

**FY 2015/16 & 2016/17 CDBG PROGRAM  
INFRASTRUCTURE/PUBLIC FACILITIES (IPF) CATEGORY**

**APPLICANT:** Ambrose Recreation and Park District

**PROJECT NAME/NUMBER:** Renovate Restrooms / 15-01-IPF

**PROJECT LOCATION:** 3105 Willow Pass Road, Bay Point

**PROJECT OUTCOME:** Renovate the public restrooms primarily used by people using the Community Center's auditorium and multipurpose room including ensuring the restrooms comply with the Americans with Disabilities Act (ADA).

**TOTAL PROJECT COST:** \$ 73,985

**AMOUNT REQUESTED:** \$ 50,000

**AMOUNT RECOMMENDED:** \$ 50,000

**CONDITIONS OF APPROVAL:**

1. NEPA clearance
2. Project completion by December, 2015
3. CDBG funds are only for hard/construction costs

**PROJECT ANALYSIS:** Ambrose Recreation and Park District (Ambrose) was formed in 1946 and now provides a variety of recreation, parks, youth and adult programs, senior nutrition, holiday activities, classes and special events for the Bay Point community. The Ambrose Community Center (Center), located at 3105 Willow Pass Road, has been in operation since 1979. As well as serving as Ambrose's district offices, the Center currently provides a senior citizen nutrition program; indoor recreational facilities such as a computer lab, weight room, class rooms, and auditorium with stage; conference rooms; kitchen and dining room; and is the site for the County's Service Integration Team offices including Spark Point. The auditorium and multipurpose room is used for a wide variety of the recreational, cultural and social activities and is the most utilized space in the Center.

The existing restroom adjacent to the auditorium and multipurpose room is in need of renovation including installing new flooring, walls, exhaust fans, lights, vanity panels and fixtures (sinks, toilets, and urinals). In addition, all renovation work will be completed in compliance with the Americans with Disabilities Act (ADA).

The project budget is based on an estimate provided by a qualified contractor familiar with federal prevailing wage rates. The project timeline estimates that the once the project is approved and a contractor selected, construction will take approximately three weeks to complete. This project is eligible, feasible, and timely.

## **EVALUATION CRITERIA**

1. **CONSOLIDATION PLAN PRIORITY:** The proposed project is consistent with the County's Consolidated Plan to maintain quality public facilities and adequate infrastructure, and ensure access for the mobility-impaired by addressing physical access to public facilities. [CD-7]. .
2. **CDBG ELIGIBLE ACTIVITY:** Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201(c)].
3. **NATIONAL OBJECTIVE:** Area Benefit [24 CFR 570.208(a)(1)(i)]. – 66% Low/Moderate Income
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The target population benefiting from this project are families living in Bay Point. The Center is located in unincorporated Contra Costa County and meets the criteria for "Area Benefit".
5. **FINANCIAL ANALYSIS:** Ambrose has requested CDBG funds to cover 68 percent of the total project budget. The remaining funds required to complete the project will be provided by Ambrose and meets the minimum 25 percent match requirement. The project budget is based on an estimate provided by a flooring contractor familiar with prevailing wages.
6. **EXPERIENCE AND CAPACITY:** Ambrose staff will have the day to day responsibility and oversight for this project. Ambrose staff has experience in receiving County CDBG funds and is familiar with the County's requirements to comply with federal procurement and labor standards.
7. **PROJECT READINESS AND TIMELINESS:** This project has the remaining funding in place and a feasible timeline for completion. The County must meet federal requirements for the timely expenditure of funds. Therefore the allocation will be rescinded and reprogrammed for other timely CDBG eligible projects if Ambrose cannot meet the conditions of approval listed above.
8. **PAST PERFORMANCE:** Ambrose has received County CDBG funds in the Infrastructure/Public Facilities and Public Service categories in the past and has been timely in the submission of required reports and have met stated goals.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** All projects are subject to review under the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA). No environmental issues are anticipated. The project will require compliance with federal procurement and labor standards.

