




**CONTRA COSTA COUNTY
DEPARTMENT OF CONSERVATION AND
DEVELOPMENT**
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MEMORANDUM

DATE: March 27, 2017

TO: Finance Committee
Supervisor Karen Mitchoff, Chair
Supervisor John Gioia, Vice Chair

FROM: Gabriel Lemus, CDBG Program Manager 

SUBJECT: Staff Recommendations for FY 2017/18, FY 2018/19, & FY 2019/20
Community Development Block Grant - Economic Development and
Infrastructure/Public Facilities Categories

RECOMMENDATIONS

1. Approve recommendations for FY 2017/18, FY 2018/19, and FY 2019/20 Economic Development (ED) projects as recommended by staff or amended by the Committee.
2. Approve recommendations for FY 2017/18, FY 2018/19, and FY 2019/20 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 for the Board of Supervisors consideration on May 9, 2017.

BACKGROUND

The purpose of this memorandum is to transmit staff recommendations for funding in the CDBG ED and IPF categories. The Summary of Staff Recommendations spreadsheet and the project staff reports are attached. Eight applications in the ED category and seven applications in the IPF category were submitted by the December 12, 2016 deadline.

Available Funding: Contra Costa County, as an entitlement jurisdiction, receives an annual allocation of CDBG directly from the U.S. Department of Housing and Urban Development (HUD). HUD has a formula for the CDBG Program to determine the amount of CDBG funds that an entitlement jurisdiction will receive for the program year. However, the formula is dependent on an approved federal spending budget, or appropriations, for each federal fiscal year. Currently, HUD and most other federal agencies are currently being funded by a “Continuing Resolution” that extends through April 28, 2017. Based on the most current information available regarding the “Continuing Resolution” for the Fiscal Year 2017 federal budget, the County’s CDBG grant amount for FY 2017/18 is estimated to be about the same as it was in FY 2016/17 with a 0.19 percent reduction, or approximately **\$4,049,929**.

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%	\$1,822,468
Public Services	*17%	\$ 688,488
Economic Development	10%	\$ 404,993
Infrastructure/Public Facility	8%	\$ 323,994
Administration	20%	\$ 809,986
Total FY 2017/18 CDBG Grant		\$4,049,929

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

**Estimated amounts based on information from the “Continuing Resolution”

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

Economic Development Category: Pursuant to the Board’s guidelines, a total of \$404,993 (10 percent of the County’s grant amount) is available for ED projects. In addition, there is \$4,799 available to be recaptured from completed projects. Consequently, there is a total of **\$409,792** available and recommended to be allocated to eight eligible ED projects as listed in **Attachment A**.

Given that the ED category operates under a three-year funding cycle to conclude the final three years of the CDBG Consolidated Plan period, the recommended amounts reflected for each respective agency/program for FY 2017/18 are the recommended amounts for the same agencies/programs for FY 2018/19 and FY 2019/20, contingent on the satisfactory performance of each respective agency/program and the County receiving a similar allocation of CDBG funds from HUD.

Infrastructure and Public Facility Category: Seven applications were received by the application deadline requesting a total of \$640,670. Staff recommends four projects to be funded for FY 2017/18 and three projects to be funded for FY 2018/19 at the amounts indicated on **Attachment B**.

Given that only three projects are recommended funding for FY 2018/19 funds and there were no projects that were recommended funding for FY 2019/20 funds, CDBG staff recommends issuing a Request for Proposal (RFP) later this year for IPF projects to be carried out in FY 2018/19 and in FY 2019/20 provided that the County receives CDBG funds in FY 2018/19 and FY 2019/20.

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

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

Consistency with Priorities Established in the Consolidated Plan and County Policy – The project meets goals and strategies of the Consolidated Plan. 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 9, 2017. Final recommendations must be forwarded to HUD by May 15, 2017 for review to ensure consistency with federal regulations.

Attachments

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

Community Development Block Grant
Economic Development Category
FY 2017/18, 2018/19 and 2019/20

CCC Application No.	Applicant	Project Name	Outcome	Contra Costa County			Amount Requested (Other CDBG Jurisdictions)				Total CDBG Requested	Total Budget	% Budget (CDBG)
				Amount Requested	Amount Received FY 2016/17	County Staff Rec. for FY 2017/18	Antioch	Concord	Pittsburg	WC			
Economic Development Projects													
17-01-ED	Contra Costa Child Care Council	Road to Success	Microenterprise growth and assistance for 90 FCCH child care providers.	\$90,000	\$81,000	\$85,000	\$15,000	\$15,000	\$15,000	\$15,000	\$145,000	\$245,250	59%
17-02-ED	Multicultural Institute	Lifeskills/Day Labor Program	Provide job-matching, individualized assistance with health, legal, and educational needs to 300 poverty level and extremely-low income day laborers.	\$30,000	N/A	\$26,000	\$0	\$0	\$0	\$0	\$26,000	\$79,273	33%
17-03-ED	Open Opportunities, Inc.	Future Build Pre-Apprenticeship Training Program	Train 8 pre-apprentices in solar, energy, and construction trades.	\$9,640	\$9,636	\$9,640	\$15,000	\$4,802	\$19,280	\$0	\$48,722	\$481,444	10%
17-04-ED	Opportunity Junction	Job Training and Placement Program	Provide 10 participants with job training, support services and job placement.	\$100,000	\$85,000	\$100,000	\$60,000	\$0	\$30,000	\$0	\$190,000	\$947,003	20%
17-05-ED	Opportunity Junction	Bay Point Career Development Services	Provide intensive, individualized vocational services including assessment and development of employment plans, case management and service referrals to 30 low-income persons.	\$20,000	\$20,000	\$20,000	\$0	\$0	\$10,000	\$0	\$30,000	\$172,491	17%
17-06-ED	Renaissance Entrepreneurship Center	Renaissance Richmond	Intensive small business/microenterprise training and technical assistance to 50 unduplicated lower-income individuals who own or wish to start a small business/microenterprise	\$50,000	N/A	\$42,000	\$0	\$0	\$0	\$0	\$42,000	\$295,984	14%

Community Development Block Grant
 Economic Development Category
 FY 2017/18, 2018/19 and 2019/20

CCC Application No.	Applicant	Project Name	Outcome	Contra Costa County			Amount Requested (Other CDBG Jurisdictions)				Total CDBG Requested	Total Budget	% Budget (CDBG)
				Amount Requested	Amount Received FY 2016/17	County Staff Rec. for FY 2017/18	Antioch	Concord	Pittsburg	WC			
17-07-ED	West Contra Costa Business Dev. Center, Inc.	Emerging Entrepreneurs Program	To provide technical assistance and support to 50 existing businesses or persons wishing to open a business as a way to create/retain jobs.	\$80,800	\$65,000	\$77,152	\$0	\$0	\$0	\$0	\$77,152	\$244,800	32%
17-08-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	\$15,000	\$15,000	\$125,000	\$325,000	38%
Total				\$430,440	\$310,636	\$409,792	\$105,000	\$49,802	\$89,280	\$30,000	\$704,522	\$2,466,245	29%

Community Development Block Grant
Infrastructure/Public Facilities Category
FY 2017/18, 2018/19 and 2019/20

CCC Application No.	Applicant	Project Name	Outcome	Contra Costa County			Total CDBG	Total Budget	% Budget (CDBG)
				Amount Requested	County Staff Recommendation for FY 2017/18	County Staff Recommendation for FY 2018/19			
Infrastructure/Public Facilities Projects									
17-01-IPF	City of Oakley	Oakley Senior Center Renovations	Improvements/Renovation of the Oakley Senior Center located at 215 2nd Street, Oakley	\$130,500	\$98,000	N/A	\$98,000	\$149,000	66%
17-02-IPF	Bethel Island Municipal Improvement District	Pump and Drainage Pipe Replacement Project	Replacement of existing pump and drainage pipe to prevent flooding in the Bethel Island neighborhood.	\$110,000	\$82,500	N/A	\$82,500	\$110,000	75%
17-03-IPF	Contra Costa Family Justice Alliance	West County Family Justice Center Roof Replacement Project	Roof Replacement of the West County Family Justice Center located in the City of Richmond	\$191,000	\$0	\$95,000	\$95,000	\$191,000	50%
17-04-IPF	Harmony Home, Associated	Wheel Char lift Installation and Exterior Stairs Replacement Project	Install a wheelchair lift and rebuild the existing stairs to Harmony Home's office building in Martinez to improve accessibility and allow more space for client services	\$87,000	\$78,000	N/A	\$78,000	\$87,000	90%
17-05-IPF	Martinez Early Childhood Center, Inc.	Children's Bathroom Addition and Floor Replacement Project	Addition of a new ADA bathroom for children and replacement of interior floors of all the classrooms of the Martinez Early Childhood Center	\$69,040	\$65,494	N/A	\$65,494	\$76,600	86%

Community Development Block Grant
 Infrastructure/Public Facilities Category
 FY 2017/18, 2018/19 and 2019/20

CCC Application No.	Applicant	Project Name	Outcome	Contra Costa County			Total CDBG	Total Budget	% Budget (CDBG)
				Amount Requested	County Staff Recommendation for FY 2017/18	County Staff Recommendation for FY 2018/19			
17-06-IPF	Martinez Early Childhood Center, Inc.	Playground Re-Surfacing Project	Replace the surfacing of an existing playground within the Martinez Early Childhood Center	\$27,630	\$0	\$27,630	\$27,630	\$30,719	90%
17-07-IPF	Pogo Park	Harbour-8 Park Shade Structure Project	Install a new shade structure for an existing playground within Harbour-8 Park located in the City of Richmond	\$80,000	\$0	\$80,000	\$80,000	\$94,800	84%
TOTALS				\$695,170	\$323,994	\$202,630	\$775,170	\$739,119	105%

Economic
Development
Staff Reports

**FY 2017/18, FY 2016/17, & FY 2019/20 CDBG PROGRAM
ECONOMIC DEVELOPMENT (ED) CATEGORY**

APPLICANT: Child Care Council

PROJECT NAME/NUMBER: Child Care Council
17-01-ED

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

PROJECT OUTCOME: Provide recruitment, training, and ongoing support services to 90 low- and moderate-income persons so they can sustain their licensed family day care business or receive a childcare license to open and operate a new licensed family daycare business (microenterprise).

