FAMILY & HUMAN SERVICES

COMMITTEE

April 13, 2015
10:30 A.M.
651 Pine Street, Room 101, Martinez

Supervisor Federal D. Glover, Chair
Supervisor Candace Andersen, Vice Chair

Agenda Items:	Items may be taken out of order based on the business of the day and preference of the Committee

1. Introductions

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

3. APPROVE recommendations for seat re-assignment for Tamara Mello from At-Large Seat #9 to the Medi-Cal Subscriber seat, declaring the At-Large Seat #9 vacant, appointing Charlotte Ann Annett to At-Large seat #1, and if no other candidates are identified during posting period, appointing Andy Li to At-Large seat #9 and direct staff to forward these recommendation to the Board of Supervisors.

4. CONSIDER accepting a report from the Health Services Department, Public Health Division, on the implementation of the Second Hand Smoke Ordinance, as amended, and directing staff to forward the report to the Board of Supervisors. (Jaime Jenett, Health Services Department)

5. CONSIDER accepting a report from the Conservation and Development Department, approving the staff recommendations for the 2015/16 and 2016/17 projects, and directing staff to forward these recommendations to the Board of Supervisors for approval. (Gabriel Lemus, CDBG Program)

6. The next meeting is currently scheduled for May 11, 2015.

7. Adjourn

The Family & Human Services Committee will provide reasonable accommodations for persons with disabilities planning to attend Family & Human Services Committee meetings. Contact the staff person listed below at least 72 hours before the meeting.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Family & Human Services Committee

less than 96 hours prior to that meeting are available for public inspection at 651 Pine Street, 10th floor, during normal business hours.

Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact:

Dorothy Sansoe, Committee Staff
Phone (925) 335-1009, Fax (925) 646-1353
dorothy.sansoe@cao.cccounty.us

Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE **3.**

Meeting Date: 04/13/2015
Subject: Appointments to the Managed Care Commission
Submitted For: FAMILY & HUMAN SERVICES COMMITTEE,
Department: County Administrator
Referral No.:
Referral Name: Appointments to Advisory Bodies
Presenter: **Contact:**

Referral History:
Recommendations for appointments to various advisory bodies, boards, and commissions are reviewed by the Family and Human Services Committee and referred to the Board of Supervisors with Committee recommendations for appointments.

Referral Update:
Please see the attached memo from the department.

Recommendation(s)/Next Step(s):
Approve the recommendations from the staff to the Managed Care Commission to re-assign Tamara Mello from At-Large Seat #9 to the Medi-Cal Subscriber seat, declare At-Large Seat #9 vacant, Appoint Charlotte Ann Annett to the At-Large Seat #1, and, if no other candidates are identified during the required 10 day posting period, appoint Andy Li to At-Large Seat #9.

Fiscal Impact (if any):
No fiscal impact.

Attachments

Staff Memo
Application from Charlotte Ann Annett
Application from Andy Li

PATRICIA TANQUARY, MPH, PHD
CHIEF EXECUTIVE OFFICER

JAMES R. TYSELL, M.D.
MEDICAL DIRECTOR

A Culture of Caring

ADMINISTRATION
595 Center Avenue, Suite 100
Martinez, California 94553
Main Number (925) 313-6000
Member Call Center:(877) 661-6230
Provider Call Center: (877) 800-7423

Se Habla Español

Date: April 7, 2015

To: Family and Human Services Committee, Contra Costa County Board of Supervisors
Dorothy Sansoe, Senior Deputy, County Administrator

From: Deboran Everist, M.A.
Staff to CCHP's Managed Care Commission (925-313-6004)

Subject: Appointments to the Managed Care Commission

The Managed Care Commission (MCC), in its continued efforts to recommend Commissioners who not only contribute valuable insight into the concerns of the MCC but also reflect the diversity of our community respectfully requests the following:

The current Commissioner, Tamara Mello, in Member-At-Large #9 seat be re-assign to the vacant Medi-Cal Subscriber seat. The Commission adopted unanimously this recommendation at the meeting April 1, 2015.

This move will subsequently accommodate two candidate applications that were adopted unanimously at the meeting April 1, 2015.

Continue to recruit for members for the required ten day posting period and, if no additional members are identified, appoint Andy Li to the Member-At-Large #9 seat for a term ending on 8/31/15.

The application for Charlotte Ann Annett is attached for appointment to the Member-At-Large #1 seat. This seat has a term expiration of 8/31/2016.

In Summary:

1. Reassign Tamara Mello from the Member-At-Large #9 seat to the Medi-Cal Subscriber.
2. Declare the Member-At-Large #9 seat vacant for 10 days.
3. Appoint Andy Li to the Member-At Large #9 seat.
4. Appoint Charlotte Ann Annett to the Member-At-Large #1 seat.

Thank you.

Attachments

Print Form

Contra Costa County

For Office Use Only
Date Received:

For Reviewers Use Only:	
Accepted	Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION | **PRINT EXACT SEAT NAME (if applicable)**

1. **Name:** Annett, Charlotte Ann
(Last Name) (First Name) (Middle Name)

2. **Address:** 3493 Hamlin Rd
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. **Phones:** 925-283-8754
(Home No.) (Work No.) (Cell No.)

4. **Email Address:** cwired@pacbell.net

5. **EDUCATION**: Check appropriate box if you possess one of the following:

High School Diploma ☐ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved 15

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Franklin Hosp. School of Nsg	Nnursing	Yes No ☒☐				July 1957
B)		Yes No ☐☐				
C)		Yes No ☐☐				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No ☐☐			

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11.17

6. **PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.**

A) Dates (Month, Day, Year)	Title	Duties Performed
From: Oct 1992 To: Oct 2001 Total: Yrs. 9 Mos. Hrs. per week 40+ . Volunteer ☐	Senior Manager **Employer's Name and Address** Lifeguard HMO 1851 McCarthy Bld Milpitas, Ca 95035	Manager of Prior Authorization
B) Dates (Month, Day, Year)	**Title**	**Duties Performed**
From: June 1990 To: June 1992 Total: Yrs. 2 Mos. Hrs. per week 40+ . Volunteer ☐	Director Of Nursing **Employer's Name and Address** Chemical Dependency Institute 333 S. Bascom San Jose, Ca 95008	Manager of the Nursing Dept. Interface with the Counseling and Admission Departments in this 50 bed Chemical Dependency Hospital with a Medical Detox unit.
C) Dates (Month, Day, Year)	**Title**	**Duties Performed**
From: June 1986 To: June 1990 Total: Yrs. 4 Mos. Hrs. per week . Volunteer ☐	Nursing Supervisor **Employer's Name and Address** Mission Oaks Hospital 15891 Los Gatos Almaden Rd San Jose, Ca 95432	I was the night Nursing Supervisor
D) Dates (Month, Day, Year)	**Title**	**Duties Performed**
From: June 1977 To: June 1986 Total: Yrs. 9 Mos. Hrs. per week . Volunteer ☐	Assistant Director of Nursing **Employer's Name and Address** Washington Township Hospital 2000 Mowry Ave Fremont, Ca 94538	I was responsible for the supervision of the Nursing Supervisors and Nurse Managers in this full service Hospital.

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7. **How did you learn about this vacancy?**

☐ **CCC Homepage** ☐ **Walk-In** ☐ **Newspaper Advertisement** ☐ **District Supervisor** ☒ **Other** Friend

8. **Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No** ☒ **Yes** ☐

   If Yes, please identify the nature of the relationship:

9. **Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No** ☒ **Yes** ☐

   If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: Charlotte A. Ancelet **Date:** 2/20/2015

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553**.
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

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Charlotte A. Annett
3493 Hamlin Rd.
Lafayette, CA 94549-5020

OAKLAND CA 945
24 FEB 2015 PM 2 L

CONTRA COSTA
HEALTH PLAN
2015 FEB 26 PM 3:18

As bona fide Everist MA
Staff to Managed Care Commission
Contra Costa Health Plan
50 Douglas Drive Suite 310
Martinez, CA 94553

9455340095

01/1/10

Managed Care Commission
Andy Li
to:
deboran.everist
02/06/2015 06:09 PM
Hide Details
From: Andy Li <jianandyli@hotmail.com>
To: <deboran.everist@hsd.cccounty.us>,

Agenda Item # 11.0

1 Attachment

2015-02-06-01.pdf

Hi Deboran,

I am resident in San Ramon. I saw the opening of Managed Care Commission listed at contra costa county web site and I am interested in applying for this seat if it is still available. I have been working in the healthcare industry for about 17 years. For the first 6 year, I worked as a developer on EMR (Electronic Medical Record) system. Then I jumped to the business world and working as an independent consultant for EMR system with focus on claims and meaningful use.

Besides work, I am very active civically and in our community. I am the San Ramon Economic Development Advisory Committee member and Dougherty Valley San Ramon Rotary club member. Also I am the president of APAPA (Asian Pacific Islander American Public Affair Association) Tri-Valley chapter.

Attached is the scanned copy of my application. Please let me know if I still need to mail it out.

Best Regards,

Andy Li

11.1.1

Print Form

Contra Costa County

For Office Use Only
Date Received:

For Reviewers Use Only:	
Accepted	Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Managed Care Commission

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (If applicable)

1. **Name:** Li Andy
(Last Name) (First Name) (Middle Name)

2. **Address:** 3561 Sleeping Meadow Way, San Ramon, CA 94582
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. **Phones:** 860-263-9540 608-239-9614
(Home No.) (Work No.) (Cell No.)

4. **Email Address:** jianandyli@hotmail.com

5. **EDUCATION:** Check appropriate box if you possess one of the following:

High School Diploma ☐ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved Master Degree

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Univ. of Wisconsin, Madison	Computer Science	Yes No ☒☐			MS	May 2002
B) Nankai Univ, P.R China	Chemistry	Yes No ☒☐			BS	July 1994
C)		Yes No ☐☐				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No ☐☐			

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11.1.2

6. **PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.**

A) Dates (Month, Day, Year)	Title	Duties Performed
From: Oct 2005 To: Present Total: Yrs. Mos. Hrs. per week 40. Volunteer ☐	Business Owner Employer's Name and Address BestWare 3561 Sleeping Meadow Way San Ramon, CA 94582	Provide consulting service to healthcare organization for their electronic medical record system with focus on accountable payable claim and meaningful use
B) Dates (Month, Day, Year)	**Title**	**Duties Performed**
From: May 2004 To: Sep 2005 Total: Yrs. 1 Mos. 5 Hrs. per week 40. Volunteer ☐	Consultant Employer's Name and Address DB International	Provide consulting work for Kaiser HeathConnect EMR system
C) Dates (Month, Day, Year)	**Title**	**Duties Performed**
From: June 1998 To: April 2004 Total: Yrs. 5 Mos. 10 Hrs. per week ____. Volunteer ☐	Software Developer Employer's Name and Address Epic 1979 Milky Way Verona, WI 53593	Develop EMR system with focus on claim, referral, CRM module
D) Dates (Month, Day, Year)	**Title**	**Duties Performed**
From: ____ To: ____ Total: Yrs. ____ Mos. ____ Hrs. per week ____. Volunteer ☐	Employer's Name and Address	

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7. How did you learn about this vacancy?

[X] CCC Homepage [ ] Walk-In [ ] Newspaper Advertisement [ ] District Supervisor [ ] Other [ ]

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No [X] Yes [ ]

If Yes, please identify the nature of the relationship: [ ]

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No [X] Yes [ ]

If Yes, please identify the nature of the relationship: [ ]

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: _____ Date: 02/06/2015

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4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

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THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA **and for Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;
NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.

II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:

1. Mother, father, son, and daughter;
2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
4. First cousin;
5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
7. Registered domestic partner, pursuant to California Family Code section 297.
8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

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Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE **4.**

Meeting Date:	04/13/2015	
Subject:	Second Hand Smoke Ordinance	
Submitted For:	FAMILY & HUMAN SERVICES COMMITTEE,	
Department:	County Administrator	
Referral No.:	82	
Referral Name:		
Presenter:	Jaime Jenet	**Contact:**

Referral History:

The issue of secondhand smoke and the associated health implications was first referred to the Family and Human Services Committee by the Board of Supervisors on March 1, 2006. Since that time the Health Services Department has provided annual reports to update the Committee and the Board of Supervisors on the problem and progress made to address it.

The Board of Supervisors adopted a comprehensive Secondhand Smoke Protections Ordinance in 2006 on the heels of the California Air Resources Board report which designated secondhand smoke as a toxic air contaminant based on a review of the research linking secondhand smoke with numerous adverse health effects. The Board strengthened these protections in October 2009, October 2010 and again in April 2013 in response to community complaints regarding drifting smoke in multi-unit housing and the need for additional policies to protect public health.

Referral Update:

On June 17, 2014 the Board of Supervisors adopted Ordinance 2014-06 which prohibits smoking on property owned or leased by the County. The ordinance accomplishes this by amending the definitions of "County Facilities" (subsection (b) of the section 445-4.002) to include all outdoor areas owned or leased by the county, including parking lots, the grounds of the county's hospital and health clinics and the grounds of all other buildings owned or leased by the County.

The Department is reporting on the progress made in implementing the new ordinance and the challenges associated with it.

Recommendation(s)/Next Step(s):

Accept the report and direct staff to forward it to the Board of Supervisors.

Fiscal Impact (if any):

No fiscal impact from this report. However, it should be noted that some unknown fiscal impact will occur due to the need to provide signage in appropriate locations.

Attachments

Report on Implementation of Ordinance

Attachments to Report

WILLIAM B. WALKER, M.D.
HEALTH SERVICES DIRECTOR

WENDEL BRUNNER, M.D.
DIRECTOR OF PUBLIC HEALTH

CONTRA COSTA
HEALTH SERVICES

CONTRA COSTA
PUBLIC HEALTH
597 CENTER AVENUE, SUITE 200
MARTINEZ, CALIFORNIA 94553
PH (925) 313-6712
FAX (925) 313-6721
WENDEL.BRUNNER@HSD.CCCOUNTY.US

To: Family and Human Services Committee, Contra Costa Board of Supervisors
From: Wendel Brunner, M.D., Director, Public Health
Re: Report on Implementation of Secondhand Smoke Protections Ordinance
Date: April 13, 2015

Background

The Board of Supervisors adopted a comprehensive Secondhand Smoke Protections Ordinance in 2006. This decision came on the heels of the California Air Resources Board report designating secondhand smoke as a toxic air contaminant based on a review of the research linking secondhand smoke with numerous adverse health effects. The Board strengthened these protections in October 2009, October 2010, April 2013 and June 2014 in response to community complaints regarding drifting smoke and the need for additional policies to protect public health.

After the last report on implementation of the Secondhand Smoke Protections Ordinance to the Family and Human Services Committee in April 2014, the Committee voted to send to the full Board of Supervisors a revision to the County Health and Safety Code that would expand secondhand smoke protections to make all County properties 100% smoke-free. Staff worked with County Counsel to draft revisions to the County Code to make all County owned and leased properties totally smoke-free. Staff brought the proposed changes to the Board of Supervisors on June 3, 2014, and based on complaints from employees and visitors and the recommendation of the Family and Human Services committee, the Board of Supervisors voted to revise the County Code to make all County-owned and leased properties 100% smoke-free.

Since that time, County properties went smoke-free on March 1, 2015. Our department developed and executed an implementation plan, which is described below, to educate County staff and visitors about the new law.

Implementation of the Smoke-free County Properties Provision and other Secondhand Smoke Protections Ordinance Provisions Over the Past Year

Smoke-Free County Campuses Provision:

- Tobacco Prevention Project staff developed educational materials including a new website (www.smokefreecc.org) (Attachment 1) which has a description of the law, information about how the law will be enforced and a violation reporting mechanism. Additional materials available on the site include:
  - Flyers in English and Spanish describing the policy (Attachment 2),
  - "Frequently Asked Questions" document (public version) (Attachment 3),
  - "Reminder cards" cards in English and Spanish with policy and cessation information for staff to use as an educational tool (Attachment 4)
  - "What to Say" guide for how to discuss the policy with someone smoking on the property (Attachment 5).

- A staff version of the "Frequently Asked Questions" document was developed that addresses personnel issues that may come up related to the change in the law (Attachment 6). This document is not posted online.
- An email memo notifying all County employees about the new law and a copy of the staff version of the "Frequently Asked Questions" went out from the County Administrator's office to all County staff in early February 2015. In an effort to reach all of Health Services staff with additional information, an article was also published in the January/February 2015 issue of the Health Services Director's Report and in the February issue of *County Clips*, sent to all County employees. The "A Guide to Contra Costa County's Secondhand Smoke Protections Ordinance" brochure will be updated to reflect the new provisions.

- Tobacco Prevention Project staff presented the new smoke-free County property regulations and the staff version of the "Frequently Asked Questions" document to County Building Safety Coordinators at Risk Management's Countywide Safety Coordinators in October 2014 and February 2015, to Environmental Health and Safety Coordinators in February 2015, Public Health Management team in February 2015 and at the Alcohol and Other Drugs System of Care Meeting in March 2015.
- Flyers were sent out through Safety Coordinators to post in affected buildings and two thousand English and one hundred fifty Spanish Reminder Cards have been distributed to departments and staff that requested them.
- Efforts are underway to install large metal signs (Attachment 7) at the entry point of all affected properties and to remove all ash canisters and signage related to "smoking areas".
- Smoke-free County property complaints can be registered through the www.smokefreecc.org website, by email, or by phone, in the same manner as other secondhand smoke related complaints. Tobacco Prevention Project staff will determine if additional signage and/or education is needed.
- In response to continued complaints and evidence of smoking at Contra Costa Regional Medical Center, approximately 25 additional no-smoking signs are being added throughout the Regional Medical Center campus to encourage compliance.

Other Ordinance Provisions:

- The Tobacco Prevention Project continues to educate the public and businesses on provisions of the ordinance through community presentations, distributing educational brochures (Attachment 8), responding to complaints and inquiries, and incorporating materials into County business license materials. There have been only two complaints from the public over the past year regarding existing outdoor secondhand smoke protection provisions and no complaints about the use of electronic smoking devices (ESDs) in areas where smoking is permitted.

Challenges to Protecting Residents, Workers and Visitors from Secondhand Smoke and Electronic Smoking Devices

Multi-Unit Housing Protections:

- The majority of the complaints received by the Tobacco Prevention Project continue to be from residents in the unincorporated county and in the city of Concord regarding unit-to-unit and outside-to-unit drifting smoke. For residents of the unincorporated county, staff follows up with landlords and property owners regarding compliance with the County's current laws.

However, since the County's ordinance does not include protections that address unit-to-unit drifting smoke, many of these residents are still exposed to secondhand smoke in their homes.

- Many communities in California have been moving quickly to address the issue of smoke drifting between units. Since the last report to the Committee, El Cerrito joined Richmond and Walnut Creek in adopting 100% smoke-free multi-unit housing. In the Bay Area, ten communities including Alameda, Berkeley, Union City, San Rafael, Tiburon, Belmont, Daly City, Foster City, unincorporated San Mateo County, and unincorporated Santa Clara County have similar laws. Unit-to-unit drifting smoke would be alleviated with a similar provision in the County's ordinance.

- If the Committee would like to create 100% smoke-free multi-unit housing, staff would need direction from the Committee to develop draft ordinance language for consideration.

Electronic Smoking Devices:

- In 2013, the Contra Costa Board of Supervisors was one of the first jurisdictions in California to specifically revise its Secondhand Smoke Protections Ordinance to prohibit the use of electronic cigarettes where smoking of tobacco was prohibited. (The current definition requires "biologically active amounts of nicotine" in the product in order for the law to apply.) Since then, the best practice for defining these products addresses industry changes in these emerging products, now generally referred to as "Electronic Smoking Devices". The new definition specifically includes any electronic smoking device that mimics smoking, regardless of whether or not the device contains nicotine, which differs from the County's current definition. The new definition was developed in response to numerous e-cigarette manufacturers (all of whom are unregulated and many of whom are outside of the U.S.) claiming that the device does not contain nicotine, when laboratory test show otherwise. Additionally, there is concern that whether or not these devices contain nicotine, they mimic smoking, thus re-normalizing smoking and making enforcement of smoke-free laws more difficult and confusing. In the county, the cities of Concord, El Cerrito, Oakley, Pittsburg, and Walnut Creek prohibit the use of Electronic Smoking Devices where smoking is prohibited. Revising the County ordinance to reflect best practice would also mean that the County's ordinance could be a model for other cities in the county.

- If the Committee would like to update and strengthen the regulation of electronic smoking devices under County law, staff would need direction from the Committee to develop draft ordinance language for consideration.

<u>Provision of Technical Assistance to Contra Costa Cities</u>

- Over the past year, Tobacco Prevention Project staff provided technical assistance to the cities of Oakley and El Cerrito regarding secondhand smoke protections policy and implementation. Staff provided technical assistance to the city of Oakley in the development and implementation of a city-level policy to create smoke-free outdoor areas, including doorways, outdoor dining and service areas, public parks and trails, as well as some multi-unit housing secondhand smoke protections. In El Cerrito, technical assistance and consultation included development and implementation planning for their comprehensive smoke-free outdoor and 100% smoke-free multi-unit housing ordinance. With citywide smoke-free commercial areas, all sidewalks and smoke-free multi-unit housing, El Cerrito's ordinance is now the strongest single ordinance in the

County, earning them special recognition as a "City on the Rise" for going from an "F" to an "A" in the American Lung Association's 2015 Tobacco Control Report Card.

Attachments:

1. Print out of www.smokefreecc.org homepage
2. Smokefree CC "Flyers"
3. Smokefree CC Public version of "Frequently Asked Questions"
4. Smokefree CC "Reminder Cards"
5. Smokefree CC "What to Say if You See Someone Smoking On County Property"
6. Smokefree CC Staff version of "Frequently Asked Questions"
7. Mock up of Smokefree CC property signs
8. "A Guide to Contra Costa County's Secondhand Smoke Protections Ordinance" brochure and "For Property Managers, Developers and Landlords in unincorporated Contra Costa: Information on Contra Costa County's Secondhand Smoke Protections Ordinance" brochure.

Attachment 1

- Print Out of www.smokefreecc.org homepage

As of March 1, 2015 all Contra Costa County-owned and leased properties will be 100% Smoke-free.

REPORT A VIOLATION

What the Law Means

Smoking, including the use of cigarettes, cigars, water pipes, pipes, hookah, marijuana (including medical marijuana) and electronic smoking devices like e-cigarettes and vapor pens, is not permitted in all indoor and outdoor areas, including parking lots, courtyards and break areas, of every building and property owned or solely leased by the County and in County vehicles. See the complete list of properties included under this ordinance or call 925-313-6214.

Why Is Contra Costa County Going Smoke-free?

The Contra Costa County Board of Supervisors adopted this law June 3, 2014 to improve the health and safety of people visiting and working at county facilities. Smoking is the leading cause of preventable death in the United States and the U.S. Surgeon General has stated that there is no safe level of exposure to secondhand smoke. Given this data and our role as service providers for thousands of people in the county, the Board of Supervisors adopted this law to create a smoke-free environment for employees and visitors.

How the Law Will Be Enforced

This law is designed to be enforced through signage and education, however, Sheriff's deputies may issue citations. See our guidance about what to say to someone you see smoking on County property.

- Frequently Asked Questions

What resources are available to help me stop smoking, using other tobacco products and/or electronic smoking devices?

This policy is an important health and safety initiative. If you would like support quitting tobacco and/or electronic smoking devices, call **888-877-4202** or go to cchealth.org/tobacco/time-to-quit-smoking.php for a list of local resources to help you quit. In addition, the State of California has a free "Quit Smoking" hotline that offers ongoing one-on-one counseling and cessation materials in several languages.

English speakers	1 -800- NO- BUTTS (1-800-662-8887)
Spanish speakers	1-800-45-NO-FUME (1-800-456-6386)
Mandarin and Cantonese	1-800-838-8917
Vietnamese	1-800-778-8440
Korean	1-800-556-5564
TDD/TYY	1-800-933-4TDD (1-800-933-4833)

You may contact the Tobacco Prevention Project to report complaints and/or possible violations of

Attachment 2

- Smokefree CC "Flyers" (English and Spanish)

SMOKE-FREE CONTRA COSTA

WE ARE GOING SMOKE-FREE!

STARTING MARCH 1, 2015

For a healthier community, smoking, including use of e-cigarettes and all other electronic smoking devices, will be prohibited in all buildings, parking lots and grounds of this property starting 3/1/15.

NEED HELP QUITTING?

Call 888-877-4202 or
visit SmokeFreeCC.org.

SmokeFreeCC.org

ESTAREMOS LIBRES DE HUMO

a partir del
1.º de marzo de 2015

Para lograr una comunidad más sana, a partir del 1° de marzo de 2015 estará prohibido fumar, lo que incluye el uso de cigarrillos electrónicos y otros dispositivos similares, en todos losedificios, estacionamientos y espacios de este establecimiento.

¿NECESITA AYUDA PARA DEJAR DE FUMAR?

Llame al 888-877-4202 o
visite SmokeFreeCC.org.

SmokeFreeCC.org

Attachment 3

- Smokefree CC of "Frequently Asked Questions" (Public version)

FREQUENTLY ASKED QUESTIONS

1. **Why do we have this law?**
   The Contra Costa County Board of Supervisors adopted this law June 3, 2014 to improve the health and safety of people visiting and working at county facilities. Smoking is the leading cause of preventable death in the United States and the U.S. Surgeon General has stated that there is no safe level of exposure to secondhand smoke. Given this data, and our role as service providers for thousands of people in the county, the Board of Supervisors adopted this law to create a smoke-free environment for employees and visitors.

2. **Where is smoking prohibited?**
   - In all buildings, vehicles, and other enclosed areas occupied by county employees, owned or leased by the county, or otherwise operated by the county.
   - All outdoor areas owned or leased by the county, including parking lots (including inside personal vehicles in parking lots), the grounds of the county's hospital and health clinics, and the grounds of all other buildings owned or leased by the county.

   For a complete list of properties included under this ordinance, please go smokefreecc.org or call 888-877-4202.

3. **What is considered "smoking?" and therefore prohibited by the law?**
   Use of cigarettes, cigars, water pipes, pipes, hookahs, marijuana (including medical marijuana) and electronic smoking devices, such as e-cigarettes and vapor pens.

4. **When does this law take effect?**
   Contra Costa Regional Medical Center and health center campuses have been 100% smoke-free under the county law since 2006, and electronic smoking devices were prohibited in 2013. All other properties owned or leased by the county will become 100% smoke-free on March 1, 2015.

(Continued next page)

5. **To whom does the law apply?**
This law applies to anyone in a building, vehicle or on the grounds of a property owned or leased by Contra Costa County, including employees, patients, visitors, vendors, and subcontractors.

6. **Why are electronic smoking devices included in this law?**
The U.S. Food and Drug Administration (FDA) does not consider electronic smoking devices, such as electronic cigarettes and vapor pens, to be safe. There is a growing public health concern that the use of electronic smoking devices in public places may undermine smoke-free ordinances and increase social acceptance of smoking, especially among youth. There is also a concern that they may trigger relapse in those who are trying to quit smoking. FDA-approved smoking cessation aids, such as nicotine gum and patches, are not prohibited by this law.

7. **Where can I smoke or use electronic smoking devices?**
This law applies to buildings, vehicles and properties owned or leased by the county. Smoking, including use of electronic smoking devices, is subject to local laws elsewhere.

8. **Can I smoke in my personal vehicle?**
Smoking or use of electronic smoking devices is not permitted in your personal vehicle, whether parked or in motion, if it is located on property owned or leased by the county.

9. **How do I know what property is owned or leased by the county?**
The County does not own the sidewalks and streets that border its properties. We ask that staff, patients and visitors be courteous if leaving the property to smoke or use electronic smoking devices by disposing of their tobacco butts or other waste in appropriate receptacles and being respectful of others nearby. For a complete list of properties included under this ordinance, please go smokefreecc.org or call 888-877-4202.

10. **Are there designated smoking areas on properties owned or leased by the county?**
No. Shelters and ash canisters in existing smoking areas will be removed by March 1, 2015.

11. **How is the law being enforced?**
This law is designed to be enforced through signage and education. However, staff who violate the law may be subject to disciplinary action. As this law is a county law, Sheriff's deputies may also issue citations.

12. **What should I do if I see someone smoking or using electronic smoking devices on property owned or leased by the county?**
You can help make Contra Costa smoke-free.
- If you feel comfortable you may respectfully inform these individuals of the County law prohibiting smoking or using electronic smoking devices anywhere on the property. You may also hand them a "Smoke-free Policy Reminder Card" (to order cards, email tobaccopreventionproject@hsd.cccounty.us or call 888-877-4202). The cards will serve as a tool for individuals to notify smokers who are not familiar or in compliance with the policy.
- Individuals may also choose to engage Sheriff's deputies on the premises to address the situation as appropriate.