**FY 2015/16 & 2016/17 CDBG PROGRAM  
INFRASTRUCTURE/PUBLIC FACILITY (IPF) CATEGORY**

**APPLICANT:** Anka Behavioral Health, Inc.

**PROJECT NAME/NUMBER:** Central County Homeless Multi-Service Center  
Wheelchair Lift  
15-02-IPF

**PROJECT LOCATION:** 2047 Arnold Industrial Way - Suite A, Concord

**PROJECT OUTCOME:** Install a wheelchair lift to Anka's Homeless Multi-Service Center in Concord to improve accessibility and allow more space for client services

**TOTAL PROJECT COST:** \$11,000

**AMOUNT REQUESTED:** \$9,000

**AMOUNT RECOMMENDED:** \$9,000

**CONDITIONS OF APPROVAL:** 1. NEPA Clearance  
2. Construction completion by December, 2015  
3. CDBG funds are only for hard/construction costs

**PROJECT ANALYSIS:** Anka Behavioral Health, Inc. (Anka) operates a number of one-stop centers, known as Homeless Multi-Service Centers, throughout the County to assist homeless person with a variety of needs. The Homeless Multi-Service Centers provide various drop-in services to chronically homeless adults experiencing mental health and substance abuse disorders. Services include on-site access to basic services such as showers and personal hygiene items, phones and voice mail, mail services, clothing and laundry, and transportation. Case management, mental health and/or substance abuse screening and assessments, group counseling, and referrals to treatment programs are also provided by Anka staff.

Anka's Central County Homeless Multi-Service Center (Center) is located on 2047 Arnold Industrial Way – Suite A in Concord. It is open Monday through Friday from 8:00 AM to 5:00 PM to provide drop-in services to individuals and families experiencing homelessness, which may also be experiencing mental health and substance abuse disorders. Over 7,000 clients are currently served annually at the Homeless Multi-Service Center. The Center currently has a wheelchair ramp to provide accessibility to the restrooms within the facility per the Americans with Disabilities Act (ADA); however, the wheelchair ramp takes up space within the facility that would otherwise be used to provide client services. The project includes installation of a wheelchair lift that would provide ADA accessibility to the restrooms and free up space currently occupied by the wheelchair ramp that would then be used to provide client services.

Anka has experience with CDBG funds and has completed similar projects with County CDBG funds in previous years. The current timeline has the project beginning in October, 2015 with project completion in December, 2015. The project is eligible, feasible, and timely.

## **EVALUATION CRITERIA**

1. **CONSOLIDATED PLAN PRIORITY:** The proposed project is consistent with the County's Consolidated Plan to maintain quality public facilities and adequate infrastructure, and ensure access for the mobility-impaired by addressing physical access to public facilities. [CD-6].
2. **CDBG ELIGIBLE ACTIVITY:** Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201 (c)].
3. **NATIONAL OBJECTIVE:** Presumed beneficiaries/homeless persons [24 CFR 570.208 (a)(2)(i)(A)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The wheelchair lift improvements will enhance ADA accessibility within the Center and free up space to provide more services to individuals and families who are experiencing homelessness, and mental health and substance abuse disorders.
5. **FINANCIAL ANALYSIS:** As proposed, CDBG funding represents 81 percent of the \$11,000 project budget. The remaining \$2,000 in funds meets the 10 percent match requirement and will be provided by Anka.
6. **EXPERIENCE AND CAPACITY:** Anka has completed similar projects with CDBG funds and has demonstrated the ability to comply with federal requirements. The construction work will be planned and supervised by Anka staff.
7. **PROJECT READINESS AND TIMELINESS:** The application includes a timeline with the project beginning in October, 2015 and project completion in December, 2015. The County must meet federal requirements for the timely expenditure of funds. Therefore, the allocation will be rescinded and reprogrammed for other timely CDBG eligible projects if Anka cannot meet the condition of approval listed above.
8. **PAST PERFORMANCE:** Anka has received CDBG funds to complete similar projects in the past. Those projects were completed in compliance with federal requirements.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** All projects are subject to review under the National Environmental Policy Act and California Environmental Quality Act. No environmental issues are anticipated on this project. The project will require compliance with federal procurement and labor standards.

**FY 2015/16 & 2016/17 CDBG PROGRAM  
INFRASTRUCTURE/PUBLIC FACILITIES (IPF) CATEGORY**

**APPLICANT:** Bethel Island Municipal Improvement District (BIMID)

**PROJECT NAME/NUMBER:** Purchase of Emergency Response Trailer / 15-03-IPF

**PROJECT LOCATION:** 1200 Taylor Road, Bethel Island

**PROJECT OUTCOME:** Purchase an emergency response trailer /mini command center to be used in the case of an emergency to ensure BIMID staff respond in a timely and effective manner.

**TOTAL PROJECT COST:** \$ 17,000

**AMOUNT REQUESTED:** \$ 13,600

**AMOUNT RECOMMENDED:** \$ 13,600 (FY 2016/17 Funding)

**CONDITIONS OF APPROVAL:**

1. NEPA clearance
2. Project completion by December, 2016
3. CDBG funds to be used to purchase trailer – no materials or equipment

**PROJECT ANALYSIS:** The Bethel Island Municipal Improvement District (BIMID) was created by the State Legislature in 1960. BIMID's powers include not only maintaining the levee that surrounds and protects Bethel Island, but also allows for many other activities including the "distribution of water for public and private purposes; parks and playgrounds; airports and works to provide for drainage." Because Bethel Island is below sea level, rain water run-off and levee seepage needs to be consistently pumped over the levees to drain the island. To accomplish this, BIMID operates and maintains four pumps.