TOTAL PROJECT COST: \$245,250

AMOUNT REQUESTED: \$90,000

AMOUNT RECOMMENDED:

FY 2017/18:	\$85,000
FY 2018/19:	\$85,000
FY 2019/20:	\$85,000

RECEIVED IN FY 2016/17: \$81,000

CONDITIONS OF APPROVAL: The CDBG contract will be a “pay per accomplishment” contract for FY 2017/18, FY 2018/19, and FY 2019/20, 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/ANALYSIS: The Contra Costa Child Care Council (Council) has over 30 years of experience developing and improving the quality of family childcare 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, book-keeping, 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 curricula 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 to assist low-income persons obtain a childcare 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 shift more to the need of **sustaining** the existing family childcare businesses that were previously created while continuing efforts to assist in the development of newly licensed family childcare businesses. This approach will help protect the childcare 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 92 existing childcare businesses or microenterprises and create 8 new licensed childcare 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 childcare microenterprises will include: 1) assisting childcare 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 childcare 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 client’s homes to assess the home’s potential for a family day care business

The program is eligible, feasible, timely, and consistent with Consolidated Plan goals to foster micro-enterprise development. The Council has been successful in reaching quantitative goals to assist clients to open their business as licensed childcare providers and to provide technical assistance to existing licensed providers.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Economic Development: Reduce the number of persons below the poverty level, expand economic opportunities for very low- and low-income residents and increase the viability of neighborhood commercial areas [CD-5].
2. **CDBG ELIGIBLE ACTIVITY:** Microenterprise and small business assistance [24 CFR 570.201(o)]
3. **NATIONAL OBJECTIVE:** Benefiting very low- and low-income persons [24 CFR 570.208(a)(2)(iii)]
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The program is intended to provide low- and moderate-income persons with an opportunity to maintain or start a microenterprise as a licensed in-home childcare provider. Participants in the program are provided with classes that introduce them to basic business strategies and skills to establish, maintain, and grow their business.

While the program is available County-wide, the program is targeted to communities that are both economically depressed and/or have the greatest shortage of childcare supply, specifically Richmond/North Richmond, San Pablo, Rodeo/Crockett, El Cerrito, and El Sobrante in West County; Brentwood and Bay Point in East County, and Pacheco in Central County. The business of family childcare offers a unique opportunity for persons to develop their own small businesses in their own homes. A career in family childcare can allow a person to stay home with their own children and still earn money to support their families. Furthermore, given the dramatic need for childcare, including affordable childcare, in the County, family childcare is a career which offers stable employment. According to the 2015 Child Care Portfolio, published by the California Child Care Resource and Referral Network, 66 percent of

children ages 0-12 in Contra Costa have parents in the labor force, but only 30 percent of these children have a licensed child care opening available to them. There continues to be a shortage in the supply of child care for infants/toddlers under the age of two despite the demand (39% of child care referral requests to the Contra Costa Child Care Council is for infant/toddler care). According to the Portfolio report, 82 percent of child care requests for children ages 0-5 are for full-time care in Contra Costa. Thirteen (13) percent of Contra Costa's children ages 0-5 live in poverty (2014 data). For many residents, incomes are not keeping pace with the cost of living in the County, which includes child care costs. As Contra Costa families work to make ends meet, child care costs can consume 49 percent of wages for a parent earning \$42,216 per year with one preschooler and an infant/toddler in child care. For a family earning the County's median annual income, child care costs for two young children make up 22% of the family's budget. For a parent earning minimum wage to make \$18,720 per year, housing costs alone make up 109% of his or her budget with a preschool education/child care another 58% above. The average cost of full-time care for infants/toddlers (under the age of two) in child care Centers ranges from \$1,200 to \$2,000 per month. Additional data shows that childcare is a great way of providing adequate revenue for childcare business owners. Target communities including Richmond/North Richmond, San Pablo, and Bay Point, also have high levels of unemployment and underemployment. The project has a secondary benefit in that it increases the availability of childcare for others entering the workforce in the targeted communities, which is often cited as one of the barriers to employment.

5. FINANCIAL ANALYSIS:

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$85,000	90	\$944
Total Program Amount	\$245,250	150	\$1,635
CDBG % of Total Budget	34%		
Required Match – 50%	\$42,500		
Amount Secured	\$95,250		
Leverage*	\$1.06		
*Does not include other CDBG funds from other jurisdictions.			

The CDBG funds will be used to pay for staff costs, including taxes/benefits. In addition to CDBG funds from other jurisdictions, the remainder of the program budget is primarily funded by the State Department of Education.

6. **EXPERIENCE AND CAPACITY:** The Council has been providing assistance to childcare providers and parents since 1976 and first received CDBG funds in FY 1996/97 to deliver services to assist childcare providers to maintain their license. Since FY 1997/98 the Council has received CDBG funding to implement the “Road to Success” program and has been successful in meeting and exceeding goals. The Council has also submitted required reports in a timely manner. The Council’s Resource and Referral Counselors have several years of professional experience in the field of family day care and are well qualified to administer and carry out the program.
7. **PROJECT READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.
8. **PAST PERFORMANCE:** The Council has demonstrated the ability to complete and exceed programmatic objectives in past program years. As of the 2nd quarter for the current fiscal year, the program has assisted 68 Urban County residents open and/or maintain a family daycare business or maintain their current business. For the most recent completed fiscal year (2015/16), the Council met its contractual goal of assisting 80 low- and moderate-income persons so they can sustain their licensed family day care business or receive a childcare license to open and operate a new licensed family daycare business (microenterprise).

As with all programs that are recommended CDBG funds under the Economic Development category, CDBG staff is recommending a “pay per accomplishment” contract with the Council for FY 2017/18, FY 2018/19, and FY 2019/20, in which most of the CDBG funds will be contingent on the Council’s performance in meeting their contractual goal.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** None.

**FY 2017/18, FY 2018/19 & FY 2019/20 CDBG PROGRAM
ECONOMIC DEVELOPMENT (ED) CATEGORY**

APPLICANT: Multicultural Institute

PROJECT NAME/NUMBER: Life Skills/Day Labor Program
17-02-ED

PROJECT SERVICE AREA: Richmond

PROJECT OUTCOME: Provide job-matching, individualized assistance with health, legal, and educational needs to 300 poverty level and extremely-low income day laborers.

TOTAL PROJECT COST: \$79,273

AMOUNT REQUESTED: \$30,000

AMOUNT RECOMMENDED:

FY 2017/18:	\$26,000
FY 2018/19:	\$26,000
FY 2019/20:	\$26,000

RECEIVED IN FY 2016/17: N/A

CONDITIONS OF APPROVAL: The CDBG contract award is contingent on Multicultural Institute becoming a Community Based Development Organization (CBDO) prior to contract execution.

PROJECT DESCRIPTION/ANALYSIS: Multicultural Institute (MI) presents a unique service model to day laborers – based on daily, street-based outreach – is an “office without walls” and allows MI staff to offer efficient job-matching and social services while also improving conditions on the street where day laborers seek work. The Life Skills/Day Labor program addresses concrete needs, while also addressing society’s role in brokering positive relationships between day laborers and policy makers, neighbors, and merchants. The program provides job and educational opportunities that help move workers toward better self-sufficiency. By assisting families get connected to health, immigration and legal resources, MI is helping resolve daily challenges and bridging individuals to services they otherwise would not have access to. Specifically the Life Skills/Day Labor Program will deliver:

- Job placements to 125 poverty level and extremely-low income individuals seeking work via daily street outreach;
- Minimum of two on the street health education/training workshops to a minimum

- of 100 participants;
- Minimum of three GED registration/exams through intensive six-week preparation courses;
 - Minimum of two wage claim workshops about preventing wage theft and tracking employer information (80 percent of wage dispute consults are resolved satisfactorily within six months); and
 - Minimum of two on the street immigration educational/training workshops to a minimum of 100 participants.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Economic Development: Reduce the number of persons with incomes below the poverty level, expand economic opportunities for extremely-low, very-low, and low-income residents, and increase the viability of neighborhood commercial areas by providing job training/job placement services and technical assistance to microenterprises and small businesses. [CD-5].
2. **CDBG ELIGIBLE ACTIVITY:** Job training and placement assistance provided by a Community-Based Development Organization (CBDO) [24 CFR 570.204(a)(2)].
3. **NATIONAL OBJECTIVE:** Benefiting very low- and low-income persons [24 CFR 570.208(a)(2)(iii)]
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The primary population served by the Life Skills/Day Labor Program is made up of poverty level and extremely-low income Spanish-speaking immigrant workers, primarily day-laborers, who seek full-time work in front of Home Depot or who complement existing low-wage employment with day labor jobs. Day laborers tend to be young, nearly half are under 30 and most are immigrants. The day labor population ranges from new immigrants to people who have been established in the US for many years and are raising families here. The program also serves family members and relatives including spouses and children and other low-income individuals that wish to earn their GED certification to receive job promotions, apply for better jobs, and/or continue their education.