13. **How will you protect individuals who are helping to enforce this policy?**
There will be no penalty against anyone seeking to enforce this policy in a courteous and respectful manner.

14. Do I have to quit using tobacco or electronic smoking devices?

No. The law does not require anyone to quit. However, this may be a good time to try to quit.

15. What resources are available to help me stop smoking?

If you would like support quitting tobacco or electronic smoking devices, go to www.cchealth.org/tobacco/time-to-quit-smoking.php for a list of local cessation resources.

In addition, California has a free helpline that offers ongoing one-on-one counseling and cessation materials in several languages.

English speakers	1 -800- NO- BUTTS (1-800-662-8887)
Spanish speakers	1-800-45-NO-FUME (1-800-456-6386)
Mandarin and Cantonese	1-800-838-8917
Vietnamese	1-800-778-8440
Korean	1-800-556-5564
TDD/TYY	1-800-933-4TDD (1-800-933-4833)

16. If I choose to continue to smoke or use electronic smoking devices during work hours, but I do not have enough time to step off-campus to smoke, what am I supposed to do?

Nicotine is a highly addictive drug and waiting until lunch-time or after work to smoke may be difficult for some. FDA-approved nicotine replacement products such as gum or lozenges may help some smokers when it is inconvenient to smoke or use electronic smoking devices. Please work with your healthcare provider to determine if these products are appropriate for you.

17. This smoke-free law will force staff, patients, visitors and vendors to leave the property to smoke or use electronic smoking devices. What about their personal safety, especially when it is dark?

Everyone is encouraged to be mindful of their personal safety while on or off County property. If staff, patients, visitors or contractors need to meet nicotine needs without leaving county property they should speak with their healthcare provider to discuss medications such as the nicotine patch, gum, lozenge, nasal spray or inhaler.

18. What about neighbors next to properties owned or leased by the county?

Please help us maintain a positive relationship with our neighbors that border our properties. People who continue to smoke or use electronic smoking devices during work hours should not litter nor congregate on neighboring property.

19. Don't I have a right to smoke or use electronic smoking devices on properties owned or leased by the County?

Using tobacco and electronic smoking devices is a personal choice, not a legally protected right. In addition, prohibiting smoking and use of electronic smoking devices in buildings and vehicles and on properties owned or leased by the county preserves everyone's right to breathe clean, smoke-free air, while allowing adults who smoke to continue to do so off the premises. This decision supports the rights and privileges of both smokers and non-smokers alike.

20. Do smoke free policies really help?

Yes! According to the Centers for Disease Control & Prevention, smoking bans and restrictions lead to a reduction in the amount of daily smoking among employees and an increase in the number of individuals who stop smoking. Smoke-free properties and workplaces also reduce the risk of non-smokers developing heart disease and lung cancer due to secondhand smoke exposure.

21. Whom do I contact if I have additional questions about the law?

For comments or questions regarding this law, contact the Tobacco Prevention Project at tobaccopreventionproject@hsd.cccounty.us, 1-888-877-4202 or visit SmokeFreeCC.org.

SmokeFreeCC.org

Attachment 4

- Smokefree CC "Reminder Cards"

SMOKE-FREE CONTRA COSTA

For a healthier community, our property, including parking lots and other outdoor areas, is **100% smoke-free.**

THANK YOU FOR NOT SMOKING OR USING E-CIGARETTES WHILE ON OUR PROPERTY.

Contra Costa Code 445-4.002

SmokeFreeCC.org

SMOKE-FREE CONTRA COSTA

WANT TO QUIT?

For local classes, call:
(925) 313-6214
CA Smokers' Helpline:
1-800-NO-BUTTS
WWW.NOBUTTS.ORG

Learn more:
SmokeFreeCC.org

CONTRA COSTA LIBRE DE HUMO

Para lograr una comunidad más sana, nuestro establecimiento, incluidos sus estacionamientos y espacios exteriores, es **100% libre de humo.**

GRACIAS POR NO FUMAR NI USAR CIGARRILLOS ELECTRÓNICOS MIENTRAS PERMANEZCA EN NUESTRO ESTABLECIMIENTO.

Código de Contra Costa 445-4.002

SmokeFreeCC.org

CONTRA COSTA LIBRE DE HUMO

¿QUIERE DEJAR DE FUMAR?

Para cursos locales, llame al:
(925) 313-6214
Línea de Ayuda para Fumadores de California:
1-800-NO-BUTTS
WWW.NOBUTTS.ORG

Más información:
SmokeFreeCC.org

Attachment 5

- Smokefree CC "What to Say If You See Someone Smoking On County Property"

SMOKE-FREE CONTRA COSTA

WHAT TO SAY IF YOU SEE SOMEONE SMOKING ON COUNTY PROPERTY

AS OF MARCH 1, 2015 ALL CONTRA COSTA COUNTY-OWNED AND LEASED PROPERTIES WILL BE 100% SMOKE-FREE.

You can help make Contra Costa smoke-free!

If you see someone smoking in a prohibited area you may want to consider the following options:

- If you feel comfortable you may respectfully inform these individuals of the County law prohibiting smoking or using electronic smoking devices anywhere on the property. See the "Suggested Language" section for ideas about how to start the conversation.
- You may also hand them a "Smoke-free Policy Reminder Card" (to order cards, email tobaccopreventionproject@hsd.cccounty.us or call 1-888-877-4202). The cards will serve as a tool for individuals to notify smokers who are not familiar or in compliance with the policy.
- Individuals may also choose to engage Sheriff's deputies on the premises to address the situation as appropriate.

ATTITUDE

We want to protect the health of everyone while they are on County property while respecting community members. These communication guidelines provide language to inform and educate violators to stop smoking without provoking a confrontation or creating bad feelings.

SmokeFreeCC.org

SUGGESTED LANGUAGE

1. If the person smoking appears to be unaware of the law, you might begin by handing them a "Smokefree CC" policy card [link to web page where can get these] and saying something like:

   "Excuse me. I'm sorry to interrupt you but smoking is no longer permitted on County property. People are now asked to go off the property if they want to smoke. Smoking is permitted beyond that point [indicate where the property ends]. "

2. If the person smoking does not respond by extinguishing his or her smoking product, you might say something like...

   "I understand that it may be inconvenient, but it's important for the health of all of our staff and visitors that people not smoke on the campus while they are here. If you are going to continue to smoke, you'll need to move off the property. Thanks for your cooperation."

3. If the person still refuses to abide by the smoke-free policy...

   Let the matter drop and report the encounter here: http://cchealth.org/tobacco/smokefree/violation.php or, if appropriate/available notify a sheriff's deputy.

4. If the person becomes confrontational or abusive...

   Walk away. If you fear for your safety—call 911. Report the encounter to the feedback link listed here: http://cchealth.org/tobacco/smokefree/violation.php

Attachment 6

- Smokefree CC of "Frequently Asked Questions" (Staff version)

FREQUENTLY ASKED QUESTIONS

1. **Why do we have this law?**
   The Contra Costa County Board of Supervisors adopted this law June 3, 2014 to improve the health and safety of people visiting and working at county facilities. Smoking is the leading cause of preventable death in the United States and the U.S. Surgeon General has stated that there is no safe level of exposure to secondhand smoke. Given this data, and our role as service providers for thousands of people in the county, the Board of Supervisors adopted this law to create a smoke-free environment for employees and visitors.

2. **Where is smoking prohibited?**
   - In all buildings, vehicles, and other enclosed areas occupied by county employees, owned or leased by the county, or otherwise operated by the county.
   - All outdoor areas owned or leased by the county, including parking lots (including inside personal vehicles in parking lots), the grounds of the county's hospital and health clinics, and the grounds of all other buildings owned or leased by the county.

   For a complete list of properties included under this ordinance, please go smokefreecc.org or call 888-877-4202.

3. **What is considered "smoking?" and therefore prohibited by the law?**
   Use of cigarettes, cigars, water pipes, pipes, hookahs, marijuana (including medical marijuana) and electronic smoking devices, such as e-cigarettes and vapor pens.

4. **When does this law take effect?**
   Contra Costa Regional Medical Center and health center campuses have been 100% smoke-free under the county law since 2006, and electronic smoking devices were prohibited in 2013. All other properties owned or leased by the county will become 100% smoke-free on March 1, 2015.

(Continued next page)

5. To whom does the law apply?

This law applies to anyone in a building, vehicle or on the grounds of a property owned or leased by Contra Costa County, including employees, patients, visitors, vendors, and subcontractors.

6. Why are electronic smoking devices included in this law?

The U.S. Food and Drug Administration (FDA) does not consider electronic smoking devices, such as electronic cigarettes and vapor pens, to be safe. There is a growing public health concern that the use of electronic smoking devices in public places may undermine smoke-free ordinances and increase social acceptance of smoking, especially among youth. There is also a concern that they may trigger relapse in those who are trying to quit smoking. FDA-approved smoking cessation aids, such as nicotine gum and patches, are not prohibited by this law.

7. Where can I smoke or use electronic smoking devices?

This law applies to buildings, vehicles and properties owned or leased by the county. Smoking, including use of electronic smoking devices, is subject to local laws elsewhere.

8. Can I smoke in my personal vehicle?

Smoking or use of electronic smoking devices is not permitted in your personal vehicle, whether parked or in motion, if it is located on property owned or leased by the county.

9. How do I know what property is owned or leased by the county?

The County does not own the sidewalks and streets that border its properties. We ask that staff, patients and visitors be courteous if leaving the property to smoke or use electronic smoking devices by disposing of their tobacco butts or other waste in appropriate receptacles and being respectful of others nearby. For a complete list of properties included under this ordinance, please go smokefreecc.org or call 888-877-4202.

10. Are there designated smoking areas on properties owned or leased by the county?

No. Shelters and ash canisters in existing smoking areas will be removed by March 1, 2015.

11. How is the law being enforced?

This law is designed to be enforced through signage and education. However, staff who violate the law may be subject to disciplinary action. As this law is a county law, Sheriff's deputies may also issue citations.

12. What should I do if I see someone smoking or using electronic smoking devices on property owned or leased by the county?

You can help make Contra Costa smoke-free.

- If you feel comfortable you may respectfully inform these individuals of the County law prohibiting smoking or using electronic smoking devices anywhere on the property. You may also hand them a "Smoke-free Policy Reminder Card" (to order cards, email tobaccopreventionproject@hsd.cccounty.us or call 888-877-4202). The cards will serve as a tool for individuals to notify smokers who are not familiar or in compliance with the policy.
- Individuals may also choose to engage Sheriff's deputies on the premises to address the situation as appropriate.

13. How should managers/supervisors talk to employees about the policy?

We recommend that managers/supervisors remind employees of this policy and seek their cooperation with compliance.

14. What should managers/supervisors do if one of their employees violates the policy?

A face-to-face meeting with the employee to discuss concerns is always the best place to start. The following tips can help:

- Begin with a verbal reminder of the policy. Emphasize that you don't expect or require the employee to quit smoking, but that the employee must comply with the smoke-free policy while in buildings, vehicles and on properties owned or leased by the County.
- If the employee indicates an interest in quitting, direct him or her to www.cchealth.org/tobacco/time-to-quit-smoking.php or call 888-877-4202 for information on how to quit.
- If verbal reminders have not worked: Provide a copy of the ordinance to the employee reminding and advising him/her of the ordinance.
- If the employee continues to violate the ordinance, contact your Personnel Analyst

15. I supervise several employees who smoke or use electronic smoking devices. How will they manage under the new policy?

Should they choose to do so, employees may use their allotted work breaks to travel off-the property to smoke or use electronic smoking devices. However, employees will not be given additional break time for smoking. Supervisors must be clear with employees on this matter.

16. How will you protect individuals who are helping to enforce this policy?

There will be no penalty against anyone seeking to enforce this policy in a courteous and respectful manner.

17. Do I have to quit using tobacco or electronic smoking devices?

No. The law does not require anyone to quit. However, this may be a good time to try to quit.

18. What resources are available to help me stop smoking?

If you would like support quitting tobacco or electronic smoking devices, go to www.cchealth.org/tobacco/time-to¬quit-smoking.php for a list of local cessation resources.

In addition, California has a free helpline that offers ongoing one-on-one counseling and cessation materials in several languages.

English speakers	1 -800- NO- BUTTS (1-800-662-8887)
Spanish speakers	1-800-45-NO-FUME (1-800-456-6386)
Mandarin and Cantonese	1-800-838-8917
Vietnamese	1-800-778-8440
Korean	1-800-556-5564
TDD/TYY	1-800-933-4TDD (1-800-933-4833)

19. If I choose to continue to smoke or use electronic smoking devices during work hours, but I do not have enough time to step off-campus to smoke, what am I supposed to do?

Nicotine is a highly addictive drug and waiting until lunch-time or after work to smoke may be difficult for some. FDA-approved nicotine replacement products such as gum or lozenges may help some smokers when it is inconvenient to smoke or use electronic smoking devices. Please work with your healthcare provider to determine if these products are appropriate for you.

20. This smoke-free law will force staff, patients, visitors and vendors to leave the property to smoke or use electronic smoking devices. What about their personal safety, especially when it is dark?

Everyone is encouraged to be mindful of their personal safety while on or off County property. If staff, patients, visitors or contractors need to meet nicotine needs without leaving county property they should speak with their healthcare provider to discuss medications such as the nicotine patch, gum, lozenge, nasal spray or inhaler.

21. What about neighbors next to properties owned or leased by the county?

Please help us maintain a positive relationship with our neighbors that border our properties. People who continue to smoke or use electronic smoking devices during work hours should not litter nor congregate on neighboring property.

23. Do smoke free policies really help?

Yes! According to the Centers for Disease Control & Prevention, smoking bans and restrictions lead to a reduction in the amount of daily smoking among employees and an increase in the number of individuals who stop smoking. Smoke-free properties and workplaces also reduce the risk of non-smokers developing heart disease and lung cancer due to secondhand smoke exposure.

24. Whom do I contact if I have additional questions about the law?

For comments or questions regarding this law, contact the Tobacco Prevention Project at tobaccopreventionproject@hsd.cccounty.us, 1-888-877-4202 or visit SmokeFreeCC.org

SmokeFreeCC.org

Attachment 7

- Mock up of Smokefree CC property signs

24 in

12 in

WELCOME TO OUR SMOKE-FREE PROPERTY

Smoking, including use of e-cigarettes and all other electronic smoking devices, is prohibited in all buildings, parking lots and grounds.

Need help quitting? Call 888-877-4202 or visit SmokeFreeCC.org

Attachment 8

- "A Guide to Contra Costa County's Secondhand Smoke Protections Ordinance" brochure

- "For Property Managers, Developers and Landlords in unincorporated Contra Costa: Information on Contra Costa County's Secondhand Smoke Protections Ordinance" brochure.

In 2006, the California Air Resources Board (CARB) designated secondhand smoke as a toxic air contaminant that may cause or contribute to an increase in deaths or in serious illness or pose a hazard to human health, particularly in children.

Why is this Ordinance Important?

There is no safe level of exposure to secondhand smoke. This ordinance helps to protect everyone who lives and works in the unincorporated communities of Contra Costa County from the harmful effects of secondhand smoke.

Secondhand smoke causes as many as 53,000 deaths each year in the Unites States, approximately 6,000 of which occur in California. Health impacts of Secondhand Smoke (SHS) in California each year include:

- Over 400 lung cancer deaths
- Over 3,600 cardiac deaths
- About 31,000 episodes of asthma
- About 1,600 cases of low birth weights in newborns
- Over 4,700 cases of premature births

If you or someone you know would like to quit smoking, call

1-800-NO BUTTS

for free cessation services and more information.

Who do I call to make a complaint?

Any person may call the Contra Costa Health Services Tobacco Prevention Project at 888-877-4202.

What happens after a complaint is made?

A warning letter will be sent to the business owner about a possible violation of the ordinance. Failure to comply with the ordinance may result in fines.

Are there other remedies under the law?

Under the Americans with Disabilities Act, violators may be sued for $50,000 for the first violation and $100,000 for the second violation, plus attorney's fees, if a member of the public experiences damage to their health due to secondhand smoke exposure.

For more information or to order signage for your business, contact the Tobacco Prevention Project or visit our website.

CONTRA COSTA
HEALTH SERVICES
Contra Costa Public Health
Tobacco Prevention Project
597 Center Ave, Suite 125
Martinez, CA 94553
888-877-4202 Complaint line
925-313-6214 Office
925-313-6864 Fax
http://www.cchealth.org/topics/tobacco

Many services are covered by Medi-Cal. If you would like to receive information regarding Medi-Cal eligibility call the Social Services office: 1-800-709-8348.

August 2013

A Guide to Contra Costa County's

Secondhand Smoke

Protections Ordinance

About the Ordinance

New laws in Contra Costa County reduce secondhand smoke exposure among residents, visitors and workers in all unincorporated communities of Contra Costa County (County Ordinance Code Chapter 445-4).

Where Smoking is Prohibited

Smoking of any tobacco product or plant (including the use of a hookah pipe, medical marijuana or Electronic Nicotine Delivery System (ENDS) such as an e-cigarette) is prohibited in the following areas:

Indoor Areas

All workplaces and indoor areas open to the public, including tobacco shops, owner- or volunteer-operated businesses and hotel lobbies.

Outdoor Areas

- All areas within 20 feet of the doors, operable windows, air ducts, and ventilation systems of any enclosed worksite or enclosed places open to the public, except while passing on the way to another destination;
- Outdoor dining areas at bars and restaurants and outdoor lounges and dining areas at places of employment;
- Public parks and on public trails;
- Outdoor public service areas (e.g., ATMs, ticket lines, and bus stops); and
- Outdoor public events (e.g., fairs, festivals, concerts, and farmers' markets).

Health Care Campuses

- Smoking is prohibited on the campus of Contra Costa Regional Medical Center and all County-operated healthcare clinics.

Multi-Unit Housing (two or more units)

- Common indoor and outdoor areas;
- Within 20 feet of doors, windows, air ducts and ventilation systems of multi-unit housing residences, except while walking from one destination to another;
- On all balconies, patios, decks and in carports; and
- In 100% of all dwelling units of multi-unit housing residences that receive a building permit after January 1, 2011.

Multi-unit Housing Landlord Requirements

Under the law, landlords are required to:

- Maintain and keep on file at the premises: (1) a list of all designated non-smoking units at the residence; (2) a floor plan of the residence that identifies the location of all designated non-smoking units, any units where smoking is permitted and any designated outdoor smoking areas;
- Provide a copy of the list and floor plan, and a copy of any policy for addressing smoking complaints to each prospective tenant along with every new lease or rental agreement for the occupancy of a unit in a multi-unit residence; and
- Include lease terms with a clause stating it is a material breach of the lease to smoke in a non-smoking unit or in any indoor or outdoor common area where smoking is prohibited.

Landlord, Owner and Manager Requirements

In every building or other place where smoking is prohibited by law, the owner, operator or manager must:

- Post "No smoking" signs with letters of not less than one inch in height, or the use of the international "No Smoking" symbol (consisting of a burning cigarette in a red circle with a red bar across it), visibly in every building or other place where smoking is regulated by the owner, operator, manager or other person having control of the building or other place.
- Not allow ashtrays or other receptacles for disposing of smoking material where smoking is prohibited; and
- Not knowingly allow smoking in smoking prohibited areas. The owner, operator or manager must request that the person stop smoking and if the person fails to stop, ask them to leave the premises.

Landlord Liability

- Landlords are not liable for a tenant's breach of the smoking regulations if (1) the landlord has fully complied with all provisions of the law; and (2) upon receiving a signed written complaint regarding prohibited smoking, the landlord provides warning to the offending tenant. Upon receiving a second signed, written complaint against the offending tenant, the landlord may evict but is not liable for the failure to do so.

Penalties for Non-compliance with the Ordinance

Failure to comply with the ordinance can result in administrative fines of $100 for the first violation, $200 for the second violation within a year and $500 for each additional violation within a year. Landlords who fail to comply with this ordinance may be subject to other legal claims by tenants.

Why is this Ordinance Important?

In 2006, the California Air Resources Board (CARB) designated secondhand smoke as a toxic air contaminant that may cause or contribute to an increase in deaths or in serious illness or pose a hazard to human health, particularly in children. The U.S. Surgeon General has declared that there is no safe level of exposure to secondhand smoke. Secondhand smoke causes as many as 53,000 deaths each year in the Unites States, approximately 6,000 of which occur in California.

Secondhand smoke has been shown to move through light fixtures, through ceiling crawl spaces, and into and out of doorways and windows. This ordinance helps to protect people who live in multi-unit housing in the unincorporated communities of Contra Costa County from the harmful effects of secondhand smoke.

For more information or to order signage (available as supplies last) for your multi-unit housing residence, contact the Tobacco Prevention Project or visit our website.

CONTRA COSTA
HEALTH SERVICES

Tobacco Prevention Project
Community Wellness and Prevention Programs
Contra Costa Public Health
597 Center Avenue, Suite 125 Martinez, CA 94553
888-877-4202 Complaint line 925-313-6214 Office
925-313-6864 Fax
http://www.cchealth.org/tobacco

Many services are covered by Medi-Cal. If you would like to receive information regarding Medi-Cal eligibility call the Social Services office:
1-800-709-8348

August 2013

For Property Managers, Developers and Landlords in unincorporated Contra Costa

Information on Contra Costa County's

Secondhand Smoke Protections Ordinance

This is a smoke-free building

New Law in Effect

In March 2013, the Contra Costa County Board of Supervisors amended the County's Secondhand Smoke Protections Ordinance to include more protections for residents of multi-unit housing in unincorporated Contra Costa.

Smoking of any tobacco product or other plant (including the use of a hookah pipe, medical marijuana or Electronic Nicotine Delivery System (ENDS) such as an e-cigarette) is prohibited in the following areas of multi-unit housing with 2 or more units:

- Common indoor and outdoor areas;
- Within 20 feet of doors, windows, air ducts and ventilation systems, except while walking from one destination to another;
- On all balconies, patios, decks and in carports; and
- In 100% of all dwelling units of multi-unit housing residences that receive a building permit after January 1, 2011.

Landlord Responsibilities

Under the law, the Owner and Manager of a multi-unit housing building must:

- Post "No smoking" signs with letters of not less than one inch in height, or the international "No Smoking" symbol (consisting of a burning cigarette in a red circle with a red bar across it). The sign must be visibly posted in every building or other place where smoking is prohibited by law;
- Not allow ashtrays or other receptacles for disposing of smoking material where smoking is prohibited;
- Not knowingly allow smoking in smoking prohibited areas; and
- Comply with lease/rental agreement requirements outlined in the next section.

Lease/Rental Agreement Requirements

Under the law, the Owner and Manager of a multi-unit housing building must:

- Maintain and keep on file at the premises: (1) a list of all designated nonsmoking units at the residence; (2) a floor plan of the residence that identifies the location of all designated non-smoking units, any units where smoking is permitted and any designated outdoor smoking areas; and
- With every new lease or rental agreement for the occupancy of a unit in a multi-unit residence, include:
  - ◊ A copy of the list of nonsmoking units;
  - ◊ A copy of the floor plan;
  - ◊ Information indicating whether a policy for handling smoking complaints is in effect at the multi-unit residence, and if so, the terms of the policy; and
  - ◊ A clause stating it is a material breach of the lease to a) violate any law regarding smoking while on the premises; b) smoke in a non-smoking unit; or c) smoke in any multi-unit residence common area where smoking is prohibited. (The California Apartment Association's form 34.0 may be used for this purpose).

Under certain conditions, landlords may designate a common outdoor area of a multi-unit housing residence as a smoking area. For more information contact the Tobacco Prevention Project at 888-877-4202.

Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE **5.**

Meeting Date:	04/13/2015		
Subject:	Public Service Portion of the CDBG Program		
Submitted For:	FAMILY & HUMAN SERVICES COMMITTEE,		
Department:	County Administrator		
Referral No.:	20		
Referral Name:			
Presenter:	Gabriel Lemus	**Contact:**	

Referral History:

The Department of Conservation and Development, Community Services Block Grant Program, reports to the Family and Human Services Committee at least annually regarding recommendations for funding allocations in the Public Services category.

Referral Update:

Please see the attached report from the CDBG Program Manager.

Recommendation(s)/Next Step(s):

Approve the staff recommendations as discussed in the attached report and direct staff to forward these recommendations to the Board of Supervisors for approval.

Fiscal Impact (if any):

100% by Community Development Block Grants.

Attachments

CDBG Report

CONTRA COSTA COUNTY
DEPARTMENT OF CONSERVATION AND DEVELOPMENT
30 Muir Road
Martinez, CA 94553
Telephone: (925) 674-7877

MEMORANDUM

DATE: April 13, 2015

TO: Family and Human Services Committee
Supervisor Federal Glover, Chair
Supervisor Candace Andersen, Vice Chair

FROM: Bob Calkins, CDBG Program Manager
By**:** Gabriel Lemus

SUBJECT: Staff Recommendations for FY 2015/16 & FY 2016/17
CDBG Public Service Category
Emergency Solutions Grant Program

RECOMMENDATIONS

1. Approve recommendations for FY 2015/16 and FY 2016/17 Public Service (PS) projects as recommended by staff or amended by the Committee.

2. Approve recommendations for FY 2015/16 and FY 2016/17 Emergency Solutions Grant (ESG) projects as recommended by staff or amended by the Committee

3. Direct the Department of Conservation and Development to prepare a staff report on the Committee's recommendations. The staff report will be submitted together with funding recommendations for all other CDBG categories for the Board of Supervisors consideration on May 5, 2015.

BACKGROUND

The purpose of this memorandum is to transmit staff recommendations for funding in the Public Service (PS) and Emergency Solutions Grant (ESG) categories. The Summary of Staff Recommendations

spreadsheet and the project staff reports are attached. Thirty-three applications in the CDBG PS category and five applications in the ESG category were submitted by the December 15, 2014 deadline.

Available Funding: The County's FY 2015/16 CDBG grant amount is $2,996,848, which approximately $20,000 more than the County received this year. Over the last two years, the County's CDBG entitlement allocation has been relatively flat, with no significant increases or decreases to the total entitlement allocation.

On November 4, 2014, the Board of Supervisors (Board) adopted new funding guidelines for the allocation of CDBG funds that require the County's annual grant be allocated to the following CDBG eligible categories:

Category of Use	Previous Guidelines CDBG Program	New Guidelines CDBG Program	Available Funding
Affordable Housing	45.1%	45%	$1,348,582
Public Services	15%	*17%	$ 449,527
Economic Development	14%	10%	$ 299,685
Infrastructure/Public Facility	3.9%	8%	$ 239,748
Contingency	2%	N/A	N/A
Administration	20%	20%	$ 599,370
		Total FY 2015/16 CDBG Grant	**$2,996,848**

*As long as the amount does not go over HUD's statutory cap for Public Services

The new funding guidelines were derived as a result of the FY 2015/2020 Consolidated Plan participation process, which included a survey of needs completed by many County residents and representatives of public and private/non-profit agencies. Consultations with various County/City departments and non-profit agencies also took place as part of the Consolidated Plan participation process. The survey results and consultations indicated that there is a need to increase the Infrastructure/Public Facilities category. Many of the infrastructure needs of various communities within the County are due to the age of the infrastructure and are typically within lower-income communities. With the demise of Redevelopment, the opportunities for cities to rehabilitate and improve their infrastructure and public facilities are much more limited. In addition, many non-profit agencies that serve low-income residents are in need of funding to rehabilitate their facilities to provide much more efficient and effective services.

Public Service Category: Pursuant to the Board's guidelines, a total of $449,527 (17 percent of the County's grant amount) is available for PS projects. In addition, there is $17,014 available to be recaptured from completed projects, $52,000 contributed from the "Affordable Housing" category to help fund landlord/tenant and fair housing services, and $23,723 in unallocated funds from the IPF category. Consequently, there is a total of **$602,201** available and recommended to be allocated to 32 eligible Public Service projects as listed in **Attachment A.**

Emergency Solutions Grants: The County will receive a total of $265,324 in ESG funding for FY 2015/16. Seven and a half percent (7.5%) of the grant will be used for administration expenses resulting in a total of **$245,425** being available for projects. All five applications for ESG funds are

recommended for funding. Staff recommendations for the use of ESG funds are listed in **Attachment B.**

The CDBG Consolidated Plan operates under a five-year period. In October 2013, the Board approved having two funding cycles for the ESG Program and for the non-housing categories of the CDBG Program to align with the five-year period of the Consolidated Plan. The first cycle is a two-year funding cycle (FY 2015/16 and FY 2016/17) for programs/projects in the CDBG public service and economic development categories, and the ESG Program. The second cycle is a three-year funding cycle (FY 2017/18, FY 2018/19, and FY 2019/20) to conclude the final three years of a 5-year Consolidated Plan period.

