



**CONTRA COSTA COUNTY
DEPARTMENT OF CONSERVATION AND
DEVELOPMENT
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MEMORANDUM

DATE: April 14, 2016

TO: Finance Committee
Supervisor Federal D. Glover, Chair
Supervisor Mary N. Piepho, Vice-Chair

FROM: Gabriel Lemus, CDBG Program Manager

SUBJECT: FY 2016/17 (2nd Year) CDBG Funding Recommendations – Economic Development Category and Infrastructure/Public Facilities Category

RECOMMENDATIONS

1. **APPROVE** recommendations for FY 2016/17 Economic Development (ED) projects as recommended by staff or amended by the Committee.
2. **APPROVE** recommendations for FY 2016/17 Infrastructure/Public Facilities (IPF) 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 and considered by the Board of Supervisors on May 10, 2016 as a “Consent” item.

BACKGROUND

The purpose of this memorandum is to transmit staff recommendations for funding in the ED and IPF categories for the FY 2016/17 Community Development Block Grant (CDBG) Program. The proposed funding spreadsheets and project staff reports for both ED and IPF projects are attached.

In October 2013, the Board of Supervisors approved having two separate and distinct funding cycles for the non-housing categories of the CDBG Program to align with the five-year period of the CDBG Consolidated Plan. The first cycle is a two-year funding cycle for programs/projects in the CDBG

public service, economic development, and infrastructure/public facilities categories. The second cycle is a three-year funding cycle to conclude the final three years of a five-year Consolidated Plan period. Consequently, in May 2015, the Board approved the allocation of FY 2015/16 and FY 2016/17 CDBG funds for the ED category. The allocation of FY 2016/17 CDBG funds for the ED category was contingent on the availability of funds and the satisfactory accomplishment of contract goals.

The IPF category also operates under a two-year funding cycle; however there was a lack of applications for IPF projects to be carried out in FY 2016/17. Due to the limited number of viable applications of projects to be carried out in FY 2016/17, CDBG staff issued a Request for Proposal (RFP) in October 2015 for additional IPF projects to be carried out in FY 2016/17.

Available Funding

The County’s FY 2016/17 CDBG grant amount is \$4,057,639, which is approximately \$1 million more than the County received in FY 2015/16. The reason for the significant increase is due to the City of Richmond becoming a participating city of the Contra Costa County CDBG Urban County Program.

Prior to FY 2016/17, the City of Richmond was an entitlement city that received its own CDBG funds. Beginning FY 2016/17, the City of Richmond is a participating city of the County’s CDBG Program; therefore, the entitlement amount that previously was allocated to the City of Richmond will now be included with the County’s CDBG entitlement amount. Therefore, the City of Richmond is now part of County’s Urban County CDBG Program and residents of the City of Richmond can benefit from the County’s CDBG funds.

On November 4, 2014, the Board of Supervisors (Board) adopted 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	Allocation Guidelines CDBG Program	Available Funding
Affordable Housing	45%	\$1,825,938
Public Services	*17%	\$ 689,799
Economic Development	10%	\$ 405,764
Infrastructure/Public Facility	8%	\$ 324,611
Administration	20%	\$ 811,527
Total FY 2016/17 CDBG Grant		\$4,057,639

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

ED Category: Consistent with Board funding guidelines, 10 percent of the County’s annual CDBG allocation may be used for ED projects. Consequently, \$405,764 is available for ED projects. A total of six renewal applications were received requesting a total of **\$330,636**. Staff recommends all six projects be funded at the amounts requested (**Attachment A-1**). Therefore, a total of \$75,128 is available in the ED category to fund projects in other categories. Staff recommends allocating \$75,128 to the IPF category (see below). This will ensure that all of the available CDBG funds are allocated to eligible projects carried out during FY 2016/17.

IPF Category: Consistent with Board funding guidelines, 8 percent of the County’s annual CDBG

allocation may be used for IPF projects. Consequently, **\$324,611** is available for IPF projects. In addition, **\$91,101** is available from completed/closed/suspended projects. Plus, there is **\$75,128** available from the ED category that staff is recommending for FY 2016/17 IPF projects. Therefore, a total of **\$490,840** is available for eligible IPF projects to be carried out in FY 2016/17.

Application Process and Evaluation Criteria:

ED Category: For FY 2016/17, currently funded ED agencies were required to submit an abbreviated “renewal application” including a proposed FY 2016/17 budget, current audit, and confirmation of performance outcomes. This information was used to evaluate an agency’s continuing capacity to operate its program during the next fiscal year.

Staff’s funding recommendations for FY 2016/17 ED projects are listed in Attachment A-1. The attached staff reports (**Attachment A-2**) describe the individual projects and provide information on an agency’s performance during the first six months of FY 2015/16 or through December 31, 2015. In general, most agencies are performing as proposed and are expected to meet or exceed performance outcomes contained in their CDBG agreements by the end of the year.

IPF Category: Because the County only initially received three IPF applications for projects to be undertaken in FY 2016/17, staff issued an RFP in October 2015 for IPF projects to be carried out in FY 2016/17. The RFP for FY 2016/17 CDBG funds under the IPF category was released at the kickoff meeting on October 22, 2015, and applications were due on December 14, 2015.

A total of six applications were received by the December 14, 2015 deadline. 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 were reviewed by staff for completeness and eligibility against criteria listed below. Applicants are also interviewed by staff to respond to or clarify any issues related to the application. Staff’s funding recommendations for FY 2016/17 IPF projects are listed in **Attachment B-1**. The attached staff reports (**Attachment B-2**) describe the individual projects. The recommended projects will beneficially impact services that serve a variety of populations, such as youth, seniors, persons with disabilities, and families recovering from substance abuse. Below are the general criteria used by staff in evaluating the IPF 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. Secondly, 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 10, 2016. Final recommendations must be forwarded to the Department of Housing and Urban Development by May 15, 2016 for review to ensure consistency with federal regulation.

