



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

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MEMORANDUM

DATE: September 25, 2017

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

FROM: Gabriel Lemus, CDBG Program Manager

SUBJECT: Staff Recommendations of Additional FY 2017/18
Community Development Block Grant Program funds - Infrastructure/Public
Facilities Category

RECOMMENDATIONS

1. Approve recommendations for FY 2017/18 of additional Infrastructure/Public Facilities (IPF) projects as recommended by staff or amended by the Committee.
2. Direct the Department of Conservation and Development to prepare a staff report on the Committee's recommendations. The staff report will be submitted together as part of the Substantial Amendment to the FY 2017/18 CDBG Action Plan for the Board of Supervisors consideration on October 17, 2017.

BACKGROUND

The purpose of this memorandum is to transmit additional recommendations for funding in the CDBG IPF category. On July 18, 2017, the Board of Supervisors approved the Contra Costa County CDBG Annual Action Plan for FY 2017/18 CDBG funds, which included recommending \$323,994 to four IPF projects.

Near the end of FY 2016/17, the County received an unexpected amount of approximately \$1.0 million in CDBG Program Income from previously completed CDBG projects. The CDBG Program Income is

considered by the U.S. Department of Housing and Urban Development (HUD) as part of the County's available CDBG resources for FY 2017/18. The additional funds need to be allocated and distributed to eligible construction related projects in order to meet expenditure requirements established by HUD.

In order to meet the expenditure requirements, County CDBG staff issued a Request for Proposals (RFP) on June 8, 2017 for eligible projects in the IPF and Housing categories that can be substantially completed by March 31, 2018. Seven eligible, feasible, and timely applications in the IPF category were submitted by the August 14, 2017 deadline. The total amount requested for the seven IPF applications is \$888,516 and staff is recommending each application their respective requested amount. The Summary of IPF Staff Recommendations spreadsheet (Attachment A) and the individual IPF project staff reports (Attachment B) for each application are attached.

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 substantially completed by March 31, 2018. 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, such as inaccurate or incomplete performance reports, unresolved audit findings, delays in or failure to submit required reports, persistent difficulties with payment request process, and/or 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 October 17, 2017.

Attachments

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

Community Development Block Grant
Additional Recommended Projects - Infrastructure/Public Facilities Category
FY 2017/18

CCC Application No.	Applicant	Project Name	Outcome	Contra Costa County		Total Budget	% Budget (CDBG)
				Amount Requested	County Staff Recommendation for FY 2017/18		
Infrastructure/Public Facilities Projects							
17-01A-IPF	COCOKIDS (formerly Contra Costa Childcare Council)	Solar Energy Project	Installation of solar panels along the top of a new cantilevered carport structure in a portion of the parking lot.	\$140,000	\$140,000	\$195,000.00	72%
17-02A-IPF	City of Pleasant Hill	City Hall Campus Accessibility Improvement Project	Renovate the public restrooms, main lobby/reception, and ramp access at Pleasant Hill City Hall to ensure City Hall complies with the American with Disabilities Act (ADA)	\$28,710	\$28,710	\$42,000.00	68%
17-03A-IPF	City of Richmond, Community Services	Booker T. Anderson Community Center Improvements	The renovation of the Booker T. Anderson Community Center including refinishing the floor of the gymnasium, painting the gymnasium, removing and replacing three sets of doors, and renovating the exterior courtyard.	\$90,000	\$90,000	\$120,000.00	75%
17-04A-IPF	Contra Costa County Health Services - Health, Housing, Homeless Services - Homeless Program	East County CARE Center Improvements	Tenant improvements of a vacant commercial building for use as the new East County Coordinated Assessment Resource (CARE) Center for homeless individuals.	\$400,000	\$400,000	\$1,544,527.00	26%

Community Development Block Grant
Additional Recommended Projects - Infrastructure/Public Facilities Category
FY 2017/18

CCC Application No.	Applicant	Project Name	Outcome	Contra Costa County		Total Budget	% Budget (CDBG)
				Amount Requested	County Staff Recommendation for FY 2017/18		
17-05A-IPF	Contra Costa Family Justice Alliance	West County Family Justice Center Roof Replacement	Roof replacement to the West County Family Justice Center building.	\$95,000	\$95,000	\$200,000.00	48%
17-06A-IPF	Martinez Early Childhood Center, Inc.	Playground Safety Upgrades	Replace playground surfacing with Pour-In-Place rubber safety surfacing for compliance with State licensing requirements, in addition to the installation of shade structures for UV ray protection.	\$39,806	\$39,806	\$44,228.00	90%
17-07A-IPF	Opportunity Junction	In-Place Capacity Expansion	Renovation and reconfiguration of existing bathrooms into four gender- neutral private bathrooms.	\$95,000	\$95,000	\$134,255.00	71%
TOTALS				\$888,516	\$888,516	\$2,280,010	39%

ATTACHMENT B

Staff Reports

**FY 2017/18 CDBG PROGRAM
INFRASTRUCTURE/PUBLIC FACILITIES (IPF) CATEGORY**

APPLICANT: COCOKIDS (formerly Contra Costa Child Care Council)

PROJECT NAME/NUMBER: COCOKIDS Solar Energy Project
17-01A-IPF

PROJECT LOCATION: 1035 Detroit Avenue #200
Concord, CA 94518

PROJECT OUTCOME: Installation of solar panels along the top of a new cantilevered carport structure in a portion of the parking lot.