The emergency response trailer would be available to BIMID staff to respond in an efficient and effective manner to emergencies primarily related to leaks in the levee and other potential flooding situations. Currently, BIMID stores all of its response equipment materials in a storage unit that is stationary and is not able to be moved from location to location on the island. The trailer will also act as a semi-command center in cases of emergencies.

If funded, this will be the second CDBG funded project that BIMID has undertaken. BIMID was awarded CDBG funds this year to purchase and install a new pump to help ensure there is sufficient capacity to pump water out of its canal system to prevent the island from flooding. The pump purchase and installation project is expected to be completed by June 30, 2015.

The project budget is based on estimates provided by a supplier of mobile trailers. Matching funds in the amount of \$3,400 or 20 percent of the total cost of the project will be provided by BIMID. This project is eligible and timely. Because of the limited amount of funding available, staff recommends that this project be funded in FY 2016/17. BIMID has stated that receiving the funding in FY 2016/17 is fine.

## **EVALUATION CRITERIA**

1. **CONSOLIDATION PLAN PRIORITY:** The proposed project is consistent with the County's Consolidated Plan to maintain quality public facilities and adequate infrastructure, and ensure access for the mobility-impaired by addressing physical access to public facilities. [CD-7].
2. **CDBG ELIGIBLE ACTIVITY:** Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201(c)].
3. **NATIONAL OBJECTIVE:** Area Benefit [24 CFR 570.208 (a)(1)(i)(B)] – 52.9% Low/Moderate Income (which is above the 41.6% requirement for Contra Costa County).
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The target population benefiting from this project are the residents of Bethel Island by ensuring that BIMID staff respond in an effective and efficient manner to emergencies.
5. **FINANCIAL ANALYSIS:** BIMID has requested CDBG funds to cover 80 percent of the total project budget. The remaining \$3,400 required to complete the project will be provided by BIMID and meets the 20 percent match requirement for the project. The project budget is based on an estimate provided by a supplier of mobile trailers.
6. **EXPERIENCE AND CAPACITY:** Although this will be BIMID's second CDBG funded project, CDBG staff is confident that they will ensure the CDBG program requirements are met including compliance with federal procurement and labor standards .
7. **PROJECT READINESS AND TIMELINESS:** Because insufficient funds are available to finance this project in FY 2015/16, staff is recommending funding in FY 2016/17. BIMID will be required to complete the project by December 2016.
8. **PAST PERFORMANCE:** See # 6 above.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** All projects are subject to review under the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA). This project is located in a flood zone area but because the pump is not considered a "structure" flood insurance will not be required to be attained and maintained over the life of the project. No other environmental issues are anticipated. The project will require compliance with federal procurement and labor standards.

**FY 2014/15 & 2016/17 CDBG PROGRAM  
INFRASTRUCTURE/PUBLIC FACILITIES (IPF) CATEGORY**

<b>APPLICANT:</b>	Martinez Early Childhood Center (MECC)
<b>PROJECT NAME/NUMBER:</b>	Install Air Conditioning Unit / 15-04-IPF
<b>PROJECT LOCATION:</b>	615 Arch Street, Martinez
<b>PROJECT OUTCOME:</b>	Replace the existing “swamp cooler” used to cool the main building with a new energy efficient air conditioning unit to ensure a safe and comfortable environment is provided for the children and staff.
<b>TOTAL PROJECT COST:</b>	<b>\$ 43,198</b>
<b>AMOUNT REQUESTED:</b>	<b>\$ 38,878</b>
<b>AMOUNT RECOMMENDED:</b>	<b>\$ 38,878</b>
<b>CONDITIONS OF APPROVAL:</b>	1. NEPA clearance. 2. Project completion by December, 2015 3. CDBG funds are only for hard/construction costs

**PROJECT ANALYSIS:** Martinez Early Childhood Center (MECC) is a private, non-profit agency dedicated to offering subsidized high quality toddler and preschool education and full time care for children 1 to 5 years old from low income families. In doing so, the children’s parents can work, look for work, or receive vocational training that will lead to employment. MECC has been providing services since 1974. Currently, a total of 150 children are provided services; 65 or 76 percent of these children reside in the Urban County with a majority of the children living in Martinez. The swamp cooler used to cool the main building in the summer months is old, ineffective and energy inefficient. Replacing the swamp cooler with a new energy efficient air conditioning unit will ensure the building is comfortable for the children and staff during hot days and eliminate the need to spend money to repair the unit on a regular basis.