Attachments

cc: Kara Douglas, Assistant Deputy Director, Department of Conservation and Development
John Kopchik, Director, Department of Conservation and Development

Community Development Block Grant
Economic Development Category
FY 2016/17

CCC Project No.	Applicant	Project Name	Outcome	Contra Costa County			Amount Requested (Other CDBG)				Total CDBG	Total Budget	% Budget (CDBG)
				Amount Requested	Amount Received FY 2015-16	County Staff Rec. for FY 2016/17	Antioch	Concord	Pittsburg	WC			
Economic Development Projects													
16-01-ED	Contra Costa Child Care Council	Road to Success	Microenterprise growth and assistance for 100 FCCH child care providers.	\$81,000	\$81,000	\$81,000	\$15,000	\$25,000	\$25,000	\$10,000	\$156,000	\$213,500	73%
16-02-ED	Open Opportunities, Inc	Future Build Pre-Apprenticeship Training Program	Train 8 pre-apprentices in solar, energy, and construction trades.	\$9,636	\$9,636	\$9,636	\$19,280	\$4,802	\$19,280		\$52,998	\$349,596	15%
16-03-ED	Opportunity Junction	Job Training and Placement Program	Provide 10 participants with job training, support services and job placement.	\$85,000	\$85,000	\$85,000	\$100,000	\$21,000	\$55,000		\$261,000	\$896,518	29%
16-04-ED	The Stride Center	Tech Job Training/Job Placement Program	Job training and placement assistance in IT for 10 participants.	\$40,000	\$40,000	\$40,000					\$40,000	\$170,000	24%
16-05-ED	West Contra Costa Business Development Center, Inc	Strengthening Neighborhood Economies	Provide technical assistance, training, capital, and incubator services for 60 clients.	\$65,000	\$65,000	\$65,000					\$65,000	\$206,300	32%
16-06-ED	Workforce Development Board of Contra Costa County	Small Business Development Center (SBDC)	Small business training for 50 clients.	\$50,000	\$50,000	\$50,000	\$15,000	\$30,000	\$22,500	\$30,000	\$147,500	\$315,000	47%
				\$330,636	\$330,636	\$330,636	\$149,280	\$80,802	\$121,780	\$40,000	\$722,498	\$2,150,914	34%

Attachment A-2
Economic Development
Staff Reports

**FY 2016/17 CDBG PROGRAM
ECONOMIC DEVELOPMENT (ED) CATEGORY**

APPLICANT: Contra Costa Child Care Council

PROJECT NAME/NUMBER: Road to Success Family Day Care Project/
16-01-ED

PROJECT SERVICE AREA: Urban County (with emphasis on North Richmond,
San Pablo, Richmond, Rodeo, Crockett, El Sobrante,
Bay Point, Brentwood and Pacheco)

PROJECT OUTCOME: Provide recruitment, training, and ongoing support
services to 130 low- and moderate income persons so
they can sustain their licensed family day care
business or receive a child care license to open and
operate a new licensed family day care business
(microenterprise).

TOTAL PROJECT COST: **\$213,500**

AMOUNT ALLOCATED FY 2015/16: **\$81,000 (includes \$25,000 awarded by
City of Richmond for FY 2015/16)**

AMOUNT RECOMMENDED FY 2016/17: **\$81,000**

GOAL / PERFORMANCE AS OF 12/31/15: **80/68**

CONDITIONS OF APPROVAL: The CDBG contract will be a “pay per accomplishment” contract for FY 2016/17, in which most of the CDBG funds will be contingent with the Contra Costa Child Care Council’s performance in meeting their contractual goal.

PROJECT DESCRIPTION: The Contra Costa Child Care Council (Council) has over 30 years of experience developing and improving the quality of family child care in the County. The Council’s mission is to provide leadership to promote and advance quality care and early education.

The Council will provide technical assistance and training opportunities including basic business skill training in marketing, bookkeeping, contracting, and business taxes to clients who are interested in developing micro-enterprises as a Family Day Care Provider. Business specific training including childcare licensing requirements, working effectively with parents and childcare curriculum is also provided. Post licensing technical assistance, a minimum of 12 hours, focuses on the business aspects of operating a family childcare business aimed at sustaining or expanding the micro-enterprise. Assistance will focus on marketing, record keeping, taxes, child

development training workshops, and on-site visits. This program has received CDBG funding since FY 1997/98.

Over the many years with CDBG funding, the Council had focused on assisting low-income persons obtain a child care license to open and operate a new child care business within their homes. However, with the economic realities still facing the various communities of the County, the focus of the Council's program will focus on the need for **sustaining** the existing family child care businesses that were previously created while continuing efforts in assisting in the development of newly licensed family child care businesses. This approach will help protect the child care business's investment in their business start-up costs, work with and adjust to fewer resources, and maximize dollars to serve more clients in need of economic development and microenterprise assistance. This shift in focus will have the Council assist 60 existing child care businesses/microenterprises and create 20 new licensed child care businesses/microenterprises.

To assist in retaining quality providers, the Council will perform the following:

- Provide ongoing technical assistance and support to licensed former participants
- Conduct four training workshops covering topics such as discipline, complying with ADA, age appropriate activities and serving children of different ages
- Sponsoring an annual conference incorporating workshops on a wide range of child development topics
- Distribute "tip sheets" on a wide range of health, safety and child development topics

Specific strategies to help maintain sustainable family child care microenterprises will include: 1) assisting child care businesses to better market their services (business cards, brochures, flyers, web sites, networking, attending community events); 2) advising and assisting participants to do market research to make good business decisions and implement better business practices like competitive pricing and more flexible hours (expand hours of operation); and, 3) increasing their business practices and child care services that are culturally sensitive and offer more quality care and early education.

The Council will recruit potential participants in the following ways:

- Distribute posters in targeted neighborhoods, and seek referrals from community groups. Outreach will be done in several languages including Spanish and Farsi
- Distribute recruitment notices to CalWorks participants through the Employment and Human Services Department
- Conduct three Business Start up workshops each month
- Conduct three "Learning Through Play" workshops each month that provide a basic overview of child growth and development, caring for groups of children and developmentally appropriate activities for young children

- Perform site visits to potential clients homes to assess the home's potential for a family day care business

The Council has been successful in reaching quantitative goals for assisting clients to open their business as licensed childcare providers.

PERFORMANCE ISSUES: None.

**FY 2016/17 CDBG PROGRAM
ECONOMIC DEVELOPMENT (ED) CATEGORY**

APPLICANT: Open Opportunities, Inc.

PROJECT NAME/NUMBER: Future Build Pre-Apprenticeship Training Program
16-02-ED

PROJECT SERVICE AREA: East County

PROJECT OUTCOME: To provide training in the solar, energy, and construction trades to 8 low-income persons that leads to economic self-sufficiency through careers in the construction/labor fields.