Application Process and Evaluation Criteria: Each applicant was required to submit an application describing the proposed project, need and target population, steps necessary to carry out the project, and proposed budget. Applications are reviewed by staff for completeness and eligibility and against criteria listed below. Applicants are also interviewed by staff to respond to or clarify any issues related to the application. Below are the general criteria used by staff in evaluating applications:

Intended purpose (outcome) - The quantitative and qualitative goals of the project are achievable, measurable and result in a desirable outcome.

Consistency with Priorities Established in the Consolidated Plan and County Policy – The project meets goals and strategies of the Consolidated Plan. Secondarily, the project meets goals of other plans such as Redevelopment Agency Plans, Capital Improvement Plans, community planning documents, etc.

Eligibility in Respect to Federal Regulation – The proposed use of CDBG funds is consistent with federal regulations and is determined to be an eligible activity. The project meets one of the following three national objectives: benefit to very-low and low-income persons, preventing blight, or emergency need.

Target Population and Demonstrated Need – The project fulfills a well-defined need and has supporting documentation that the need exists. The proposed project is responsive to the community and the target population, and shows a relationship between the need and the action to be taken. The target population or area is clearly defined, the project is accessible and outreach is effective.

Financial Analysis - Total project costs are reasonable, and are adequate to carry out the project through the specified time period. The budget is well thought out with reasonable assumptions for completing the project with federal funding. A reasonable relationship exists between the cost of the project and the expected outcome. Sponsor has the capacity to secure all funds necessary to carry out the project within normal standards. Volunteer or in-kind services are attainable and realistic. The project cost is within normal range of similar projects. Projects are required to supply matching funds in order to maximize the use of CDBG funds. Audits or other financial statements demonstrate success in securing funds through grant proposals or other fund raising efforts.

Experience and Capacity to Carry out the Project – Components of the project are fully described and goals and objectives are attainable. The project sponsor has demonstrated the ability to successfully carry out the proposed project including providing a project manager, construction manager and/or

qualified licensed contractor. The applicant demonstrates that capacity exists to complete the project and meet all the federal requirements of the CDBG program.

Project Readiness and Timeliness – All components of the project are in place or can be in place within a specified period of time. Project can be implemented and completed in a timely manner. Particular attention is given to these criteria due to specific HUD timeliness requirements.

Past Performance - Rate of progress toward completing contractual goals, ability to overcome and avoid past problems. Inaccurate or incomplete performance reports, unresolved audit findings, delays in or failure to submit required reports, persistent difficulties with payment request process, failure to correct significant problems.

Environmental, Historic Preservation, Relocation, and/or Prevailing Wage Issues – Identification of federal requirements that may be imposed on the project that require specific action to be taken.

Clarity and completeness of application - The application submitted was complete and lacked inaccuracies and ambiguities.

Public Hearing and Transmittal of Recommendations: The Committee's recommendations will be forwarded to the full Board of Supervisors prior to the public hearing that is scheduled for May 5, 2015. Final recommendations must be forwarded to the Department of Housing and Urban Development by May 15, 2015 for review to ensure consistency with federal regulation.

Attachments

cc: John Kopchik, Conservation and Development Director

Community Development Block Grant
Public Services Category
FY 2015/16 and 2016/17

ATTACHMENT A

CCC Project No.	Applicant	Project Name	Outcome	Contra Costa County			Amount Requested (Other CDBG Jurisdictions)					Total CDBG	Total Budget	% Budget (CDBG)
				Amount Requested	Amount Received In FY 2014/15	County Staff Recommendation for FY 2015/16	Antioch	Concord	Pittsburg	Richmond	Walnut Creek			
Public Service Projects														
15-01-PS	Anka Behavioral Health, Inc.	HOPE Plus	Provide basic needs and mental health and addiction services for 480 homeless clients.	$15,831	$10,000	$10,000	$6,331	$12,831	$6,331	$12,831	$5,331	$53,655	$188,609	28%
15-02-PS	Bay Area Legal Aid (BayLegal)	Tenant Landlord Housing Services Collaborative	Provide landlord/tenant counseling and legal services for 550 landlords/tenants.	$63,000	$55,000	$55,000	$15,000	$15,000				$85,000	$194,466	44%
15-03-PS	Bay Area Legal Aid (BayLegal)	Fair Housing Services Collaborative Project –	Investigate fair housing complaints, educate landlords/tenants, serve 155 clients.	$27,000	$24,000	$25,000	$30,000					$55,000	$105,058	52%
15-04-PS	Community Housing Development Corporation of North Richmond	Multicultural/ Senior Family Center	Provide 400 persons with educational, recreational and nutritional programs at community center.	$55,210	$30,000	$55,000						$55,000	$142,193	39%
15-05-PS	Community Housing Development Corporation	Contra Costa County Home Equity Preservation Alliance (HEPA)	Provide foreclosure counseling, education and legal assistance to 120 clients.	$30,000	$30,000	$25,000						$25,000	$130,536	19%
15-06-PS	Community Violence Solutions (CVS)	CIC Child sexual assault intervention	Provide forensic interview, case management, advocacy for 70 children and caregivers.	$20,000	$15,000	$15,000	$8,500	$10,000	$11,500	$12,000	$5,000	$62,000	$448,000	14%
15-07-PS	Contra Costa Behavioral Health Services Homeless Program	Adult Interim Housing Program	Provide 24-hour shelter/wrap-around services for 150 homeless adults.	$75,000	$62,056	$54,000	$15,000	$30,000	$10,000	$30,000	$8,000	$147,000	$2,067,741	7%

Community Development Block Grant
Public Services Category
FY 2015/16 and 2016/17

ATTACHMENT A

CCC Project No.	Applicant	Project Name	Outcome	Contra Costa County			Amount Requested (Other CDBG Jurisdictions)					Total CDBG	Total Budget	% Budget (CDBG)
				Amount Requested	Amount Received In FY 2014/15	County Staff Recommendation for FY 2015/16	Antioch	Concord	Pittsburg	Richmond	Walnut Creek			
15-08-PS	Contra Costa Crisis Center	Crisis / 211 Contra Costa	Provide telephone 24-hour crisis intervention and 211 referral service for 8,200 clients.	$20,000	$18,000	$18,000	$10,000	$10,000	$10,000		$10,000	$58,000	$1,089,509	5%
15-09-PS	Contra Costa Senior Legal Services	Legal Services for Older Americans	Provide legal counseling services for 200 seniors.	$12,000	$10,000	$12,000	$10,000	$12,000	$10,000	$10,000	$6,500	$60,500	$467,500	13%
15-10-PS	Court Appointed Special Advocates (CASA)	Children At Risk	Provide advocacy, mentoring, and representation services for 37 abused and neglected children.	$18,000	$18,000	$18,000		$10,000				$28,000	$638,165	4%
15-11-PS	Food Bank of Contra Costa and Solano	Collaborative Food Distribution	Provide food distribution services for 9,300 low-income clients.	$31,500	$31,500	$31,500		$10,000		$15,000		$56,500	$3,641,234	2%
15-12-PS	James Morehouse Project/YMCA of the East Bay(fiscal sponsor)	James Morehouse Project at El Cerrito HS (YMCA of the East Bay fiscal sponsor)	Provide comprehensive mental health and support services for 55 students.	$10,000	$9,000	$10,000				$10,000		$20,000	$239,400	8%
15-13-PS	LITA OF CONTRA COSTA	Love Is The Answer Music Awakenings & iPod Compassion Project	Provide music therapy for 394 senior/disabled clients.	$22,000	$0	$10,000						$10,000	$72,200	14%
15-14-PS	Lamorinda Spirit - City of Lafayette	Lamorinda Spirit Van Senior Transportation Program	Provide free or low-cost transportation to 150 seniors living in Moraga, Orinda and Lafayette.	$10,000	$0	$10,000						$10,000	$168,199	6%

Community Development Block Grant
Public Services Category
FY 2015/16 and 2016/17

ATTACHMENT A

CCC Project No.	Applicant	Project Name	Outcome	Contra Costa County			Amount Requested (Other CDBG Jurisdictions)					Total CDBG	Total Budget	% Budget (CDBG)
				Amount Requested	Amount Received In FY 2014/15	County Staff Recommendation for FY 2015/16	Antioch	Concord	Pittsburg	Richmond	Walnut Creek			
15-15-PS	Lions Center for the Visually Impaired	Independent Living Skills for Blind & Visually Impaired Adults	Provide in-home independent living skills and mobility training for 42 visually impaired persons.	$15,000	$10,000	$10,000	$10,000	$12,000	$10,000		$10,000	$52,000	$482,951	11%
15-16-PS	Loaves and Fishes of Contra Costa	Feeding the hungry in Martinez	Provide hot buffet-style meal weekdays to 500 low-income/homeless.	$15,000	$15,000	$15,000	$15,000		$13,810			$43,810	$947,263	5%
15-18-PS	Meals On Wheels and Senior Outreach Services	Care Management	Provide long-term care services case management for 120 seniors.	$20,000	$10,000	$15,000	$15,000	$20,000	$7,500		$10,000	$67,500	$349,585	19%
15-19-PS	Meals On Wheels and Senior Outreach Services	Senior Nutrition - CC Cafes	Provide hot, weekday lunches to 303 seniors at six senior centers.	$20,000	$10,000	$15,000		$20,000	$10,000			$45,000	$278,025	16%
15-20-PS	Monument Crisis Center	Nutrition/Community Resources for Low Income Seniors/ Adults with Disabilities	Provide wrap-around safety net services for 2,766 low-income clients.	$50,000	$10,000	$15,000	$20,000	$50,000	$25,000		$20,000	$130,000	$2,014,620	6%
15-21-PS	Mount Diablo Unified School District	CARES After School Enrichment Program	Provide after-school programing for 580 elementary and middle school students.	$10,000	$10,000	$10,000						$10,000	$3,497,797	'0.02%
15-22-PS	New Horizons Career Development Center	Education, Job Training, Life Skills, and Job Placement Services	Provide job training/placement, GED prep, and life skills for 300 clients.	$25,000	$25,000	$25,000						$25,000	$154,000	16%
15-23-PS	Northern California Family Center	Runaway Shelter Services	Provide runaway shelter and mediation/placement for 6 youth.	$20,000	$0	$0	$10,000		$10,000	$10,000		$30,000	$220,000	14%

Community Development Block Grant
Public Services Category
FY 2015/16 and 2016/17

ATTACHMENT A

CCC Project No.	Applicant	Project Name	Outcome	Contra Costa County			Amount Requested (Other CDBG Jurisdictions)					Total CDBG	Total Budget	% Budget (CDBG)
				Amount Requested	Amount Received In FY 2014/15	County Staff Recommendation for FY 2015/16	Antioch	Concord	Pittsburg	Richmond	Walnut Creek			
15-24-PS	Ombudsman Services of Contra Costa	Ombudsman Services of Contra Costa	Provide abuse/compliance investigation for 775 seniors living in nursing facilities.	$10,000	$10,000	$10,000	$10,000	$10,600		$6,900	$10,000	$47,500	$292,665	16%
15-25-PS	Opportunity Junction	Bay Point Career Development Services	Provide individual vocational services for 40 low-income clients.	$20,000	$0	$20,000	$10,000		$20,000			$50,000	$174,745	29%
15-27-PS	Pacheco/Mtz Homeless Outreach, Inc. dba Central County Homeless Outreach	Reaching Out to the Homeless	Provide basic needs, transportation, shelter placement, and health assessment for 200 homeless.	$23,340	$0	$12,626	$11,025	$23,340	$11,025	$23,340	$5,150	$86,506	$193,600	45%
15-28-PS	Pleasant Hill Recreation & Park District	Senior Service Network	Provide on-site care management and crisis intervention for 150 seniors.	$10,000	$10,000	$10,000						$10,000	$48,305	21%
15-29-PS	Rainbow Community Center of Contra Costa	Kind Hearts Community Support Program	Provide congregate meals, food pantry, wellness calls, home visits for 60 LGBT seniors/ people with HIV/AIDS.	$10,000	$10,000	$10,000					$6,500	$16,500	$71,786	23%
15-30-PS	RYSE, Inc.	RYSE Career Pathway Program	Provide career development, media arts education, paid work exp, and academic support for 115 low-income youth.	$15,000	$15,000	$15,000				$25,000		$40,000	$249,451	16%
15-31-PS	SHELTER, Inc.	Homeless Prevention and Rapid Rehousing	Provide homeless prevention and rapid rehousing for 270 low-income clients.	$27,000	$26,675	$15,075	$10,000	$12,000	$11,000	$10,000	$5,000	$63,075	$792,660	8%

Community Development Block Grant
Public Services Category
FY 2015/16 and 2016/17

ATTACHMENT A

CCC Project No.	Applicant	Project Name	Outcome	Contra Costa County			Amount Requested (Other CDBG Jurisdictions)					Total CDBG	Total Budget	% Budget (CDBG)
				Amount Requested	Amount Received In FY 2014/15	County Staff Recommendation for FY 2015/16	Antioch	Concord	Pittsburg	Richmond	Walnut Creek			
15-32-PS	Village Community Resource Center	Village Community Resource Center Program Support	Provide support for afterschool program for 115 students.	$13,000	$13,000	$13,000						$13,000	$272,756	5%
15-33-PS	West Contra Costa Family Justice Center/Tides Center	Family Justice Center	Provide one-stop center services for 500 victims of abuse and domestic violence.	$30,000	$0	$15,000		$30,000		$40,000		$85,000	$852,904	10%
15-34-PS	West County Adult Day Care	West County Adult Day/Alzheimer Respite Center	Provide comprehensive adult day care services for 25 seniors with Alzheimers.	$18,000	$15,000	$18,000				$22,000		$40,000	$230,500	17%
15-35-PS	YWCA of Contra Costa/Sacramento	YWCA Family Empowerment Program	Provide mental, physical, social, and emotional health skills training for 125 families.	$12,000	$10,000	$10,000						$10,000	$24,000	42%
			TOTALS	**$772,881**	**$512,231**	**$602,201**	**$205,856**	**$287,771**	**$166,166**	**$227,071**	**$101,481**	**$1,761,226**	**$20,740,423**	**8%**

ATTACHMENT B

Emergency Solutions Grant
FY 2015/16 and 2016/17

CCC Project No.	Applicant	Project Name	Outcome	Contra Costa County			Total ESG	Total Budget	% Budget (ESG)
				Amount Requested	Amount Received In FY 2014/15	County Staff Rec.			
Emergency Solutions Grant Projects									
15-01-ESG	Contra Costa Behavioral Health Services Homeless Program	Adult Interim Housing Program	Emergency shelter beds and wraparound services for 150 homeless.	$105,000	$84,025	$105,000	$105,000	$2,067,741	5%
15-02-ESG	Contra Costa Behavioral Health Services Homeless Program	Calli House Youth Shelter	Emergency shelter beds and support services for 25 homeless youth.	$10,000	$10,000	$10,000	$10,000	$497,228	2%
15-03-ESG	SHELTER, Inc.	Homeless Prevention and Rapid Rehousing Program	Homelessness prevention and rapid rehousing services to 50 Extremely Low Income households in the Urban County	$86,925	$75,000	$86,925	$86,925	$792,660	11%
15-04-ESG	STAND! For Families Free of Violence	Rollie Mullen Emergency Shelter	Emergency shelter and support services for 40 women and their children.	$31,000	$31,000	$31,000	$31,000	$518,718	6%
15-05-ESG	Trinity Center	Trinity Center	Hygiene/food services and day-use facility for 100 homeless clients.	$12,500	$10,000	$12,500	$12,500	$444,500	3%
			TOTALS	**$245,425**	**$210,025**	**$245,425**	**$245,425**	**$4,320,847**	**6%**

FY 2015/16 & 2016/17 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY

APPLICANT:	Anka Behavioral Health, Inc.
PROGRAM NAME/NUMBER:	HOPE Plus 15-01-PS
PROGRAM SERVICE AREA:	Urban County
PROGRAM OUTCOME:	Provide 480 homeless Urban County clients suffering from mental health and substance abuse disorders with access to integrated health, mental health and substance abuse services and to living environments which support their recovery.
TOTAL PROGRAM COST:	**$186,234**
AMOUNT REQUESTED:	**$15,831**
AMOUNT RECOMMENDED:	
FY 2015/16:	**$10,000**
FY 2016/17:	**$10,000**
RECEIVED IN FY 2014/15:	**$10,000**
CONDITIONS OF APPROVAL:	None

PROGRAM ANALYSIS: HOPE Plus is managed and operated by Anka Behavioral Health, Inc. (Anka) in partnership with the Contra Costa County Alcohol and Other Drugs Services Division, the County Office of Homeless Programs and the County AIDS Program. The mission of HOPE Plus is to raise the quality of life for County residents who are living in places not intended for human habitation by getting individuals off of the street and placed into housing. Integrated health, mental health and substance abuse services will be provided to 480 Urban County homeless persons to help them transition to a safe and healthy lifestyle.

The HOPE Plus outreach team makes contact with clients and provides services in soup kitchens, Anka's Multi-Services Centers (MSC), shelters, detoxification programs, parks, encampments and on the streets. The outreach team assists clients in finding shelter, receiving medical care, enrolling in benefits, referral to residential treatment programs, and HIV testing and counseling. In partnership with Health Care for the Homeless they provide diabetes testing and flu shots, prescribe medication and treat minor injuries. HOPE Plus staff also provides food,

sleeping bags and clothes to their homeless clients. Van transportation is provided to help the clients access medical care and the various appointments required to secure necessary services.

The HOPE Plus team provides support to facilities such as interim housing, detox, residential treatment, hospitals and jails/prisons by assisting with discharge planning.

This program is eligible, feasible and timely. It is well established, meets Consolidated Plan goals and has achieved established goals in previous years.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Prevention Services for Homeless [H-2].

2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)]

3. **NATIONAL OBJECTIVE:** Presumed Beneficiary/Homeless [24 CFR 570.208(a)(2)(i)(A)]

4. **TARGET POPULATION AND DEMONSTRATED NEED:** The target population served by HOPE Plus is homeless individuals suffering from co-occurring mental health and substance abuse disorders. Data gathered in 2014 by the County's Homeless Program shows that there were a total of 8,409 individuals receiving shelter, support services, or housing assistance. Significant numbers of the total were children, veterans, disabled and/or chronically homeless. Given that one-third of the chronic homeless population are veterans and that post-traumatic stress syndrome, a psychiatric disorder common in combat veterans, is frequently correlated with substance abuse, it is estimated that veterans are significantly represented in the target population.

5. **FINANCIAL ANALYSIS:**

		# Clients Served	$ Per Client Served
CDBG Funds Recommended	$10,000	480	$20.83
Total Program Amount	$186,234	216	$1,341
CDBG % of Total Budget	5.3%		
Required Match – 50%	$5,000		
Amount Secured	$62,699		
Leverage*	$17.62		
*Does not include other CDBG funds from other jurisdictions.			

County CDBG funds will be used for salaries and employee taxes and benefits. The majority of the program's other funds come from a CCC PATH grant.

Besides the County, Anka receives CDBG funds from Antioch, Concord, and Walnut Creek for this program and it is expected that the program will receive CDBG funds in FY 2015/16 from these jurisdictions. Based on funding history, Anka has the ability to raise the necessary funds to operate the program.

6. **EXPERIENCE AND CAPACITY:** Anka has been in operation for over thirty years. They manage 45 programs that offer a comprehensive array of services including homeless services for adults and children, developmentally disabled children's programs, residential programs for adults and adolescents, outpatient services, socialization and vocational services and supportive and transitional housing programs. The program is staffed by experienced mental health professionals who are dedicated to the program's mission and goals. In order to leverage services the HOPE Plus program operates in partnership with other non-profit agencies that advocate for the homeless, including Bay Area Legal Aid, STAND! Against Domestic Violence, the Hawkins Center, Mental Health Consumer Concerns, and Central County Homeless Outreach.

7. **PROGRAM READINESS AND TIMELINESS:** This program has been in operation since July, 2005. The program is fully staffed and has developed an extensive outreach program that has been highly effective in reaching the target population. The agency is well established and works in partnership with numerous local agencies and organizations.

8. **PAST PERFORMANCE:** Anka is in its ninth year of receiving County CDBG funds. They have met their established goal in the past and are expected to reach it again this year. As of March 6, Anka has served 240 homeless persons, bringing them to 50 percent of their contractual goal. All reports have been submitted on time.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service projects are exempt from an environmental review.

FY 2015/16 & FY 2016/17 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY

APPLICANT:	Bay Area Legal Aid
PROGRAM NAME/NUMBER:	Contra Costa County Housing Services Collaborative 15-02-PS and 15-03-PS
PROGRAM SERVICE AREA:	Urban County
PROGRAM OUTCOME:	Provide comprehensive tenant/landlord and fair housing counseling services to approximately 705 Urban County residents (550 landlord/tenant counseling and 155 fair housing counseling)
TOTAL PROGRAM COST:	**$299,524** ($194,466 for landlord/tenant counseling and $105,058 for fair housing services)
AMOUNT REQUESTED:	**$90,000** ($63,000 for landlord/tenant counseling and $27,000 for fair housing services)
AMOUNT RECOMMENDED	
FY 2015/16:	**$ 80,000** ($55,000 for landlord/tenant and $25,000 for fair housing)
FY 2016/17:	**$ 80,000**
RECEIVED IN FY 2014/15:	**$ 79,000**
CONDITIONS OF APPROVAL:	None

PROGRAM ANALYSIS: Bay Area Legal Aid (BALA) will be the lead agency in the Housing Services Collaborative that will provide a milieu of housing services including housing counseling, discrimination investigation, mediation and advocacy, legal representation, and education and outreach to lower income Urban County residents. BALA will partner with ECHO Housing, another nonprofit organization providing housing counseling services for many. The proposed collaborative continues the service model that was begun over ten years ago that provides seamless landlord/tenant and fair housing services to all residents of the Urban County.

The proposed project will assist Urban County residents in exercising their housing rights by providing the following services and activities:

- Tenant/Landlord Counseling: tenants and landlords will receive counseling on their rights and responsibilities under federal, state and local housing law. Counselors will also provide clients with information on administrative and court

proceedings. Common counseling subjects include: landlord duty to rent to families with children; negotiating with landlords to avoid eviction for nonpayment of rent or alleged tenant misconduct or violation of lease terms; assistance in obtaining rent payment assistance, including Section 8 rent subsidies, deposit assistance and temporary rent payment assistance; and assistance in understanding lease terms.

- Fair Housing Counseling: fair housing laws will be enforced by investigating alleged housing discrimination complaints; maintaining a panel of fair housing testers; counseling households regarding their rights, responsibilities and options; and providing mediation, advocacy, and legal referrals. All CDBG jurisdictions are required to take appropriate steps to affirmatively further fair housing.

- Legal Advise and Representation: clients whose housing issues cannot be resolved through counseling alone will be provided counsel and advise, brief legal services or legal representation.

- Education and Outreach: the collaborative will conduct education and outreach activities to educate residents, staff of other community-based organizations and rental property owners/mangers on landlord/tenant rights and responsibilities.

All of the above services will be provided free of charge and in multiple languages through in-house language capacity, the Language Line and freelance interpreter services. A majority of the clients will be served via the telephone and/or email, but because ECHO has an office located in Concord and BALA's main office is in Richmond, clients will have easy access to in-person services. In addition, special clinics/meetings will be scheduled in the less accessible areas of the County. The program is eligible, feasible and timely

EVALUATION CRITERIA

1. **CONSOLIDATION PLAN PRIORITY:** Ensure that opportunities and services are provided to improve the quality of life and independence for lower-income persons and ensure access to programs that promote prevention and early intervention related to a variety of social concerns such as hunger, substance abuse and other issues. [CD-1, CD -5]

2. **CDBG ELIGIBILE ACTIVITY:** Public Services[24 CFR 570.201 (e)]

3. **NATIONAL OBJECTIVE:** Low and Moderate Income [24 CFR 570.208(a)(2)(i)(B)].

4. **TARGET POPULATION AND DEMONSTRATED NEED:** Many renters in the County face "high cost burden" which is defined as spending 30 percent or more of household income on housing. In fact according to 2010 data, almost 40 percent of all renters meet the high cost burden threshold. But an even larger percentage of

extremely low income households experience high cost burden – 74 percent of household incomes with annual incomes below 30 percent of the Average Median Income are paying more than 30 percent of household income for housing. High and severe cost burden is a risk factor for being homeless. Lack of affordable housing coupled with the fact that most renters do not understand their basic rights and responsibilities under the law can lead to some landlords trying to attempt to illegally evict tenants, fail to maintain their properties in habitable condition, refuse to make accommodations for the disabled, keep security deposits without cause, or harass or discriminate against tenants based on race, disability, or other legally protected classes. In addition, some renters do not understand their rights and responsibilities under the law and may believe an action by them is legal or an action by their landlord is illegal resulting in their residency being placed in jeopardy. Educating renters and landlords on their responsibilities is also a very important component of the proposed project.

Also, with a tight housing market and reduced incomes, protected classes of renters have limited housing options and experience increased discrimination in various forms, including denial of available units; higher rents, security deposits or minimum income requirements; segregation to certain parts of a building or complex,; limited access to facilities such as swimming pools; or refusal to make a reasonable accommodation for disabled tenants.

5. **FINANCIAL ANALYSIS:**

		# Clients Served	$ Per Client Served
CDBG Funds Recommended	$80,000	705	$113
Total Program Amount	$299,524	1,360	$220
CDBG % of Total Budget	27%		
Required Match – 50%	$40,000		
Amount Secured	$284,524		
Leverage*	$2.80		
*Does not include other CDBG funds from other jurisdictions.			

The other funding sources for this project come from the Legal Services Corporation (LSC), and the Federal Department of Housing and Urban Development. BALA is confident that they will receive the resources needed to help finance this project.

6. **EXPERIENCE AND CAPACITY:** Bay Area Legal Aid was created on January 1, 2000 through the merger of three Bay Area legal service providers: Contra Costa Legal Services Foundation (Est. 1966), San Francisco Neighborhood Legal Assistance Foundation (Est. 1966) and Community Legal Services of Santa Clara County (Est. 1995), and has over 45 years of experience of providing a wide variety of legal services to lower income residents of the County. ECHO Housing has its main office in Alameda County and has been working to eradicate housing

discrimination and promote understanding by tenants and landlords of their rights and responsibilities for approximately 40 years.

7. **PROGRAM READINESS AND TIMELINESS:** This is an existing project and the two collaborative partners have staff in place to continue providing these valuable services to Urban County residents.

8. **PAST PERFORMANCE:** BALA has consistently met or exceeded its program goals and administrative requirements.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/ RELOCATION/ PREVAILING WAGE ISSUES:** Public Service projects are exempt from an environmental review.

2015/16 & FY 2016/17 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY

APPLICANT: Community Housing Development Corporation of North Richmond

PROGRAM NAME/NUMBER: Multicultural Senior and Family Center
15-04-PS

PROGRAM SERVICE AREA: North Richmond

PROGRAM OUTCOME: Operate and maintain a community center for the residents of North Richmond providing educational, recreational, and nutritional programs to a diverse community with a primary focus on senior citizens.

TOTAL PROGRAM COST: **$142,193** ($25,000 in In-Kind services)

AMOUNT REQUESTED: **$ 55,210**

AMOUNT RECOMMENDED
FY 2015/16: **$ 55,000**
FY 2016/17: **$ 55,000**

RECEIVED IN FY 2014/15: **$ 30,000**

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: Community Housing Development Corporation (CHDC), in collaboration with Neighborhood House of North Richmond (NHNR), propose to manage and maintain the Multicultural Senior and Family Center (Center) for use by North Richmond residents. CHDC purchased the building in 2013 and leases it back to NHNR for $1 per year.

The Center is the site for a variety of recreational, educational, social and human service programs for all age groups but primarily serves seniors. The Multi-Cultural Family Center is open five days a week, 9:00AM – 2:00PM and as needed in the evenings. In collaboration with other community agencies, NHNR will provide a variety of vital services including nutrition programs, information and referral services, educational programs, arts and crafts, ESL classes, and social programs reflecting the area's cultural diversity.

The proposed program is eligible, feasible, and timely. Requested funding will be allocated to staff salary and benefit expenses, insurance, and property taxes. In addition to providing human and social services, the Neighborhood House also provides collaboration with other agencies and facilitates access to outside activities.