Staff requested that MECC prioritize the five applications submitted for FY 2015/16 funding. This project was listed #1 in priority. The project budget is based on an estimate provided by a qualified contractor familiar with federal prevailing wage rates. The project timeline estimates that the entire project will be completed by December, 2015 if not sooner. This project is eligible, feasible, and timely.

**EVALUATION CRITERIA**

1. **CONSOLIDATION PLAN PRIORITY:** The proposed project is consistent with the County’s Consolidated Plan to maintain quality public facilities and adequate infrastructure, and ensure access for the mobility-impaired by addressing physical

access to public facilities. [CD-7].

2. **CDBG ELIGIBLE ACTIVITY:** Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201(c)].
3. **NATIONAL OBJECTIVE:** Low and Moderate Income Benefit [24 CFR 570.208(a)(2)(i)(B)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The population benefiting from this project are children and their lower income families being provided subsidized child care and preschool education at MECC. The project will ensure that the main building is energy efficient and provides a safe and comfortable environment for the children and staff.
5. **FINANCIAL ANALYSIS:** MECC has requested CDBG funds to cover 90 percent of the total project budget. The remaining \$4,320 required to complete the project will be provided by MECC and meets the 10 percent match requirement. The project budget is based on an estimate provided by a contractor familiar with prevailing wages.
6. **EXPERIENCE AND CAPACITY:** MECC staff will have the day to day responsibility and oversight for this project. MECC staff has received County CDBG IPF funds in the past and is very familiar with the County's requirements to comply with federal procurement and labor standards.
7. **PROJECT READINESS AND TIMELINESS:** MECC has the remaining funding needed to complete the project and proposes a feasible timeline for completion. The County must meet federal requirements for the timely expenditure of funds. Therefore the allocation will be rescinded and reprogrammed for other timely CDBG eligible projects if MECC cannot meet the conditions of approval listed above.
8. **PAST PERFORMANCE:** MECC has received County CDBG funds in the IPF category in previous years, has been timely in the submission of required reports, and has met stated goals.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** All projects are subject to review under the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA). No environmental issues are anticipated. The project requires compliance with federal procurement and labor standards.



**FY 2015/16 & 2016/17 CDBG PROGRAM  
INFRASTRUCTURE/PUBLIC FACILITIES (IPF) CATEGORY**

<b>APPLICANT:</b>	Martinez Early Childhood Center (MECC)
<b>PROJECT NAME/NUMBER:</b>	Install New Roof / 15-05-IPF
<b>PROJECT LOCATION:</b>	615 Arch Street, Martinez
<b>PROJECT OUTCOME:</b>	Replace the roof of the main building.
<b>TOTAL PROJECT COST:</b>	<b>\$ 31,500</b>
<b>AMOUNT REQUESTED:</b>	<b>\$ 28,350</b>
<b>AMOUNT RECOMMENDED:</b>	<b>\$ 28,350 (FY 2016/17 Funding)</b>
<b>CONDITIONS OF APPROVAL:</b>	1. NEPA clearance. 2. Project completion by June, 2016 3. CDBG funds are only for hard/construction costs

**PROJECT ANALYSIS:** Martinez Early Childhood Center (MECC) is a private, non-profit agency dedicated to offering subsidized high quality toddler and preschool education and full time care for children 1 to 5 years old from low income families. In doing so, the children's parents can work, look for work, or receive vocational training that will lead to employment. MECC has been providing services since 1974. Currently, a total of 150 children are provided services; 65 or 76 percent of these children reside in the Urban County with a majority of the children living in Martinez.

The roof of the main building is over 20 years old and needs to be replaced. By replacing the old roof, it is expected that MECC will save on energy costs and ensure a safe and comfortable environment for the children and staff.

Staff requested that MECC prioritize the five applications submitted for FY 2015/16 funding. This project was listed #3 in priority. The project budget is based on an estimate provided by a qualified roofing contractor familiar with federal prevailing wage rates. The project timeline estimates that the entire project will be completed by December, 2015 if not sooner. This project is eligible, feasible, and timely.

**EVALUATION CRITERIA**

1. **CONSOLIDATION PLAN PRIORITY:** The proposed project is consistent with the County's Consolidated Plan to maintain quality public facilities and adequate infrastructure, and ensure access for the mobility-impaired by addressing physical access to public facilities. [CD-7].
2. **CDBG ELIGIBLE ACTIVITY:** Acquisition, construction, reconstruction, rehabilitation,

or installation of public facilities and improvements [24 CFR 570.201(c)].