TOTAL PROJECT COST: **\$349,596**

AMOUNT ALLOCATED FY 2015/16: **\$9,636**

AMOUNT RECOMMENDED FY2016/17: **\$9,636**

GOAL / PERFORMANCE AS OF 12/31/15: **8/2**

CONDITIONS OF APPROVAL: The CDBG contract will be a “pay per accomplishment” contract for FY 2016/17, in which most of the CDBG funds will be contingent on Open Opportunity’s performance on meeting their contractual goal.

PROJECT DESCRIPTION: Open Opportunities Inc.’s Future Build Program, started in 2010, is a pre-apprenticeship training program for low-income unemployed or underemployed individuals motivated to increase their self-sufficiency, income, and employment options. Classroom instruction and hands-on training is provided over 16 weeks to two cohorts of around 20 trainees each spring and summer. The program maintains a hands-on training facility in Pittsburg and classroom instruction is provided at the Adult Education Center in Pittsburg. The program is focused on training in the solar, energy, and construction trades with 100 percent of program graduates being qualified for apprenticeships in County unions. In addition to the classroom instruction and hands-on training, trainees complete community service construction projects in public parks and facilities of East County.

Future Build’s curriculum is based on two U.S. Department of Labor-recognized pre-apprenticeship instruction methods: the Home Builders Institute’s “Pre-Apprenticeship Certificate Training” (PACT) and the Building Trades Council’s “Multi Craft Core Curriculum” (MC3). PACT combines work-based learning with vocational and academic instruction. PACT utilizes a construction project to teach jobsite experience, where trainees can apply concepts introduced in the classroom. A Skill Achievement Record is used to track and document student progress through the PACT curriculum. According to Future Build, PACT and MC3 provide trainees with a self-gratifying, hands-on method that increases their likelihood of completing the program, gain the skills needed to enter the workforce, and maintain a career in construction.

Future Build maintains relationships with local unions that provide additional apprentice-level training to program graduates. In addition, the program monitors graduates for a minimum of 120 days after course completion in order to assess their progress in obtaining and retaining employment in the construction fields or further training. Future Build staff can provide case management on an as-needed basis to guide their graduates into stable employment or further specialist training. Additionally, the program provides a local access point for developers and construction companies looking to fill entry-level positions, including contractors looking to hire locally for government contract work.

Open Opportunities proposes to train and place a total of 8 Urban County participants.

There is a strong need for training and placement services in East County. The program is eligible, feasible, timely, and consistent with the Consolidated Plan goals to provide job training and economic opportunities to lower-income persons.

PERFORMANCE ISSUES: The Open Opportunities, Inc. has reached 25 percent of its goal through the 2nd Quarter, significantly behind pace to meet its contractual goal; however, during a monitoring of the program, CDBG staff viewed that there were plenty of Urban County clients that are currently completing their job training and it is anticipated that many, if not all, will be placed in trade jobs by the end of the fiscal year. If the Open Opportunities, Inc. does not reach its contractual goal by the end of 2016/17, the recommended CDBG amount may be reduced by \$1,200 per each client short of the contractual goal.

**FY 2016/17 CDBG PROGRAM
ECONOMIC DEVELOPMENT (ED) CATEGORY**

APPLICANT: Opportunity Junction

PROJECT NAME/NUMBER: Job Training and Placement Program/
16-03-ED

PROJECT SERVICE AREA: Primarily East County

PROJECT OUTCOME: To provide training and job placement assistance to 10 low-income persons that leads to economic self-sufficiency through careers in the field of information technology.

TOTAL PROJECT COST: **\$896,518**

AMOUNT ALLOCATED FY 2015/16 **\$85,000**

AMOUNT RECOMMENDED FY 2016/17: **\$85,000**

GOAL / PERFORMANCE AS OF 12/31/15: **10/10**

PROJECT DESCRIPTION: Opportunity Junction's program will expand economic opportunities for 10 low-income persons through training and career development in the field of information technology. Opportunity Junction proposes to provide a 12-week program that has two components – Life Skills and Hard Skills. Life Skills training addresses values, attitudes and change, family management, communication, diversity and customer service, stress management, and conflict resolution. Hard Skills training includes keyboarding, word processing, spreadsheet applications, database design and management, business writing and math, desktop publishing, and internet design.

After training is complete, participants receive up to four months of paid on-site training on the Opportunity Junction work floor to gain real world job experience. Once participants are ready to leave the work floor, they are provided with job placement assistance. In order to ensure that students acquire on-the-job experience, Opportunity Junction has established partnership agreements with some local agencies and companies to create employment opportunities for students. Participants are also provided case management and retention services to assist them in maintaining employment. Follow-up services include mentoring, assistance with transitional issues, and an alumni club. Participants are tracked and supported for up to 18 months. Opportunity Junction has established relationships with Pittsburg Adult Education Center and the County Employment and Human Services Department, as well as community based organizations to reach the target population. In order to attract participants, Opportunity Junction staff will hold information workshops about the program at the Opportunity Junction office and at One Stop offices. Additional outreach

will be done at the CalWORKS offices in Antioch and through information flyers that are sent to various non-profits and governmental referring partners. The potential for jobs in this area supports the relevance of the training and the opportunities to secure employment.

PERFORMANCE ISSUES: None.

**FY 2016/17 CDBG PROGRAM
ECONOMIC DEVELOPMENT (ED) CATEGORY**

APPLICANT: The Stride Center

PROJECT NAME/NUMBER: Technical Job Training and Job Placement/
16-04-ED

PROJECT SERVICE AREA: West County

PROJECT OUTCOME: To provide job training and placement assistance to 10 low-income persons that leads to economic self-sufficiency through careers in the field of information technology.

TOTAL PROJECT COST: **\$170,000**

AMOUNT ALLOCATED FY 2015/16: **\$40,000**

AMOUNT RECOMMENDED FY 2016/17: **\$40,000**

GOAL / PERFORMANCE AS OF 12/31/15: **10/4**

CONDITIONS OF APPROVAL: 1) Stride Center's CDBG contract will be a "pay per accomplishment" contract, in which most of the CDBG funds will be contingent with Stride Center's performance for meeting its contractual goal. 2) The CDBG funds will be contingent upon receipt of the most recent financial audit.