5. FINANCIAL ANALYSIS:

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$26,000	300	\$86.67
Total Program Amount	\$79,273	400	\$198
CDBG % of Total Budget	32.7%		
Required Match – 10%	\$2,600		
Amount Secured	\$19,273		
Leverage	\$1.64		

The CDBG funds will be used to pay for staff costs, including taxes/benefits, and rent. The remainder of the program budget is funded by the State Department of Social Services, fundraising, and GED registration.

- 6. **EXPERIENCE AND CAPACITY:** MI has provided the Life Skills/Day Labor Program in the City of Berkeley since 2001 and in Redwood City since 2006, providing more than 7,200 jobs. MI's unique service model is based on street outreach and has worked really well in those two cities. MI's service model honors day laborers preference to be outside in the community proactively seeking work. The Richmond program has been in effect since 2012 when MI expanded its program service to serve the Richmond community. Since then, MI has provided an average of 125 job placements each year and registered over 2,000 day laborers and other low-income individuals through the program's Richmond activities.
- 7. **PROJECT READINESS AND TIMELINESS:** The current program is fully staffed and MI's programs are operating efficiently.
- 8. **PAST PERFORMANCE:** This is the first year MI has applied for CDBG funds from the County.
- 9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** None.

**FY 2017/18, FY 2018/19, & 2019/20 CDBG PROGRAM
ECONOMIC DEVELOPMENT (ED) CATEGORY**

APPLICANT: Open Opportunities, Inc.

PROJECT NAME/NUMBER: Future Build Pre-Apprenticeship Training Program
17-03-ED

PROJECT SERVICE AREA: East County

PROJECT OUTCOME: To provide training and job placement 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: \$481,444

AMOUNT REQUESTED: \$9,640

AMOUNT RECOMMENDED

FY 2017/18:	\$9,640
FY 2018/19:	\$9,640
FY 2019/20	\$9,640

RECEIVED IN FY 2016/17: \$9,636

CONDITIONS OF APPROVAL: The CDBG contract will be a “pay per accomplishment” contract for FY 2017/18, FY 2018/19, and FY 2019/20, in which most of the CDBG funds will be contingent on Open Opportunity’s performance on meeting their contractual goal.

PROJECT DESCRIPTION/ANALYSIS: 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 of the program 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 4 Urban County trainees per cohort per year into the construction/solar/energy trades for a total of 8 Urban County participants per year.

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.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Economic Development: Reduce the number of persons below the poverty level, expand economic opportunities for very low- and low-income residents and increase the viability of neighborhood commercial areas [CD-5].
2. **CDBG ELIGIBLE ACTIVITY:** Job training and placement assistance provided by a Community-Based Development Organization (CBDO) [24 CFR 570.204(a)(2)].
3. **NATIONAL OBJECTIVE:** Benefiting very low- and low-income persons [24 CFR 570.208(a)(2)(i)(B)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The target population being served by the Future Build program is low-income unemployed, underemployed or displaced workers at least 18 years old from East Contra Costa County.

According to Future Build, poverty rates are above 10 percent in Antioch, Concord, and Pittsburg. Further, this past year 30 percent of Future Build's trainees were ex-offenders, demonstrating the need for workforce development programs that bring people out of poverty and the cycles of crime that can accompany poverty. Future Build works with people that want, "to be re-engaged in the community, including their families, educational institutions and employment." Most of Future Build's trainees are young men of color but the program encourages female applicants and any unemployed person seeking to re-enter the workforce.

According to Open Opportunities, approximately 75 percent of their graduates enter employment within the solar and construction trades.

According to a report issued by the Workforce Development Board and East Bay Economic Development Alliance, "Construction is highly concentrated in the East Bay and is likely to grow rapidly as the economy rebounds." As an example, Future Build cites the State's Employment Development Department finding that Contra Costa's demand for pipe layers is going to grow by 40% in the coming years. Additionally, the planned expansion of BART further into East County will require a considerable amount of apprentices, half of whom will need to be East County residents. Further, the Metropolitan Transportation Commission has called for increased hiring of workers that are historically underrepresented in the building trades. The Contra Costa Building and Trades Council also reported that many unions were having trouble finding people for their apprenticeships. The Future Build program is designed to train and place graduates directly into jobs/apprenticeships, satisfying a need for workforce reintegration for the trainees and the employment needs of construction companies and unions.

In addition to the above, Future Build works with Contra Costa County public and private agencies that receive AB109 funding to provide rehabilitation services to offenders who are newly released from correctional facilities. AB109 seeks alternative options and services within communities that could stabilize these offenders as they will be closer to home, family and can possibly keep working as they go through community corrections programs. Future Build provides this opportunity through job training, soft skills development and job placement. They have a 90 percent success rate in placing AB109 clients who graduate Future Build in jobs that pay prevailing wages, within the union trades and the solar and construction industry.

5. FINANCIAL ANALYSIS:

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$9,640	8	\$1,205
Total Program Amount	\$481,444	44	\$10,942
CDBG % of Total Budget	2%		
Required Match – 20%	\$1,928		
Amount Secured	\$281,237		
Leverage*	\$44.89		
*Does not include CDBG funds from other jurisdictions			

The proposed operating budget anticipates grants from a number of foundations and corporations and \$200,000 from the Workforce Development Board. Open Opportunities is also applying for CDBG funding from Antioch, Concord, and

Pittsburg. The County's CDBG funds would primarily be used for laborers certificate training instruction.

6. **EXPERIENCE AND CAPACITY:** Open Opportunities' Future Build Program was started in 2010 in partnership with the Pittsburg Power Company (PPC), Contra Costa Workforce Development Board, Pittsburg Adult Education Center, Contra Costa Building and Construction Trades Council, Morris Carey of "On the House", and Northern California Laborers Training. Program staff have been with the project since its inception and are committed to the program's mission and goals. The program administrator has decades of experience in youth programs, community-building, and counseling.
7. **PROJECT READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.
8. **PAST PERFORMANCE:** Open Opportunities Inc. has been receiving CDBG funds since FY 2015/16. The Future Build Program is fully operational and has a track record of training at least 8 Urban County residents each year. As of the 2nd Quarter of the current fiscal year, Open Opportunities has trained and placed four Urban County residents in construction related jobs, or 50 percent of their contractual goal. As with all programs that are recommended CDBG funds under the "Economic Development" category, CDBG staff is recommending a "pay per accomplishment" contract with Open Opportunities for FY 2017/18, FY 2018/19, and FY 2019/20, in which most of the CDBG funds will be contingent on Open Opportunity's performance in meeting their contractual goal.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** None.

**2017/18, FY 2018/19 & FY 2019/20 CDBG PROGRAM
Economic Development (ED) CATEGORY**

APPLICANT: Opportunity Junction

PROGRAM NAME/NUMBER: Bay Point Career Development Services
17-04-ED

PROGRAM SERVICE AREA: East County (primarily Bay Point)

PROGRAM OUTCOME: Provide a set of intensive, individualized vocational services including assessment and development of employment plans, case management and service referrals, connections to in-demand vocational training, and one-on-one career skills development to 30 persons.

TOTAL PROGRAM COST: \$174,745

AMOUNT REQUESTED: \$20,000

AMOUNT RECOMMENDED

FY 2017/18:	\$20,000
FY 2018/19:	\$20,000
FY 2019/20:	\$20,000

RECEIVED IN FY 2016/17: \$20,000 (in Public Service category)

CONDITIONS OF APPROVAL: None

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

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

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

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

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Economic Development: Reduces the number of persons below the poverty level, expand economic opportunities for very low- and low-income residents and increase the viability of neighborhood commercial areas [CD-5].
2. **CDBG ELIGIBLE ACTIVITY:** Job training and placement assistance provided by a Community-Based Development Organization (CBDO) [24 CFR 570.204(a)(2)].
3. **NATIONAL OBJECTIVE:** Low Income [24 CFR 570.208(a)(2)(i)(B)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The Bay Point Career Development Services program addresses the community need to match local, hard-to-serve residents with jobs that enable them to support their families thus reducing reliance on ongoing government support, improving outcomes for their children, and enriching the local economy. Unemployment in the Bay Point, Pittsburg, and Antioch areas are higher than the County average. Poverty rates in the two areas are higher than the County average – 27% in Bay Point and 25% in Pittsburg. 46% of adults aged 25 or older have attained no more than their high school diploma or equivalency and more than 17% speak English “not well” or “not at all” in these areas.