EVALUATION CRITERIA

1. **CONSOLIDATION PLAN PRIORITY:** Ensure that opportunities and services are provided to improve the quality of life and independence for lower income persons and ensure access to programs that promote prevention and early intervention related to a variety of social concerns such as hunger, substance abuse and other issues [CD-1].

2. **CDBG ELIGIBILE ACTIVITY:** Public Services [24 CFR 570.201(e)].

3. **NATIONAL OBJECTIVE:** Area Benefit [24 CFR 570.208(a)(1)(i)].

4. **TARGETPOPULATION AND DEMONSTRATED NEED:** NHNR provided documentation indicating that most of the residents served by the Center are low-income and/or minorities. The Center is located in unincorporated North Richmond and meets "area benefit" criteria (Census Tract 3650.02). The proposed program will provide access to necessary services, including but not limited to counseling, crisis intervention, rental assistance, cultural activities, social interaction opportunities, senior services, neighborhood safety, nutrition education, translation, and information and referral services. In addition, the Center provides North Richmond neighbors (Parchester Village and Iron Triangle residents) access to local and County/City government sponsored activities.

5. **FINANCIAL ANALYSIS:**

		# Clients Served	***$ Per Client Served***
CDBG Funds Recommended	$55,000	400	$138
Total Program Amount	$142,193	400	$355
CDBG % of Total Budget	39%		
Required Match – 50%	$27,500		
Amount Secured	$93,000		
Leverage*	$1.84		
**Does not include other CDBG funds from other jurisdictions.*			

6. **EXPERIENCE AND CAPACITY:** The Neighborhood House of North Richmond has provided comprehensive human services and social programs to the North Richmond community and other communities for many years. NHNR staff's the Center and manages other programs throughout the community. The Program Manager has many years of experience and is well known in the community.

7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.

8. **PAST PERFORMANCE:** NHNR has received CDBG funding for several years and has met program goals and requirements in an efficient and timely manner.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

FY 2015/16 & FY 2016/17 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY

APPLICANT:	Community Housing Development Corporation of North Richmond
PROGRAM NAME/NUMBER:	Home Equity Preservation Alliance 15-05-PS
PROGRAM SERVICE AREA:	Urban County
PROGRAM OUTCOME:	Provide the following services to 120 Urban County lower income homeowners: 1) foreclosure counseling and case management including legal advice and representation, 2) foreclosure clinics and referrals, and 3) foreclosure rescue scam and predatory lending education.
TOTAL PROGRAM COST:	**$130,536**
AMOUNT REQUESTED:	**$ 30,000**
AMOUNT RECOMMENDED	
FY 2015/16:	**$ 25,000**
FY 2016/17:	**$ 25,000**
RECEIVED IN FY 2014/15:	**$ 30,000**
CONDITIONS OF APPROVAL:	None

PROGRAM ANALYSIS: Community Housing Development Corporation of North Richmond (CHDC) and its two nonprofit partners (Bay Area Legal Aid and Housing and Economic Rights Advocates) propose to continue to assist lower income Urban County homeowners who are facing or are in foreclosure, and persons who have gone through the foreclosure process.

When the HEPA program first started operating 2008, there were well over 10,000 distressed homes at risk of foreclosure in Contra Costa County, and an additional 5,000 homes were bank owned. Based on the most current information, there are currently approximately 1,200 properties in the County that are in some stage of foreclosure, default, auction or bank owned. Clearly, the crisis has subsided but foreclosure and the

after effects of foreclosure continue to have serious consequences to homeowners, neighborhoods, and the County. One of the biggest issues currently facing families at risk of foreclosure is the different types of rampant and bold “rescue” scams targeting desperate homeowners. Victims of rescue scams lose not only their homes but also the last bit of savings that they have toward a rental security deposit. Low income renters living in foreclosed properties are often subject to repeated aggressive demands to move out, have their utilities abruptly and wrongfully cut, lose their security deposit and months of rent, and have their credit score ravaged if banks mistakenly list them as defendants in foreclosure cases. All of these issues directly affect families living through a foreclosure but there are wider implications to a community including loss in property tax revenues, blight, vacant homes and increased crime.

By pooling partners’ resources, coordinating services and working together, the HEPA partners have and will continue to address the foreclosure issue to continue to effectively mitigate the impacts of foreclosures in the County. HEPA partners will provide community education, including media outreach, one-on-one default counseling and loan work-outs, and free legal advice and representation to households facing foreclosure or to those former homeowners who went through the foreclosure process and just trying to get their lives back together.

This program is eligible, feasible and timely.

EVALUATION CRITERIA

1. **CONSOLIDATION PLAN PRIORITY:** Ensure that opportunities and services are provided to improve the quality of life and independence for lower-income persons and ensure access to programs that promote prevention and early intervention related to a variety of social concerns such as hunger, substance abuse and other issues [CD-1].

2. **CDBG ELIGIBILE ACTIVITY:** Public Services [24 CFR 570.201(e)].

3. **NATIONAL OBJECTIVE:** Low and moderate income [24 CFR 570.208(a)(2)(i)(B)].

4. **TARGET POPULATION AND DEMONSTRATED NEED:** Based on the most current information, there are currently approximately 1,200 properties in the County that are in some stage of foreclosure, default, auction or bank owned. While the rate of home foreclosure is down dramatically from its peak there are still hundreds of homeowners facing foreclosure, and hundreds more that are one or two paychecks from foreclosure. Vacant, boarded up homes lead to vandalism and other blight conditions, and squatters in these homes pose a serious fire danger. Perhaps the biggest issue currently facing families at risk of foreclosure is the different types of

rampant and bold “rescue” scams targeting desperate homeowners. These scammers have creative names, flashy websites, radio and billboard ads, and fancy mailers. Victims of rescue scams lose not only their homes but also the last bit of savings that they have toward a rental security deposit.

5. **FINANCIAL ANALYSIS:**

		# Clients Served	$ Per Client Served
CDBG Funds Recommended	$25,000	120	$208
Total Program Amount	$130,536	120	$1,087
CDBG % of Total Budget	19%		
Required Match – 50%	$12,500		
Amount Secured	$105,000		
Leverage*	$4.22		
*Does not include other CDBG funds from other jurisdictions.			

6. **EXPERIENCE AND CAPACITY:** CHDC, the lead agency in this project, has been active in community development organization issues throughout West Contra Costa County and primarily in North Richmond since 1990. The organization has actively participated in the efforts to increase the supply of affordable housing, to eliminate blighted conditions, improve the physical attractiveness of North Richmond, and improve the financial security of all County residents. CHDC will oversee reporting of HEPA activities and allocation of funds; provide default and loss mitigation counseling; negotiate with lenders; and make referrals and be responsible for Richmond and West County. HEPA project partners have also been active in Contra Costa County for many years. Bay Area Legal Aid will provide partner agencies with legal advice; negotiate with lenders on behalf of homeowners; provide technical assistance to housing counselors and represent clients in legal actions. Housing and Economic Rights Advocates, will take the lead in the development of education and workshops and materials; provide legal advice at outreach events and provide additional technical assistance to housing counselors.

7. **PROGRAM READINESS AND TIMELINESS:** All of the partner agencies have been working cooperatively on foreclosure issues for over eight years and are able to coordinate services in an effective and efficient manner.

8. **PAST PERFORMANCE:** This will be the eighth year that CDBG funds have been provided to this project. CHDC and its partners have met or exceeded performance

obligations and continue to receive positive feedback from customers about the services provided throughout the County.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

FY 2012/14 and FY 2016/17 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY

APPLICANT:	Community Violence Solutions
PROGRAM NAME/NUMBER:	Children's Interview Center (CIC) Program 15-06-PS
PROGRAM SERVICE AREA:	Urban County
PROGRAM OUTCOME:	Provide in-depth forensic interview, counseling advocacy, and case management services to 70 child victims of sexual assault and their families to help clients show positive changes in behavior and psychological well being.
TOTAL PROGRAM COST:	**$ 448,000**
AMOUNT REQUESTED:	**$ 20,000**
AMOUNT RECOMMENDED	
FY 2015/16:	**$ 15,000**
FY 2016/17:	**$ 15,000**
RECEIVED IN FY 2014/15:	**$ 15,000**
CONDITIONS OF APPROVAL:	None

PROGRAM ANALYSIS: Community Violence Solutions (CVS) proposes to provide forensic interviewing, non-acute medical examinations, counseling, and ongoing advocacy and case management services to child sexual assault victims and their non-offending family members. Services are provided at CVS's Children's Interview Center, which is located at a confidential site due to the nature of the program and its clients. The program is delivered via a multi-disciplinary team with central collaborators that includes the County's District Attorney's Office, Employment and Human Services Department, Health Services Department, Community Care Licensing, and all 25 law enforcement jurisdictions in the County. All collaborating partners operate within formalized protocols and an annual Memorandum of Understanding. The primary goals of the program are to reduce trauma to child victims and their non-offending family members, and to assist in successful investigations to make communities safer for children. The CVS expects that 75 percent of the clients/households provided services

will show positive changes in behavior and psychological well being as measured by a standardized outcome measurement tool that is well-researched and widely used in the field. During the time the CIC has operated, criminal charges were filed in more than 70 percent of the cases brought to the CIC and then presented to the District Attorney's office for a filing decision.

Sexual abuse is a health issue since victims of sexual assault require immediate medical care due to possible internal injury, pregnancy, and sexually transmitted diseases, including HIV infection. Low-income victims of sexual violence especially need free services to assist them in the crisis created by a sexual assault. CVS proposes to provide these services utilizing professional and medical staff.

The program is eligible, feasible and timely. CVS has been operating this program since 2001.

EVALUATION CRITERIA

1. **CONSOLIDATION PLAN PRIORITY:** Ensure that opportunities and services are provided to improve the quality of life and independence for lower income persons and ensure access to programs that promote prevention and early intervention related to a variety of social concerns such as hunger, substance abuse and other issues [CD-1].

2. **CDBG ELIGIBILE ACTIVITY:** Public Services [24 CFR 570.201 (e)]

3. **NATIONAL OBJECTIVE:** Low and Moderate Income [24 CFR 570.208(a)(2)(i)(B)].

4. **TARGET POPULATION AND DEMONSTRATED NEED:** Sexual assault is the most under reported violent crime in the country, with only 20 percent of the cases ever being reported. According the Department of Justice, one out of four female children and one out of six male children are sexually assaulted before they reach the age of 18. Furthermore, children are most often abused by someone they know and usually by someone they care about. Non-offending parents of child sexual abuse victims often become immobilized by fear, shame, guilt or worry that they will lose their child or lose their ability to support themselves (i.e. when a spouse is the offender). All demographic categories experience child sexual abuse; however, children and families with fewer resources and higher rates of poverty are most vulnerable. Victims of sexual assault suffer long-term problems that affect emotional development, work, school, and social aspects of the victims' lives. If untreated, victims of sexual assault are three times more likely to suffer from depression, four times more likely to contemplate suicide, thirteen times more likely to abuse alcohol and twenty-six times more likely to abuse drugs.

5. **FINANCIAL ANALYSIS:**

		# Clients Served	$ Per Client Served
CDBG Funds Recommended	$15,000	70	$285.71
Total Program Amount	$448,000	450	$995.56
CDBG % of Total Budget	4%		
Required Match – 50%	$7,500		
Amount Secured	$381,000		
Leverage*	$25		
*Does not include other CDBG funds from other jurisdictions.			

6. **EXPERIENCE AND CAPACITY:** CVS has provided the proposed services to the target population for several years and has received CDBG funding for other programs in previous years. CVS staff and volunteers complete Community Violence Solutions\ State certified 45-hour pre-service training, making them sexual assault victim counselors in the State of California.

   CVS tracks data using a computer database. In addition, outcomes are measured at six-month intervals and at the conclusion of treatment using a questionnaire instrument designed to evaluate change in mental health settings.

7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.

8. **PAST PERFORMANCE:** CVS has received funding to operate the CIC for several years and has routinely met or exceeded its annual program goals and administrative requirement.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

FY 2015/16 & 2016/17 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY

APPLICANT:	Health Services Department
PROGRAM NAME/NUMBER:	Adult Interim Housing Program 15-07-PS
PROGRAM SERVICE AREA:	Urban County
PROGRAM OUTCOME:	Provide shelter and supportive services to 150 homeless men and women to help them regain housing.
TOTAL PROGRAM COST:	**$2,067,741**
AMOUNT REQUESTED:	**$75,000**
AMOUNT RECOMMENDED:	
FY 2015/16:	**$54,000**
FY 2016/17:	**$54,000**
RECEIVED IN FY 2014/15:	**$62,056**
CONDITIONS OF APPROVAL:	None

PROGRAM ANALYSIS: The Behavioral Health Division of the County's Health Services Department (HSD) operates an interim housing program (emergency shelter) for homeless adults in Contra Costa County that is open 24 hours-a-day year round. The program is operated at two sites, one in Richmond and one in Concord, and provides wrap-around services to assist persons in finding appropriate long-term housing. A specialized program for youth 18 to 21 years of age is located at the Richmond facility.

Upon entry into the shelter, each resident is assigned a case manager to assist the individual in determining an appropriate service plan that will help them regain housing as soon as possible. This approach engages individuals the moment they walk in the door and reflects the transition to a "housing first" approach to service delivery that aims to reduce shelter stays. The current recidivism rate for homeless individuals who have obtained permanent housing is only 10 percent.

The shelters are part of the County's Continuum of Care and enable adults the opportunity to work on stabilizing their lives and moving toward a permanent housing situation. Each person receives needs and health assessments, as well as case management, job training, transportation and other services that help each individual reach their highest level of self-sufficiency.

The program is eligible, feasible, and timely. Providing services to the homeless population is consistent with the County Continuum of Care Homeless Plan and a priority of the CDBG program. Staff is recommending that this project be funded at $8,056 less from CDBG funds for the next fiscal year; however, staff is also recommending Emergency Solutions Grant funding for the Adult Shelter at $105,000 to more than make up for the reduced CDBG funding.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Permanent Housing for the Homeless [H-1].

2. **CDBG ELIGIBLE ACTIVITY:** Public Service [24 CFR 570.201 (e)]

3. **NATIONAL OBJECTIVE:** Presumed Beneficiary/Homeless
   [24 CFR 570.208(a)(2)(i)(A)]

4. **TARGET POPULATION AND DEMONSTRATED NEED:** HSD estimates that nearly 15,000 persons experience an episode of homelessness each year in Contra Costa County; nearly 2,000 of them are chronically homeless with disabling mental health conditions, physical illness and/or substance abuse problems. A homeless count, conducted in January 2014, found that 2,009 individuals were living in shelters or in encampments or on the street on a single night in Contra Costa County. The number of unsheltered homeless individuals (1,329) was almost double that of sheltered homeless individuals (680). Of those individuals who accessed the County's shelters and homeless services last year, over 18% were age 55 and over, 7% were veterans, and over 40% had one or more disabling conditions such as mental health and or substance abuse disorders, physical and/or development disabilities.

5. **FINANCIAL ANALYSIS:**

		# Clients Served	$ Per Client Served
CDBG Funds Recommended	$54,000	150	$367
Total Program Amount	$2,067,741	850	$2,433
CDBG % of Total Budget	2.6%		
Required Match – 50%	$27,000		
Amount Secured	$1,740,842		
Leverage*	$37.29		
*Does not include other CDBG funds from other jurisdictions.			

County CDBG funds will be used to pay salaries for Counselors. The majority of the program's funds are provided by Mental Health Substance Abuse Prop 63 funds, County General Funds, and several Federal non-CDBG grants. The cities of Antioch, Concord, and Walnut Creek also currently provide CDBG funding to the program and are all recommending funding for FY 2015/16. Based on funding history, HSD has the ability to raise the necessary funds to operate the program.

6. **EXPERIENCE AND CAPACITY:** HSD has operated an emergency shelter for homeless single adults since 1994. HSD is responsible for the overall coordination, implementation and funding of the shelter program, which is managed by an experienced Director with oversight from the County's Homeless Program Chief. All necessary positions are staffed.

7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.

8. **PAST PERFORMANCE:** HSD has been operating an emergency shelter for several years with CDBG funding and has consistently met or exceeded annual contract goals.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

FY 2015/16 & 2016/17 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY

APPLICANT:	Contra Costa Crisis Center
PROGRAM NAME/NUMBER:	Crisis/211 Contra Costa 15-08-PS
PROGRAM SERVICE AREA:	County-wide
PROGRAM OUTCOME:	Provide crisis intervention service and information and referrals to 8,200 Urban County residents including homeless persons, abused children, seniors, battered spouses, persons with HIV/AIDS and the disabled.
TOTAL PROGRAM COST:	**$1,089,509**
AMOUNT REQUESTED:	**$20,000**
AMOUNT RECOMMENDED:	
FY 2015/16:	**$18,000**
FY 2016/17:	**$18,000**
RECEIVED IN FY 2014/15:	**$18,000**
CONDITIONS OF APPROVAL:	None

PROGRAM DESCRIPTION: Through 211 Contra Costa, the Contra Costa Crisis Center manages and maintains a database of local health and social services programs. Full-time staff and trained volunteers provide immediate crisis support service as well as information and referrals, 24 hours-a-day, to emergency shelters, emergency food programs, job training, health care and other services.

211 is a national, toll-free three-digit number that can be called 24 hours-a-day for information about local health and social services. It enables people to access resources in their community quickly and easily, allowing residents in need a single point of entry for a variety of resources. 211 criteria is set by the state Public Utilities Commission and includes: (1) must operate 24 hours per day, (2) offer multilingual access and access for the hearing impaired, (3) manage and maintain a comprehensive, up-to-date database of health and social services, (4) coordinate with local and state disaster responders, and (5) have a local presence and support from local stakeholders.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** General Public Services [CD-1].

2. **CDBG ELIGIBLE ACTIVITY:** Public Services[24 CFR 570.201 (e)]

3. **NATIONAL OBJECTIVE:** Presumed Beneficiary/Homeless [24 CFR 570.208(a)(2)(i)(A)].

4. **TARGET POPULATION AND DEMONSTRATED NEED:** The program provides services for anyone in Contra Costa County, but specifically for presumed beneficiaries as defined in 24 CFR 570.208(a)(2)(i)(A) for the purposes of the application. A 24-hour homeless hotline was identified as one of the highest priorities for homeless people by the 1996 Contra Costa County Task Force on Homelessness. The Crisis Center began operating the County's hotline in 1996 in collaboration with the Health Services Department. The 211 line was activated in the County in 2007 and the hotline became part of that program. The Crisis Center answered more than 4,000 calls from Urban County residents in FY 2013/14. According to the Crisis Center, their call volume has increased every year.

5. **FINANCIAL ANALYSIS:**

		# Clients Served	$ Per Client Served
CDBG Funds Recommended	$18,000	8,200	$2.19
Total Program Amount	$1,089,509	19,000	$57.34
CDBG % of Total Budget	1.6%		
Required Match – 50%	$9,000		
Amount Secured	$348,850		
Leverage*	$59.53		
*Does not include other CDBG funds from other jurisdictions.			

County CDBG funds will be used to pay salaries for the Crisis/211 Call Specialists. The program is also expected to receive CDBG funds from Walnut Creek. Based on funding history, the Crisis Center has the ability to raise the necessary funds to operate the program.

6. **EXPERIENCE AND CAPACITY:** Contra Costa Crisis Center has been in operation since 1963 and in 1996 began operating the County's homeless hotline in collaboration with the Health Services Department. They provide a wide variety of services including crisis lines, grief counseling, homeless services, youth violence prevention and responsibility for the County Online Resource Database (CORD).

211 Contra Costa, a national toll-free number, began operation in the County in 2007 and is well organized and well-funded. The agency has longtime staff in place who are well-trained and knowledgeable. Their Executive Director has extensive background in the operations of non-profit organizations.

7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.

8. **PAST PERFORMANCE:** The Crisis Center has received County CDBG funds for several years. They have consistently far exceeded their annual goals and all required reports have been submitted in a timely manner.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Services projects are exempt from an environmental review.

FY 2015/16 & FY 2016/17 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY

APPLICANT: Contra Costa Senior Legal Services

PROGRAM NAME/NUMBER: Legal Services for Needy Seniors
15-09-PS

PROGRAM SERVICE AREA: Urban County

PROGRAM OUTCOME: Provide free legal advice to 200 Urban County seniors resulting in the retention of housing, protection from physical and financial abuse, and provision of consumer and individual rights.

TOTAL PROGRAM COST: **$467,500** ($220,000 in In-Kind services)

AMOUNT REQUESTED: **$ 12,000**

AMOUNT RECOMMENDED
FY 2015/16: **$ 12,000**
FY 2016/17: **$ 12,000**

RECEIVED IN FY 2014/15: **$ 10,000**

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: Contra Costa Senior Legal Services (CCSLS) proposes to provide Urban County seniors with access to free legal services related to consumer law, housing, public benefits, income maintenance, planning for incapacity, estate planning and elder abuse. The program also provides legal education services. The services are provided by a paralegal, pro bono, emeritus and/or staff attorney depending on the clients need. Services are offered at the agency's office in Richmond, or by appointment at various senior centers throughout the Urban County. Senior access to legal services is often limited due to failure to recognize the legal dimension of a problem, restricted mobility, impaired mental functioning and the prohibitive cost of the services. Legal services will be provided to 200 very low and low-income Urban County seniors. In addition, presentations regarding planning for the future and prevention of potential legal problems will be provided throughout the year. Outreach is done at senior centers, churches and community groups.

The proposed program is eligible, feasible, and timely. The program has received CDBG funds for the past several years and has been successful in meeting contract goals and reporting requirements in a timely manner.

EVALUATION CRITERIA

1. **CONSOLIDATION PLAN PRIORITY:** To enhance the quality of life of senior citizens and frail elderly, and enable them to maintain independence [CD-2].

2. **CDBG ELIGIBILE ACTIVITY:** Public Services [24 CFR 570.201 (e)]

3. **NATIONAL OBJECTIVE:** Presumed Beneficiary/ Seniors [24 CFR 570.208(a)(2)(i)(A)].

4. **TARGET POPULATION AND DEMONSTRATED NEED:** The targeted population is lower income seniors. According to U.S. Census data, the County's 65 and older population increased by 21 percent from 107,000 to 130,000 between 2000 and 2010. Many senior live on fixed incomes and access to legal services by lower income seniors through private attorneys is very limited if not precluded, by the high cost of private attorneys in the County who typically charge $250 per hour for their services. Studies show that the elderly are the most likely group to victimized by unscrupulous persons including family members. Seniors are also frequently unable to get legal protection due to their limited resources, impaired mental functioning, physical disability, limited English proficiency and embarrassment.

5. **FINANCIAL ANALYSIS:**

		# Clients Served	$ Per Client Served
CDBG Funds Recommended	$12,000	200	$60
Total Program Amount	$467,500	650	$719
CDBG % of Total Budget	3%		
Required Match – 50%	$6,000		
Amount Secured	$407,000		
Leverage*	$34		
*Does not include other CDBG funds from other jurisdictions.			

The majority of the program's cash budget is from the Area Agency on Aging and the State Bar of California. In-kind services are provided by volunteer attorneys. Based on the agency's history, the funds and volunteers needed to carry out the program will be secured.

6. **EXPERIENCE AND CAPACITY:** Senior Legal Services has provided services to the target population for over 37 years. The program is staffed by a directing attorney, paralegal/pro bono coordinator, and various pro bono attorneys, paralegals, and aids and intake workers.

7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.

8. **PAST PERFORMANCE:** CCSLS has received CDBG funds for several years and has been successful in meeting contract goals and reporting requirements in an efficient and timely manner. In FY 2013/14, CCSLS served 363 Urban County seniors or 181 percent of their goal. Through the 2nd quarter of the current year, CCSLS has served 185 seniors putting them in a position to exceed their annual goals again this year.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

FY 2015/16 & 2016/17 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY

APPLICANT:	Court Appointed Special Advocates
PROGRAM NAME/NUMBER:	Children at Risk 15-10-PS
PROGRAM SERVICE AREA:	Urban County
PROGRAM OUTCOME:	Provide advocacy and representation services to 37 Urban County abused and neglected children who are wards of the County's Juvenile Dependency Court as a way to improve access to health and social services and a safe and permanent living situation.
TOTAL PROGRAM COST:	**$647,165**
AMOUNT REQUESTED:	**$18,000**
AMOUNT RECOMMENDED:	
FY 2015/16:	**$18,000**
FY 2016/17:	**$18,000**
RECEIVED IN FY 2014/15:	**$18,000**
CONDITIONS OF APPROVAL:	None

PROGRAM ANALYSIS: Court Appointed Special Advocates (CASA) proposes to provide case assessment, counseling, mentoring and volunteer court representation to 150 abused or neglected children from Contra Costa County, with 37 being from the Urban County. Services include matching a trained volunteer child advocate with the minor. The volunteer researches the child's case by interviewing social workers, teachers, counselors, and parents/foster parents. The volunteer also attends administrative and civil hearings that affect the rights and welfare of the child.

CASA attempts to carefully match the personality, socio-economic, and cultural background of the child with a specially trained volunteer child advocate who will stay with that child until his or her case is officially vacated by the Courts. The specialized training, community outreach, and Court representation of low-income and minority children are critical elements of the proposed program. Volunteer child advocates

consult with program staff and Court personnel prior to making recommendations for the disposition of the case based on the child's best interest in context with their total circumstances.

Clients are referred to the program from the Department of Social Services, and Juvenile Court and Probation Departments through a formal agreement. CASA recruits volunteers through newspaper ads, PSA's, social media, and presentations to various service clubs and community organizations.

The program is eligible, feasible, and timely. CASA has been providing youth advocacy services to abused youth of Urban County families since 1981. CASA has been funded by the CDBG program in the past and has exceeded contract goals in a timely and cost-effective manner.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Non-homeless Special Needs Population [CD-2].

2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)]

3. **NATIONAL OBJECTIVE:** Presumed Beneficiary/Abused Children [24 CFR 570.208(a)(2)(i)(A)].

4. **TARGET POPULATION AND DEMONSTRATED NEED:** CASA indicated that each year there are over 1,000 abused and neglected children that come under the court's care in Contra Costa County. These children are currently dependents of the Juvenile Court system, after being removed from their parent's home due to abuse and neglect. According to the Institute for Research on Women and Families, foster care children often do not receive health care or other services and nearly 50% have chronic medical conditions. It is not uncommon for foster children to have multiple placements throughout the County and 5-7 social worker changes. The purpose of this program is to provide child advocacy services in order to help prevent child abuse and to guide them through burdensome legal and foster care systems. CASA provides representation at no charge to dependents of the Court between the ages of birth and 18 years.

5. **FINANCIAL ANALYSIS:**

		# Clients Served	$ Per Client Served
CDBG Funds Recommended	$18,000	37	$486.49
Total Program Amount	$647,165	150	$4,314
CDBG % of Total Budget	3%		
Required Match – 50%	$9,000		
Amount Secured	$115,633		
Leverage*	$34.95		
*Does not include other CDBG funds from other jurisdictions.			

County CDBG funds will be used for staff salaries for the Volunteer Coordinator and Case Coordinator. Other funds will be secured from various corporations and foundations, including a grant from the Judicial Council. CASA also raises a significant amount of funding from private donations. Based on funding history, it is expected CASA will secure the remaining funds to carry out the program.

6. **EXPERIENCE AND CAPACITY:** CASA is an established program with over a twenty year history in providing services to abused children. The program is currently receiving CDBG funds and has already exceeded program goals. CASA works in collaboration with the Juvenile Court, the Employment and Human Services Department, and the Department of Probation in providing child advocacy and mentoring services. The Executive Director will have primary oversight of the program. Training of volunteer child advocates consists of 35 hours of classroom training, as well as monthly supervision. Currently 150 volunteers are providing services program-wide. Volunteers are expected to work with the child assigned to them until the courts officially vacate the child's case.

7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.

8. **PAST PERFORMANCE:** The program has received CDBG funding for several years. For FY 2013/14, CASA served 51 children from the Urban County, exceeding their goal of 37. Through the 2nd quarter of the current fiscal year, CASA has already exceeded their annual goal (37), serving 39 children. CASA has been timely in meeting reporting requirements.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

FY 2015/16 & FY 2016/17 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY

APPLICANT:	Food Bank of Contra Costa and Solano
PROGRAM NAME/NUMBER:	Collaborative Food Distribution Program 15-11-PS
PROGRAM SERVICE AREA:	Urban County
PROGRAM OUTCOME:	Provide food to over 9,300 low-income persons in the Urban County.
TOTAL PROGRAM COST:	**$3,641,234**
AMOUNT REQUESTED:	**$ 31,500**
AMOUNT RECOMMENDED	
FY 2015/16:	**$ 31,500**
FY 2016/17:	**$ 31,500**
RECEIVED IN FY 2014/15:	**$ 31,500**
CONDITIONS OF APPROVAL:	None

PROGRAM ANALYSIS: The Food Bank of Contra Costa and Solano (FBCC&S) proposes to operate a year-round food program, which collects and distributes nutritious food to low-income households through three of its direct food distribution programs: Food for Children, Senior Food Distribution program, and Food Assistance program. The FBCC&S has 30 sites throughout the County from which food is distributed of which 18 are Urban County locations. Each site is visited once a month to distribute food. Each household is able to pick-up one bag of food containing non-perishables plus bread and produce as available. Bags contain approximately 40 pounds of food.