PROJECT DESCRIPTION: Stride Center's program will expand economic opportunities for 10 low-income persons through training and career development in the field of information technology. Stride Center will provide technical job training, professional and career development skills, and one-on-one job placement assistance through a four component program: 1) education and credential; 2) equipment; 3) experience; and 4) placement assistance.

Through the educational and credential component students go through three to five month training sessions that meet three to five days a week to acquire high quality technical skills, industry recognized certifications, and professional, life and career development skills. Students who do not have computer equipment or cannot afford computer equipment can acquire (at no cost) the computer equipment needed for specific training to be carried outside of Stride Center's classrooms. Students are trained to refurbish computers that they will eventually use for their training. This ensures that no participant is denied access to technology because of lack of equipment or training. The experience component is aimed at creating opportunities for work experience through two social venture programs for students to engage in paid and

unpaid internship programs or for graduates to be hired as part-time or full-time staff. Once students complete the necessary program components they move to the final placement assistance component. One-on-one job placement assistance is provided to students to help them find employment that matches their skills.

In order to ensure that students acquire on-the-job experience, Stride Center has established partnership agreements with some local agencies and companies to create internship opportunities for students. In addition to the internship agreements, Stride Center has various hiring partners, such as CBX Technologies, Opportunities Exchange West, and Sybase, to ensure and secure technical jobs for their graduates. Furthermore, Stride Center has two social ventures of their own, Relia Tech and ReUse Tech, that provide technical jobs and internship opportunities for their students and graduates.

PERFORMANCE ISSUES: The Stride Center is slightly behind pace in meeting their contractual goal; however there are currently Urban County clients in the pipeline for Stride Center to meet its goal. The Stride Center has been late in submitting some of its quarterly reports. CDBG staff has spoken with Stride Center staff about the late quarterly reports and Stride Center has assured CDBG staff that all quarterly reports from this point forward will be submitted in a timely manner.

**FY 2016/17 CDBG PROGRAM
ECONOMIC DEVELOPMENT (ED) CATEGORY**

APPLICANT: West Contra Costa County Business Development Center

PROJECT NAME/NUMBER: Strengthening Neighborhood Economies Project/
16-05-ED

PROJECT SERVICE AREA: West County (with emphasis in North Richmond, San Pablo, Rodeo and Crockett)

PROJECT OUTCOME: To provide technical assistance and support to 40 existing businesses or persons wishing to open a business as a way to create/retain jobs.

TOTAL PROJECT COST: **\$206,300**

AMOUNT ALLOCATED FY 2015/16: **\$65,000**

AMOUNT RECOMMENDED FY 2016/17: **\$65,000**

GOAL / PERFORMANCE AS OF 12/31/15: **40/19**

CONDITIONS OF APPROVAL: 1) The BDC's CDBG contract will be a "pay per accomplishment" contract, in which most of the CDBG funds will be contingent with the BDC's performance for meeting their contractual goal. 2) The BDC must reach its contractual goal of 40 by the end of FY 2016/17. 3) The CDBG funds will be contingent upon receipt of the most recent financial audit.

PROJECT DESCRIPTION/ANALYSIS: The West Contra Costa Business Development Center (BDC) is a nonprofit corporation with a proven track record of successfully fostering entrepreneurship, particularly within communities striving for economic revitalization. The BDC's goal is to help businesses grow, create job opportunities, and generate a renewed sense of economic activity in the communities of west Contra Costa. The BDC, through its "Strengthening Neighborhood Economies" project will provide comprehensive business assistance to 40 existing and prospective small businesses/micro-enterprises located in West County with emphasis in the North Richmond, San Pablo, Rodeo, and Crockett communities.

In FY 2012/13, the BDC implemented a new component to their program, the Contra Costa Capital Access Network (Contra Costa CAN), which connects business owners of microenterprises/businesses to capital via a low-interest business loan program. The actual lenders of these loans are other private organizations that provide capital in the form of low-interest loans to small businesses and microenterprises in the Bay Area. The BDC provides the necessary marketing and outreach of the loan program on a

County-wide basis to improve awareness of the various loan programs available to small businesses and microenterprises within Contra Costa County. In order to increase awareness on a County-wide basis, the BDC has a memorandum of understanding with the County's Small Business Development Center (SBDC) to fully reach central and east County businesses/microenterprises. Marketing and outreach strategies include but not limited to: direct mailers to various business entities and economic development agencies within the County, outreach to the various Chambers of Commerce in the County, and outreach to the various banks and traditional lending institutions within the County to develop a referral system.

The BDC has received CDBG funds for many years.

PERFORMANCE ISSUES: The BDC is slightly behind in meeting their contractual goal by the end of the year, but does not anticipate that it will be a problem of meeting their goal by the end of the year (currently only behind by one business).

**FY 2016/17 CDBG PROGRAM
ECONOMIC DEVELOPMENT (ED) CATEGORY**

APPLICANT: Workforce Development Board

PROJECT NAME/NUMBER: Small Business Management Assistance Program/
16-06-ED

PROJECT SERVICE AREA: Urban County

PROJECT OUTCOME: Provide business management training and consulting services to 32 new or existing businesses as a way to create or retain jobs.

TOTAL PROJECT COST: **\$315,000**

AMOUNT ALLOCATED FY 2015/16: **\$50,000**

AMOUNT RECOMMENDED FY 2016/17: **\$50,000**

GOAL / PERFORMANCE AS OF 12/31/15: **32/15**

CONDITIONS OF APPROVAL: 1) The CDBG contract will be a “pay per accomplishment” contract for FY 2016/17, in which most of the CDBG funds will be contingent with the SBDC’s performance in meeting their contractual goal. 2) The SBDC must reach its contractual goal of 32 by the end of FY 2016/17. 3) The CDBG funds will be contingent upon receipt of the most recent financial audit.

PROJECT DESCRIPTION: The WDB of Contra Costa County is a 41-member business led public body responsible for coordinating workforce development policy in the County. The WDB’s mission is to promote a workforce development system responding to the needs of the business community, job seekers, workers, and youth. The Small Business Development Center (SBDC) focuses on facilitating economic development by assisting business owners to start and expand, creating and retaining jobs, increasing sales and other economic impacts. The SBDC will provide in-depth technical assistance to 32 Urban County new or existing microenterprises by providing assistance through business management training and consulting. The SBDC is part of a national network of organizations that is dedicated to assisting people start a business and assisting existing businesses expand.