3. **NATIONAL OBJECTIVE:** Low and Moderate Income Benefit [24 CFR 570.208(a)(2)(i)(B)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The population benefiting from this project are children and their lower income families being provided subsidized child care and preschool education at MECC. The project will ensure that the main building is energy efficient and provides a safe and comfortable environment for the children and staff.
5. **FINANCIAL ANALYSIS:** MECC has requested CDBG funds to cover 90 percent of the total project budget. The remaining \$3,150 required to complete the project will be provided by MECC and meets the 10 percent match requirement. The project budget is based on an estimate provided by a contractor familiar with prevailing wages.
6. **EXPERIENCE AND CAPACITY:** MECC staff will have the day to day responsibility and oversight for this project. MECC staff has received County CDBG IPF funds in the past and is very familiar with the County's requirements to comply with federal procurement and labor standards.
7. **PROJECT READINESS AND TIMELINESS:** MECC has the remaining funding needed to complete the project and proposes a feasible timeline for completion. The County must meet federal requirements for the timely expenditure of funds. Therefore the allocation will be rescinded and reprogrammed for other timely CDBG eligible projects if MECC cannot meet the conditions of approval listed above.
8. **PAST PERFORMANCE:** MECC has received County CDBG funds in the IPF category in previous years, has been timely in the submission of required reports, and has met stated goals.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** All projects are subject to review under the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA). No environmental issues are anticipated. The project requires compliance with federal procurement and labor standards.

**FY 2014/15 & 2016/17 CDBG PROGRAM  
INFRASTRUCTURE/PUBLIC FACILITIES (IPF) CATEGORY**

**APPLICANT:** Martinez Early Childhood Center (MECC)

**PROJECT NAME/NUMBER:** Renovate Kitchen / 15-06-IPF

**PROJECT LOCATION:** 615 Arch Street, Martinez

**PROJECT OUTCOME:** Renovate the Kitchen in the Main Building

**TOTAL PROJECT COST:** \$ 34,250

**AMOUNT REQUESTED:** \$ 30,825

**AMOUNT RECOMMENDED:** \$ 30,000

**CONDITIONS OF APPROVAL:**

1. NEPA clearance.
2. Project completion by June, 2016
3. CDBG funds are only for hard/construction costs

**PROJECT ANALYSIS:** Martinez Early Childhood Center (MECC) is a private, non-profit agency dedicated to offering subsidized high quality toddler and preschool education and full time care for children 1 to 5 years old from low income families. In doing so, the children's parents can work, look for work, or receive vocational training that will lead to employment. MECC has been providing services since 1974. Currently, a total of 150 children are provided services; 65 or 76 percent of these children reside in the Urban County with a majority of the children living in Martinez.

MECC wishes to renovate the existing kitchen located in the main building. The kitchen is used by MECC to prepare snacks, breakfast and lunch for the 75-90 children enrolled in its child care program. The kitchen cabinets, flooring, and counters are old, chipped and damaged. The proposed project includes replacing the cabinets, counter tops and flooring; replacing three windows over the sink area with two new windows; painting the kitchen, and installing a new industrial dishwasher.

Staff requested that MECC prioritize the five applications submitted for FY 2015/16 funding. This project was listed #2 in priority. The project budget is based on an estimate provided by a qualified contractor familiar with federal prevailing wage rates. The project timeline estimates that the entire project will be completed by December, 2015 if not sooner. This project is eligible, feasible, and timely.

**EVALUATION CRITERIA**

1. **CONSOLIDATION PLAN PRIORITY:** The proposed project is consistent with the County's Consolidated Plan to maintain quality public facilities and adequate infrastructure, and ensure access for the mobility-impaired by addressing physical

access to public facilities. [CD-7].

2. **CDBG ELIGIBLE ACTIVITY:** Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201(c)].
3. **NATIONAL OBJECTIVE:** Low and Moderate Income Benefit [24 CFR 570.208(a)(2)(i)(B)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The population benefiting from this project are children and their lower income families being provided subsidized child care and preschool education at MECC. The project will ensure that the kitchen can be used in a safe and efficient manner, and that all of the children are provided healthy and nutritious meals and snacks.
5. **FINANCIAL ANALYSIS:** MECC has requested CDBG funds to cover 90 percent of the total project budget. The remaining \$4,250 required to complete the project will be provided by MECC and exceeds the 10 percent match requirement. The project budget is based on an estimate provided by a contractor familiar with prevailing wages.
6. **EXPERIENCE AND CAPACITY:** MECC staff will have the day to day responsibility and oversight for this project. MECC staff has received County CDBG IPF funds in the past and is very familiar with the County's requirements to comply with federal procurement and labor standards.
7. **PROJECT READINESS AND TIMELINESS:** MECC has the remaining funding needed to complete the project and proposes a feasible timeline for completion. The County must meet federal requirements for the timely expenditure of funds. Therefore the allocation will be rescinded and reprogrammed for other timely CDBG eligible projects if MECC cannot meet the conditions of approval listed above.
8. **PAST PERFORMANCE:** MECC has received County CDBG funds in the IPF category in previous years, has been timely in the submission of required reports, and has met stated goals.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** All projects are subject to review under the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA). No environmental issues are anticipated. The project requires compliance with federal procurement and labor standards.