The FBCC&S collects and stores food in a central warehouse. Food is received from USDA surplus, donations and purchases by the Food Bank. All drivers are trained, and staff is certified in food handling. The FBCC&S has operated the program for almost 32 years.

The FBCC&S has been an active participant in the County in providing and maintaining a consistent stock of nutritious food for distribution throughout the County and has

consistently met programmatic goals in a timely and cost-effective manner. The FBCC&S provides a valuable safety net for lower income County residents.

EVALUATION CRITERIA

1. **CONSOLIDATION PLAN PRIORITY:** Ensure that opportunities and services are provided to improve the quality of life and independence for lower income persons and ensure access to programs that promote prevention and early intervention related to a variety of social concerns such as hunger, substance abuse and other issues [CD-1].

2. **CDBG ELIGIBILE ACTIVITY:** Public Services [24 CFR 570.201 (e)]

3. **NATIONAL OBJECTIVE:** Low and Moderate Income [24 CFR 570.208 (a)(2)(i)(B)].

4. **TARGET POPULATION AND DEMONSTRATED NEED:** FBCC&S cites census data identifying the need for the provision of emergency food services. For example, according to 2011 Census data, there are approximately 86,720 poor people living in Contra Costa County, and 118,600 people whose family income is less than 125 percent of the Federal Poverty Level. Of the families living in poverty, 81 percent include children under the age of 18, and 39 percent include children under the age of five. The high cost of living places tremendous pressure on many low-income families. Low-income families/individuals are paying so much for housing and transportation costs that obtaining the necessary nutrition often gets ignored by those struggling to make ends meet. Many families rely on soup kitchens or other programs to provide hot meals for part or all of their nutritional needs.

5. **FINANCIAL ANALYSIS:**

		# Clients Served	$ Per Client Served
CDBG Funds Recommended	$31,500	9,300	$3.39
Total Program Amount	$3,641,234		
CDBG % of Total Budget	1%		
Required Match – 50%	$15,750		
Amount Secured	$3.6 million		
Leverage*	$105		
*Does not include other CDBG funds from other jurisdictions.			

The FBCC&S expects to raise $1.1 million from corporate and private donations, and over $2.3 million in state and federal resources to operate the program next

year. In addition, funds from two other CDBG jurisdictions are expected to be awarded. For many years, the FBCC&S has been successful in raising the necessary funds to operate this very successful and much needed program.

6. **EXPERIENCE AND CAPACITY:** The FBCC&S has been a source and provider of nutritious foods in the County for many years. The CDBG program is in its thirteenth year of supporting this particular program but supported the Food Bank's Prepared and Perishable Food program for several years. The FBCC&S has been operating the Direct Distribution Food Program for over 33 years. The Executive Director has been with FBCC&S for over 38 years. Contra Costa Food Bank has consistently met or exceeded goals and requirements for past programs.

   The program uses inventory software to track food from its procurement through distribution. Clients are tracked on an intake form and statistics are aggregated annually. Outcome measures are related to the effective distribution of food and elimination of waste.

7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.

8. **PAST PERFORMANCE:** This program is on pace to exceed established goals for the current program year, and meets the administrative requirements each year.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

2015/16 & FY 2016/17 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY

APPLICANT: YMCA of the East Bay (Fiscal Agent)

PROGRAM NAME/NUMBER: James Morehouse Project at El Cerrito High School
15-12-PS

PROGRAM SERVICE AREA: West County (El Cerrito High School)

PROGRAM OUTCOME: Provide comprehensive mental health and student support services to 55 students attending El Cerrito High School resulting in improved well-being and an increase in school connectedness measured by student pre- and post-evaluations.

TOTAL PROGRAM COST: **$ 239,400** ($106,700 in In-Kind services)

AMOUNT REQUESTED: **$ 10,000**

AMOUNT RECOMMENDED
FY 2015/16: **$ 10,000**
FY 2016/17: **$ 10,000**

RECEIVED IN FY 2014/15: **$ 9,000**

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: The James Morehouse Project (JMP) at El Cerrito High School Project will provide comprehensive mental health services to El Cerrito High School students who reside in West County communities. With clinical services available on campus, teachers and staff can refer students for on-site assessments and counseling to support youth and prevent more serious mental heal problems. In addition to traditional mental health modalities like individual counseling and peer support groups, the project links innovative youth development programs with its clinical mental health services to offer youth opportunities to strengthen critical skills like conflict resolution and anger management and to build a deeper analysis of the challenges facing the communities that impact on their own lives. The JMP anticipates delivering mental health services to 55 Urban County students.

The JMP partners with a variety of community agencies to coordinate and deliver services. YMCA of the East Bay, Planned Parenthood, Community Violence Solutions, UCB School of Social Welfare, SFSU School of Social Work, CSUEB School of Social Work, New Conservatory Theater, and Community Works are among the other organizations that offer a wide range of services through JMP.

EVALUATION CRITERIA

1. **CONSOLIDATION PLAN PRIORITY:** Increase opportunities for children/youth to be healthy, succeed in school and prepare for productive adulthood [CD-3].

2. **CDBG ELIGIBILE ACTIVITY:** Public Services [24 CFR 570.201(e)].

3. **NATIONAL OBJECTIVE:** Low and Moderate Income [24 CFR 570.208(a)(2)(i)(B)].

4. **TARGET POPULATION AND DEMONSTRATED NEED:** A diverse population of 1,400 students from West Contra Costa County attends El Cerrito High School. According to the Community Project, 40 percent of the students at the high school live in a community where almost 25 percent of the 18 year olds have not completed high school, and 62 percent of African American children live in families with income levels below the poverty line. Additionally, many students do not have health insurance or are covered by MediCal, resulting in minimal or no access to providers with experience in adolescent health.

5. **FINANCIAL ANALYSIS:**

		# Clients Served	***$ Per Client Served***
CDBG Funds Recommended	$10,000	55	$181
Total Program Amount	$239,400	300	$798
CDBG % of Total Budget	4%		
Required Match – 50%	$5,000		
Amount Secured	$229,000		
Leverage*	$23		
**Does not include other CDBG funds from other jurisdictions.*			

6. **EXPERIENCE AND CAPACITY:** The JMP has been serving the students of El Cerrito High School since its inception in 1999. The Executive Director has been primarily responsible for the program since its inception, and the Clinical Mental Health Director has worked on the program for over six years. The program has received CDBG funding for eight years without any issues.

7. **PROGRAM READINESS AND TIMELINESS:** This program is ongoing and has sufficient staff to operate the program. The JMP has existing strong working relationships with a variety of community organizations.

8. **PAST PERFORMANCE:** During FY 2013/14, the program served 62 students, exceeding their goal of serving 50. During the first two quarters of FY 2014/15, the program served 37 students or 74 percent of its annual goal.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service projects are exempt from an environmental review.

FY 2015/16 & FY 2016/17 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY

APPLICANT: LITA of Contra Costa

PROGRAM NAME/NUMBER: Love is the Answer (LITA) Music Awakening Project 15-13-PS

PROGRAM SERVICE AREA: El Sobrante, Pleasant Hill, San Pablo, and Martinez

PROGRAM OUTCOME: Provide group and individual music therapy to 394 residents in nursing homes to stimulate and engage each resident to help enliven, enrich and improve their quality of daily life.

TOTAL PROGRAM COST: **$100,890 (including $30,000 in In-Kind Services)**

AMOUNT REQUESTED: **$22,000**

AMOUNT RECOMMENDED
FY 2015/16: **$ 10,000**
FY 2016/17: **$ 10,000**

RECEIVED IN FY 2014/15: **$0**

CONDITIONS OF APPROVAL: Sufficient resources are secured by July 1, 2015 to operate the program as proposed.

PROGRAM ANALYSIS: Love is the Answer (LITA) proposes to provide music therapy to residents of at least four nursing homes in Contra Costa County (Urban County sites) by sponsoring live music performances for large groups and developing personal play lists programmed on IPod's for individuals as a way to stimulate and engage the residents, and enrich and improve their quality of life.

Depression and anxiety set in quickly for residents in skilled nursing facilities, which can be an overcrowded and impersonal environment. While nurse to resident ratio averages 6-8 persons per Certified Nursing Assistant (CAN), the ratio for activity staff is generally one person per 70-80 residents. Consequently, there is not enough time to stimulate or give personal attention to residents especially those who exhibit symptoms of dementia in any form.

LITA's has researched quantitative studies demonstrating a realistic expectation for improved quality of daily life in 80 percent of people who have a lasting form of daily stimulation including access to their own personal music playlists. Studies show that by listening to familiar music, the overall mood and alertness of people with dementia can significantly improve and therefore improve their quality of life. In addition, to increasing

the number of live music performances at four nursing facilities located in the Urban County, the LITA Music Awakenings On-Site Coordinator will be present 2 hours a day, 3 days a week at each facility taking the time and care necessary to reach the most withdrawn and lest responsive residents.

The proposed program is eligible, feasible, and timely.

EVALUATION CRITERIA

1. **CONSOLIDATION PLAN PRIORITY:** To enhance the quality of life of senior citizens and frail elderly, and enable them to maintain independence [CD-2].

2. **CDBG ELIGIBILE ACTIVITY:** Public Services [24 CFR 570.201 (e)]

3. **NATIONAL OBJECTIVE:** Presumed Beneficiary/ Seniors [24 CFR 570.208(a)(2)(i)(A)].

4. **TARGET POPULATION AND DEMONSTRATED NEED:** The targeted population are seniors in nursing facilities. Caregivers have observed for decades that Alzheimer's patients can still remember and sing songs long after they have stopped recognizing names and faces. Many nursing homes use music as recreation, since it brings patients pleasure. But beyond the entertainment values, there is growing evidence that listing to music can also help stimulate seemingly lost memories and even help restore some cognitive function. It also has been shown that listening to familiar music can improve the mood of the person and therefore improve their quality of live.

5. **FINANCIAL ANALYSIS:**

		# Clients Served	$ Per Client Served
CDBG Funds Recommended	$10,000	394	$25
Total Program Amount	$100,890	394	$256
CDBG % of Total Budget	10%		
Required Match – 10%	$1,000		
Amount Secured	$50,000		
Leverage*	$9		
*Does not include other CDBG funds from other jurisdictions.			

The majority of the program's cash budget is from foundations and corporations. In-kind services (volunteers) make up approximately 33% of the proposed budget. CDBG funds will be used to pay the salaries and benefits for the part-time Program Manager, Case Manager, and Music Therapist positions. The Executive Director volunteers all of her time.

6. **EXPERIENCE AND CAPACITY:** LITA's Executive Director has presided over the organization for over 12 years overseeing an increase in the agency's budget from approximately $1,000 in 2002 to over $60,000 this year, increased the number of to over 100 people.

7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program.

8. **PAST PERFORMANCE:** LITA has not received CDBG funds in the past. Five of the nursing facilities that LITA currently provides services to provided letters of recommendation.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

FY 2015/16 & FY 2016/17 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY

APPLICANT: City of Lafayette

PROGRAM NAME/NUMBER: Lamorinda Spirit Van Senior Transportation Program 15-14-PS

PROGRAM SERVICE AREA: Cities of Lafayette, Moraga, and Orinda

PROGRAM OUTCOME: Provide free or low-cost transportation to seniors living in Lafayette, Moraga, and Orinda. Transportation to medical and other personal appointments, grocery and sundry shopping, exercise and other classes will be provided to 150 seniors.

TOTAL PROGRAM COST: **$168,199**

AMOUNT REQUESTED: **$ 10,000**

AMOUNT RECOMMENDED
FY 2015/16: **$ 10,000**
FY 2016/17: **$ 10,000**

RECEIVED IN FY 2014/15: **$ 0**

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: The City of Lafayette (Lamorinda Spirit) will provide free or low-cost transportation to seniors living in Lafayette, Moraga, and Orinda. The program will provide rides to medical and personal appointments, grocery and sundry shopping, exercise or other recreational classes, lunch at the Congregate Case at the Walnut Creek Senior Center and other social outings. Lamorinda Spirit destinations include sites located in Lafayette, Moraga, Orinda, Concord, Martinez and Pleasant Hill.

The purpose of the program is to ensure seniors have adequate opportunities to socialize and have reliable, safe, and accessible transportation so they can age in their own home for as long as possible instead of becoming institutionalized. According to the applicant, the people who use Lamorinda Spirit are primarily in their 80's and 90's, and most have age-based disabilities. The program helps older adults accomplish essential activities of daily living, socialize, get out of the house, stay active in the community – all of which contribute to a higher quality of life, reducing isolation and loneliness that are factors that have been found to led to illness and early death. The proposed program is eligible, feasible, and timely.

EVALUATION CRITERIA

1. **CONSOLIDATION PLAN PRIORITY:** To enhance the quality of life of senior citizens and frail elderly, and enable them to maintain independence [CD-2].

2. **CDBG ELIGIBILE ACTIVITY:** Public Services [24 CFR 570.201 (e)]

3. **NATIONAL OBJECTIVE:** Presumed Beneficiary/ Seniors [24 CFR 570.208(a)(2)(i)(A)].

4. **TARGET POPULATION AND DEMONSTRATED NEED:** The target population is lower income seniors, many who are in their 80's and 90's. According to the City, the total population of the three cities (Lafayette, Moraga, and Orinda) is approximately 58,100 with approximately 9,300 seniors age 65 years or older. In Contra Costa County, there are approximately 12,000 households, age 65 and up that don't have access to a private vehicle and therefore in need safe, reliable, convenient and accessible transportation to meet their basic needs (going to medical appointment, shopping, socialization, etc.).

5. **FINANCIAL ANALYSIS:**

		# Clients Served	$ Per Client Served
CDBG Funds Recommended	$10,000	150	$66
Total Program Amount	$168,199	150	$1,121
CDBG % of Total Budget	6%		
Required Match – 10%	$1,000		
Amount Secured	$158,199		
Leverage*	$16.81		
*Does not include other CDBG funds from other jurisdictions.			

The majority of the program's cash budget is from a Federal grant through the Department of Transportation and MTC. The cities of Lafayette and Moraga contribute $34,000 towards the project. Most of the drivers are volunteers.

6. **EXPERIENCE AND CAPACITY:** This program has been operating for many years and the Program Coordinator has been with the program for almost ten years.

7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.

8. **PAST PERFORMANCE:** This will be the first year that the program will receive CDBG funding. The program is highly respected in the community, and has received positive reviews from its clients.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

FY 2015/16 & 2016/17 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY

APPLICANT:	Lions Center for the Visually Impaired
PROGRAM NAME/NUMBER:	Independent Living Skills for Blind & Visually Impaired Adults 15-15-PS
PROGRAM SERVICE AREA:	Urban County
PROGRAM OUTCOME:	Provide in-home independent living skills instruction and training to 42 visually impaired adults throughout the Urban County so they will maintain their independence and avoid institutionalization.
TOTAL PROGRAM COST:	**$482,951**
AMOUNT REQUESTED:	**$15,000**
AMOUNT RECOMMENDED:	
FY 2015/16:	**$10,000**
FY 2016/17:	**$10,000**
RECEIVED IN FY 2014/15:	**$10,000**
CONDITIONS OF APPROVAL:	None

PROGRAM ANALYSIS: The Lions Center for the Visually Impaired (LCVI) proposes to provide needs assessment and supportive services in order to maintain client independence for adults with visual impairments. LCVI provides in-home living skills instruction and training to avoid institutionalization of clients so that they may continue living at home.

Services to be provided by the program include needs assessment, adaptive daily living instruction including personal grooming and housekeeping, counseling, financial management assistance, demonstration and training in the use of optical and adaptive aids, orientation and mobility training, information and referral services, and case management. Assistance will result in maintaining or regaining individual independence. Most of the Contra Costa residents served in the past year were elderly, low income and had severe visual impairments.

The program is eligible, feasible, and timely. LCVI has been providing independent living skills instruction to low-income persons with assistance from the CDBG program since 1992 and has met or exceeded contract goals in a timely and cost-effective manner.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Non-homeless Special Needs Population [CD-2].

2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)]

3. **NATIONAL OBJECTIVE:** Presumed Beneficiary/ Disabled persons [24 CFR 570.208(a)(2)(i)(A)]

4. **TARGET POPULATION AND DEMONSTRATED NEED:** The target population is blind and visually impaired adults. Based on statistics from the American Institute for the Blind, it is estimated at least 18,000 adults in the County are living with significant visual impairment. Most are low-income women over the age of 65 who live alone. According to a demographic profile of the Bay Area, the 55 years of age and older population is expected to be one of the fastest growing populations in the Bay Area. The number of adults 65 and older in California with visual impairment is expected to increase by as much as 200 percent by the year 2020. LCVI indicates there are pockets of underserved seniors, including those in West County and the African-American community, where they would like to increase their outreach efforts. LCVI proposes to address the needs of this population in order to avoid institutionalization and assist adults in remaining independent and living at home by providing independent living skills instruction to visually impaired adults.

5. **FINANCIAL ANALYSIS:**

		# Clients Served	$ Per Client Served
CDBG Funds Recommended	$10,000	42	$238.10
Total Program Amount	$482,951	159	$3,037
CDBG % of Total Budget	2%		
Required Match – 50%	$5,000		
Amount Secured	$307,878		
Leverage*	$47.29		
*Does not include other CDBG funds from other jurisdictions.			

County CDBG funds will be used for staff salaries. The majority of the program's funding comes from a California Title VII grant and several corporate and foundation sponsors. LCVI's funding history suggests that it will have no difficulty in securing the needed funds.

6. **EXPERIENCE AND CAPACITY:** LCVI has been providing independent living skills to disabled persons through the CDBG program since 1992. The Executive Director oversees and supervises the program. The program utilizes an Orientation and Mobility Specialist, with highly specialized skills and training in working with the visually impaired. Additionally, LCVI employs Early Detection Specialists along with Community Outreach/Vision Specialists.

7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.

8. **PAST PERFORMANCE:** In FY 2013/14 LCVI provided independent living instruction to 46 Urban County residents, exceeding their contractual goal. Through the 2nd quarter of 2014/15 LCVI has served 20 residents, which puts them at 50% of their annual goal. Program requirements have been met in an efficient and timely manner.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

FY 2015/16 & 2016/17 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY

APPLICANT:	Loaves and Fishes of Contra Costa
PROGRAM NAME/NUMBER:	Martinez Dining Room 15-16-PS
PROGRAM SERVICE AREA:	Martinez
PROGRAM OUTCOME:	Provide free buffet-style meals weekdays to 500 people.
TOTAL PROGRAM COST:	**$947,263**
AMOUNT REQUESTED:	**$15,000**
AMOUNT RECOMMENDED:	
FY 2015/16:	**$15,000**
FY 2016/17:	**$15,000**
RECEIVED IN FY 2014/15:	**$15,000**
CONDITIONS OF APPROVAL:	1. Funds to be used for the operation of the Martinez Dining Room only. 2. Must secure all necessary funding to operate program prior to CDBG contract execution.

PROGRAM ANALYSIS: Loaves & Fishes provides hot, nutritionally sound meals to homeless and very low-income men, women, and children Monday – Friday at the Martinez Dining Room. Since its inception in 1983, Loaves & Fishes has served over 2.6 million meals to residents who are homeless, unemployed, underemployed or disabled. The organization primarily uses volunteers (98% of staff) and a large portion of the food served is donated by local food industry businesses. The Martinez Dining Room will serve noontime meals to 500 persons, primarily Martinez residents.

By feeding the hungry, Loaves & Fishes accomplishes three objectives: preventing homelessness and maintaining the family unit, preventing poor cognitive development of children living in poverty and reducing hunger and poor nutrition for very low-income people. Since 2010, most dining rooms have experienced a 40-50% increase in demand with the Martinez site serving an average of 209 meals per day.

The program is eligible, feasible, and timely. Providing services to the homeless population is consistent with the Consolidated Plan and the Homeless Continuum of Care Plan. Loaves & Fishes has consistently met programmatic goals in a timely manner.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Prevention Services for the Homeless [H-2].

2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)]

3. **NATIONAL OBJECTIVE:** Area Benefit & Presumed Beneficiary/Homeless [24 CFR 570.208 (a)(1)(ii) and 24 CFR 570.208 (a)(2)(i)(A)].

4. **TARGET POPULATION AND DEMONSTRATED NEED:** The program targets the homeless and the County's low-income residents. Dining rooms are located in neighborhoods whose residents are primarily very low to low-income, many of them families. Hunger and nutrition are major issues for these residents. Many find it difficult to make ends meet every month and often have to choose between paying rent and going hungry. The risk of homelessness is very real and often results in the break up of family units. By providing the assurance of a regular meal throughout the year, the program enables families to conserve their financial resources for rent, mortgages, and utilities.

   Loaves and Fishes is a neighborhood based program and is intended to serve low-income area residents and homeless persons in the surrounding areas and neighboring communities. Referrals are made to the program through social service agencies, the County hospital and other government agencies. The Martinez program is located in an area that meets area benefit[1] criteria (Census Tract 3160). This census tract has an adjusted percentage of low/moderate income residents of 54%.

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1 Area benefit activity: An activity, the benefits of which are available to all the residents in a particular area, where at least 51% (or as adjusted by HUD) of the residents are low- and moderate-income persons. The adjusted percentage set by HUD for Contra Costa County is 41.2%.

5. **FINANCIAL ANALYSIS:**

		# Clients Served	$ Per Client Served
CDBG Funds Recommended	$15,000	500	$30
Total Program Amount	$947,263	1,500	$728.66
CDBG % of Total Budget	1.6%		
Required Match – 50%	$7,500		
Amount Secured	Unknown		
Leverage*	$62.15		
*Does not include other CDBG funds from other jurisdictions.			

County CDBG funds will be used to pay salaries for the Martinez Dining Room Manager and security. Although secured funding for this program for the upcoming year is unclear, based on their funding history, Loaves & Fishes will secure sufficient funds through fundraising and corporations/foundations to carry out the program. The program utilizes mostly volunteers to serve meals and maintain the Dining Room.

6. **EXPERIENCE AND CAPACITY:** Loaves & Fishes has been providing meals to the homeless and low income families in Martinez since 1992 and has been funded by the CDBG program since 1995. The Executive Director has primary oversight of the program and requested funds are allocated to staff salaries. A number of volunteers are utilized to carry out this program.

7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.

8. **PAST PERFORMANCE:** In FY 2013/14, Loaves & Fishes provided meals to 788 low-income Martinez-area residents. As of the end of December, Loaves & Fishes has provided meals to 387 low-income Martinez-area residents or 77% of its contractual goal for FY 2014/15.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

FY 2015/16 & 2016/17 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY

APPLICANT:	Senior Outreach Services
PROGRAM NAME/NUMBER:	Senior Center Care Management 15-18-PS
PROGRAM SERVICE AREA:	Urban County
PROGRAM OUTCOME:	Provide care management services to 120 Urban County seniors resulting in the resolution of issues affecting health and wellness, quality of life, and ability to live independently.
TOTAL PROGRAM COST:	**$ 349,880**
AMOUNT REQUESTED:	**$ 20,000**
AMOUNT RECOMMENDED	
FY 2015/16:	**$ 15,000**
FY 2016/17:	**$ 15,000**
RECEIVED IN FY 2014/15:	**$ 10,000**
CONDITIONS OF APPROVAL:	None

PROGRAM ANALYSIS: Senior Outreach Services (SOS) proposes to provide care management services to 120 seniors from the Urban County. Services will include:

- Needs assessment
- Development of a care management plan
- Consultation with family and other providers, as needed
- Information and referral services
- Linkages to other appropriate services
- Providing Crisis intervention
- Reviewing financial, legal, or medical issues
- Save their homes from foreclosure
- Home visits are performed as needed

Care management staff will assist the client in the implementation of a care plan and follow them through its execution. Additionally, SOS will coordinate with other service providers, establishing agreements in order to improve the coordination and delivery of services and to develop and implement systems consistent with providing integrated and well-coordinated home care services.

The program is eligible, feasible and timely. The program is currently receiving CDBG funds and meeting program requirements.

EVALUATION CRITERIA

1. **CONSOLIDATION PLAN PRIORITY:** To enhance the quality of life of senior citizens and frail elderly, and enable them to maintain independence [CD-2].

2. **CDBG ELIGIBILE ACTIVITY:** Public Services [24 CFR 570.201 (e)]

3. **NATIONAL OBJECTIVE:** Presumed Beneficiary/ Seniors [24 CFR 570.208(a)(2)(i)(A)].

4. **TARGET POPULATION AND DEMONSTRATED NEED:** The target population served by the program are seniors. According to the U.S. Census Bureau projections, older (over 65) and oldest (over 85) populations are expected to double between 2003 and 2030. The need for integrative services continues to increase with the increase of the population. Early identification and intervention is crucial to maintaining the health and independence of seniors choosing to live at home as they age. This program augments and enhances the existing services at senior centers, and provides critical assessment and intervention for seniors and their caregivers. SOS intends to reach its target population through an existing network of contacts that includes other county agencies and local organizations.

5. **FINANCIAL ANALYSIS:**

		# Clients Served	$ Per Client Served
CDBG Funds Recommended	$15,000	120	$166
Total Program Amount	$349,880	570	$613
CDBG % of Total Budget	6%		
Required Match – 50%	$7,500		
Amount Secured	$276,880		
Leverage*	$18.45		
*Does not include other CDBG funds from other jurisdictions.			

Approximately 20 percent of the program's proposed budget is expected from CDBG funds (County and other jurisdictions). The remaining budget consists of fundraising and corporations/foundations. The agency has committed to meeting the budgetary needs of the program from their fundraising efforts.

6. **EXPERIENCE AND CAPACITY:** SOS has been providing comprehensive services to seniors and to severely disabled, ill, and homebound populations for over 45 years. The program would have direct supervision from the Care Mentor Program Manager with oversight from the Executive Director. One Care Manager will conduct the 9 hours of on-site services per week. SOS has met CDBG reporting requirements in a timely manner.

7. **PROGRAM READINESS AND TIMELINESS:** The proposed program is ongoing and fully staffed.

8. **PAST PERFORMANCE:** During the first six months of the current fiscal year, SOS has served 103 seniors or 114 percent of its yearly goal of 90 seniors. In FY 2013/14, SOS served a total of 183 seniors.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

FY 2015/16 & FY 2016/17 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY

APPLICANT:	Senior Outreach Services
PROGRAM NAME/NUMBER:	Senior Nutrition (Congregate Café) 15-19-PS
PROGRAM SERVICE AREA:	Urban County
PROGRAM OUTCOME:	Provide hot and nutritious lunches to 303 Urban County seniors resulting in maintained and/or improved health and welfare.
TOTAL PROGRAM COST:	**$278,175**
AMOUNT REQUESTED:	**$ 20,000**
AMOUNT RECOMMENDED	
FY 2015/16:	**$ 15,000**
FY 2016/17:	**$ 15,000**
RECEIVED IN FY 2014/15:	**$ 10,000**
CONDITIONS OF APPROVAL:	None

PROGRAM ANALYSIS: Senior Outreach Services (SOS) proposes to promote socialization and community engagement in addition to meeting the basic nutritional needs of seniors by operating the Congregate Cafes at various locations throughout the County. In partnership with senior centers in Bay Point, Crockett and Rodeo, SOS plays an active role in consumer education and outreach events that encourage seniors to participate in the lunch program and to become involved in senior center activities. The program's outreach targets diverse cultural and ethnic communities and encourages seniors to develop and maintain a healthy lifestyle.

The program also recruits and trains volunteers, integrating more persons into the social fabric of the community and increasing utilization of senior centers. These activities connect seniors with one another, volunteers and the community at large. Project participants receive a hot, nutritious meal that provides one-third of the Recommended Daily Allowances based on the U.S. Department of Agriculture's Dietary Guidelines. Anonymous donations are requested but not required. The program will serve 303 Urban County seniors

This program is eligible, feasible and timely. The program is well established and meets Consolidated Plan goals.

EVALUATION CRITERIA

1. **CONSOLIDATION PLAN PRIORITY:** Enhance the quality of life of senior citizens and frail elderly, and enable them to maintain independence [CD-2].