According to SBDC, many persons wanting to start or who recently started a business lack the basic business knowledge and business skills that can make the difference between success and failure in business. SBDC’s training covers topics including executive skill enhancement (goal setting and time management), strategic planning (including business concept development or refinement, planning for financing), market research (industry, target market, trade area, and competition) mission statement

development, sales forecast, marketing plan and strategies, general management, pricing, and financial management. One-on-one consulting will also be a key service provided to participants. To help participants not feel isolated from the rest of the business community, SBDC provides the structure for networking, support and on-going contact with other small business owners. As a business develops and grows, SBDC provides additional types of information and assistance including providing access to a team of consultants who provide assistance on a variety of business topics.

The program is provided at no or low cost to the participant. Ongoing networking and support is also available during business startup and long-term business operations. The WDB provides a valuable service to small businesses in the Urban County and has been successful in reaching quantitative goals for assisting microenterprises and small businesses.

The WDB-SBDC program has received County CDBG support for many years.

PERFORMANCE ISSUES: The SBDC has reached 47 percent of its goal through the 2nd quarter, slightly behind pace to meet its contractual goal. If the SBDC does not reach its contractual goal by the end of 2016/17, the recommended CDBG amount may be reduced on a pro-rated basis per each client short of the SBDC's goal. Most of the CDBG funds will be contingent with the SBDC's performance in meeting their contractual goal.

Community Development Block Grant
 Infrastructure/Public Facilities Category
 FY 2016/17

Project Application #	Applicant	Project Name	Amount Requested	Amount Recommended	Total CDBG	Total Budget	% Budget (CDBG)
				County			
CD-6 : 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							
16-01-IPF	Ambrose Recreation & Park District	Ambrose Community Center Auditorium Ceiling Tile Replacement and Auditorium Paint	\$47,385	\$47,385	\$47,385.00	\$63,180	75%
16-02-IPF	Bethel Island Municipal Improvement District	Bethel Island Municipal Improvement District (BIMID) Emergency Response Trailer	\$13,600	\$13,600	\$13,600.00	\$17,000	80%
16-03-IPF	City of San Pablo	San Pablo Senior Center Automatic Restroom Doors	\$16,000	\$16,000	\$16,000.00	\$20,520	78%
16-04-IPF	Community Housing Development Corporation of North	North Richmond Multicultural Senior and Family Center - Roof Replacement, HVAC Replacement, and Bathroom Improvements	\$64,200	\$64,200	\$64,200.00	\$73,830	87%
16-05-IPF	Martinez Early Childhood Center, Inc.	Roof Replacement/Main building	\$28,350	\$28,350	\$28,350.00	\$31,500	
16-06-IPF	Martinez Early Childhood Center, Inc.	Seismic repair and retro-fit to classroom/building	\$37,962	\$33,795	\$33,795.00	\$50,000	68%
16-07-IPF	POGO PARK	Harbour-8 Park Improvements: Sports field, picnic amenities	\$220,210	\$220,210	\$220,210.00	\$243,485	90%
16-08-IPF	Ujima Family Recovery Services	The Rectory Women's Recovery Center - Drain System and Children Play Area Improvements	\$67,300	\$67,300	\$67,300.00	\$75,500	89%
16-09-IPF	Ujima Family Recovery Services	Acquisition of site that houses its West Outpatient Treatment Services.	Cancelled	Cancelled	N/A	N/A	N/A
		TOTAL	\$495,007	\$490,840.00	\$490,840.00	\$575,015.00	85%

Attachment B-2
Infrastructure/Public Facilities
Staff Reports

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

APPLICANT: Ambrose Recreation and Park District

PROJECT NAME/NUMBER: Auditorium Ceiling Tile Replacement & Paint / 16-01-IPF

PROJECT LOCATION: 3105 Willow Pass Road, Bay Point

PROJECT OUTCOME: Remove and replace the ceiling tiles in the auditorium and paint the interior of the auditorium.

TOTAL PROJECT COST: \$ 63,180

AMOUNT REQUESTED: \$ 47,385

AMOUNT RECOMMENDED: \$ 47,385

CONDITIONS OF APPROVAL:

1. NEPA clearance
2. Project completion by March 2017
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 removal and replacement of the ceiling tiles in the auditorium as well as painting the facility will improve the auditorium as the existing tiles and paint have reached the end of their useful life.

The project budget is based on an estimate provided by Ambrose's Facilities Assessment that took into account federal prevailing wage rates. The project timeline estimates that the once the project is approved and a contractor selected, construction will take approximately one month 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-6]. .

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 neighborhood of Bay Point and meets the criteria for “Area Benefit”.
5. **FINANCIAL ANALYSIS:** Ambrose has requested CDBG funds to cover 75 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 Ambrose’s Facilities Assessment that took into account federal prevailing wage rates.
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 to 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 2016/17 CDBG PROGRAM
INFRASTRUCTURE/PUBLIC FACILITIES (IPF) CATEGORY**

APPLICANT: Bethel Island Municipal Improvement District (BIMID)

PROJECT NAME/NUMBER: Purchase of Emergency Response Trailer / 16-02-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

CONDITIONS OF APPROVAL:

1. NEPA clearance
2. Project completion by January, 2017
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 in FY 2014/15 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 was successfully completed and BIMID submitted all necessary reports and information for compliance with

federal requirements.

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, 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-6].
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 the CDBG program requirements will be met including compliance with federal procurement and labor standards. BIMID recently completed its pump installation project with County CDBG funds and submitted all necessary reports and information for compliance of federal requirements.
7. **PROJECT READINESS AND TIMELINESS:** BIMID will be required to complete the project by January 2017.
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 2016/17 CDBG PROGRAM
INFRASTRUCTURE/PUBLIC FACILITIES (IPF) CATEGORY**

APPLICANT: City of San Pablo

PROJECT NAME/NUMBER: San Pablo Senior Center Automatic Restroom Doors / 16-03-IPF

PROJECT LOCATION: 1943 Church Lane, San Pablo

PROJECT OUTCOME: The project will improve access to men's and women's restroom doors for seniors and individuals with disabilities who participate in programs and services at the center.