**FY 2015/16 & 2016/17 CDBG PROGRAM  
INFRASTRUCTURE/PUBLIC FACILITIES (IPF) CATEGORY**

**APPLICANT:** Trinity Center Walnut Creek

**PROJECT NAME/NUMBER:** Rehabilitate two bathrooms at the Homeless Day Center / 15-07-IPF

**PROJECT LOCATION:** 1924 Trinity Avenue, Walnut Creek 94596

**PROJECT OUTCOME:** Rehabilitate two bathrooms, including making them compliant with the American with Disabilities Act (ADA) at the Homeless Day serving 50-60 homeless persons daily.

**TOTAL PROJECT COST:** \$150,000

**AMOUNT REQUESTED:** \$60,000

**AMOUNT RECOMMENDED:** \$40,000

**CONDITIONS OF APPROVAL:**

1. NEPA clearance.
2. Bid process completed by August, 2015.
3. Construction completed by October, 2015.

**PROJECT ANALYSIS:** The Trinity Center Walnut Creek (Center) provides congregate meal service, laundry facilities, bathrooms/showers, clothing donations, telephone/mail access and a safe place for homeless adults to spend the day. They also focus on referrals to agencies that foster rehousing and supportive housing. The Center served over 500 people in FY 2013/14.

The Center operates out of a long and narrow one-story building next to St. Paul's Episcopal Church. There are two bathrooms, each located within separate rooms along a long hallway. Neither bathroom is accessible for people with disabilities. The bathrooms also show significant signs of use and dilapidation. Although both bathrooms have showers, only one is currently usable; this creates congestion on the bathroom with a working shower. Both bathrooms need to be refurbished to relieve pressure and congestion for showering and to become accessible.

The project budget is based on an estimate provided by a qualified contractor and matching funds (\$30,000) will be provided by the Center. Although the Center building is owned by St. Paul's Episcopal Church next door, they have given permission for this work to be undertaken. The project timeline has the proposed project commencing shortly after the start of the new fiscal year and will take around three months to complete. This project is eligible and timely.

## **EVALUATION CRITERIA**

1. **CONSOLIDATED PLAN PRIORITY:** Infrastructure and Accessibility: Maintain quality public facilities and adequate infrastructure, and ensure access for the mobility-impaired by addressing physical access barriers to public facilities [CD-6].
2. **CDBG ELIGIBLE ACTIVITY:** Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201(c)]. The project is located in Walnut Creek - approximately 50 percent of the individuals served are Urban County residents.
3. **NATIONAL OBJECTIVE:** Presumed Beneficiary/Homeless Persons [24 CFR 570.208(a)(2)(i)(A)]
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The target population benefiting from this project are homeless individuals served by the Center. These individuals have a need for daily access to facilities that promote good hygiene.
5. **FINANCIAL ANALYSIS:** The Center has requested County CDBG funds along with Walnut Creek CDBG funds to cover 80 percent of the total project budget – the Center will provide a 20 percent match. Walnut Creek has committed \$80,000 to the project. The project budget is based on an estimate provided by a local contractor familiar with prevailing wages.
6. **EXPERIENCE AND CAPACITY:** The Center's Executive Director will have day-to-day responsibility for this project. There are several staff and multiple volunteers who are able to continue to provide services during construction. This is the Director's first time overseeing this type of project, but it is not overly complex and CDBG staff will provide ongoing assistance to fulfill CDBG requirements.
7. **PROJECT READINESS AND TIMELINESS:** The Center is ready to go to bid for this project and has indicated they believe it could be completed by October 2015.
8. **PAST PERFORMANCE:** The Center's activities have been funded with CDBG from Walnut Creek and ESG from the County for the last two years. This is the first time that the Center has applied for CDBG funds in the IPF category.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** All projects are subject to review under the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA). No environmental issues are anticipated. The project will require compliance with federal procurement and labor standards.