5. FINANCIAL ANALYSIS:

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$20,000	30	\$667
Total Program Amount	\$172,491	90	\$1,917
CDBG % of Total Budget	11%		
Required Match – 50%	\$10,000		
Amount Secured	\$145,833		
Leverage*	\$7.29		
*Does not include other CDBG funds from other jurisdictions.			

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

6. **EXPERIENCE AND CAPACITY:** The Bay Point Career Development Services program has been providing services since July 2010.
7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.
8. **PAST PERFORMANCE:** This will be the third year that this program will receive CDBG funding. It was previously funded as a Public Service (PS) project, but qualifies as an Economic Development (ED) project. Since September 2010, 252 local residents have been placed in employment at an average starting wage of \$14.08 per hour. During the first five months of this fiscal year, 26 job seekers with addressable barriers were placed into employment.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** None.

**FY 2017/18, FY 2018/19, & 2019/20 CDBG PROGRAM
ECONOMIC DEVELOPMENT (ED) CATEGORY**

APPLICANT: Opportunity Junction

PROJECT NAME/NUMBER: Job Training and Placement Program
17-05-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: \$947,003

AMOUNT REQUESTED: \$100,000

AMOUNT RECOMMENDED:

FY 2017/18:	\$100,000
FY 2018/19:	\$100,000
FY 2019/20:	\$100,000

RECEIVED IN FY 2016/17: \$85,000

CONDITIONS OF APPROVAL: The CDBG contract will be a “pay per accomplishment” contract for FY 2017/18, FY 2018/19, and FY 2019/20, in which most of the CDBG funds will be contingent on Opportunity Junction’s performance for meeting their contractual goal.

PROJECT DESCRIPTION/ANALYSIS: Opportunity Junction’s job training and placement 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 includes many team-building exercises and covering goal-setting, overcoming obstacles, managing change, self-care, business and workplace skills (including a half-unit college credit class taught in partnership with Los Medanos College), and public speaking. Hard Skills training includes keyboarding, word processing, spreadsheet applications, database design and management, business writing and math, desktop publishing, and internet design. Much of the hard skills training leads to Microsoft Office Specialist certifications in various Microsoft software applications.

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 and program alumni. 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.

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.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Economic Development: Reduce the number of persons below the poverty level, expand economic opportunities for very low- and low-income residents and increase the viability of neighborhood commercial areas [CD-5].
2. **CDBG ELIGIBLE ACTIVITY:** Job training and placement assistance provided by a Community-Based Development Organization (CBDO) [24 CFR 570.204(a)(2)].
3. **NATIONAL OBJECTIVE:** Benefiting very low- and low-income persons [24 CFR 570.208(a)(2)(i)(B)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The program will expand economic opportunities for 10 low-income persons through job training and career development in the field of information technology. Persons with barriers to employment are underemployed or are Welfare to Work clients that have limited opportunities to secure jobs that pay a livable wage or allow for career development and advancement. The target population is unemployed or underemployed Urban County residents in east Contra Costa County. The need for the program is particularly acute in the communities of East and Central Contra Costa that comprise one of the epicenters of the new Suburban Poverty. According to the State's Economic Development Labor Market Information (EDD LMI), the unemployment rate is significantly higher in east Contra Costa than in Contra Costa as a whole. In Bay Point, the unemployment rate is 8.5%, almost twice the Contra Costa County rate of 4.5%. In Pittsburg, 5.4% are unemployed, and in Antioch, the unemployment rate is 6.2%.

5. FINANCIAL ANALYSIS:

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$100,000	10	\$10,000
Total Program Amount	\$947,003	45	\$21,045
CDBG % of Total Budget	11%		
Required Match – 50%	\$50,000		
Amount Secured	\$100,000		
Leverage*	\$7.57		
*Does not include CDBG funds from other jurisdictions			

The proposed operating budget anticipates grants from a number of foundations and corporations. Opportunity Junction is also applying for CDBG funding from Antioch and Pittsburg. The County's CDBG funds would primarily be used for rent.

6. **EXPERIENCE AND CAPACITY:** Opportunity Junction was established in 1999 (as Opportunities for Technology Information Careers) by a consortium of private businesses, local government agencies, and community-based organizations and has placed many Urban County participants into permanent employment paying an average of \$27,000 annually plus benefits. Program staff has been with the organization for many years and have exhibited exemplary performance in operating this program for many years.
7. **PROJECT READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.
8. **PAST PERFORMANCE:** Opportunity Junction has demonstrated the ability to complete and exceed programmatic objectives within the program year. For FY 2015/16 the program placed 19 Urban County residents in jobs, exceeding their contractual goal. To date, Opportunity Junction has trained and placed eight low-income Urban County residents in jobs. As with all programs that are recommended CDBG funds under the Economic Development category, CDBG staff is recommending a "pay per accomplishment" contract with Opportunity Junction for FY 2017/18, FY 2018/19, and FY 2019/20, in which most of the CDBG funds will be contingent on Opportunity Junction's performance for meeting their contractual goal. Opportunity Junction has been timely in submitting all necessary quarterly reports.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** None.

**FY 2017/18, FY 2018/19 & 2019/20 CDBG PROGRAM
ECONOMIC DEVELOPMENT (ED) CATEGORY**

APPLICANT: Renaissance Entrepreneurship Center

PROJECT NAME/NUMBER: Renaissance Richmond
17-06-ED

PROJECT SERVICE AREA: Richmond

PROJECT OUTCOME: Intensive small business/microenterprise training and technical assistance to 50 unduplicated lower-income individuals who own a small business/microenterprise or wish to start-up a small business/microenterprise.

TOTAL PROJECT COST: \$295,984

AMOUNT REQUESTED: \$50,000

AMOUNT RECOMMENDED:

FY 2017/18:	\$42,000
FY 2018/19:	\$42,000
FY 2019/20:	\$42,000

RECEIVED IN FY 2016/17: N/A

CONDITIONS OF APPROVAL: None.

PROJECT DESCRIPTION/ANALYSIS: Renaissance Richmond of Contra Costa County will deliver comprehensive training and support services to assist 50 unduplicated low-income residents of Richmond and Contra Costa County to develop the technical and “soft” skills, confidence, and networks needed to succeed in small business ownership. Clients will, in turn, start and grow sustainable small businesses, creating and retaining jobs for themselves and other residents, supporting them to achieve economic mobility, build assets, and create better futures. Specifically, Renaissance Richmond will deliver:

- **Intensive Training:** At the heart of Renaissance Richmond’s program is intensive small business training offered as 4-9 week (12-27 hour) practical, hands-on classes on the introductory and business planning levels. All classes are taught by Renaissance-trained small business consultants, staff and industry experts using award-winning curriculum. Clients graduate with the skills, confidence, and a network of like-minded entrepreneurs needed to succeed.
- **Women’s Programs:** Women-focused programs empower women with technical skills, networks, mentors, and confidence. They include women-focused business training and empowerment classes, facilitated networking, and support groups.
- **Workshops:** Skill-building workshops in marketing, finance, and technology increase business knowledge and provide networking opportunities.

- Individual Consulting: One-on-one consulting supports clients in sales, marketing, management, and operations.
- Access to Capital: Individual technical assistance helps clients become better financial managers of their businesses and is complemented by loan packaging to help clients secure capital from banks, nonprofit loan funds, and private sources.
- Networking: In addition to the networks clients build in their training classes, meet-up/charlas provide facilitated peer support groups to help graduates to encourage and learn from each other at every stage of business development.
- Access to Markets: Pop-up marketplaces and other events connect Renaissance graduate businesses with potential clients and new markets.

All services will delivered at the Renaissance Richmond Center located in the Iron Triangle at 1500 MacDonald Avenue and through off-site training at the Richmond Chamber of Commerce and the Contractor Resource Center.

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 program is eligible, feasible and timely and consistent with Consolidated Plan goals to foster micro-enterprise development and small business development. Renaissance Richmond provides a valuable service to existing and prospective small businesses in the Urban County.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Economic Development: Reduce the number of persons with incomes below the poverty level (annual income below \$31,743), expand economic opportunities for extremely-low, very-low, and low-income residents, and increase the viability of neighborhood commercial areas by providing job training/job placement services and technical assistance to microenterprises and small businesses. [CD-5].
2. **CDBG ELIGIBLE ACTIVITY:** Micro-enterprise and small business assistance [24 CFR 570.201(o)].
3. **NATIONAL OBJECTIVE:** Benefiting very low- and low-income persons/micro-enterprise assistance [24 CFR 570.208(a)(2)(iii)] and job creation [24 CFR 570.208(a)(4)(i)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** Renaissance Richmond will support low-income residents of Richmond and Contra Costa County who own or wish to own a small business/microenterprise. Clients will be men and women, with services provided in both English and Spanish. While Contra Costa County ranks fourth in the state in terms of wealth, eleven percent of residents live in poverty. The City of Richmond has a much higher poverty rate at eighteen percent. Women, people of color, and immigrants are disproportionately affected by unemployment and face the greatest barriers to traditional economic opportunity due to systemic barriers

compounded by bad or no credit history, debt, language barriers, and lack of access to quality education. Small business ownership is recognized as one of the surest routes to economic mobility for people who face barriers to traditional employment due to income level, gender, race, immigration status, or former incarceration. Small businesses create employment for the business owners themselves, create jobs for local residents, fill blighted vacancies, and contribute to the social and economic vibrancy of the community.