TOTAL PROJECT COST: \$ 20,520

AMOUNT REQUESTED: \$ 16,000

AMOUNT RECOMMENDED: \$ 16,000

CONDITIONS OF APPROVAL:

1. NEPA Clearance
2. All other funding must be secured prior to CDBG contract execution.

PROJECT ANALYSIS: The San Pablo Senior Center (Senior Center) is one of two senior centers within the city that offers services to seniors over 62 years in age and persons with disabilities with a majority residing in the City of San Pablo and surrounding communities. The senior center currently serves approximately 1,200 persons with an average of 150 seniors and individuals with disabilities who utilize the site per day. The Senior Center is open six days a week and provides recreational and educational activities, as well as services focused on nutritional, transportation, and social needs. The Senior Center links seniors to needed social services and provides a place for social interaction, work opportunities, and prospects for continued intellectual growth and development. In addition, the Senior Center provides activities and programs for exercise classes, nutrition classes, art classes, cultural education, and tax services.

The Senior Center offers a program associated with the Food Bank, and a daily congregate meal program that serves 80 to 100 meals a day, sponsored by Contra Costa County's Senior Nutrition Program. The Senior Center offers an array of social trips, daily activities, special events and resources and referral services to help seniors remain active in the community. In addition to offering a variety of low-cost leisure activities and enrichment classes, the Senior Center also provides information assistance through resources in the community to help seniors age well and live independently.

The City of San Pablo is requesting \$16,000 of CDBG funds to carry out the proposed project to install automatic restroom doors for the men's and women's restrooms at the Senior Center. The project will improve accessibility to the bathrooms for seniors and

persons who are disabled. 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:** 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:** Activities benefiting low- and moderate-income persons [24 CFR 570.208 (a)(1)(i). Limited clientele activities [24 CFR 570.208(a)(2)(i)(A)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The target population benefiting from this project is seniors and individuals with disabilities attending programs and receiving services at the San Pablo Senior Center.
5. **FINANCIAL ANALYSIS:** The City of San Pablo has requested County CDBG funds to cover 78 percent of the project cost. The remaining \$4,514 is proposed to be provided by the City of San Pablo and is more than the 25 percent match requirement for the recommended amount. The project budget is \$20,520, which is the cost for construction, architectural/engineering, local permits and fees, and a 15 percent contingency.
6. **EXPERIENCE AND CAPACITY:** The City of San Pablo has extensive experience in using County CDBG funds for a variety of IPF projects, and has demonstrated the ability to comply with federal requirements. The construction work will be planned and supervised by the City of San Pablo's Recreation Staff.
7. **PROJECT READINESS AND TIMELINESS:** This project has the remaining funding in place and has a feasible timeline for completion. The project timeline anticipates construction starting in October 2016 with project completion by December 2016. Planning and engineering for the project is to be completed in July with the bidding for the project to be completed in August. 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 the city cannot meet the conditions of approval listed above.
8. **PAST PERFORMANCE:** This is the first year in which the City of San Pablo has applied for CDBG funding for the San Pablo Senior Center. However, the City of San Pablo has received CDBG funds to complete a variety of IPF projects in the past. Those projects were completed in compliance with federal requirements and the most recent project was completed within schedule.

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. The applicant will be required to submit all documentation necessary to ensure compliance with procurement and federal labor standards.

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

APPLICANT: Community Housing Development Corporation of North Richmond (CHDC)

PROJECT NAME/NUMBER: Neighborhood House Multicultural Senior and Family Center / 16-04-IPF

PROJECT LOCATION: 515 Silver Avenue, North Richmond

PROJECT OUTCOME: Create a more effective/efficient, safe and comfortable environment for clients and staff by replacing the roof, replacing the HVAC unit, and repairs/upgrades to the men's and women's bathrooms.

TOTAL PROJECT COST: \$ 73,830

AMOUNT REQUESTED: \$ 64,200

AMOUNT RECOMMENDED: \$ 64,200

CONDITIONS OF APPROVAL:

1. NEPA clearance.
2. All other funding must be secured prior to CDBG contract execution.

PROJECT ANALYSIS: Neighborhood House of North Richmond (Neighborhood House) manages and maintains the Multi-Cultural Senior and Family Center ("Center") for use by North Richmond residents. The Center is the site for recreational, educational, social and human service programs and responds to a variety of community needs. The Center is open five days a week, 8:30-5:00 and as needed in the evenings. The Center is also open the third Saturday of every month to distribute grocery bags to the elderly, disabled and HIV/AIDS patients in need of food assistance. In collaboration with other community agencies, the Center provides nutrition programs, information and referral services, educational programs, arts and crafts, ESL classes and social programs reflecting the area's cultural diversity.

The Center was built in 1982 and is in need of a new roof. The roof is over 30 years old and has been repaired within the past years. However, the repairs cannot sustain in the long-term as the roof still leaks during the rainy season and ultimately requires replacement. The proposed project involves the replacement of the roof, replacing the HVAC unit, and repairs/upgrades to the men's and women's bathroom.

Community Housing Development Corporation of North Richmond (CHDC) is the fiscal sponsor for Neighborhood House and will be overseeing and assuming all administrative functions of this project. CHDC is a non-profit agency located in North Richmond and is very familiar with the North Richmond community, Neighborhood House, and the services

that Neighborhood House provides within the Multi-Cultural Senior and Family Center. CHDC has managed complex construction projects in the past and is familiar with the federal requirements of the CDBG program.

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 2016. 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-6].
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)]. (CT 3650.02, 84.2% Low/Moderate Income)
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The target population benefiting from this project are seniors and low income residents in North Richmond. Neighborhood House is located in unincorporated North Richmond and meets the criteria for "Area Benefit".
5. **FINANCIAL ANALYSIS:** Neighborhood House/CHDC has requested CDBG funds to cover 86 percent of the total project budget. The remaining \$9,630 required to complete the project will be provided by CHDC and meets the minimum 10 percent match requirement. The project budget is based on an estimate provided by a local contractor familiar with prevailing wages.
6. **EXPERIENCE AND CAPACITY:** CHDC staff will have the day to day responsibility and oversight for this project. CHDC staff has extensive 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:** According to the applicant, 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 CHDC cannot meet the conditions of approval listed above.
8. **PAST PERFORMANCE:** Neighborhood House and CHDC have received County CDBG funds in the Infrastructure/Public Facilities, Public Service and Housing categories in previous years and have 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. The applicant will be required to submit all documentation necessary to ensure compliance with procurement and federal labor standards.