**FY 2015/16 & FY 2016/17 CDBG PROGRAM  
INFRASTRUCTURE/PUBLIC FACILITIES (IPF) CATEGORY**

**APPLICANT:** Ujima Family Recovery Services (Ujima)

**PROJECT NAME/NUMBER:** Acquisition of Ujima's West Outpatient Treatment Services Building/15-08-IPF

**PROJECT LOCATION:** 12960 San Pablo Avenue, Richmond

**PROJECT OUTCOME:** To acquire the building in which Ujima's West Outpatient Treatment Services Program is housed in order to reduce operating costs and provide higher level of services to more women and their families.

**TOTAL PROJECT COST:** **\$ 350,000**

**AMOUNT REQUESTED:** **\$ 21,875**

**AMOUNT RECOMMENDED:** **\$21,875 (FY 2016/17 Funding)**

**CONDITIONS OF APPROVAL:**

1. NEPA Clearance
2. Most current client demographic information must be submitted to CDBG staff prior to CDBG contract execution.
3. Must provide CDBG staff with title report and estimated mortgage closing statement.
4. All other funding for the down payment and financing for the purchase must be secured prior to CDBG contract execution.

**PROJECT ANALYSIS:** Ujima Family Recovery Services is a non-profit organization dedicated to helping families recover from alcoholism, drug addiction and behavioral health problems. Since 1986, Ujima has provided services towards stopping substance abuse, and empowering mothers and their families to develop life skills to lead healthy productive lives. Ujima primarily serves low-income women and their families. As part of its recovery services, Ujima operates its West Outpatient Treatment Services Program, a 180-day outpatient treatment services program for low-income mothers and pregnant women recovering from alcohol and substance abuse. Ujima's West Outpatient Treatment Services Program includes an array of treatment and educational services including: drug/alcohol treatment; weekly women's health education workshops; prenatal care/perinatal support; child care and child development services; and case coordination with other community-based resources and services to support their long term health and recovery. The West Outpatient Treatment Services Program serves approximately 70 women and 50 children within a year, of which 75 percent are from the City of Richmond and 25 percent are from the Urban County. At any one time, 15 women are enrolled at the West Outpatient Treatment Services Program.

Ujima is requesting CDBG funds to acquire the building located at 12960 San Pablo Avenue, Richmond, in which it operates its West Outpatient Treatment Services Program. According to Ujima, acquisition of the site would reduce operating costs by approximately 50 percent and would allow Ujima to upgrade to intensive day treatment that provides a higher level of services to their clients and their families. .

The County's CDBG funds would assist in providing a portion of the down payment to acquire the site. The total down payment amount is \$105,000, or approximately one third of the total purchase price. Ujima is also requesting \$65,625 in CDBG funds from the City of Richmond for the down payment. The total requested amount of CDBG funds from both the County and the City of Richmond is \$87,500, which makes up 83 percent of the down payment amount and 25 percent of the total purchase price of \$350,000. Ujima is also requesting the remaining balance of funds for the down payment from The Leshner Foundation, one of their current funders which has expressed interest in assisting Ujima in acquiring the site. Ujima will finance the remaining balance of the purchase cost.

At this time, the City of Richmond has not determined their CDBG funding recommendations and it is uncertain if they will recommend CDBG funds towards this project for FY 2015/16. Given that the City of Richmond's CDBG funds are the major funding source for the down payment (62.5 percent of the total down payment) and the uncertainty of the CDBG funds from the City of Richmond towards this project, County CDBG staff is recommending CDBG funds for this project in FY 2016/17. This will allow Ujima time to secure funding from the City of Richmond or, in the case that the City of Richmond does not recommend CDBG funds for this project, allows Ujima time to obtain funds from other sources. It would also provide Ujima the time to provide County staff a title report for the site and the final estimated mortgage closing statement to purchase the site. The County's CDBG funds would be available for this project on July 1, 2016 if all conditions of approval are met.

## **EVALUATION CRITERIA**

1. **CONSOLIDATION PLAN PRIORITY:** Infrastructure and Accessibility: Maintain quality public facilities and adequate infrastructure, and ensure access for the mobility-impaired by addressing physical access barriers to public facilities [CD-6].
2. **CDBG ELIGIBLE ACTIVITY:** Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201(c)]. The project is located in the City of Richmond, but the facility does serve Urban County residents. The facility's roster of clients is approximately 25 percent Urban County residents and approximately 75 percent City of Richmond residents.
3. **NATIONAL OBJECTIVE:** At least 51% verified low/mod [24 CFR 570.208 (a)(2)(i)(B)]
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The target population benefiting from this project is low-income individuals and their families. Ujima primarily serves families who meet the federal definition of poverty.