5. FINANCIAL ANALYSIS:

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$42,000	50	\$840
Total Program Amount	\$295,984	150	\$1,973
CDBG % of Total Budget	14%		
Required Match – 10%	\$4,200		
Amount Secured	\$140,000		
Leverage	\$4.92		

The County's CDBG funds will be used primarily for staff costs. The rest of the program budget will be funded by a combination of foundations, corporations, and Renaissance Richmond funds. At this time, Renaissance Richmond has secured approximately \$140,000 in program funds for the upcoming year.

- 6. **EXPERIENCE AND CAPACITY:** Renaissance Richmond is one of the few microenterprise development organizations in Contra Costa County that provides comprehensive bi-lingual language small business training and support services – from ideation to business planning and growth – that directly addresses the challenges and barriers low-income individuals face as they strive to achieve economic self-sufficiency. They partner with other microenterprise development organizations in the County to provide access to capital and business consulting services along specific commercial corridors and to support more advanced small business owners in expanding their businesses.
- 7. **PROJECT READINESS AND TIMELINESS:** The current program is fully staffed and programs are operating efficiently.
- 8. **PAST PERFORMANCE:** This is the first year this agency has applied for CDBG funds from the County.
- 9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** None.

**FY 2017/18, 2018/19, & 2019/20 CDBG PROGRAM
ECONOMIC DEVELOPMENT (ED) CATEGORY**

APPLICANT: West Contra Costa County Business Development Center

PROJECT NAME/NUMBER: Emerging Entrepreneurs Program (Previously Strengthening Neighborhood Economies Program)
17-07-ED

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

PROJECT OUTCOME: To provide technical assistance and support to 50 existing businesses or persons wishing to open a business as a way to create/retain jobs.

TOTAL PROJECT COST: \$244,800

AMOUNT REQUESTED: \$80,800

AMOUNT RECOMMENDED:

FY 2017/18:	\$77,152
FY 2018/19:	\$77,152
FY 2019/20:	\$77,152

RECEIVED IN FY 2016/17: \$65,000

CONDITIONS OF APPROVAL: 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. Of the \$65,000 recommended, \$15,000 is exclusively for the marketing of loan programs that may be available to clients.

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 County. The BDC, through its "Emerging Entrepreneurs Program" proposes to provide comprehensive business assistance to at least 50 existing and prospective small businesses/micro-enterprises located in West County with emphasis in the Richmond/North Richmond, San Pablo, Rodeo communities. The BDC's Emerging Entrepreneurs Program provides the platform and the necessary support to help individuals formalize and grow their food ventures. The Emerging Entrepreneurs Program offerings will include:

- **Food Business Incubator:** Offers clients a shared-use commercial kitchen space with access to cooking equipment, storage space and critical business support.
- **Business Assistance:** Individualized support at the start-up and growth stages, including business feasibility, strategic planning, regulatory guidance, marketing assistance, and access to capital.
- **Education and Training:** Our specialized training covers essential industry information and key business topics, providing clients with the information and tools to effectively develop their food ventures.
- **Access to Capital:** Through our partnerships with local lenders, we help our clients obtain the financing they need to start and operate their business.
- **Regulatory Guidance:** We guide clients through industry requirements and help them navigate the cumbersome permitting and licensing process.
- **Scholarships:** Because start-up capital is a key issue for entrepreneurs, scholarships in our partners' names are given to select clients that are prepared to launch their businesses. These clients have access to an average of 3 months of kitchen use as they work to develop their products and customer base.
- **Mentoring Program:** By offering valuable business knowledge and industry insights, experienced mentors will support clients in two key areas: daily operations and market opportunities.
- **Access to Markets:** To address an area that entrepreneurs indicate as needing the most help with, we will identify and facilitate market opportunities for clients to promote and sell their products through, including farmers' markets, pop-up shops, online marketplaces, and community events.

The overall program is eligible, feasible, and timely. The BDC has received CDBG funds for many years.

EVALUATION CRITERIA:

1. **CONSOLIDATED PLAN PRIORITY:** Economic Development: Reduce the number of persons below the poverty level, expand economic opportunities for very low-and low-income residents and increase the viability of neighborhood commercial areas [CD-5].
2. **CDBG ELIGIBLE ACTIVITY:** Micro-enterprise and small business assistance [24 CFR 570.201(o)]

3. **NATIONAL OBJECTIVE:** Benefiting very low- and low-income persons/micro-enterprise activity [24 CFR 570.208(a)(2)(iii)]
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The program will help expand economic opportunities to at least 50 low-income persons who have started or are planning to start a business located in West County. In West County, it is estimated that one out of five people lack a high school degree. More alarming is that the unemployment rate in some West County neighborhoods is at or above 20 percent. The BDC will work to facilitate new economic opportunities for low-income persons through successful small business/microenterprise development and operation.

The need for small business/microenterprise assistance has been well documented. Studies have shown that a large percentage of small businesses and microenterprises fail within the first five years of start-up due to a lack of supportive services. Recent research identified over 3,000 micro-enterprises in West County. These businesses play a significant role in the economy and create a significant number of jobs. Business development is a critical ingredient in attaining financial security and small business creation is a mechanism for economic mobility, particularly for minorities, immigrants, and the economically disadvantaged.

The BDC will primarily target existing businesses and persons wanting to open a business in West County with particular emphasis on Richmond/North Richmond, San Pablo, Rodeo, Pinole, and Hercules. The BDC will reach merchants, potential new merchants, residents, and community leaders through disseminating materials in the community (libraries, community organizations, schools, and business associations); sending out mailers to target neighborhoods, press releases to local media, including West County Times, Contra Costa Marketplace, Chamber of Commerce newsletters, and Spanish Language media.

5. FINANCIAL ANALYSIS:

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$77,152	50	\$1,543
Total Program Amount	\$244,800	50	\$4,896
CDBG % of Total Budget	31%		
Required Match – 50%	\$38,576		
Amount Secured	\$20,000		
Leverage*	\$2.17		
*Does not include other CDBG funds from other jurisdictions.			

The County's CDBG funds will be used for staff costs. The BDC has secured \$20,000 for the program and is currently working to secure other funding commitments for FY 2017/18. The BDC has, in the past, been very successful in

securing the funds needed to operate the program and they typically do not request funding from their corporate and foundation sponsors until the end of May or early June. Based on the BDC's previous history, County CDBG staff expects the BDC to raise and secure the necessary funds for the program.

6. **EXPERIENCE AND CAPACITY:** The BDC has been in operation since 1995. The current Executive Director has managed the BDC for approximately 15 years and has significant experience working with small businesses as well as a background in non-profit administration. The BDC has qualified staff and uses specialized consultants to assist in delivering services.
7. **PROJECT READINESS AND TIMELINESS:** The BDC has been funded with CDBG funds for over ten years and has the experience and required staff to operate this program.
8. **PAST PERFORMANCE:** In FY 2015/16 the BDC provided technical assistance and support to 41 existing business or persons wishing to open a business, exceeding their contractual goal. As of the 2nd quarter of the current fiscal year, the BDC is on pace to meet their contractual goal, providing assistance to 21 existing or prospective small business/microenterprise owners.

CDBG staff is recommending a "pay per accomplishment" contract with the BDC for FY 2017/18, FY 2018/19, and FY 2019/20, in which most of the CDBG funds will be contingent with the BDC's performance for meeting their contractual goal. The BDC has been timely in submitting quarterly reports and quarterly demands/invoices.

9. **ENVIRONMENTAL/HISTORICAL PERSERVATION/RELOCATION/PREVAILING WAGE ISSUES:** None

**FY 2017/18, 2018/19, & 2019/20 CDBG PROGRAM
ECONOMIC DEVELOPMENT (ED) CATEGORY**

APPLICANT: Workforce Development Board

PROJECT NAME/NUMBER: Small Business Development Center
17-08-ED

PROJECT SERVICE AREA: Urban County

PROJECT OUTCOME: Group training and individualized advising to 33 new or existing businesses run by low- to moderate-income clients.

TOTAL PROJECT COST: \$325,000

AMOUNT REQUESTED: \$50,000

AMOUNT RECOMMENDED:

FY 2017/18:	\$50,000
FY 2018/19:	\$50,000
FY 2019/20:	\$50,000

RECEIVED IN FY 2016/17: \$50,000

CONDITIONS OF APPROVAL: The CDBG contract will be a “pay per accomplishment” contract for FY 2017/18, FY 2018/19, and FY 2019/20, in which most of the CDBG funds will be contingent with the SBDC’s performance in meeting their contractual goal.