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

APPLICANT: Martinez Early Childhood Center (MECC)

PROJECT NAME/NUMBER: Install New Roof / 16-05-IPF

PROJECT LOCATION: 615 Arch Street, Martinez

PROJECT OUTCOME: Replace the roof of the main building.

TOTAL PROJECT COST: \$ 31,500

AMOUNT REQUESTED: \$ 28,350

AMOUNT RECOMMENDED: \$ 28,350

CONDITIONS OF APPROVAL:

1. NEPA clearance.
2. Project completion by June, 2017
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.

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, 2016 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.

**2016/17 CDBG PROGRAM
INFRASTRUCTURE/PUBLIC FACILITIES (IPF) CATEGORY**

APPLICANT: Martinez Early Childhood Center (MECC)

PROJECT NAME/NUMBER: Seismic Repair & Retrofit / 16-06-IPF

PROJECT LOCATION: 615 Arch Street, Martinez

PROJECT OUTCOME: Seismic repair and retrofitting of Creekside preschool building.

TOTAL PROJECT COST: \$ 42,180

AMOUNT REQUESTED: \$ 37,962

AMOUNT RECOMMENDED: \$ 33,795

CONDITIONS OF APPROVAL:

1. NEPA clearance.
2. Project completion by June, 2017
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 is a nationally accredited program that has been providing services since 1974 and currently receives funding from a number of sources, including the California Department of Education, the Federal Head Start Program, and the Federal Childcare Food Program. Currently, a total of 150 children are provided services; the majority of these children reside in the Urban County with a majority of the children living in Martinez.

MECC wishes to perform seismic repairs to their Creekside preschool building, which is the northernmost building on the MECC property. In addition to these repairs, MECC would also like to perform seismic retrofitting in order to increase resilience and make the structure more resistant to seismic activity. During their last earthquake, the walls of the building began to pull out, necessitating such repairs. The retrofitting would be a preventative measure in order to avoid damage from future seismic activity. The retrofitting will be seismic, rather than geotechnical, which will keep costs down and it is a much less involved process. Furthermore, no electrical work will be required with the retrofitting.

The Creekside preschool building is currently not in use due to seismic concerns, and its easternmost classroom cannot be utilized until repairs are performed. This has limited classroom space and has also been more burdensome on teachers.

The project budget is based on an estimate provided by Cal Engineering & Geology

(CE&G). Based on the project timeline, the entire project will be completed by December 2016. This project has been designed to include three phases, with the last phase, retrofitting, being optional.

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-6].
2. **CDBG ELIGIBLE ACTIVITY:** Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201(c)].
3. **NATIONAL OBJECTIVE:** Benefiting extremely low- and very low-income persons [24 CFR 570.208(a)(2)(i)(B)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The population benefiting from this project is children and their lower income families who are being provided with subsidized child care and preschool education at MECC. The project will ensure that the children are developing in a safe environment, and that the teachers are given more options space.
5. **FINANCIAL ANALYSIS:** MECC has requested CDBG funds to cover 90 percent of the total project budget. The remaining \$4,218 required to complete the project would be funded from the MECC Board Discretionary Funds. However, staff recommends that CDBG funds only be used to cover hard costs, which is estimated to the amount of \$33,795. The 10 percent match requirement would be met with either option. The project budget is based on an estimate provided by Cal Engineering & Geology (CE&G)
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. MECC received CDBG funds to complete an HVAC installation project and a kitchen remodeling project in FY15-16. MECC staff was responsive and diligent to ensure that these projects met federal requirements.

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. However, given that this project includes some exterior modifications with the retrofitting, and ground disturbing activities, we will have to consult with the State Historic Preservation Officer (SHPO) and Northwest Information Center (NIC). The project requires compliance with federal procurement and labor standards.

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

APPLICANT: Pogo Park

PROJECT NAME/NUMBER: Harbour-8 Park Improvements / 16-07-IPF

PROJECT LOCATION: 1 Harbour Way, Richmond

PROJECT OUTCOME: The project will improve Harbour-8 Park by creating a new sports field, installing new lighting, and installing new picnic area amenities and general park improvements .

TOTAL PROJECT COST: \$ 243,485

AMOUNT REQUESTED: \$ 220,210

AMOUNT RECOMMENDED: \$ 220,210

CONDITIONS OF APPROVAL:

1. NEPA Clearance
2. All other funding must be secured prior to CDBG contract execution.

PROJECT ANALYSIS: Pogo Park is a non-profit organization that was founded in 2007 to transform seldom-used and abandoned Richmond city parks into vibrant public spaces that provide rich play opportunities for Richmond's most vulnerable children. Although Harbour-8 Park is owned by the City of Richmond, Pogo Park has been providing staffing and programming to children using the park since 2015.

Harbour-8 Park is located within a two-block section of the Richmond Greenway, between 8th Street and Harbour Way, in the Iron Triangle neighborhood of the City of Richmond. Pogo Park has been involved with the overall improvement and development of Harbour-8 Park since it partnered with The Trust for Public Land to design and build a children's play area, a community garden, bio-swale and plant trees for the park. Pogo Park intends to further improve Harbour-8 Park by creating a sports field to offer recreational sports activities to young children. The sports field will include installation of turf and drainage, along with lighting specifically for the sports field. In addition to the sports field, Pogo Park will install additional landscaping amenities plus new picnic amenities for users of the park to enjoy.

Pogo Park is requesting \$223,645 of CDBG funds to carry out the proposed project. The project is located within the Iron Triangle neighborhood of the City of Richmond. The Iron Triangle neighborhood is primarily a low-income area, and residents of neighborhood tend to suffer disproportionately from chronic poor health. There is an urgent need to reduce health disparities among this population by expanding access to services and promoting community-based prevention. Pogo Park's objective is to reduce chronic disease rates and reduce health disparities in Richmond through community prevention activities. Due to

social factors (such as high crime rate, high poverty rate, unemployment) and environmental factors (such as low access to healthy foods, low access to safe outdoor play spaces, little opportunity for healthy eating and healthy activities), children in the Iron Triangle disproportionately exhibit health problems (obesity, malnutrition, asthma, lethargy). Pogo Park empowers community residents through community prevention activities that include building and fostering community-wide collaborations on community prevention strategies, increasing access to nutritious foods and fresh drinking water, and supporting local residents in planning and implementing opportunities for increased physical activity for children that is safe, health promoting, and engaging. Pogo Park's additional improvement to Harbour-8 Park will create a high-quality park and playground that will serve the play needs of 11,800 at-risk children and youth, ages 0-18, living in the Iron Triangle and surrounding neighborhoods. Although Harbour-8 Park is intended to serve children and their families, a wide range of local residents including seniors, and those who are disabled will enjoy the park.