5. **FINANCIAL ANALYSIS:** Ujima has requested County CDBG funds to cover 21 percent of the total down payment amount. The remaining 79 percent for the down payment is being proposed to be provided by City of Richmond CDBG funds and The Leshner Foundation. The project budget is \$350,000, which is the total purchase price, with \$105,000 being the down payment amount. Ujima will finance the remaining balance of the purchase cost; however, the financing has not been secured as of yet.
6. **EXPERIENCE AND CAPACITY:** Ujima's Administrator will have primary responsibility for the oversight of this project. She has overseen other CDBG funded renovation projects at this facility. She is familiar with the County's requirements to comply with federal requirements, including procurement and labor standards.
7. **PROJECT READINESS AND TIMELINESS:** The timeline for this project indicates that Ujima wants to acquire or start the acquisition process on July 1, 2015; however the majority of funds for the down payment amount have not been secured and it is uncertain at this time that they will be secured by July 1, 2015. Therefore, County CDBG staff is recommending CDBG funds for FY 2016/17 to allow Ujima to secure the necessary funding for the balance of the down payment amount.
8. **PAST PERFORMANCE:** Ujima received CDBG funds to complete an HVAC installation project in FY 2013/14 and to complete an ADA restroom renovation and exterior painting/siding project in FY 2010/11. Ujima's staff was responsive and diligent to ensure that these projects met federal requirements and submitted all necessary reports in a timely manner.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** All projects are subject to review under the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA). No environmental issues are anticipated with this project. Given that the project is solely for acquisition, compliance with federal procurement and labor standards is not necessary.

**FY 2015/16 & 2016/17 CDBG PROGRAM  
INFRASTRUCTURE/PUBLIC FACILITIES (IPF) CATEGORY**

**APPLICANT:** West County Family Justice Center

**FISCAL SPONSOR:** Tides Center

**PROJECT NAME/NUMBER:** Facility Improvement / 15-09-IPF

**PROJECT LOCATION:** 246 24<sup>th</sup> Street, Richmond

**PROJECT OUTCOME:** Renovate the West County Family Justice Center building by improving an outdoor open space into a plaza for clients and staff (Peace Plaza), installing a new roof, and installing a fence and other security improvements adjacent to the parking lot.

**TOTAL PROJECT COST:** **\$168,000**

**AMOUNT REQUESTED:** **\$ 50,000**

**AMOUNT RECOMMENDED:** **\$ 50,000**

**CONDITIONS OF APPROVAL:**

1. NEPA clearance
2. CDBG funds provided by City of Richmond
2. Project completion by December, 2015
3. CDBG funds are only for hard/construction costs

**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 24<sup>th</sup> 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 its permanent location shortly thereafter.

The proposed "Peace Plaza" will provide clients and staff with a quiet outdoor space where they can relax and reflect. In addition, the building's roof needs to be replaced. Lastly, FJC wishes to install a new fence and other security improvements in the parking lot serving the facility.

The project budget is based on an estimate provided by a qualified contractor familiar with federal prevailing wage rates. The project timeline estimates that once the project is approved and a contractor selected, the work will take approximately two months to complete. This project is eligible, feasible, and timely.

## **EVALUATION CRITERIA**

1. **CONSOLIDATION PLAN PRIORITY:** The proposed project is consistent with the County's Consolidated Plan to maintain quality public facilities and adequate infrastructure, and ensure access for the mobility-impaired by addressing physical access to public facilities. [CD-7].
2. **CDBG ELIGIBLE ACTIVITY:** Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201(c)].
3. **NATIONAL OBJECTIVE:** Low and Moderate Income Benefit [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:** FJC has requested CDBG funds from the County (\$50,000) and the City of Richmond (\$100,000) to cover 90 percent of the total project budget. The remaining funds required to complete the project will be provided by FJC and meets the minimum 10 percent match requirement. At this time, it is unclear how much, if any, Richmond will provide towards this project. If Richmond CDBG funds are

not provided, the County's funds could help finance the Peace Plaza improvements. The project budget is based on an estimate provided by a flooring contractor familiar with prevailing wages.

6. **EXPERIENCE AND CAPACITY:** FJC staff will have the day to day responsibility and oversight for this project. FJC staff has experience in receiving County CDBG funds and is familiar with the County's requirements to comply with federal procurement and labor standards.
7. **PROJECT READINESS AND TIMELINESS:** This project has the remaining funding in place and a feasible timeline for completion. The County must meet federal requirements for the timely expenditure of funds. Therefore the allocation will be rescinded and reprogrammed for other timely CDBG eligible projects if FJC cannot meet the conditions of approval listed above.
8. **PAST PERFORMANCE:** While the FJC and Tides have not received County CDBG funds in the Infrastructure/Public Facilities and Public Service categories in the past, 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:** All projects are subject to review under the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA). No environmental issues are anticipated. The project will require compliance with federal procurement and labor standards.