PROJECT DESCRIPTION/ANALYSIS: The Workforce Development Board (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, and workers to support a strong and vibrant economy in Contra Costa County. The Small Business Development Center (SBDC) facilitates economic development by assisting business owners to start and expand businesses, create and retain jobs, increase sales and make other economic impacts. The SBDC will provide in-depth technical assistance to at least 33 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 dedicated to help people start a business and assist existing businesses.

According to SBDC, many persons wanting to start a business lack basic business knowledge and business skills that can make the difference between success and failure. 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. This training will result in the development of a sound business plan for, which is the finished product expected from many of the participants. One-on-one consulting is also 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 cost to the participant. Ongoing networking and support is also available during business startup and long-term business operations.

The program is eligible, feasible and timely and consistent with Consolidated Plan goals to foster micro-enterprise development and small business development. The WDB provides a valuable service to small businesses in the Urban County. The program has been successful in reaching quantitative goals for assisting microenterprises and small businesses.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Economic Development: Reduce the number of persons below the poverty level, expand economic opportunities for very low- and low-income residents and increase the viability of neighborhood commercial areas [CD-5].
2. **CDBG ELIGIBLE ACTIVITY:** Micro-enterprise and small business assistance [24 CFR 570.201(o)].
3. **NATIONAL OBJECTIVE:** Benefiting very low- and low-income persons/micro-enterprise assistance [24 CFR 570.208(a)(2)(iii)] and job creation [24 CFR 570.208(a)(4)(i)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** It is the intent of the SBDC program to expand economic opportunities for low-income persons by providing training and technical assistance to persons actively working toward starting a microenterprise or growing/improving an existing business. The need for small business/microenterprise assistance has been well documented as studies show that a large percentage of small businesses fail within the first 3-5 years of startup due to a lack of supportive services. According to the Association for Enterprise Opportunity (AEO), 92 percent of all businesses in the US are microenterprises. This means that the vast majority of businesses have 5 or fewer employees and launched with \$50,000 or less in seed capital. Unfortunately, most current and prospective business owners don't have the experience of running

organizations or the training necessary to successfully and sustainably start and grow an enterprise. The enormous risk of failure of new businesses is common knowledge. By some estimates, 90% of new businesses fail in the first three years. Research from the SBA, however, confirms that entrepreneurs who receive training and technical assistance while starting a business are four times as likely to succeed as those who proceed without training.

While unemployment throughout Contra Costa County at the end of November 2016 is relatively low at an average of 4.5%, not all jurisdictions are enjoying equity in the economic self-sufficiency of its residents. The cities of Antioch, Pittsburg, Richmond and Concord have higher unemployment rates at 6.2 percent, 5.3 percent, 5.1 percent and 4.8 percent respectively. Residents of many unincorporated portions of the County suffer from much higher unemployment rates including Bay Point at 8.5 percent and San Pablo at 6.9 percent.

The target population will be reached by advertising, cable TV announcements and flyers to Chambers of Commerce, One Stop Centers, libraries, schools, and City/County offices. Providing an opportunity to low-income persons to receive assistance in the development of a small business as a way to employment is a viable option to attaining economic self-sufficiency.

5. FINANCIAL ANALYSIS:

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$50,000	33	\$1,515
Total Program Amount	\$325,000	93	\$3,495
CDBG % of Total Budget	15%		
Required Match – 50%	\$25,000		
Amount Secured	\$200,000		
Leverage*	\$4.00		
*Does not include other CDBG funds from other jurisdictions.			

The cities of Antioch, Concord, Pittsburg, and Walnut Creek have provided CDBG funds to this project previously as well. The County's CDBG funds will be used primarily for staff costs. Besides other jurisdictions' CDBG funds, the rest of the program budget will be funded by other federal funds (non-CDBG). At this time, WDB has secured approximately \$200,000 in program funds for the upcoming year. Based on this program's past performance to secure funding, staff fully expects the program to raise the necessary funding for the upcoming year.

6. EXPERIENCE AND CAPACITY: This is a continuing program. This program has received CDBG funding since FY 1992/93. The project manager has extensive experience in programs assisting small businesses. The SBDC has qualified staff and uses specialized consultants to assist in the delivery of services. The SBDC is

part of a network of organizations dedicated to assist people in starting a business and assist existing businesses.

7. **PROJECT READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.
8. **PAST PERFORMANCE:** SBDC has demonstrated the ability to complete programmatic objectives and meet their contractual goal within the program year. As of the 2nd quarter of the current fiscal year the SBDC has assisted 24 new or existing businesses, which is above pace to meet their contractual goal of 33. The SBDC has been timely in submitting quarterly reports.

CDBG staff is recommending a “pay per accomplishment” contract with the SBDC for FY 2017/18, FY 2018/19 and FY 2019/20, in which most of the CDBG funds will be contingent with the SBDC’s performance in meeting their contractual goal.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** None.

Infrastructure/
Public
Facilities
Staff Reports

**FY 2017/18, FY 2018/19 & FY 2019/20 CDBG PROGRAM
INFRASTRUCTURE/PUBLIC FACILITIES (IPF) CATEGORY**

APPLICANT: City of Oakley

PROJECT NAME/NUMBER: Oakley Senior Center Improvements
17-01-IPF

PROJECT LOCATION: 215 2nd Street, Oakley, CA

PROJECT OUTCOME: The rehabilitation of a former fire station building, including ADA improvements, for use as the City of Oakley's new senior center.

TOTAL PROJECT COST: \$174,000

AMOUNT REQUESTED: \$130,500

AMOUNT RECOMMENDED: \$98,000

CONDITIONS OF APPROVAL:

1. NEPA Clearance.
2. The most current client demographic information must be submitted to CDBG staff prior to CDBG contract execution.
3. Project Completion by August 2018.
4. CDBG funds are only for hard/construction costs.

PROJECT ANALYSIS: The City of Oakley is requesting CDBG funds for the rehabilitation of a former fire station for use as a senior center. The project includes Americans with Disabilities Act of 1990 (ADA) improvements to the front and rear entrances and doors including railings and ramps, widening of interior thresholds for ADA accessibility, interior finishes and painting, parking lot improvements for ADA, and roof repair. This project will include new furniture, fixtures, and equipment, which will be funded by the City of Oakley's matching funds.

The City of Oakley has leased the former fire station building to the Oakley Senior Citizens group to begin preliminary work on the repurposing the building as a senior center that will serve a majority of persons over 62 years in age. The building is currently in use by the senior citizen's group for various social activities and food distribution.

The City of Oakley is in support of this project and will provide funding for an initial design for improvements and necessary upgrades to the facility. The City of Oakley will oversee the rehabilitation and construction activities for the improvements. As the

facility's owner, the City of Oakley will be responsible for maintaining the facility through funding budgeted for major repairs and rehabilitation. The Oakley Senior Citizen's group will be responsible for daily maintenance and other minor repairs and will be facilitating the senior center programs to provide Oakley's senior citizens with various recreational, educational, social and human service programs.

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 Oakley and will primarily serve the senior citizens in the City of Oakley and surrounding East County area.
3. **NATIONAL OBJECTIVE:** Presumed Beneficiary/Seniors [24 CFR 570.208 (a)(2)(i)(A)]
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The target population benefiting from this project are seniors and low-income individuals in the City of Oakley. There is currently no senior center in the City of Oakley. The closest senior centers in the area are in the Cities of Antioch and Pittsburg, which are a distance for most of the seniors in Oakley. Prior to entering into a lease agreement with the City of Oakley to use the former fire station building, the Oakley Senior Citizens group had been sharing a small meeting room in a county-owned building for over a decade with other county and outside groups. The meeting room that they used did not allow for more than 45 persons, and there was no room to grow or provide activities or lunches for the senior citizens. In addition, the meeting space that the seniors were using was in an area that experienced vandalism and theft from vehicles parked at the location. Also, the seniors group has grown to a point where they need a larger more stable space to use in order to serve the senior population in the area.

According to the 2010 Census, there are 3,207 persons aged 62 and over in the City of Oakley. This is approximately 10 percent of the city's population and this number is expected to grow as more of the city's population ages. The health and safety of the seniors within Oakley and surrounding area would be served more effectively by the programs and activities that may be accommodated within the space of the former fire station after the improvements to the former fire station is completed. The rehabilitation for re-use of this building will provide the senior citizens of Oakley a larger space and long-term solution to their need for a space of their own to meet the physical and social needs of the senior citizens.

5. **FINANCIAL ANALYSIS:** The City of Oakley has requested County CDBG funds to cover 75 percent of the project budget (\$130,500). The remaining 25 percent will be provided by the City of Oakley's General Fund. The project budget is \$174,000 and is based on an estimate prepared by a contractor familiar with prevailing wages.
6. **EXPERIENCE AND CAPACITY:** This is the first time the City of Oakley has applied for CDBG funds from the County. The Assistant to the City Manager and City of Oakley staff will be overseeing the project and will have primary responsibility for the implementation of this project. The project will comply with federal requirements, including procurement and labor standards.
7. **PROJECT READINESS AND TIMELINESS:** The timeline for this project indicates that the project is not ready to begin construction immediately. Architectural design, engineering specifications, and filing for permits will occur once funding is approved for the project. Construction is expected to begin in May 2018 and is expected to be completed by August 2018. Based on this timeline, County CDBG staff is recommending CDBG funds for FY 2017/18.
8. **PAST PERFORMANCE:** This is the first time the City of Oakley has applied for CDBG funds from the County.
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. The project will require compliance with federal procurement and labor standards.