2. **CDBG ELIGIBILE ACTIVITY:** Public Services [24 CFR 570.201 (e)]

3. **NATIONAL OBJECTIVE:** Presumed Beneficiary/Seniors [24 CFR 570.208(a)(2)(i)(A)].

4. **TARGET POPULATION AND DEMONSTRATED NEED:** The programs target population is elderly persons, severely disabled, and lower income persons. Census information projects that the senior population will double between 2003 and 2030. Accordingly, the demand for senior programs will continue to grow with the population. Persons attending senior lunch programs are less likely to become socially isolated, generally enjoy improved health and a greater sense of well-being and are mentally more acute when compared to their homebound peers. Participation in social programs is linked to longevity and a sense of purpose.

5. **FINANCIAL ANALYSIS:**

		# Clients Served	$ Per Client Served
CDBG Funds Recommended	$15,000	303	$66.01
Total Program Amount	$278,175	1,405	$197.99
CDBG % of Total Budget	7%		
Required Match – 50%	$7,500		
Amount Secured	$228,000		
Leverage*	$15.20		
*Does not include other CDBG funds from other jurisdictions.			

The majority of the program budget is from the County Health Services Department. The funding has been in place for multiple years and is expected to continue. Other funding for the program is from Concord CDBG, Pittsburg CDBG, Walnut Creek City Funds, and fundraising.

6. **EXPERIENCE AND CAPACITY:** SOS has been in operation for over 45 years providing a wide range of services aimed at creating a suitable living environment and helping seniors achieve and maintain a high quality of life. SOS works in partnership with local crisis center, food banks and other agencies to provide solutions to the rising needs of the aging population. The Program Manager has been in her position for over ten years.

7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.

8. **PAST PERFORMANCE:** The Senior Nutrition Program has consistently exceeded its program goals and administrative requirements. During the first half of FY 2014/15, the program has already exceeded its annual goal by providing services to 220 seniors.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from an environmental review.

FY 2015/16 & FY 2016/17 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY

APPLICANT:	Monument Crisis Center
PROGRAM NAME/NUMBER:	Critical Safety Net Resources for Families and Individuals 15-20-PS
PROGRAM SERVICE AREA:	Central County
PROGRAM OUTCOME:	Provide wrap-around safety net services through on-site food distribution, direct referrals to shelter, workshops for financial assistance and employment, referrals to healthcare, and on-site legal and crisis support services. At least 2,766 lower income Urban County residents will be provided services.
TOTAL PROGRAM COST:	**$2,014,620**
AMOUNT REQUESTED:	**$ 50,000**
AMOUNT RECOMMENDED	
FY 2015/16:	**$ 15,000**
FY 2016/17:	**$ 15,000**
RECEIVED IN FY 2014/15:	**$ 10,000**
CONDITIONS OF APPROVAL:	None

PROGRAM ANALYSIS: Monument Crisis Center (MCC) proposes to provide wrap-around safety net services to lower income families. Services to be provided include: food distribution; ESL classes; employment workshops, assistance in completing Medi-Cal Healthy Families, and insurance forms; and other safety net services and basic necessities.

The proposed program is eligible, feasible, and timely. Requested funding will be allocated to staff salary and benefit expenses, and operational expenses (rent, utilities, and the purchase of food).

EVALUATION CRITERIA

1. **CONSOLIDATION PLAN PRIORITY:** Ensure that opportunities and services are provided to improve the quality of life and independence for lower income persons and ensure access to programs that promote prevention and early intervention related to a variety of social concerns such as hunger, substance abuse and other issues [CD-1].

2. **CDBG ELIGIBILE ACTIVITY:** Public Services [24 CFR 570.201 (e)]

3. **NATIONAL OBJECTIVE:** Low Income [24 CFR 570.208(a)(2)(i)(B)]

4**. TARGET POPULATION AND DEMONSTRATED NEED:** MCC opened 11 years ago to meet the needs of the most vulnerable in the community, people that often miss meals and need to choose between buying food or paying rent. MCC started as an emergency food pantry but soon realized the critical need to address the underlying causes and root effects of poverty. According to MCC, nearly all of their clients are the working poor struggling at seasonal and underemployment making it extremely difficult to provide for their families. Over 35 percent of its clients are female head of household, over 50 percent are children, and almost 13 percent are homeless. The clients of MCC need services that are accessible – both in location and content. Many clients experience language barriers and have little or no formal education and are intimated or lack the skill level to connect with available local resources without the assistance of the MCC.

5. **FINANCIAL ANALYSIS:**

		# Clients Served	$ Per Client Served
CDBG Funds Recommended	$15,000	2,766	$18.08
Total Program Amount	$2,014,620	11,256	$178.98
CDBG % of Total Budget	35%		
Required Match – 50%	$5,000		
Amount Secured	$1.8 million		
Leverage*	$185		
*Does not include other CDBG funds from other jurisdictions.			

MCC's operational budget is funded primarily by corporations/foundations and private donations. It is expected that MCC will continue to be successful in securing corporate and foundation support with volunteer labor and in-kind donations filling in

the gap. MCC expects to continue to receive financial support from the cities of Concord and Walnut Creek.

6. **EXPERIENCE AND CAPACITY:** MCC has been providing a plethora of valuable services to the community for almost thirteen years.

7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.

8. **PAST PERFORMANCE:** MCC has received County CDBG for the last seven years, and has exceeded its performance goals each year

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

FY 2015/16 & FY 2016/17 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY

APPLICANT:	Mt. Diablo Unified School District
PROGRAM NAME/NUMBER:	CARES After School Enrichment Program 15-21-PS
PROGRAM SERVICE AREA:	Bay Point Schools
PROGRAM OUTCOME:	Provide after school enrichment classes for 580 K-8 students in Bay Point resulting in greater understanding of the content of the enrichment services, connection to and engagement in school, and academic improvement.
TOTAL PROGRAM COST:	**$3,497,797**
AMOUNT REQUESTED:	**$ 10,000**
AMOUNT RECOMMENDED	
FY 2015/16:	**$ 10,000**
FY 2016/17:	**$ 10,000**
RECEIVED IN FY 2014/15:	**$ 10,000**
CONDITIONS OF APPROVAL:	None

PROGRAM ANALYSIS: Mt. Diablo Unified School District (MDUSD) proposes to provide educational enrichment classes for students enrolled in the after school programs at four Bay Point area schools: Bel Air, Rio Vista, Shore Acres elementary schools, and Riverview Middle school. The proposed program provides academic, enrichment and nutrition opportunities in a safe environment for students with the greatest needs. Classes/activities will be provided during the 32-week school year and six weeks during the summer. Activities will include dance, science, gardening, chess club, drumming, and art. MDUSD will serve 580 K-8 students from the four schools. The after school program operates between the hours of 2:00 and 6:00 p.m. All four schools are located in areas that meet “area benefit” criteria (Census Tracts 3141.01 and 3142)

The proposed program is eligible, feasible and timely.

EVALUATION CRITERIA

1. **CONSOLIDATION PLAN PRIORITY:** Increase opportunities for children/youth to be healthy, succeed in school and prepare for productive adulthood [CD-3].

2. **CDBG ELIGIBILE ACTIVITY:** Public Services [24 CFR 570.201 (e)]

3. **NATIONAL OBJECTIVE:** Area Benefit [24 CFR 570.208(a)(1)(i)]

4**. TARGET POPULATION AND DEMONSTRATED NEED:** The target populations are students attending three elementary schools and one middle school locate in the community of Bay Point. Bay Point is an area that meets Area Benefit criteria. The percentage of low/mod income households in the area is 54.9 percent. All of the schools have been identified as "underperforming schools." MDUSD states that many of the students in Bay Point are geographically isolated due to transportation and economic reasons, and that there are very few enrichment activities available in their community. The objectives of the program are to promote academic performance, educational enrichment, school attendance, school safety and positive behavior.

5. **FINANCIAL ANALYSIS:**

		# Clients Served	$ Per Client Served
CDBG Funds Recommended	$10,000	580	$17
Total Program Amount	$3,497,797	2,348	$1,489
CDBG % of Total Budget	<1%		
Required Match – 50%	$5,000		
Amount Secured	$3,4 million		
Leverage*	$340		
*Does not include other CDBG funds from other jurisdictions.			

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6. **EXPERIENCE AND CAPACITY:** MDUSD has offered after school enrichment programs since 1999. The After School Coordinator has been in her position for over 14 years and is well-respected in the field of after school programs.

7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.

8. **PAST PERFORMANCE:** During FY 2013/14, the program served 700 students. During the first two quarters of FY 2014/15, the program served 499 students – 71 percent of its annual goal.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

FY 2015/16 & FY 2016/17 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY

APPLICANT:	New Horizons Career Development Center
PROGRAM NAME/NUMBER:	Education, Job Training, Life Skills, Job Placement Program 15-22-PS
PROGRAM SERVICE AREA:	West County (primarily the communities of Rodeo, Crockett, and Hercules)
PROGRAM PURPOSE:	The purpose of this program is to provide ongoing job readiness education, job training, life shills, and placement services to 300 persons who are unemployed or underemployed.
TOTAL PROJECT COST:	**$154,000**
AMOUNT REQUESTED:	**$25,000**
AMOUNT RECOMMENDED	
FY 2015/16:	**$25,000**
FY 2016/17:	**$25,000**
FY 2014/15 ALLOCATION:	**$25,000**
CONDITIONS OF APPROVAL:	None

PROGRAM ANALYSIS: New Horizons Career Development Center (New Horizons) proposes to provide direct employment services to West County residents seeking employment-related services at the Community Career Center located in Rodeo. The services will include but not be limited to life skills development, resume development, filling out a job application, Internet job seeking skills, GED preparations, introduction to job seekers web pages, placement assistance, and job matching and follow-up to promote job retention. In addition, New Horizons will host various job fairs throughout the year. The program will serve a minimum of 300 residents from northern West County. The Community Career Center is primarily staffed by community residents who have been fully trained to meet the needs of those seeking assistance. The center is open Monday – Friday from 8:45 AM to 4:45 PM, and Saturday from (9:00 AM to 1:00 PM.

The program is eligible, feasible and timely. The New Horizons Career Development Center has been operating since 2005 and has been successful in attracting local residents to utilize the services offered. New Horizons is the only job readiness program in the Rodeo, Hercules, Crockett, and Port Costa areas, and is an affiliate site for the Workforce Development Board's One Stop Centers. .

EVALUATION CRITERIA

1. **CONSOLIDATION PLAN PRIORITY:** General Public Services: Ensure that opportunities and services are provided to improve the quality of life and independence for lower-income persons, and ensure access to programs that promote prevention and early intervention related to a variety of social concerns such as substance abuse, hunger, and other issues [CD-1].

2. **CDBG ELIGIBILE ACTIVITY:** Public Services [24 CFR 570.201 (e)]

3. **NATIONAL OBJECTIVE:** Benefiting extremely low- and very low-income persons/income certification [24 CFR 570.208(a)(2)(i)(B)].

4. **TARGET POPULATION AND DEMONSTRATED NEED:** New Horizons has identified a need for employment services in the north West County area. The area includes populations that are both historically and presently severely impacted by unemployment, underemployment, and many other employment challenges (i.e. limited job readiness skills, life skills, training, and education). New Horizons Career Development Center is located in Rodeo and will primarily serve residents of northern north West County. Although there are other career centers in West County, most are located in southern West County, serving primarily residents of San Pablo, El Sobrante, and Richmond areas. Currently, there is a lack of career development services and centers in northern West County and the New Horizons Career Development Center meets this need. New Horizons will provide clients with intensive one-on-one employment assistance designed to help them find jobs or help them obtain the skills in acquiring a job. Outreach and marketing of the program includes advertising, newsletters, brochures, surveys, and their website.

5. **FINANCIAL ANALYSIS:**

		# Clients Served	$ Per Client Served
CDBG Funds Recommended	$25,000	300	$83
Total Program Amount	$154,000	300	$513
CDBG % of Total Budget	16%		
Required Match – 50%	$12,500		
Amount Secured	$129,000		
Leverage*	$5.16		
*Does not include other CDBG funds from other jurisdictions.			

6. **EXPERIENCE AND CAPACITY:** New Horizons has been operating since 2005. The Center has received tremendous community support and input. The Center is

partly staffed by community members who have received extensive training in areas that include customer service, resume writing, and computer applications. New Horizons has established various partnerships with various agencies and organizations within the County, such as Rubicon Programs, Inc., Martinez Adult Education, and EASTBAY Works, to assist in providing some of the job readiness, life skills, and education services of the career center.

7. **PROJECT READINESS AND TIMELINESS:** This is an existing program that is fully staffed.

8. **PAST PERFORMANCE:** This will be the sixth year that New Horizons has been awarded County for CDBG funds. In FY 2013/14, New Horizons provided services to over 240 persons, and is on target for meeting its FY 2014/15 performance goals.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** None: Public Service activities are exempt from environmental review.

FY 2015/16 & 2016/17 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY

APPLICANT:	Northern California Family Center
PROGRAM NAME/NUMBER:	Runaway Shelter Services 15-23-PS
PROGRAM SERVICE AREA:	County-wide
PROGRAM OUTCOME:	Provide 1-5 nights of emergency shelter, clothing and food to 6 Urban County youth to prevent homelessness and long-term institutionalization and provide mediation and follow-up counseling services for the youth and their parent(s).
TOTAL PROGRAM COST:	**$220,000**
AMOUNT REQUESTED:	**$20,000**
AMOUNT RECOMMENDED:	
FY 2015/16:	**$0**
FY 2016/17:	**$0**
RECEIVED IN FY 2014/15:	**$N/A**
CONDITIONS OF APPROVAL:	N/A

PROGRAM ANALYSIS: Northern California Family Center (NCFC) provides emergency shelter and counseling/mediation services to runaway youth and their families in order to assist them in resolving their housing situation. NCFC provides a 24-hour hotline and receiving office, consultation services and shelter for up to 5 days. Intake services are provided at a receiving site in Martinez and shelter services are provided in certified foster homes throughout the County. The goal of the program is to move youth to a stable housing situation. NCFC will provide services to 6 Urban County youth.

Once the youth is sheltered in a safe place the program provides mediation services between the youth and their parents to develop an agreement on where the youth will live. The goal is to determine a stable living situation for the youth that is agreeable to

both parties. Counseling and therapy are available after mediation has been completed.

The program has received CDBG funding in the past, most recently in FY 2010/11 for $10,000. NCFC withdrew their application for funds for FY 2011/12 due to an inability to meet the quarterly reporting requirements in a timely manner. It is unclear that NCFC has satisfactorily resolved the issues related to timely submittal and sufficient record-keeping of reports and other documents required under the CDBG program. Therefore, staff recommends this project not be funded at this time.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Permanent Housing for the Homeless [H-1].

2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)]

3. **NATIONAL OBJECTIVE:** Presumed Beneficiary/ Homeless [24 CFR 570.208(a)(2)(i)(A)]

4. **TARGET POPULATION AND DEMONSTRATED NEED:** NCFC serves runaway, throwaway and homeless youth throughout Contra Costa County who are under the age of 18 and older than 8 years of age. Many of these youth are referred by Child Protection Services or other agencies that cannot care for them. Twenty percent of these youth have been abused or neglected, requiring coordination with Child Protective Services. About forty percent are experiencing clinical depression, ADHD, bipolar disorder, post traumatic stress disorder or some other diagnosable mental health disorder which is often not being adequately treated. Providing a safe place and shelter is the first step in providing stability to these youth.

5. **FINANCIAL ANALYSIS:**

		# Clients Served	$ Per Client Served
CDBG Funds Recommended	$0	6	$0
Total Program Amount	$220,000	65	$3,666
CDBG % of Total Budget	0%		
Required Match – 50%	N/A		
Amount Secured	$7,500		
Leverage*	N/A		
*Does not include other CDBG funds from other jurisdictions.			

Requested CDBG funds are proposed to be used for intake staff, employee taxes and insurance costs. NCFC has also requested CDBG funds from other jurisdictions within the Consortium, however no other jurisdictions recommend funding for the coming year. At this time, it is unclear how much funding has been secured for the program, although NCFC expects to receive another HHS RHY grant for approximately $159,000. They currently have $7,500 secured for the rest of 2015 through a grant from The George Sandy Foundation.

6. **EXPERIENCE AND CAPACITY:** NCFC has been providing services to runaway youth since 1992 and shelter services since 1997 and received CDBG funding for several years. The Executive Director is responsible for program operations and oversight.

7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.

8. **PAST PERFORMANCE:** The program has received CDBG funding in the past, most recently 2010. In FY 2011/12, due to non-responsiveness to requests for documentation and tardiness in the submission of required program reports, funding to NCFC was reduced and it was stipulated that continued funding would be dependent upon all reports and documents being submitted on time and with all required backup documentation. In August, 2011, the agency withdrew their application for the funding year as they were unable to meet these requirements. They applied for funding again in FY 2012/13, but were denied due to continued concerns over their ability to meet reporting requirements.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

FY 2015/16 & 2016/17 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY

APPLICANT:	Ombudsman Services of Contra Costa
PROGRAM NAME/NUMBER:	Ombudsman Services of Contra Costa 15-24-PS
PROGRAM SERVICE AREA:	Urban County
PROGRAM OUTCOME:	Provide advocacy services to 775 Urban County elders residing in long term care facilities, insuring that these elderly residents receive proper health care and necessary daily living support.
TOTAL PROGRAM COST:	**$357,665**
AMOUNT REQUESTED:	**$10,000**
AMOUNT RECOMMENDED:	
FY 2015/16:	**$10,000**
FY 2016/17:	**$10,000**
RECEIVED IN FY 2014/15	**$10,000**
CONDITIONS OF APPROVAL:	None

PROGRAM ANALYSIS: The program will provide advocacy services on behalf of frail and dependent seniors. Services include investigation and resolution of elder abuse and quality of care issues as well as staff and family education and training. Trained volunteer ombudsmen regularly visit nursing homes and residential care facilities thereby maintaining a presence in order to safeguard the rights of residents. Ombudsman services will investigate and resolve complaints from 775 frail or dependent Urban County elders.

Nursing homes located in the Urban County are visited once per week, providing frail and dependent elders an opportunity to discuss any complaints with the volunteer Ombudsman. Residential care facilities are visited on a quarterly basis, unless a situation occurs that requires monitoring more often. Priority is given to cases of suspected abuse.

The program is eligible, feasible, and timely. The program has received CDBG funds for the past several years and has been successful in meeting goals and submitting reporting requirements in a timely manner.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Non-homeless Special Needs Population [CD-2].

2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)]

3. **NATIONAL OBJECTIVE:** Presumed beneficiary/Seniors [24 CFR 570.208(a)(2)(i)(A)]

4. **TARGET POPULATION AND DEMONSTRATED NEED:** Ombudsman Services provides information from the Association of Bay Area Governments (ABAG) that based on the projections from the 2010 census; there has been an increase of approximately 66% in the County's 60+ years of age population over the last ten years. Medical advances have increased longevity. One of every eight people is over 65 years of age and one in 67 is 85 years or older. The fastest growing age group in California is the age group of 85+, which is the age of a typical nursing home resident. Issues that can arise in nursing homes and residential care facilities include physical or sexual abuse and inadequate diet and staffing. With costs of care rising due to increased longevity and long-term intensive care, the possibilities for abuse are increasing.

5. **FINANCIAL ANALYSIS:**

		# Clients Served	$ Per Client Served
CDBG Funds Recommended	$10,000	775	$12.90
Total Program Amount	$357,665	2,981	$119.98
CDBG % of Total Budget	3%		
Required Match – 50%	$5,000		
Amount Secured	$300,167		
Leverage*	$34.77		
*Does not include other CDBG funds from other jurisdictions.			

County CDBG funds will be used for salaries, employee taxes, and benefits. The majority of the program funding comes from Federal funds and the program receives

funds from other CDBG jurisdictions in the County. Based on their funding history, Ombudsman Services will raise sufficient funds to carry out the proposed program.

6. **EXPERIENCE AND CAPACITY:** The organization has provided the proposed service since 1991. The longtime Executive Director recently retired. The interim Executive Director is a state-certified volunteer and has been with the program for several years. Ombudsman Services currently employs five staff persons and has around 40 trained state-certified volunteers.

7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.

8. **PAST PERFORMANCE:** The program has received CDBG funds since 1991 and has successfully met program agreement goals and reporting requirements. For FY 2013/14, Ombudsman Services provided 847 Urban County seniors with services, exceeding their goal of 775. As of the 2nd Quarter of FY 2014/15, Ombudsman Services has provided 444 seniors with services, 57% of their annual goal.

9. **ENVIRONMENTAL/HISTORIC PESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

FY 2015/16 & FY 2016/17 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY

APPLICANT:	Opportunity Junction
PROGRAM NAME/NUMBER:	Bay Point Career Development Services 15-25-PS
PROGRAM SERVICE AREA:	East County (primarily Bay Point)
PROGRAM OUTCOME:	Provide a set of intensive, individualized vocational services including assessment and development of employment plans, case management and service referrals, connections to in-demand vocational training, and one-on-one career skills development to 110 persons.
TOTAL PROGRAM COST:	**$174,745**
AMOUNT REQUESTED:	**$ 20,000**
AMOUNT RECOMMENDED	
FY 2015/16:	**$ 20,000**
FY 2016/17:	**$ 20,000**
RECEIVED IN FY 2014/15:	**$ 0**
CONDITIONS OF APPROVAL:	None

PROGRAM ANALYSIS: Opportunity Junction proposes to provide intensive, individualized vocational services to the community of Bay Point that will be integrated into SparkPoint Contra Costa. SparkPoint is an innovative economic development system providing deep, personalized services including assessment and development of employment plans, case management and service referrals, connections to in-demand vocational training, and one-on-one career sills development.

The program is unique because it provides services that extend beyond traditional vocational services. These services commonly include transit passes or gas cards to attend interviews, gift cards for groceries to ensure good nutrition and energy, free interview and working wardrobes, vouchers for eye exams and glasses, and reimbursement for job-search related expenses like background checks. Opportunity

Junction also offers free weekly classes in computer basics. Program staff members include a bi-cultural and bilingual Career Development Case Manager. This is critical to providing culturally appropriate services to the large proportion of Bay Point and Pittsburg residents who identify as Latino. Often, clients receive services for up to three years to help them achieve their goals. In addition to career development, clients are provided credit and financial counseling and education, benefits enrollment, and information on Individual Development Accounts (matched savings accounts).

The proposed program is eligible, feasible, and timely. Requested funding will be allocated to staff (Case Manager and the Sr. Career Manager) salaries and benefit expenses.

EVALUATION CRITERIA

1. **CONSOLIDATION PLAN PRIORITY:** Ensure that opportunities and services are provided to improve the quality of life and independence for lower income persons and ensure access to programs that promote prevention and early intervention related to a variety of social concerns such as hunger, substance abuse and other issues [CD-1].

2. **CDBG ELIGIBILE ACTIVITY:** Public Services [24 CFR 570.201 (e)]

3. **NATIONAL OBJECTIVE:** Low Income [24 CFR 570.208(a)(2)(i)(B)]

4. **TARGET POPULATION AND DEMONSTRATED NEED:** The Bay Point Career Development Services program addresses the community need to match local, hard-to-serve residents with jobs that enable them to support their families thus reducing reliance on ongoing government support, improving outcomes for their children, and enriching the local economy. Unemployment in the Bay Point, Pittsburg, and Antioch areas are higher than the County average. Not surprisingly, poverty rates in the three areas are higher than the County average – 25% in Bay Point, 13% in Pittsburg, and 11% in Antioch. 46% of adults aged 25 or older have attained no more than their high school diploma or equivalency and more than 17% speak English “not well” or “not at all”

5. **FINANCIAL ANALYSIS:**

		# Clients Served	$ Per Client Served
CDBG Funds Recommended	$20,000	40	$500
Total Program Amount	$174,745	110	1,588
CDBG % of Total Budget	11%		
Required Match – 10%	$2,000		
Amount Secured	$124,000		
Leverage*	$7.70		
*Does not include other CDBG funds from other jurisdictions.			

The program's operational budget is funded primarily by foundations and private donations. It is expected that Opportunity Junction will continue to be successful in securing foundation support to continue the program.

6. **EXPERIENCE AND CAPACITY:** The Bay Point Career Development Services program has been providing services since July 2010.

7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.

8. **PAST PERFORMANCE:** This will be the first year that this program will receive CDBG funding. Since September 2010, 132 local residents have been placed in employment at an average starting wage of $13.16 per hours. During the first six months of this fiscal year, 16 job seekers with addressable barriers were place into employment.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

FY 2015/16 & 2016/17 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY

APPLICANT:	Pacheco/Martinez Homeless Outreach dba Central County Homeless Outreach
PROGRAM NAME/NUMBER:	Reaching Out to the Homeless 15-27-PS
PROGRAM SERVICE AREA:	Urban County
PROGRAM OUTCOME:	Provide basic necessities, transportation to shelters, and referral services to 200 Urban County homeless individuals through nightly vehicle rounds throughout the County.
TOTAL PROGRAM COST:	**$193,600**
AMOUNT REQUESTED:	**$23,340**
AMOUNT RECOMMENDED:	
FY 2015/16:	**$12,626**
FY 2016/17:	**$12,626**
RECEIVED IN FY 2014/15:	N/A
CONDITIONS OF APPROVAL:	Contingency plan for staff absence

PROGRAM ANALYSIS: Reaching Out to the Homeless (ROH) is managed by Central County Homeless Outreach (CCHO) and coordinates with the County's Homeless Program, several police departments in the County, Anka Behavioral Health, and the County's shelter programs to identify and provide homeless individuals and families basic necessities, transportation to shelter, and referral services. Their mission is to start the process of moving clients out of homelessness. ROH will provide services to 200 Urban County homeless clients to help them transition to a safe and healthier lifestyle.

Their outreach is performed by a team of two outreach workers, one of whom founded the organization in 2003. ROH makes nightly vehicle rounds 5-6 nights-a-week from 8 PM to 6 AM by vehicle and is also able to enter many encampments and other areas that are not accessible by vehicle (in collaboration with local police departments).

The outreach team makes contact with clients and provides basic necessities (clothing, water, food, over-the-counter medicine, toiletries) in the field. They also

assess the clients' physical/mental conditions and can provide transportation to shelters and/or refer clients to additional homeless services provided in the County. CCHO works to build a level of rapport and trust with their clients, who are often wary or distrustful of services at the beginning, through continued nightly visits to known areas where the homeless congregate.

CCHO coordinates with several local agencies to help identify and serve homeless clients. They coordinate with local police departments to help identify encampment areas and respond to homeless individuals with a high-need for service. Additionally, CCHO works with various organizations in the County to introduce their clients to shelter and referral services.

This program is eligible, feasible and timely. It is well established, meets Consolidated Plan goals and has performed consistently well for many years.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Prevention Services for the Homeless [H-2].

2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)]

3. **NATIONAL OBJECTIVE:** Presumed Beneficiary/Homeless [24 CFR 570.208(a)(2)(i)(A)]

4. **TARGET POPULATION AND DEMONSTRATED NEED:** The target population served by ROH is homeless individuals. Data gathered in the 2013 Homeless Count by the County's Homeless Continuum of Care shows that there were a total of 1,350 individuals living in places not meant for human habitation in Contra Costa County. In 2014, the number of individuals accessing services for the homeless was over 8,000. Although shelters on any given night can only provide beds for 15 percent of the estimated homeless population, there are times the beds are not filled because of a lack of referral and knowledge of availability within the homeless community.

5. **FINANCIAL ANALYSIS:**

		# Clients Served	$ Per Client Served
CDBG Funds Recommended	$12,626	200	$63.13
Total Program Amount	$193,600	1,510	$128.21
CDBG % of Total Budget	6.5%		
Required Match – 10%	$1,262		
Amount Secured	$59,950		
Leverage*	$14.33		
*Does not include other CDBG funds from other jurisdictions.			

County CDBG funds will be used for salaries and employee taxes and benefits along with workers compensation insurance and payroll services. The majority of the program's other funds come from local law enforcement agencies and individual and in-kind donations. CCHO has applied to all local CDBG jurisdictions. The cities of Antioch and Pittsburg have recommended CDBG funds for the ROH program. CCHO is applying for CDBG funding for the first time, but has existed for many years on in-kind donations, support from local law enforcement and small donations from corporations and foundations.

