</b>	<b>\$ 3,000.00</b>	<b>\$ 21,768.08</b>	Selected organizations to submit scaled-back versions of their Scope of Work describing what element(s) of their selected project they are proposing to complete with the amount available.
<b>Men &amp; Women of Valor / Reach Fellowship International</b>	<b>Reach for Jobs Block Clean-up Crew</b>	<b>\$ 150,000.00</b>	<b>\$ 18,768.08</b>	<b>\$ 3,000.00</b>	<b>\$ 21,768.08</b>	
<b>Communities United Resorting Mother Earth (CURME) / Greater Richmond Interfaith Program (GRIP)</b>	<b>Lots of Crops</b>	<b>\$ 242,681.80</b>	<b>\$ 18,768.08</b>	<b>\$ 3,000.00</b>	<b>\$ 21,768.08</b>	
<b>Total Funding Requested/Allocated</b>		<b>\$ 639,201.55</b>	<b>\$ 56,304.24</b>	<b>\$ 9,000.00</b>	<b>\$ 65,304.24</b>	

## Attachment 2 - Community Based Projects Table (Strategy 12)

### ***Approved Funding Allocations Transferred from the Third Amended 2010/2011 Expenditure Plan to Allow Implementation, Reimbursement and Project Completion in 2012***

*This Table only includes those previously approved Community Based Projects and associated funding amounts that have been carried over (transferred) from the 2010/11 Expenditure Plan in order to accommodate expected completion of said projects in 2012. The remaining \$315,400 allocated in 2010/2011 for Community-Based Projects was expended during the 2010/11 Expenditure Plan cycle to help cover costs of the selected projects completed in 2011.*

<b>Previously Approved Community Based Projects Transferred from 2010/2011*</b>				
<b>Organization</b>	<b>Project Title</b>	<b>Requested Amount</b>	<b>Approved Project Budget</b>	<b>Status / Notes</b>
Verde Partnership Garden	Verde Elementary School Garden	\$ 14,000	\$ 14,000.00	Contract not finalized
Center for Human Development	Carbon Footprint Project – Expansion Phase	\$ 75,000	\$ 35,000.00	Completed
Eco-Village	Eco-Stewardship Ambassadors Project	\$ 83,860	\$ 35,000.00	In progress
Golden Gate Audubon Society	Eco-Richmond Program - Expansion/Continuation	\$ 23,644	\$ 19,109.15	In progress
Healing Circles of Hope (dba MASK)	Community Healing "Garden of Angels" Project	\$ 40,000	\$ 29,985.00	Completed Under Budget (remaining \$552.12 reallocated**)
Reach Fellowship International	North Richmond Women's Campus Day Center	\$ 70,400	\$ 29,708.33	Completed Under Budget (remaining \$0.66 reallocated**)
Social Progress	Community Blight Reduction	\$ 58,800	\$ 25,556.67	Completed Under Budget (remaining \$0.01 reallocated**)
The Watershed Project	Verde Elementary	\$ 10,029	\$ 1,240.85	Not implemented (amount reallocated**)
<b>Total Amount Requested/Original Approved</b>		<b>\$ 375,733</b>	<b>\$ 189,600.00</b>	
<b>Total Revised Allocation - Amended 2012/2013 EP</b>			<b>\$ 187,806.36</b>	

\* The \$189,600 of CBP funding transferred from 2010/11 includes some funding awarded in both 2010 and 2011, all associated project contracts allow five month periods in which to complete project activities. Total includes \$14,600 allocated for Community Based Projects in 2010 (\$14,000 for Verde Partnership Garden & \$600 for Golden Gate Audubon Society) and \$175,000 allocated in the last half of 2011. The completion date for each of the transferred projects is dependent upon the effective date of the applicable contract/agreement.

\*\* Total of \$1,793.64 in Community Based Project funding was reallocated in the Amended 2012/2013 Expenditure Plan because three associated projects were completed under-budget and one project expired.