**2017/18, FY 2018/19 & FY 2019/20 CDBG PROGRAM
INFRASTRUCTURE/PUBLIC FACILITIES (IPF) CATEGORY**

APPLICANT: Bethel Island Municipal Improvement District (BIMID)

PROJECT NAME/NUMBER: Pump & Drainage Pipe Replacement / 17-02-IPF

PROJECT LOCATION: 1200 Taylor Road, Bethel Island, CA 94561

PROJECT OUTCOME: Replace an existing pump and drainage pipe, carrying seepage and drainage water out of the watershed to prevent major flooding on Bethel Island, increase public safety, and provide vector control.

TOTAL PROJECT COST: \$ 110,000

AMOUNT REQUESTED: \$ 82,500

AMOUNT RECOMMENDED: \$ 82,500

CONDITIONS OF APPROVAL:

1. NEPA clearance
2. Project completion by June 2018
3. CDBG funds are only for hard/construction costs

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 that service the entire Bethel Island neighborhood.

The main pump station for Bethel Island features a 20-30-year-old pump that is no longer operating efficiently, and a drainage pipe that has almost completely eroded. The pump is one of three at the pump station, and is currently operating at about 32% efficiency, whereas 65% is considered acceptable. The drainage pipe parallels Canal Road from the East, and traverses Taylor Road to connect to the main pump station; it is in dire need of replacement, as it is no longer effective. Both the pump and drainage pipe are essential to the island, as all island seepage and drainage flows through them.

If funded, this will be the third CDBG funded project that BIMID has undertaken. BIMID was first awarded CDBG funds to purchase and install a new pump, similar to this project. Most recently, they were awarded CDBG funds to purchase an emergency response trailer.

The project budget is based on an estimate of costs, performed by BIMID engineers, including a 10 percent contingency, and accounting for Federal prevailing wages. Matching funds in the amount of \$27,500 or 25 percent of the total cost of the project will be provided by BIMID. This 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:** Area Benefit [24 CFR 570.208 (a)(1)(i)(B)] – 52.96% Low/Moderate Income (which is above the 47.88% 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 their safety from flooding, and vector diseases.
5. **FINANCIAL ANALYSIS:** BIMID has requested CDBG funds to cover 75 percent of the total project budget. The remaining \$27,500 required to complete the project will be provided by BIMID and meets the 25 percent match requirement for the project. The project budget is based on an estimate provided by BIMID engineers.
6. **EXPERIENCE AND CAPACITY:** This will be BIMID's third CDBG funded project, and 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:** BIMID 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 BIMID cannot meet the conditions of approval listed above.
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 and pipe are not considered "structures," 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 2017/18, 2018/19 & 2019/20 CDBG PROGRAM
INFRASTRUCTURE/PUBLIC FACILITIES (IPF) CATEGORY**

APPLICANT: Contra Costa Family Justice Alliance

PROJECT NAME/NUMBER: West County Family Justice Center Roof Replacement and Roof Diaphragm Structural Improvement
17-03-IPF

PROJECT LOCATION: 256 24th Street, Richmond, CA

PROJECT OUTCOME: Roof replacement and roof diaphragm structural improvements to the West County Family Justice Center building.

TOTAL PROJECT COST: **\$191,000**

AMOUNT REQUESTED: **\$173,000**

AMOUNT RECOMMENDED: **\$95,000 (FY 2018/19)**

CONDITIONS OF APPROVAL:

1. NEPA clearance
2. At least 50% match provided by the City of Richmond or other funding source.
2. Project completion by June 2019
3. CDBG funds are only for hard/construction costs

PROJECT ANALYSIS: The Contra Costa Family Justice Alliance (CCFJA) moved into the West County Family Justice Center (WCFJC) building in 2015. The WCFJC is a one-stop center for victims and survivors of domestic violence, sexual assault, child abuse, elder abuse and human trafficking. Most of their clients are low-income and approximately half of their clients receive services in a language other than English. Ninety-five percent of their clients are female, and about 80 percent of the clients have children.

The building in which the WCFJC occupies and provides services is owned by the City of Richmond. In 2015, prior to the WCFJC moving into the building, the City of Richmond provided financing to renovate the building. However, the City of Richmond was unable to obtain sufficient funding to complete the portion to replace the roof. The roof has been leaking in multiple locations throughout the building and is in need of replacement and resurfacing. Before the WCFJC occupied the building, a Seismic Evaluation Report was prepared by ZFA Structural Engineers dated November 8, 2013. This report indicated that there were structural deficiencies regarding the roof diaphragm that must be addressed as well.

The project budget is based on an estimate provided by licensed contractors who submitted bids to the City of Richmond before they were unable to obtain funding for the

project. CCFJA is requesting the County CDBG provide funding for 91 percent of the project budget. After discussion with staff, the CCFJA is in agreement that the project should be scheduled for completion in FY 2018/19 to allow the CCFJA to plan for a possible temporary relocation of their offices during construction and to obtain additional funding for at least 50 percent of the project budget from other sources.

The project timeline estimates that once the project is approved and a contractor selected, the work will take approximately three months to complete. This project is eligible and feasible.

EVALUATION CRITERIA

1. **CONSOLIDATION PLAN PRIORITY:** Infrastructure/Public Facilities. 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:** Low/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. According to the CCFJA report to the County Board of Supervisors, in Contra Costa County (County), there were 3,410 domestic violence related calls to law enforcement for assistance in 2014 with approximately one-third involving the use of a weapon. In 2015, elder abuse reports to Adult Protective Services increased to 2,806. In 2014, there were 236 reported instances of rape in the County, 24 instances of attempted rape, and from June 2014 to June 2015, there were 108 identified victims of human trafficking involving sex trafficking and labor trafficking. Family violence is the root cause of issues of violence, homelessness, student achievement, and poverty. Children who experience family violence in their early years face a significant risk of health issues as adults.

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 FJA, 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 FJA brings public and private partners together under one roof to provide comprehensive wrap-around services. For families seeking services, coming to one location is faster, provides immediate assistance, and is less expensive than traveling to multiple locations throughout the County. The WCFJC provides a space to support integrated service delivery and facilitates the sharing of knowledge among the public-private partners and community members. The FJA is a unique and effective public-private partnership with integrated services and extensive community connections. According to FJA, there are no similar programs serving County residents.

5. **FINANCIAL ANALYSIS:** CCFJA has requested CDBG funds from the County (\$173,000) to cover 91 percent of the total project budget. Staff is recommending that CCFJA request the City of Richmond to provide more matching funds for the project as this is a City-owned building and/or find alternative funding sources to cover at least 50 percent of the project budget. At this time, it is unclear how much, if any, the City of Richmond will provide towards this project. The project budget is based on bid estimates submitted by multiple contractors who submitted bids to the City of Richmond when they were funding the project.
6. **EXPERIENCE AND CAPACITY:** CCFJA staff will have the day to day responsibility and oversight for this project. FJA 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:** The CCFJA will need to obtain the remaining funding that is required for the project through fundraising activities or other means before the project may begin. The CCFJA has indicated that the project will not likely begin until FY 2018/19 due to the need for additional funding for the project and coordination with possibly temporarily relocating the programs provided on-site during construction. The County must meet federal requirements for the timely expenditure of funds. Therefore, the allocation may be rescinded and reprogrammed for other timely CDBG eligible projects if CCFJA cannot meet the conditions of approval listed above.
8. **PAST PERFORMANCE:** CCFJA has received County CDBG funds in the Infrastructure/Public Facilities category previously and is in the process of completing an approved project. Staff at CCFJA has 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.

**FY 2017/18, FY 2018/19 & FY 2019/20 CDBG PROGRAM
INFRASTRUCTURE/PUBLIC FACILITY (IPF) CATEGORY**

APPLICANT: Harmony Homes Associated

PROJECT NAME/NUMBER: Harmony Homes Wheelchair Lift
17-04-IPF

PROJECT LOCATION: 820 Alhambra Avenue, Martinez

PROJECT OUTCOME: Install a wheelchair lift and rebuild the existing stairs to the Harmony Homes office building in Martinez to improve accessibility and allow more space for client services.

TOTAL PROJECT COST: \$87,000

AMOUNT REQUESTED: \$78,000

AMOUNT RECOMMENDED: \$78,000

CONDITIONS OF APPROVAL:

1. NEPA Clearance
2. Construction completion by December 2017
3. CDBG funds are only for hard/construction costs

PROJECT ANALYSIS: Harmony Homes Associated (Harmony Homes) provides independent living and supported living services to adults with developmental disabilities in their own home and community. Services are tailored to meet the individual needs and desires of each client, encouraging community participation, choice and self-direction. Services are provided to someone moving into their own home and can continue indefinitely once the person moves in. Services include: assessment of abilities, skill development and instruction prior to moving into one's home, on-going instruction and support in money management, nutrition, meal planning and preparation, shopping laundry, household management and safety, community awareness, safety, and integration, social/recreation, networking with support agencies such as the Housing Authority, Social Security, In-Home Support Services, etc.