6. **EXPERIENCE AND CAPACITY:** CCHO has been in existence for nine years and the ROH program is the only program they administer. They have garnered support from the County's Homeless Program, local law enforcement agencies as well as homeless services organizations and, in 2013, the Executive Director received a Martin Luther King, Jr. Humanitarian award from the Board of Supervisors for his work on the program. The program is staffed by a small team of experienced outreach workers who are dedicated to the program's mission and goals. In order to leverage services the ROH program operates in partnership with other non-profit agencies that advocate for the homeless, including Anka Behavioral Health, SHELTER Inc., the County homeless shelters, Greater Richmond Interfaith Project, and Bay Area Rescue Mission.

   CCHO's is currently a small organization with limited capacity. CCHO has provided a staff absence contingency plan that indicates they plan to hire extra staff and apprentices as well as always have at least 1 experienced outreach worker in the field during shifts. This will allow CCHO to have more outreach teams to provide year-around services in case any outreach worker is absent.

7. **PROGRAM READINESS AND TIMELINESS:** This program has been in operation since 2005. The program is fully staffed and has developed an extensive outreach program that has been highly effective in reaching the target population. The agency is well established and works in partnership with numerous local agencies and organizations. If awarded CDBG funding, the program plans to expand by hiring more outreach workers and apprentices.

8. **PAST PERFORMANCE:** This is CCHO's first time applying for CDBG funds.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service projects are exempt from an environmental review.

FY 2015/16 & FY 2016/17 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY

APPLICANT: Pleasant Hill Recreation & Park District

PROGRAM NAME/NUMBER: Senior Service Network
15-28-PS

PROGRAM SERVICE AREA: Central County (Primarily Pleasant Hill area)

PROGRAM OUTCOME: Provide on-site care management services and crisis intervention to 150 Urban County seniors resulting in the prevention of displacement and/or premature institutionalization.

TOTAL PROGRAM COST: **$48,305**

AMOUNT REQUESTED: **$10,000**

AMOUNT RECOMMENDED
FY 2015/16: **$10,000**
FY 2016/17: **$10,000**

RECEIVED IN FY 2014/15: **$10,000**

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: The Pleasant Hill Recreation & Park District (PHRPD) proposes to provide on-site counseling and care management services at the Pleasant Hill Senior Center to 150 seniors residing in the Pleasant Hill and surrounding areas. Seniors receiving services are those who need assistance with entitlement services or support for crisis and other serious concerns in order to prevent premature hospitalization or institutionalization. Services to be provided include:

- Care management and coordination onsite 15 hours per week
- Counseling and assessment
- Assistance in gaining access to resources
- Early intervention and prevention of elder abuse
- Linkages to multiple health, psychological, and social services resources for frail seniors

The program is eligible, feasible, and timely. PHRPD has been providing care management services to low-income Urban County seniors since 1990**.**

EVALUATION CRITERIA

1. **CONSOLIDATION PLAN PRIORITY:** To enhance the quality of life of senior citizens and frail elderly, and enable them to maintain independence [CD-2].

2. **CDBG ELIGIBILE ACTIVITY:** Public Services [24 CFR 570.201 (e)]

3. **NATIONAL OBJECTIVE:** Presumed beneficiary/ Seniors [24 CFR 570.208(a)(2)(i)(A)].

4. **TARGET POPULATION AND DEMONSTRATED NEED:** The target population is low income Pleasant Hill seniors. Seniors are the fastest growing segment of the population and are most at risk for premature hospitalization or institutionalization. According to the most recent statistics from the City of Pleasant Hill, 12 percent of its residents are 65 years and older, and that number is expected to increase to 22 percent in the next ten years. The average cost of nursing home care in Contra Costa is $60,000-$72,000 annually. Seniors and their families often do not know where or how to access services necessary to help seniors maintain independence. Many turn to senior centers as a resource. PHRPD proposes to provide on-site care management services at the Pleasant Hill Senior Center that will help seniors gain access to resources and maintain independence. Provision of such services may prevent not only hospitalization and institutionalization but also homelessness.

5. **FINANCIAL ANALYSIS:**

		# Clients Served	$ Per Client Served
CDBG Funds Recommended	$10,000	150	$66.67
Total Program Amount	$48,305		
CDBG % of Total Budget	21%		
Required Match – 50%	$5,000		
Amount Secured	$38,305		
Leverage*	$3.83		
*Does not include other CDBG funds from other jurisdictions.			

6. **EXPERIENCE AND CAPACITY:** PHRPD has been providing care management services to low-income seniors through the CDBG program since 1990. The Care

Manager, who has worked on the program for thirteen years, will provide direct care management services. The program has been successful at meeting the administrative requirements of the CDBG program.

7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.

8. **PAST PERFORMANCE:** During FY 2013/14, the program served 164 seniors exceeding their goal of serving 150. During the first six months of the current fiscal year, the program has served a total of 87 seniors and is therefore well on its way to meeting is goal.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

FY 2015/16 & 2016/17 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY

APPLICANT:	Rainbow Community Center of Contra Costa
PROGRAM NAME/NUMBER:	Kind Hearts Community Support Program 15-29-PS
PROGRAM SERVICE AREA:	Central County
PROGRAM OUTCOME:	Provide congregate meals, food pantry services, home/friendly visitor services and wellness calls to 60 Urban County People with AIDS and Lesbian, Gay, Bisexual and Transgender seniors to decrease isolation and improve quality of life.
TOTAL PROGRAM COST:	**$71,786**
AMOUNT REQUESTED:	**$10,000**
AMOUNT RECOMMENDED:	
FY 2015/16	**$10,000**
FY 2016/17:	**$10,000**
RECEIVED IN FY 2014/15:	**$10,000**
CONDITIONS OF APPROVAL:	None

PROGRAM ANALYSIS: Rainbow Community Center ("RCC") serves two vulnerable populations: people living with AIDS and Lesbian, Gay, Bisexual and Transgender ("LGBT") seniors, primarily in Central County. RCC has found that these populations share common needs that can be addressed by one program. By combining services, these residents can be helped in a cost effective manner. Program services operate along a continuum that includes outreach and socialization activities, case management, nutritional support and home-based services for those unable to access the Center. The Kind Hearts program provides congregate meals, food pantry services, wellness calls and home/friendly visits to over 85 Contra Costa County residents, with 60 being from the Urban County.

Research documents significant health disparities when LGBT seniors are compared to their heterosexual contemporaries, including higher rates of depression, anxiety, self

harm and suicide. LGBT seniors become increasingly isolated as they age; further impacting their physical and mental well-being. Without children, many LGBT seniors lack personal relationships with younger people who can provide family support. In addition, many feel uncomfortable accessing mainstream senior services, including visiting senior centers. Many of the same concerns voiced by LGBT seniors also apply to People with AIDS – fear of being stigmatized, lack of support as a peer network disappears and difficulty with transportation.

RCC's home/friendly visitor program is staffed by volunteers and Masters in Social Work interns from Cal State East Bay. These volunteers provide on site and home visits and wellness calls to the frail elderly and People with AIDS, decreasing isolation and providing an ongoing assessment of a client's condition, as well as delivering weekly food supplies. The home visitors also work on helping isolated client's rebuild their social networks by conducting a social network assessment, identifying people in the participants social circle who can provide additional socialization and support services.

The program is eligible, feasible, and timely. RCC has received County CDBG funds since 2008 and has achieved their contract goals.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Non-homeless Special Needs Population [CD-2].

2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)]

3. **NATIONAL OBJECTIVE:** Presumed Beneficiary: Seniors/Persons with HIV/AIDS [24 CFR 570.208(a)(2)(i)(A)].

4. **TARGET POPULATION AND DEMONSTRATED NEED:** A recent study estimated that between 4 and 8 percent of the County's seniors are LGBT and approximately 65 percent live alone. Though the number of people dying from AIDS is decreasing, HIV/AIDS continues to be a serious health concern in our community. People living with HIV/AIDS and LGBT people need support to deal with their various needs. However, for LGBT seniors and people with HIV/AIDS, finding adequate support is often complicated by the fear that they will be rejected and discriminated against. This rejection and discrimination leads to health disparities amongst persons living HIV/AIDS. The National Academy of Sciences Institute of Medicine reports that LGBT people are twice as likely to be uninsured and twice as likely to live in poverty. Furthermore, the report and further research has revealed that LGBT people have higher rates of depression, anxiety, self harm, and suicide. Home/friendly visitor

programs are a cost effective way to provide important support services to people who are ill or housebound.

5. **FINANCIAL ANALYSIS:**

		# Clients Served	$ Per Client Served
CDBG Funds Recommended	$10,000	60	$167
Total Program Amount	$71,786	85	$844
CDBG % of Total Budget	14%		
Required Match – 50%	$5,000		
Amount Secured	$47,718		
Leverage*	$6.18		
*Does not include other CDBG funds from other jurisdictions.			

County CDBG funds will be used to partially fund the salary of the volunteer coordinator. Secured funding is through County Department of Health Services contracts. Remaining funds will be secured through fundraising and corporations/foundations.

6. **EXPERIENCE AND CAPACITY:** RCC has been in operation since 1996 as a primarily volunteer organization. The agency has the capacity to continue to manage and develop this program.

7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that has been successful in providing services using a primarily volunteer staff.

8. **PAST PERFORMANCE:** RCC has received County CDBG funds since FY 2008/09 and has met the requirements of their contract. As of the 2nd quarter of the current fiscal year, RCC has served 50 clients, putting them at 83% of their annual goal.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

2015/16 & FY 2016/17 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY

APPLICANT: The RYSE Center

PROGRAM NAME/NUMBER: RYSE Career Pathway Program
15-30-PS

PROGRAM SERVICE AREA: West County

PROGRAM OUTCOME: Operate the Career Pathway Program by providing career development and soft skills support, media arts skill development, paid work experience opportunities, and academic enrichment and interventions. A total of 115 RYSE members will be provided services during the year.

TOTAL PROGRAM COST: **$249,451**

AMOUNT REQUESTED: **$ 15,000**

AMOUNT RECOMMENDED
FY 2015/16: **$ 15,000**
FY 2016/17: **$ 15,000**

RECEIVED IN FY 2014/15: **$ 15,000**

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: RYSE serves young people in West Contra Costa County ages 14 to 21. RYSE members include youth who are in and out of school, college bound, homeless, LBGT, and some that have been incarcerated.

According to numerous reports, young people from Richmond and West Contra Costa County face a myriad of challenges that hinder academic success and acquisition of meaningful employment opportunities and financial stability. A marginalized community needs adequate support from the community to offer its young adults access to opportunities that provide long-term stability and support transition into adulthood. The Career Pathway Program aims to address this problem by offering a combination of career development and soft skills support, media arts skill development, paid work experience opportunities and academic enrichment and intervention.

Career development programming integrates exposure to a variety of career pathways and offers quality classroom and work-based learning opportunities. RYSE also supports youth in acquiring desired employment and internships on site, in the community or with work place partners.

RYSE has a proven track record for producing a safe space for youth where they feel welcome, valued, and supported, and has created and implemented effective programming that helps youth make lasting changes in their lives. This program is eligible, feasible, and

timely. RYSE has received CDBG funds since FY 2008 and has achieved their contract goals.

EVALUATION CRITERIA

1. **CONSOLIDATION PLAN PRIORITY:** Increase opportunities for children/youth to be healthy, succeed in school and prepare for productive adulthood [CD-3].

2. **CDBG ELIGIBILE ACTIVITY:** Public Services [24 CFR 570.201(e)].

3. **NATIONAL OBJECTIVE:** Low and Moderate Income [24 CFR 570.208(a)(2)(i)(B)].

4. **TARGET POPULATION AND DEMONSTRATED NEED:** The target population is youth ages 14-21 living in West Contra Costa County. There are other youth centers in the West County area however none of them provide the amount and level of services to be provided at RYSE. The program model is focused on youth leadership, harm reduction, and social justice with the framework of addressing the causes of violence and the harmful social and health outcomes associated with violence. The program was developed as a result of extensive surveys taken of youth in the West County area after four Richmond High School Students were killed. The West Contra Costa Unified School District is the 20th largest school district in California with a diverse population of students that speak over 80 different languages. Seventy eight percent of the students meet eligibility for free or reduced lunches. Richmond High School (that serves Richmond as well as San Pablo and North Richmond residents) has a 4-year dropout rate of nearly 40 percent, and the greater Richmond area has one of the highest youth homicide rates in California.

5. **FINANCIAL ANALYSIS:**

		# Clients Served	***$ Per Client Served***
CDBG Funds Recommended	$15,000	115	$130
Total Program Amount	$248,451	230	$1,084
CDBG % of Total Budget	6%		
Required Match – 50%	$7,500		
Amount Secured	$208,000		
Leverage*	$14		
**Does not include other CDBG funds from other jurisdictions.*			

6. **EXPERIENCE AND CAPACITY:** The Executive Director has been with RYSE since 2008 and has successfully managed other youth programs for many years.

7. **PROGRAM READINESS AND TIMELINESS:** The program has secured funding to operate the project for the last several years and is expected to secure the necessary funds to continue its operations. The program is fully operational.

8. **PAST PERFORMANCE:** RYSE has met or exceeded its performance goals for the last seven years.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service projects are exempt from an environmental review.

FY 2015/16 & 2016/17 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY

APPLICANT:	Shelter Inc. of Contra Costa County
PROGRAM NAME/NUMBER:	Homeless Prevention and Rapid Rehousing Program 15-31-PS
PROGRAM SERVICE AREA:	County-wide
PROGRAM OUTCOME:	Provide rapid rehousing and homeless prevention services to 270 Urban County residents to quickly regain stable, permanent housing or maintain their housing.
TOTAL PROGRAM COST:	**$792,660**
AMOUNT REQUESTED:	**$27,000**
AMOUNT RECOMMENDED:	
FY 2015/16:	**$15,075**
FY 2016/17:	**$15,075**
RECEIVED IN FY 2014/15:	**$26,675**
CONDITIONS OF APPROVAL:	None

PROGRAM ANALYSIS: Shelter, Inc. provides one-time direct financial rental/mortgage assistance to low-income families to prevent eviction or foreclosure or to assist with move-in costs. These households often face a housing crisis through no fault of their own due to a temporary job loss, medical crisis or unexpected car repair. What would be an inconvenience for many is a devastating crisis for those struggling to make ends meet. For those who are currently homeless and attempting to move into housing, move-in costs are often in excess of what they can realistically afford. Preventing homelessness is far more cost-effective than helping a homeless family transition from the streets to temporary and permanent housing. Financial assistance will be provided to 270 Urban County clients.

The Homeless Prevention Program has two components: Rental/Mortgage Assistance and Prevention Case Management. Through the “Rental/Mortgage Assistance”

component, Shelter, Inc. receives direct funds from federal and state sources to disburse to County residents to prevent eviction or mortgage foreclosure and to assist the homeless with move-in costs for a new residence. A case manager determines the ability of each household to maintain the proposed housing expense so that the household doesn't find itself in a perpetual crisis or ongoing homelessness.

Through the "Prevention Case Management" component, case managers provide support and guidance to households that need help beyond one month's rent, often due to a temporary illness or disability. The services may include small rent supplement payments and provide extensive resources through an information and referral network.

The program is eligible, feasible, and timely. Providing services to prevent homelessness is consistent with the Consolidated Plan and the Homeless Continuum of Care Plan. Staff is recommending that this project be funded at $11,600 less from CDBG funds for the next fiscal year; however, staff is also recommending Emergency Solutions Grant funding for Shelter Inc. at $86,925 to make up for the reduced CDBG funding.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Prevention Services for Homeless [H-2].

2. **CDBG ELIGIBILE ACTIVITY:** Public Services [24CFR 570.201(e)]

3. **NATIONAL OBJECTIVE:** Low and Moderate Income [24CFR 570.208 (a)(2)(i)(B)]

4. **TARGET POPULATION AND DEMONSTRATED NEED:** Shelter, Inc. provides one-time financial assistance in order to help families in crisis avoid eviction or foreclosures resulting in homelessness or to assist with move-in costs. Program participants are generally the working poor whose income does not allow for unexpected emergencies or whose income restricts their ability to afford move-in costs.

5. **FINANCIAL ANALYSIS:**

		# Clients Served	$ Per Client Served
CDBG Funds Recommended	$15,075	270	$55.83
Total Program Amount	$792,660	1,060	$748
CDBG % of Total Budget	2%		
Required Match – 50%	$7,537		
Amount Secured	$150,000		
Leverage*	$51.58		
*Does not include other CDBG funds from other jurisdictions.			

Requested CDBG funds will be used to pay staff salaries and employee taxes and benefits. Shelter, Inc. has secured approximately 19 percent of the funds necessary to carry out the program through foundations and private donations. Based on funding history, Shelter, Inc. will be able to secure the required funds to carry out the program.

6. **EXPERIENCE AND CAPACITY:** Shelter, Inc. has been operating a rental assistance program in Contra Costa County since 1986 and has received CDBG funding for this program since 1991. The Program Director has more than 20 years experience serving the housing needs of homeless and at-risk residents of Contra Costa County and will be responsible for general oversight of the program.

7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.

8. **PAST PERFORMANCE:** Shelter, Inc. has been successful in meeting quantitative goals. As of second quarter of the current funding year they have served 96 percent of their annual goal.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

FY 2015/16 & FY 2016/17 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY

APPLICANT: Village Community Resource Center (VCRC)

PROGRAM NAME/NUMBER: VCRC Program Support
15-32-PS

PROGRAM SERVICE AREA: Brentwood

PROGRAM OUTCOME: VCRC will operate its Afterschool Academy program. A total of 100 unduplicated children will be provided after-school tutoring services.

TOTAL PROGRAM COST: $272,756

AMOUNT REQUESTED: $13,000

AMOUNT RECOMMENDED
FY 2015/16: $13,000
FY 2016/17: $13,000

RECEIVED IN FY 2014/15: $13,000

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: The Village Drive Community Resource Center (VCRC) is a 18-year old non-profit organization that was created to help empower residents and to address the educational, social and health issues of disadvantaged and underprivileged children, parents and community members residing in the immediate neighborhoods surrounding along Village Drive in Brentwood. Today, VCRC primarily serves Latino families and offers a variety of supportive services and activities for children, youth and families. Services are preventive-focused, family friendly, and available in English and Spanish. VCRC provides access to resources, which help improve neighborhood and community conditions by implementing educational, social services, and health components.

The proposed program is eligible, feasible, and timely. Requested CDBG funding will be used to pay for staffing.

EVALUATION CRITERIA

1. **CONSOLIDATION PLAN PRIORITY:** Ensure that opportunities and services are provided to improve the quality of life and independence for lower income persons and ensure access to programs that promote prevention and early intervention related to a variety of social concerns such as hunger, substance abuse and other issues [CD-1].

2. **CDBG ELIGIBILE ACTIVITY:** Public Services [24 CFR 570.201 (e)]

3. **NATIONAL OBJECTIVE:** Low and Moderate Income [24 CFR 570.208(a)(2)(i)(B)].

4. **TARGET POPULATION AND DEMONSTRATED NEED:** VCRC is an 18 year old non-profit organization that was created to help empower residents living in socially and economically disadvantaged neighborhoods along and surrounding Village Drive. VCRC's application cites many statistics about the need for the plethora of services provided at the Center including the need for after school tutoring.

5. **FINANCIAL ANALYSIS:**

		# Clients Served	$ Per Client Served
CDBG Funds Recommended	$13,000	100	$130
Total Program Amount	$272,756	115	$2,371
CDBG % of Total Budget	5%		
Required Match – 50%	$7,500		
Amount Secured	$259,000		
Leverage*	$19.98		
*Does not include other CDBG funds from other jurisdictions.			

6. **EXPERIENCE AND CAPACITY:** VCRC has provided a variety of human services and social programs to residents of the Village Drive neighborhoods for the past 18 years. The agency is well respected in the community and serves thousands of persons each year. The Executive Director has been with VCRC for over three years and is very familiar with the CDBG program requirements.

7. **PROGRAM READINESS AND TIMELINESS:** The current program is fully staffed and programs are operating effectively.

8. **PAST PERFORMANCE:** VCRC met its performance goals in FY 2013/14, and is on target to meeting its goals in FY 2014/15.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

FY 2015/16 & 2016/17 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY

APPLICANT:	Tides Center (Fiscal Agent)
PROJECT NAME/NUMBER:	West Contra Costa Family Justice Center 15-33-PS
PROJECT LOCATION:	246 24th Street, Richmond
PROJECT OUTCOME:	Operate the West County Family Justice Center (FJC) to provide one-stop services to victims of domestic violence, sexual assault, child abuse, elder abuse and human trafficking.
TOTAL PROJECT COST:	**$861,904**
AMOUNT REQUESTED:	**$ 30,000**
AMOUNT RECOMMENDED	
FY 2015/16:	**$ 15,000**
FY 2016/17:	**$ 15,000**
RECEIVED IN FY 2014/15:	**$0**
CONDITIONS OF APPROVAL:	None

PROJECT ANALYSIS: The West Contra Costa Family Justice Center (FJC) started operating in 2011 at a temporary location in Richmond's Hilltop Mall serving victims and survivors of domestic violence, sexual assault, child abuse, elder abuse and human trafficking. According to the FJC, in Contra Costa County, nearly 10,000 child abuse cases and 2,000 elder abuse cases are reported annually. In addition, there are over 3,000 domestic violence related arrests per year. Medical studies link long term effects of family violence and abuse to a number of serious health problems, from diabetes to obesity, to substance abuse and eating disorders. Abused women experience physical and emotional problems for many years after abuse ends. Children exposed to family violence often suffer from a variety of health and mental health conditions including post-traumatic stress and other psychological issues which can go on untreated for years. Exposure to violence reshapes the human brain and increases antisocial behavior, substance abuse, mental illness, and adverse health outcomes in adulthood.

When survivors of interpersonal violence seek help, they are often frustrated by a fractured social services system. They may have to travel to multiple locations and tell their stories repeatedly. According to the FJC, national statistics show that victims may have to access as many as 32 different agencies for assistance. These hurdles can discourage their efforts and cause many people to simply stop seeking help. The FJC brings public and private partners together under one roof to provide comprehensive wrap-around services. Between August 2013 and July 2014, the FJC coordinated services and referrals for 247

families. The FJC is a unique and effective public-private partnership with integrated services and extensive community connections.

FJC's fiscal sponsor (The Tides Center) has entered into a long-term lease with the City of Richmond to occupy the building on 24th Street in Richmond, and use it as a family justice center to "provide coordinated services to victims of domestic violence." The City of Richmond provided a $2 million bridge loan to finance the majority of the renovation work to the building but sufficient funding was not available to complete the building/site improvements proposed in the application for CDBG funds. The primary renovation project will be completed in April 2015 and the FJC plans to move into is permanent location shortly thereafter. The project is eligible, feasible, and timely.

EVALUATION CRITERIA

1. **CONSOLIDATION PLAN PRIORITY:** Ensure that opportunities and services are provided to improve the quality of life and independence for lower income persons and ensure access to programs that promote prevention and early intervention related to a variety of social concerns such as hunger, substance abuse and other issues [CD-1].

2. **CDBG ELIGIBILE ACTIVITY:** Public Service [24 CFR 570.201(e].

3. **NATIONAL OBJECTIVE:** Presumed Beneficiary [24 CFR 570.208(a)(2)(i)(A)].

4. **TARGET POPULATION AND DEMONSTRATED NEED:** The target population benefiting from this project are victims and survivors of domestic violence, sexual assault, child abuse, elder abuse and human trafficking.

5. **FINANCIAL ANALYSIS:**

		# Clients Served	$ Per Client Served
CDBG Funds Recommended	$15,000	500	$30
Total Program Amount	$861,904	2,300	$374
CDBG % of Total Budget	2%		
Required Match – 10%	$1,500		
Amount Secured	$761,904		
Leverage*	$50.79		
*Does not include other CDBG funds from other jurisdictions.			

6. **EXPERIENCE AND CAPACITY:** Tides Center has been a fiscal sponsor for other CDBG funded public services projects in the past. The FJC Executive Director has been the recipient of CDBG funds as well when she was employed with another organization. Consequently, both Tides Center and main FJC staff have experience in receiving County CDBG funds and are familiar with the County's requirements.

7. **PROJECT READINESS AND TIMELINESS:** This is an existing program and staff are in place to continue providing these critical services to victims and survivors of

domestic violence, sexual assault, child abuse, elder abuse and human trafficking.

8. **PAST PERFORMANCE:** This is a new project however staff at both agencies have worked with CDBG funded projects in other capacities and are very familiar with the CDBG program requirements and regulations.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

FY 2015/16 & FY 2016/17 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY

APPLICANT:	West County Adult Day Care
PROGRAM NAME/NUMBER:	Alzheimer's Respite Center 15-34-PS
PROGRAM SERVICE AREA:	West County
PROGRAM OUTCOME:	Provide day care services five days per week for 25 Urban County seniors with Alzheimer's/dementia resulting in retention of housing and delay of institutionalization.
TOTAL PROGRAM COST:	**$230,500**
AMOUNT REQUESTED:	**$ 18,000**
AMOUNT RECOMMENDED	
FY 2015/16:	**$ 18,000**
FY 2016/17:	**$ 18,000**
RECEIVED IN FY 2014/15:	**$ 15,000**
CONDITIONS OF APPROVAL:	None

PROGRAM ANALYSIS: West County Adult Day Care (WCADC) provides day care services five days per week 10 hours per day Monday through Friday to Alzheimer's victims and other elderly persons who need constant supervision. The program provides meals, personal grooming assistance, a variety of therapies, social activities, a monthly family support group, and respite to primary care givers. Day care services will be provided to at least 25 families from the Urban County.

The services offered by the program have been proven to delay long term placement for elders with Alzheimer's/dementia, as well as allowing caregivers to continue with a normal work schedule.

The proposed program is eligible, feasible, cost effective and timely. The program has received CDBG funds for several years. WCADC exceeded its goal in FY 2013/14, and is on track to meet or exceed its goal this fiscal year.

EVALUATION CRITERIA

1. **CONSOLIDATION PLAN PRIORITY:** Enhance the quality of life of senior citizens and frail elderly, and enable them to maintain independence [CD-2].

2. **CDBG ELIGIBILE ACTIVITY:** Public Services [24 CFR 570.201 (e)]

3. **NATIONAL OBJECTIVE:** Presumed Beneficiary/Seniors [24 CFR 570.208(a)(2)(i)(A)].

4. **TARGET POPULATION AND DEMONSTRATED NEED:** The program will serve seniors living with Alzheimer's disease and related conditions. Alzheimer's disease is a condition for which no viable treatment or cure exists. As the disease progresses, the person becomes increasingly impaired both physically and mentally. Because the impaired person cannot be left unattended, it becomes impossible for the caregiver to work outside the home.

   While a primary component of the program is to provide respite to the primary care giver, the beneficiary of the program is the senior whose life is enriched through the therapeutic and recreational activities provided. WCADC cites studies that show that respite care can delay long term care placement by approximately a year and reduce stress to care givers. These services also reduce the financial toll for families. All clients are low-income and over 50 percent are ethnic minorities.

5. **FINANCIAL ANALYSIS:**

		# Clients Served	$ Per Client Served
CDBG Funds Recommended	$18,000	25	$720
Total Program Amount	$230,500	55	$4,190
CDBG % of Total Budget	8%		
Required Match – 50%	$9,000		
Amount Secured	$190,000		
Leverage*	$10.55		
*Does not include other CDBG funds from other jurisdictions.			

   For several years, the program has received funding from the Richmond CDBG Program, Lesher Foundation, and a contract from Adult Education. These funding sources are expected to continue in FY 2015/16, and along with other smaller grants, will be sufficient to carry out the program next year. Client fees account for approximately 33 percent of the total program budget.

6. **EXPERIENCE AND CAPACITY:** The organization has provided the proposed service to the target population since 1985. The program is staffed by one full-time (Activity Coordinator) and many part -time employees and volunteers. The part-time

employees include a program coordinator, numerous health aides, and movement therapist. The executive director has been with the program since 1985 and has successfully increased the days and hours of operation as well as the number of persons able to be served by the program.

7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.

8. **PAST PERFORMANCE:** WCADC exceeded its performance goals last year and is on target for meeting or exceeding the performance goals for this fiscal year. Quarterly reports are submitted in a timely manner.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from an environmental review.