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-6].
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) (Census Tracts 3770.00 and 3790.00 – 73.8% Low/Moderate Income)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The target population benefiting from this project are children and families living within the Iron Triangle neighborhood of the City of Richmond.
5. **FINANCIAL ANALYSIS:** Pogo Park has requested County CDBG funds to cover approximately 90 percent of the project cost. The remaining \$23,275 is proposed to be provided by the City of Richmond and Pogo Park and is more than the 10 percent match requirement for the recommended amount. The project budget is \$243,485, which is the cost for construction, design/architectural/engineering, local permits, and fees. The CDBG funds will be utilized for construction and construction related costs.
6. **EXPERIENCE AND CAPACITY:** Pogo has extensive experience in park improvement projects. It has completed various park projects within the City of Richmond. This will be the first time Pogo Park has received CDBG funds from the County. However, it has experience with receiving funds from various other sources with compliance and reporting requirements. The construction work will be planned and supervised by Pogo Park staff; however County CDBG staff will provide assistance with procuring the project plus with ensuring compliance with the other federal requirements, such as payment of prevailing wages.

7. **PROJECT READINESS AND TIMELINESS:** This project has the remaining funding in place and has a feasible timeline for completion. The project timeline anticipates construction starting in April 2017 with project completion by June 2017. Planning and engineering for the project is to be completed by September 2016 with the bidding for the project to be completed in January/February 2017. 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 the city cannot meet the conditions of approval listed above.
8. **PAST PERFORMANCE:** This is the first year in Pogo Park has applied for CDBG funding from the County. However, Pogo Park has completed other park improvement projects in the City of Richmond. The City of Richmond supports Pogo Park's efforts in revitalizing Harbour-8 Park and has supported Pogo Park other park improvement projects in the City of Richmond.
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. The applicant will be required to submit all documentation necessary to ensure compliance with procurement and federal labor standards.

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

APPLICANT: Ujima Family Recovery Services (Ujima)

PROJECT NAME/NUMBER: Drainage system repairs to Women’s Recovery Center – Rectory Building/16-08-IPF

PROJECT LOCATION: 1901 Church Lane, San Pablo

PROJECT OUTCOME: Performance of preventative maintenance to remedy severe drainage problems, avert further erosion damage, and create for a safer children’s play area. The facility’s side yard and backyard will be resurfaced and regraded.

TOTAL PROJECT COST: \$ 75,500

AMOUNT REQUESTED: \$ 67,300

AMOUNT RECOMMENDED: \$ 67,300

CONDITIONS OF APPROVAL:

1. NEPA Clearance
2. Most current client demographic information, with income levels, must be submitted to CDBG staff 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 a special therapeutic recovery program at the historic “Old Rectory” (Rectory) building in San Pablo to assist women and their families in their recovery from alcoholism and/or substance abuse. Ujima has been providing these services in the Rectory building since 1986. The Rectory recovery program serves approximately 76 women and 24 children within a year. At any one time, 20 women and 7 children are living at the Rectory and live there for 3 to 4 months.

Ujima is requesting CDBG funds to repair a drainage system and reconstruct paving at the Rectory building. The drainage problem is currently causing erosion, which may ultimately lead to further damage, as well as settling and foundation complications. The drainage and erosion problems are found in the side yard and backyard. The existing drainage system is currently directing water towards the building, rather than out to the street storm drains.

CDBG staff visited the site on February 26, 2016, and it is apparent that there is a drainage problem, as well as visible signs of erosion. Furthermore, the children’s play area has a great deal of cracking and uneven pavement, which may present a hazard for any

outdoor activity.

The preventative aspects of this project are paramount to the well-being of the clients they serve because continued erosion may lead to settling and foundation problems at the building. This possibility could be costly and call for the displacement of the clients that are served. This could be extremely detrimental to the surrounding community, as the Rectory houses the only residential treatment program serving mothers with children in West County.

In order to avoid any future disruptions of service, Ujima must have the drainage system repaired and the pavement regraded and resurfaced. This will include demolition, paving, and the installation of catch basins. In addition, the existing children's play area features a play structure that will have to be removed and reconstructed. Topography and engineering will also be required prior to rehabilitation.

The project budget is based on an estimate from a contractor that has taken federal prevailing wages into account. The costs associated with civil engineering and design will be covered by The Leshar Foundation.

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 San Pablo, which is part of the Urban County. The facility is located in the Urban County and is unlikely to receive funding from another CDBG jurisdiction.
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:** The project budget is \$75,500, which constitutes all costs related to the repair of the drainage system and the grading. Ujima has requested County CDBG funds to cover 89 percent of the total amount (\$67,300). The remaining 11 percent for civil engineering and design, is being proposed to be provided by The Leshar Foundation and meets the 10 percent match requirement for the project.
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 preliminary work (survey, plans, engineering, etc.) would begin in July 2016 with actual construction starting in September 2016. Completion would occur by November, 2016.
8. **PAST PERFORMANCE:** Ujima has received CDBG funds previously to complete various improvements to the interior of the Rectory building. The most recent CDBG-funded project was an HVAC installation project in FY 2013/14. Ujima's staff was responsive and diligent to ensure that all 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). This project is taking place in a "Victorian" building constructed in 1880, which may make it eligible for the National Register of Historic Places (NRHP). In 2011, a "Historic Resources Evaluation" was conducted and the evaluation concluded that the building would not be eligible for listing in the NRHP, and the State Historic Preservation Officer (SHPO) concurred. However, given that this project includes some exterior modifications with the drainage system, and ground disturbing activities, SHPO and Northwest Information Center (NIC) consultation will have to take place. Furthermore, Ujima's Rectory building is also located in a FEMA Special Floodplain Hazard Area (SFHA). The United States Department of Housing and Urban Development (HUD) mandates that facilities in SFHAs require an 8-Step Process. In addition, the property is required to have flood insurance, which it currently does. No other environmental issues are anticipated. The project will require compliance with federal procurement and labor standards.