Harmony Homes addresses the need for adults with developmental disabilities to live in and utilize their community to the best of their ability while receiving support necessary to provide for their health and safety. Instruction and training is a critical component to the success, health and safety of the people Harmony Homes supports. Due to the physical and non-ambulatory limitations at the Martinez office site, where instruction/training and ongoing support is provided, it is difficult, if not impossible, for clients to access the second floor of the building.

The current timeline has the project beginning in September 2017 with project completion approximately six weeks later. 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/disabled persons [24 CFR 570.208 (a)(2)(i)(D)(ii)(A)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The wheelchair lift improvements will enhance ADA accessibility within the building and free up space to provide more services to developmentally disabled individuals.
5. **FINANCIAL ANALYSIS:** As proposed, CDBG funding represents 90 percent of the \$87,000 project budget. The remaining \$9,000 in funds meets the 10 percent match requirement and will be provided by Harmony Homes.
6. **EXPERIENCE AND CAPACITY:** This is the first time Harmony Homes has applied for CDBG funds from the County. The construction work will be planned and supervised by Harmony homes staff.
7. **PROJECT READINESS AND TIMELINESS:** The application includes a timeline with the project beginning in September 2017 with construction expected to take approximately six weeks. The County must meet federal requirements for the timely expenditure of funds. Therefore, the allocation may be rescinded and reprogrammed for other timely CDBG eligible projects if Harmony Homes cannot meet the condition of approval listed above.
8. **PAST PERFORMANCE:** This is the first time Harmony Homes has applied for CDBG funds from the County.
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. Potential environmental issues include mitigation for 100-year flood zone as well as historic preservation. The project will require compliance with federal procurement and labor standards.

**FY 2017/18, 2018/19 & 2019/20 CDBG PROGRAM
INFRASTRUCTURE/PUBLIC FACILITIES (IPF) CATEGORY**

APPLICANT: Martinez Early Childhood Center (MECC)

PROJECT NAME/NUMBER: ADA Bathroom and Flooring Replacement
17-05-IPF

PROJECT LOCATION: 615 Arch Street, Martinez, CA

PROJECT OUTCOME: The addition of toilet facilities in a preschool classroom, and the replacement of flooring in all of the classrooms.

TOTAL PROJECT COST: \$76,600

AMOUNT REQUESTED: \$69,040

AMOUNT RECOMMENDED: \$65,494

CONDITIONS OF APPROVAL:

1. NEPA clearance.
2. Project completion by June 2018
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 and is accredited by the National Association for the Education of Young Children. Currently, a total of 150 children in Contra Costa County are provided services.

The existing flooring in all of the classrooms in all three buildings is old and damaged in places and the replacement of the existing carpeting, tile, and linoleum is required for sanitation and safety purposes to meet licensing requirements. The preschool classroom currently has no children's bathroom facility and requires a teacher to escort a child to the bathroom facility in an adjacent classroom. The construction of a bathroom facility in the same classroom would allow for a more efficient use of staff and would provide ADA bathroom facilities for the children. This classroom is not inhabited in the afternoon so it is feasible to work on the bathroom without disturbing the program. In addition, MECC will schedule alternatives for construction work to occur around the programs without requirements to work on weekends.

MECC submitted two applications and staff requested the applicant to prioritize the two IPF applications. This project was listed as the top priority.

The project budgets are based on estimates provided by qualified contractors familiar with federal prevailing wage rates. The architectural design for the ADA compliant children's bathroom is completed under a separate grant, and the project timeline estimates that the bathroom facility will be completed in two months from beginning of construction. The flooring replacement is estimated to be completed six weeks from the start, as soon as the contract allows. 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:** 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. An income verification form is used to ensure that MECC is serving a majority of low-income clients and the most in need. There are other agencies that provide similar services in Contra Costa County. However, these agencies have a long wait list as there is more need than spaces available.

The project will ensure that the new classroom flooring will provide a safe and sanitary environment for the children and the new bathroom will provide ADA bathroom facilities for children.

5. **FINANCIAL ANALYSIS:** MECC has requested CDBG funds to cover 90 percent of the total project budget. The remaining \$7,660 required to complete the project will be provided by MECC to meet 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 may be rescinded and reprogrammed for other timely CDBG eligible projects if MECC cannot meet the conditions of approval listed above. Staff recommends that this project be awarded funds in FY 2017/18 for completion of the project by June 2018.

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.

**2017/18, FY 2018/19 & FY 2019/20 CDBG PROGRAM
INFRASTRUCTURE/PUBLIC FACILITIES (IPF) CATEGORY**

APPLICANT: Martinez Early Childhood Center (MECC)

PROJECT NAME/NUMBER: Preschool Playground Surfacing / 17-06-IPF

PROJECT LOCATION: 615 Arch Street, Martinez, CA 94553

PROJECT OUTCOME: Replace the playground surfacing with Pour-In-Place rubber safety surfacing to be compliant with state licensing requirements.

TOTAL PROJECT COST: \$ 30,719

AMOUNT REQUESTED: \$ 27,630

AMOUNT RECOMMENDED: \$ 27,630 (FY 2018/19 Funding)

CONDITIONS OF APPROVAL:

1. NEPA clearance.
2. Project completed during FY 2018/19
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 up to age 5, from low income families. In doing so, guardians/parents are afforded the opportunity to 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; most of these children reside in the Urban County, with the majority living in Martinez, CA.

The current pre-school playground consists of uneven asphalt, which is showing signs of deep cracking. Therefore, the playground has become a tripping hazard for the children at play. Additionally, asphalt is much more of a safety concern for falls, due to how rigid it is. Filling in the cracks and installing Pour-in-Place (PIP) surfacing will alleviate these concerns. Once in place, this material will create a safe fall zone and a level surface. MECC already utilizes PIP surfacing on portions of their playground area, and it has lasted in excess of twenty years, with little maintenance required.

Staff requested that MECC prioritize the two applications submitted for FY 2017/18 funding. This project was listed #2 in priority; therefore, staff is requesting that the applicant complete the project during FY2018/19. The project budget is based on a quote provided by a qualified contractor. However, federal prevailing wage rates may not have been considered at the time of execution. The project timeline estimates that the entire project will be completed in two weeks. This 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-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 childcare and preschool education at MECC. The project will ensure that the children are able to enjoy their recreational time in a safe environment with minimal hazards.
5. **FINANCIAL ANALYSIS:** MECC has requested CDBG funds to cover about 90 percent of the total project budget. The remaining \$3,089 required to complete the project will be provided by MECC and meets the 10 percent match requirement. The project budget is based on a quote provided by a contractor that may not have taken prevailing wages into account. Given that this project is recommended for FY 2018/19, MECC will be able to update the project budget with federal prevailing wages taken into account.
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.
8. **PAST PERFORMANCE:** MECC has received County CDBG funds, in the IPF category, in previous years. MECC 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 2017/18, 2018/19, & 2019/20 CDBG PROGRAM
INFRASTRUCTURE/PUBLIC FACILITIES (IPF) CATEGORY**

APPLICANT: Pogo Park

PROJECT NAME/NUMBER: Harbour-8 Park Shade Structure / 17-07-IPF

PROJECT LOCATION: 1 Harbour Way, Richmond

PROJECT OUTCOME: The project will improve Harbour-8 Park by installing a shade structure to the existing playground and sandbox area to serve the play needs of children/youth in the warm weather months.

TOTAL PROJECT COST: \$ 129,800

AMOUNT REQUESTED: \$ 80,000

AMOUNT RECOMMENDED: \$ 80,000 (FY 2018/19)

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 install a shade structure to the existing playground within Harbour-8 Park. The primary issue from parents visiting the park is that the playground and sandbox area is that they are too hot to use in the warm weather months. The addition of a shade structure will further improve Harbour-8 Park by serving the play needs of approximately 11,800 at-risk children and youth of the neighborhood. Pogo Park is requesting \$80,000 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. 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 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 62 percent of the project cost. The remaining \$49,800 is proposed to be provided by private foundations and is more than the 10 percent match requirement for the recommended amount. The project budget is \$129,800, which is the cost for construction, design/architectural/engineering, local permits, and fees, and other associated soft costs. 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. If funded, this will be the second time Pogo Park has received CDBG funds from the County. Currently, Pogo Park is completing the design plans of the first project (creation of new sports field and picnic amenities to Harbour-8 Park) and intends to start that project in October 2017

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:** Because insufficient funds are available to finance this project in FY 2017/18, staff is recommending funding in FY 2018/19. Furthermore, Pogo Park's first CDBG funded project for Harbour-8 Park (creation of new sports field and picnic amenities to Harbour-8 Park) is not intended to start until October 2017, therefore, this project is suited for FY 2018/19.
8. **PAST PERFORMANCE:** This is the second year Pogo Park has applied for CDBG funding from the County. Pogo Park is currently completing the design of the first project that was awarded CDBG funds.
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.