FY 2015/16 & FY 2016/17 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY

APPLICANT:	YWCA of Contra Costa County
PROGRAM NAME/NUMBER:	YWCA Family Empowerment Program 15-35-PS
PROGRAM SERVICE AREA:	Bay Point
PROGRAM OUTCOME:	Provide mental health, physical health, and social/emotional skills training services to approximately 125 families who have children enrolled in the YWCA's day care program. At the end of the year, all children will have passed the Desired Results Development Profile Assessment tool.
TOTAL PROGRAM COST:	**$24,000**
AMOUNT REQUESTED:	**$12,000**
AMOUNT RECOMMENDED	
FY 2015/16:	**$10,000**
FY 2016/17:	**$10,000**
RECEIVED IN FY 2014/15:	**$10,000**
CONDITIONS OF APPROVAL:	None

PROGRAM ANALYSIS: YWCA proposes to provide a family-based program for a minimum of 125 low-income families served by the YWCA at its facilities in Bay Point (Bay Point Child Care and Delta Child Care). The programs provided include:

- Children's Self-Esteem Program provides mental, social and emotional skills training by the Girl Scout program.
- Public/Physical Health Care Program provides families with health care education and assistance with receiving direct care.
- Mental Health Program provides parenting classes, weekly play-therapy sessions for children with social or emotional problems, and family therapy.

The purpose of the Family Empowerment Program is to assist low-income families in breaking the cycle of poverty by helping family members, including youth, develop a positive self-concept, improve social/emotional skills, and to become physically and mentally healthy. Bay Point is an unincorporated area that meets "area benefit" criteria[1]. Families participating in these programs are members of the YWCA who have children in the YWCA day care program. Outreach will also be targeted to the neighborhoods and community centers adjacent to the area.

The proposed project is eligible, feasible, and timely. The YWCA has provided these services to low-income Urban County families through CDBG since 1995. The YWCA has consistently met contract goals in a timely and cost-effective manner.

EVALUATION CRITERIA

1. **CONSOLIDATION PLAN PRIORITY:** Ensure that opportunities and services are provided to improve the quality of life and independence for lower income persons and ensure access to programs that promote prevention and early intervention related to a variety of social concerns such as hunger, substance abuse and other issues [CD-1].

2. **CDBG ELIGIBILE ACTIVITY:** Public Services [24 CFR 570.201 (e)]

3. **NATIONAL OBJECTIVE:** Area Benefit [24 CFR 570.208(a)(1)(i)].

4. **TARGET POPULATION AND DEMONSTRATED NEED:** YWCA cites data taken from the California Department of Education, Sperlings Best Places, and City Data websites showing how Bay Point compares to other areas in the County relative to population, economics, crime, nutrition, education, and cost of living data.

5. **FINANCIAL ANALYSIS:**

		# Clients Served	$ Per Client Served
CDBG Funds Recommended	$10,000	125	$96
Total Program Amount	$24,000	125	$192
CDBG % of Total Budget	50%		
Required Match – 50%	$5,000		
Amount Secured	$14,000		
Leverage*	$1.40		
*Does not include other CDBG funds from other jurisdictions.			

6. **EXPERIENCE AND CAPACITY:** YWCA has received funding through the CDBG program to provide childcare and family empowerment services since 1995. They have consistently met programmatic goals. YWCA staff needed to carry out the program include two part time (12 percent FTE each) Program Manager and a part time (3 percent FTE) Marriage and Family Therapist (MFT), and an MFT intern.

7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.

8. **PAST PERFORMANCE:** In past funding years the YWCA has met their performance goals.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

FY 2015/16 & 2016/17 EMERGENCY SOLUTIONS GRANTS (ESG)

APPLICANT:	Health Services Department
PROGRAM NAME/NUMBER:	Adult Interim Housing Program 15-01-ESG
PROGRAM SERVICE AREA:	Urban County
PROGRAM OUTCOME:	Provide 150 Urban County homeless clients year-round emergency shelter beds and wrap-around services.
TOTAL PROGRAM COST:	$2,067,741
AMOUNT REQUESTED:	$105,000
AMOUNT RECOMMENDED:	
FY 2015/16:	$105,000
FY 2016/17:	$105,000
RECEIVED IN FY 2014/15:	$84,025
CONDITIONS OF APPROVAL:	None

PROGRAM ANALYSIS: The Contra Costa County Health Services Department (HSD) operates two emergency homeless shelters for single adults—the Central County shelter in Concord with 75 beds and the West County shelter in Richmond with 100 beds. The shelters are the main points of entry for the homeless into the continuum of homeless and housing services.

The shelters are open 24-hours a day and provide meals, laundry facilities, mail, health screenings, telephones and a wide array of on-site support services. Upon entry into the shelter, each resident is assigned a case manager to assist the individual in determining an appropriate service plan that will help them (re)-gain housing as soon as possible. Engaging individuals the moment they walk into the shelter reflects the transition to a “housing-first” approach to service delivery that aims to reduce shelter stay and find appropriate housing that fits individual needs, subsequently reducing recidivism.

HSD is requesting ESG funds to help support operating costs at the two County run emergency homeless shelters. The funding will be used to cover utilities.

The shelter program is eligible, and consistent with County priorities and policies as identified in the County's Consolidated and Continuum of Care plans. The County shelters provide emergency housing and services to very-low income homeless individuals and are the entry point for many individuals seeking services to assist them in achieving permanent housing and a stable living environment. The shelters will serve up to 850 individuals per year.

HSD also receives CDBG funds to provide shelter and supportive services (see FY 2015/16 CDBG staff report No. 15-07-PS).

EVALUATION CRITERIA

1. **Consistency with homeless shelter and service priorities:** Provision of shelter and related support services for homeless persons, including the elderly and disabled, is identified as a need in the FY 2015-2020 Contra Costa Consortium Consolidated Plan. The Contra Costa County Continuum of Care Homeless Plan identifies the need to preserve existing programs and services in the Continuum of Care system.

2. **Eligibility:** ESG funds may be used to provide emergency shelter operations [24 CFR 576.102(a)(3)]. As proposed, ESG funds will be used to help cover the costs of utilities.

3. **Target Population:** The County shelters serve very-low income, homeless single adults, including the elderly and persons with disabilities. In FY 2013/14 the shelter served 216 Urban County clients. 66% of shelter residents were men, 34% were women.

4. **Project feasibility/cost effectiveness/budget issues:** The County shelter program is an ongoing program. During FY 2013/14, shelter was provided to 990 individual homeless adults, of which 216 were Urban County clients. The program costs $31.38/bed-night based on the proposed FY 2015/16 budget. The cost per client is $2,432.

   The objectives of the program are:

   - 60 percent of the persons exiting interim housing will be placed in permanent, transitional, sober living or more appropriate emergency housing.
   - 50 percent of the persons exiting interim housing will obtain additional benefits/income as a result of their participation in interim housing.

ESG funds have been used to support the County's emergency shelters for the past several years.

5. **Proposed match/leveraging:** Funds from Federal, State, and Local government sources will act as a match for County ESG funds. HSD has approximately $1,740,842 in secured funding. Every dollar of ESG funding leverages $23.32 from other sources.

6. **Experience:** The Health Services Department has primary responsibility in running the emergency shelters. The County's Homeless Program Director has general oversight of the program and has been with the department since 1997.

7. **Project readiness/timing:** Project is ongoing. Provision of ESG funds would allow the emergency shelters to remain in operation year-round with 175 beds.

8. **Involvement of homeless in project:** Each shelter holds a weekly house meeting to identify issues and solve problems. A Resident Council meets as needed to discuss shelter policy and operations. Client surveys are disseminated at least once a year to obtain resident feedback on shelter operations and, homeless ombudsmen services are available five days a week. Shelter residents are involved in the day-to-day operation of the shelters. Residents are responsible for keeping their sleeping areas clean and orderly, and they rotate chores for common and outdoor areas. Residents serve their own meals, including dining room set-up.

9. **Marketing/Outreach.** The County Homeless Program sponsors the Shelter Intake Hotline, a toll-free telephone information and referral service that provides intake and screening for homeless persons seeking shelter. Individuals may call this line 24-hours a day to request a shelter bed or other services. Additionally, the Contra Costa County "Street Sheets," published by the Association of Homeless and Housing Service Providers, list the Shelter Intake Hotline number, in addition to other information, in both English and Spanish. The largest number of referrals comes from Central County Homeless Outreach and the HOPE outreach teams that are on the streets five days a week linking homeless to shelter and services.

10. **Environmental issues.** This project involves funding the operations of a homeless shelter and is exempt under the required National Environmental Policy Act (NEPA) review.

11. **Local support.** The County's homeless shelter program success is enhanced by community support. Community and service groups donate food, clothing, linens and equipment. Approximately 15 volunteer, faith-based organizations provide meals

each month. The shelters are accessed through the Shelter Intake Hotline and both are regularly advertised in the publication “Street Sheets”.

FY 2015/16 & 2016/17 EMERGENCY SHELTER GRANTS (ESG)

APPLICANT: Health Services Department

PROGRAM NAME/NUMBER: Calli House Youth Shelter
15-02-ESG

PROGRAM SERVICE AREA: Urban County

PROGRAM OUTCOME: Provide year-round emergency shelter beds and support services to 25 homeless youth in Urban County.

TOTAL PROGRAM COST: $497,228

AMOUNT REQUESTED: $10,000

AMOUNT RECOMMENDED:
FY 2015/16: $10,000
FY 2016/17: $10,000

RECEIVED IN FY 2014/15: $10,000

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: Health Services Department (HSD) operates the Calli House Youth Shelter, a program that provides 18 shelter beds as well as day center services to youth ages 14 to 21. The program was established in 2002 and is housed in two locations. Calli House has 6 beds for youth under the age of 18, and the Calli House Annex, located in the adult shelter facility 200 feet away, provides 12 beds to youth that are 18 to 21. Both facilities are collectively referred to as Calli House.

The shelters are open 24-hours a day and provide meals, laundry facilities, mail, health screenings, telephones and a wide array of on-site support services. Youth have the ability to live in the shelter or access the Day Center for basic services. HSD projects 150 unduplicated youth will access the Day Center annually. Additionally, a total of 110 unduplicated youth will be provided shelter services, including 60 youth under age of 18 at Calli House and 65 youth ages 18 to 21 at the Calli House Annex.

The youth shelter program is eligible and consistent with County priorities and policies as identified in the County's Consolidated and Continuum of Care plans. Calli House provides emergency housing and services to homeless youth and is the entry point for many individuals seeking services to assist them in achieving permanent housing and a stable living environment.

EVALUATION CRITERIA

1. **Consistency with homeless shelter and service priorities:** Provision of shelter and related support services for homeless persons, including the elderly and disabled, is identified as a need in the FY 2015-2020 Contra Costa Consortium Consolidated Plan [H-1]. The Contra Costa County Continuum of Care Homeless Plan emphasizes the need to preserve existing programs and services in the Continuum of Care system.

2. **Eligibility:** ESG funds may be used to provide operating support [24 CFR 576.102(a)(3)]. As proposed, ESG funds will be used to help cover the costs of utilities.

3. **Target Population:** The County shelters serve very-low income, homeless youth. In FY 2013/14, 111 unduplicated youth were served. Nearly 44 percent of the residents had a disability.

4. **Project feasibility/cost effectiveness/budget issues:** HSD proposes to provide 25 unduplicated Urban County youth with shelter, food and support services annually. A total of 6,570 bed-nights will be provided, with the average length of stay at 30 days.

   The goals of Calli House are as follows:

   - At least 100 County runaway and homeless youth will be provided shelter, food, and other services.
   - 90 percent of all youth exiting Calli House will be placed in permanent, transitional, sober or more appropriate emergency housing.
   - 75 percent of youth will have improved health outcomes as a result of the support services offered.

   HSD will use ESG funds to pay for a portion of the operating costs of the shelter including utilities. Previously ESG funds have been granted in the amount of $10,000 in FY 2013/14 and FY 2014/15.

5. **Proposed match/leveraging:** The ESG match requirement is 100 percent of the grant amount, which is easily met by Federal, State, and local funds in the amount of $487,228. Each dollar of ESG funds will leverage an additional $48.72 in other resources.

6. **Experience:** Contra Costa Health Services is responsible for the overall coordination, monitoring, and funding of this ongoing shelter program. The program has been in operation since 2002.

7. **Project readiness/timing:** Project is ongoing. Provision of ESG funds will allow the emergency shelter to remain in operation year-round with 18 beds.

8. **Involvement of homeless in project:** Homeless individuals are able to directly participate in policy-making decisions through the Contra Costa Interjurisdictional Council on Homelessness (CCICH). CCICH serves in advisory capacity to the Board of Supervisors on issues related to homelessness. CCICH also participates in long-range planning and development of strategies to alleviate homelessness in the County, including the development and implementation of the Continuum of Care Plan.

   In addition, house meetings are held weekly in the shelter to identify issues that residents may have. This gives staff and shelter residents an opportunity to engage in pro-active problem solving. Focus groups are convened on an as-needed basis, and client surveys are disseminated at least once per year.

9. **Marketing/Outreach:** The program is marketed primarily through the toll free 24-hour Homeless Hotline, Calli House hotline, and Shelter Intake hotline. In addition, the hotline and shelter services are part of the "Street Sheets", a regional bilingual publication of the Association of Housing and Homeless Services Providers. Referrals also come from the HOPE outreach teams and Central County Homeless Outreach team who are on the streets five days/nights a week linking homeless to shelter and services.

10. **Environmental issues:** This project is classified as exempt under the National Environmental Policy Act.

11. **Local support:** Calli House has developed a network of service providers to meet the needs of the youth, including agencies such as Children's Protective Services, police departments, West Contra Costa Unified School District, Rubicon, Opportunity West and other youth shelters in the greater Bay Area.

FY 2015/16 & 2016/17 EMERGENCY SOLUTIONS GRANTS (ESG)

APPLICANT: Shelter, Inc. of Contra Costa County (SHELTER)

PROGRAM NAME/NUMBER: Homeless Prevention and Rapid Rehousing Program 15-03-ESG

PROGRAM SERVICE AREA: Urban County

PROGRAM OUTCOME: Provide rapid rehousing and homeless prevention services to 140 Extremely-Low-Income (below 30% of Area Median Income) and/or homeless individuals and families in the Urban County to quickly regain stable, permanent housing or maintain their housing.

TOTAL PROGRAM COST: $792,660

AMOUNT REQUESTED: $86,925

AMOUNT RECOMMENDED:
FY 2015/16: $86,925
FY 2016/17: $86,925

RECEIVED IN FY 2014/15: $75,000

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: Shelter, Inc. provides homelessness prevention and rapid rehousing services to low income individuals and families in Urban County.

The homelessness prevention element provides housing relocation and stabilization services and rental assistance to extremely low income (below 30% AMI) Urban County resident's as necessary to prevent the individual or family from becoming homeless. Assistance is used to help program participants regain stability in their current permanent housing or move into other permanent housing and achieve stability in that housing. Participants receive case management services to help determine how best to maintain their housing. Clients must demonstrate that they would become homeless if not for this assistance and that they can be reasonably expected to maintain housing once the subsidy ends.

The rapid rehousing element provides housing relocation/stabilization services and financial assistance in paying deposits, rent and utility bills to help homeless individuals and families quickly regain and maintain housing and self-sufficiency. Eligible clients must meet HUD's definition of homelessness, have no appropriate housing options, lack sufficient resources and support networks necessary to secure or maintain housing without ESG assistance, agree to meet with a case manager for stabilization/relocation services and demonstrate that they would remain homeless if not for this assistance.

The program differentiates between the chronically homeless and those who can be reasonably expected to maintain their housing when the subsidy ends.

Eligible costs include utilities, security deposits, short-term (1-3 months) rental assistance, utility deposits/payments and moving costs. All direct assistance is paid to a third party (i.e. landlord, utility company) and is considered a grant on behalf of the client.

This project is eligible, feasible and timely. It is consistent with HUD's priorities for the ESG program and with the County's Consolidated Plan and the Homeless Continuum of Care Plan.

EVALUATION CRITERIA

1. **Consistency with homeless shelter and service priorities:** Reducing the incidence of homelessness and assisting in alleviating the needs of the homeless is identified as a priority in the FY 2015–2020 Contra Costa Consortium Consolidated Plan [H-2]. Preserving existing programs and services in the continuum of care, and enhancing people's ability to achieve stable housing and economic self-sufficiency are high priority recommendations in the Contra Costa County Ending Homelessness in Ten Years plan.

2. **Eligibility:** ESG funds will be used to provide housing relocation/stabilization services and direct financial assistance, which are eligible under the Emergency Solutions Grant Homeless Prevention and Rapid Rehousing component [24 CFR 576.103, 576.104, 576.105, and 576.106]. Eligible costs include rental assistance, security and rental deposits, utility payments and housing search and assistance. Funding will also be allocated for staff positions, which are eligible under the above activities.

3. **Target Population:** This project serves individuals and families who are at risk of losing their housing and homeless individuals and households who are ready to transition into stable permanent housing. Homelessness Prevention clients must be extremely-low-income (below 30% AMI) and lack sufficient resources to remain housed if not for this assistance. Eligible Rapid Rehousing clients must meet the HUD definition of homelessness as amended by the HEARTH Act, have no appropriate housing options, have an annual income of less than 30% AMI and lack sufficient resources to secure or maintain housing without ESG assistance.

4. **Project feasibility/cost effectiveness/budget issues:** This project is eligible, feasible and timely. Shelter, Inc is able to piggyback on existing rapid rehousing services and move quickly in making these funds available to those in need. Based on funding history, Shelter, Inc. will be able to secure the required funds to carry out the program.

5. **Proposed match/leveraging:** This project proposes to leverage County ESG ($86,925) funds with Emergency Food and Shelter Grant (FESG) funds ($30,000), State ESG funds ($316,000) and grants from foundations and fundraising

($296,660). The FESG and State ESG funds are not guaranteed as both programs are at risk of budget cuts; all other funding sources are proposed and/or estimated. If all funds are provided at the proposed levels, each dollar of County ESG would leverage $8.23 in other funds.

6. **Experience:** Shelter, Inc. is the lead agency in the REACH Plus collaborative which is comprised of six experienced housing and supportive service providers in Contra Costa. The agency operates a broad range of programs including transitional shelters, permanent housing opportunities for special populations, rental assistance, and fair housing counseling. Shelter, Inc. was also the lead agency in the County's Homelessness Prevention/Rapid Rehousing Program. Under the agency's direction the program has exceeded the estimate for clients and households served. The Program Director has more than 20 years experience serving the housing needs of homeless residents of the County and will be responsible for general oversight of the program.

7. **Project readiness/timing:** This program builds on those services established under the County's HPRP program, allowing the agency to move quickly in making these funds available to homeless clients.

8. **Involvement of homeless in project:** In consultation with a case manager, participants in the program develop their own budgets and a plan for achieving and maintaining housing. Shelter, Inc. is an active participant in the Contra Costa Inter-jurisdictional Council on Homelessness (CCICH), which is charged with providing a forum for communication among providers and homeless clients.

9. **Marketing/Outreach:** The agency maintains direct relationships and referral agreements with other community service agencies and also participates in a variety of community resource fairs.

10. **Environmental issues:** This project involves providing homeless prevention and rapid rehousing services to the homeless and therefore is classified as exempt under the required National Environmental Policy Act (NEPA) review.

11. **Local support:** The Homeless Prevention and Rapid Rehousing Program has the support of local community service agencies. Additional support and contributions are received from service clubs, the faith-based community and neighborhood organizations.

FY 2015/16 & 2016/17 EMERGENCY SOLUTIONS GRANT (ESG)

APPLICANT: STAND! For Families Free of Violence

PROGRAM NAME/NUMBER: Rollie Mullen Emergency Shelter
15-04-ESG

PROGRAM SERVICE AREA: Urban County

PROGRAM OUTCOME: Provide emergency homeless shelter and support services for 40 women and their children who are displaced due to domestic violence.

TOTAL PROGRAM COST: $518,718

AMOUNT REQUESTED: $31,000

AMOUNT RECOMMENDED:
FY 2015/16: $31,000
FY 2016/17: $31,000

RECEIVED IN FY 2014/15: $31,000

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: For more than 30 years, STAND! For Families Free of Violence (STAND) has provided services and emergency shelter to victims of domestic violence. Annually, approximately 6,000 emergency shelter bed-nights are provided to women and their children who are homeless and in peril due to violent relationships. STAND provides shelter for these women and children while they reconstruct their lives and find safe and stable housing. Clients receive up to 12 weeks of shelter and services including food, clothing, case management, counseling, employment assessment and housing referrals.

The STAND emergency shelter is housed in the Rollie Mullen Center (RMC). This shelter has 24 beds, a sitting area, a laundry facility, a common kitchen and a dining facility. The shelter also provides programs for children. In addition to the emergency shelter, the RMC has seven transitional housing units for families and a counseling center. STAND is requesting ESG funds for the provision of essential services.

This program serves a high priority need in Contra Costa by providing emergency shelter to victims of domestic violence, giving them an opportunity to stabilize their lives and move to safe, permanent housing.

EVALUATION CRITERIA

1. **Consistency with homeless shelter and service priorities:** Increasing the supply of appropriate and supportive housing for special needs populations (including battered women), and assisting the homeless and those at risk of becoming homeless are identified as priority housing needs in the FY 2015-20 Contra Costa Consortium Consolidated Plan. Preserving existing programs and services in the Continuum of Care is listed as a high priority need in the Contra Costa County Continuum of Care Homeless Plan.

2. **Eligibility:** Provision of essential services to the homeless is an eligible use of ESG funds [24 CFR 576.102(a)(1)].

3. **Target Population:** STAND targets women and their children who are homeless because they are in peril due to violent relationships. Targeted communities for increased services are the west and east portions of Contra Costa County where a larger proportion of homeless victims of domestic violence are identified as isolated from services by geography, culture, language, or economics. In FY 2013/14, 85% were very-low-income and 15% were low-income.

4. **Project feasibility/cost effectiveness/budget issues:** STAND is unique in the level of service and safety that it provides including extensive children's programs to address problems of low self-esteem, aggression, depression, anxiety, learning difficulties and post-traumatic stress disorders. In the first six months of the FY 2014/15 grant period, STAND has served a total of 27 Urban County women and their children.

   STAND states that the most dangerous time for its clients is when they decide to leave the abusive relationship, which makes it important for clients to be able to access counselors and STAND staff quickly, safely and frequently. Emergency shelter staff is available 24 hours-a-day and includes residential case workers, a children's therapist and a bilingual case worker.

   As proposed, STAND is requesting ESG funds for the provision of essential services. Maintaining an adequate staff is important for the safe and effective management of the shelter. STAND is seeking ESG funds to support a portion of six staff positions.

   STAND historically has been very successful in raising funds and has contributions from State agencies including the Health Services Department, the Office of Criminal Justice, the Emergency Housing and Assistance Program and the County's Health Services Department. The agency has received ESG funds for the past several years. Currently, STAND has $222,997 in committed funds for the next fiscal year. Additionally, they have applied for CDBG funding from Antioch, Concord, Pittsburg, and Richmond for this program.

5. **Proposed match/leveraging:** STAND has adequate other funds to meet the 100 percent match requirement of the ESG program. As proposed, each dollar of ESG will leverage $16.73 in other funds.

6. **Experience:** STAND has provided emergency shelter for over 30 years and is the only agency in the County serving women and children who have been victims of domestic violence. The STAND shelter provides 24 emergency shelter beds and is operational 24 hours-a-day, year round. Staff is on site 24 hours-a-day providing emergency supportive services. Volunteers, many of whom are professionals, contribute hundreds of hours of unpaid client services.

7. **Project readiness/timing:** The project is ongoing. The ESG funds will be used throughout the year to cover staff costs associated with shelter operations and provision of essential services.

8. **Involvement of homeless in project:** Every morning emergency shelter program staff conducts house meetings regarding daily programming and any relevant issues or problems. Women are asked to evaluate both the program and staff during their stay. Through an evaluation questionnaire given to women when they are exiting, program staff records their input regarding the effectiveness of the program. Women share in routine chores at the shelter such as cooking, cleaning and light maintenance.

9. **Marketing/Outreach:** STAND has established a network of referring agencies including nonprofit community-based organizations, police departments, County agencies, and hospitals throughout Contra Costa. They also maintain several domestic violence liaisons at numerous County agencies, who reach out to distinct populations including those with limited English proficiency. Referrals come from police, hospitals, county emergency shelters, STAND's crisis hotline, Contra Costa County's homeless hotline, the multi-service centers, and from regional battered women's shelters. STAND's Speakers Bureau utilizes staff and volunteers annually to reach more than 2,300 people with presentations to businesses, service organizations, schools and medical/health systems providing information about STAND's services.

10. **Environmental issues:** This project is exempt from environmental review pursuant to the National Environmental Policy Act.

11. **Local support:** $136,774 of the shelter's projected budget will be locally generated private support. Governmental support accounts for $330,944. STAND has working agreements with and receives referrals from over 50 organizations, including the County's Social Services Department, Health Services, Probation Department, Sheriff's Office, and police departments.

FY 2015/16 & 2016/17 EMERGENCY SOLUTIONS GRANT (ESG)

APPLICANT: Trinity Center

PROGRAM NAME/NUMBER: Trinity Center
15-05-ESG

PROGRAM SERVICE AREA: Urban County

PROGRAM OUTCOME: Provide breakfast and lunch, laundry, showers, clothing, food and support services weekdays to 100 Urban County clients.

TOTAL PROGRAM COST: $444,500

AMOUNT REQUESTED: $12,500

AMOUNT RECOMMENDED:
FY 2015/16: $12,500
FY 2016/17: $12,500

RECEIVED IN FY 2014/15: $10,000

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: The Trinity Center ("Center") provides breakfast and lunch, laundry, showers, clothing, food, phone and mail access and support services, from 9AM – 5PM, Monday through Friday, to single homeless men and women and families. Under the fiscal sponsorship of St. Paul's Episcopal Church, in November 2012, Trinity Center assumed responsibility of the Fresh Start program that began fourteen years ago in Walnut Creek's Civic Park.

In addition to basic services, a predominately volunteer staff provides assistance with accessing resources, including MediCal, TANF, SSI/SSDI and SNAP (food stamps). Case managers assess clients for eligibility and identify the most effective system of support. BART tickets are provided to allow clients to search for jobs and housing in other areas and a small fund is available for security deposits and short-term rental subsidy. In addition to those services necessary for day-to-day living, the Center provides a sense of community and fellowship to those in need and a safe place to gather.

Trinity Center is currently developing partnerships with several local community services providers, including Anka Behavioral Health, Shelter, Inc. and various faith-based and community organizations. Breakfast foods and other food supplies are provided by the Food Bank and hot lunch is provided two days-a-week by Loaves & Fishes. Client assessments are made by JFK University's counseling program.

The Trinity Center program is eligible and consistent with County priorities and policies as identified in the County's Consolidated and Continuum of Care plans. The Center provides services to Urban County homeless persons and is the entry point for many individuals seeking services to assist them in achieving permanent housing and a stable living environment. ESG funds will be used to partially fund the program manager position.

EVALUATION CRITERIA

1. **Consistency with homeless shelter and service priorities.** Assisting the homeless is identified as a priority housing need in the FY 2015-2020 Contra Costa Consortium Consolidated Plan. Developing ongoing programs and services is listed as a high priority need in the Contra Costa County Continuum of Care Homeless Plan.

2. **Eligibility.** Provision of essential services to the homeless is an eligible use of ESG funds [24 CFR 576.102(a)(1)].

3. **Target Population.** Trinity Center provides services to homeless men, women and families. Eligible individuals are those who meet the HUD definition of homelessness as amended by the HEARTH Act, including lacking a fixed, adequate nighttime residence or living in a public or private place not meant for human habitation.

4. **Project feasibility/cost effectiveness/budget issues.** This project is eligible, feasible and timely. Trinity Center has assumed the responsibility of the Fresh Start program, which began in Walnut Creek's Civic Park 14 years ago. The program has provided financial documents and commitment letters that support the proposed budget. The cost per Urban County client is approximately $125.

5. **Proposed match/leveraging.** Trinity Center has adequate other funds to meet the 100% match requirement of the ESG program. As of March, Trinity Center has $81,500 in committed funds. As proposed, each dollar of ESG funds will leverage $35.56 in other funds.

6. **Experience.** The Center has been operational since November 1, 2012, and is staffed by professionals and volunteers with experience in the provision of services.

7. **Project readiness/timing.** The project is feasible, timely and ongoing. The ESG funds will be used to finance a part-time (.40 FTE) program manager position.

8. **Involvement of homeless in project.** Trinity Center encourages and provides opportunities for program participants to help with center operations and maintenance. Participants also provide support and peer counseling for new clients.

9. **Marketing/Outreach.** Trinity Center has developed partnerships with and is continuing outreach to several local public, private and community partners, including

the 2-1-1 Crisis Center, SHELTER, Inc., Anka Behavioral Health, Loaves & Fishes, and the Food Bank, as well as other civic and faith-based organizations.

10. **Environmental issues.** This project is exempt from environmental review pursuant to the National Environmental Policy Act.

11. **Local support.** More than $195,000 of the Center's projected budget will be locally generated private support through foundations, in-kind and fundraising/donations.