TOTAL PROJECT COST: **\$195,000**

AMOUNT REQUESTED: **\$140,000**

AMOUNT RECOMMENDED: **\$140,000**

CONDITIONS OF APPROVAL:

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

PROJECT ANALYSIS: COCOKIDS, formerly known as the Contra Costa Child Care Council, has over 40 years of experience developing and improving the quality of family childcare in the County. COCOKIDS's mission is to provide leadership to promote and advance quality care and early education.

COCOKIDS is a non-profit community-based organization that provides services to targeted low-income and moderate-income clients, including children and their families and childcare providers in Contra Costa County. The construction project is for the installation of 190 new solar panels on top of a new cantilevered carport structure located in the parking lot at their main office in Concord. The improvement project is expected to reduce the carbon footprint of the organization over a 25-year period, and is projected to provide a \$745,000 energy savings over the next 25 years. The cost savings will allow COCOKIDS to direct the savings towards existing programs and services that they provide to their clients.

The project budget is based on an estimate provided by a licensed solar contractor company. COCOKIDS is requesting the County CDBG Program to provide funding for \$140,000 (72 percent) of the project budget, with the remaining \$55,000 (28 percent) provided by a private donor and the applicant.

According to the applicant, the project can be completed by March 2018. 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 primarily children ages 0-12, their families and childcare providers living throughout Contra Costa County, particularly very low, low to moderate income residents. Many of the families that use the services of COCOKIDS are in need of financial assistance with childcare costs so that they can stay employed or in job training. COCOKIDS assist families through the Child Care Subsidy Fund, which helps very low and low-income families access child care so they can work. COCOKIDS meets the needs of working parents to find licensed childcare and preschools through its free childcare and preschool referral service. The Road to Success program that they also manage provides assistance to low to moderate-income Contra Costa residents to start or maintain licensed childcare businesses. In addition to the economic microenterprise assistance for targeted populations, the organization works to meet the needs of underserved populations, vulnerable children, families and caregivers to help break the cycle of poverty.
5. **FINANCIAL ANALYSIS:** The project budget is based on an estimate provided by a licensed solar contractor company. COCOKIDS is requesting the County CDBG provide funding for \$140,000 (72 percent) of the project budget, Centerspot, Inc. has committed \$40,000 (20 percent) of the project budget, and COCOKIDS will provide the remaining \$15,000 (8 percent) in funding for the project. The County will be funding only the hard/construction costs for the project.
6. **EXPERIENCE AND CAPACITY:** COCOKIDS staff will have the day-to-day responsibility and oversight for this project. Although this is the first infrastructure/public facilities project filed by the applicant, their staff has construction experience and County staff has discussed the required federal procurement and labor standards that will apply to the project.
7. **PROJECT READINESS AND TIMELINESS:** The project has all other funding in place and has a feasible timeline for completion. The applicant has indicated that the project is ready to move forward and will be completed by March 2018.

8. **PAST PERFORMANCE:** This is the first year COCKIDS has applied for CDBG funding for an infrastructure/public facilities project. However, COCOKIDS has received CDBG funds in the Economic Development category and has met their goals with no performance issues.
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 CDBG PROGRAM
INFRASTRUCTURE/PUBLIC FACILITIES (IPF) CATEGORY**

APPLICANT: City of Pleasant Hill

PROJECT NAME/NUMBER: City Hall ADA Improvements
17-02A-IPF

PROJECT LOCATION: 100 Gregory Lane, Pleasant Hill, CA

PROJECT OUTCOME: Renovate the public restrooms, main lobby/reception, and ramp access at Pleasant Hill City Hall to ensure City Hall complies with the American with Disabilities Act (ADA)

TOTAL PROJECT COST: \$41,110

AMOUNT REQUESTED: \$28,710

AMOUNT RECOMMENDED: \$28,710

CONDITIONS OF APPROVAL:

1. NEPA Clearance.
2. Project Completion by March 2018.
3. CDBG funds are only for hard/construction costs.

PROJECT ANALYSIS: The City of Pleasant Hill is requesting CDBG funds for accessibility improvements at the City Hall campus, located at 100 Gregory Lane, Pleasant Hill. The project improvements include renovating the public restrooms in the main office and community room building, the main lobby/reception areas and ramp access. The main lobby/reception work will be limited to include push plats at the doors, electrical switches, adding accessible seating, adjusting counter heights to accessible standards, adding ADA-compliant signage, replacing the drinking fountain with ADA-compliant water drinking fountain, and adding new ADA-compliant handrails to an existing ramp.

This is the first time the City of Pleasant Hill has applied for CDBG funds from the County. The Assistant to the City Manager will be overseeing the project and will have primary responsibility for the implementation of the project. The City is prepared to begin the project as soon as the funds are available with project completion by March 2018.

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 Pleasant Hill and in the Urban County.
3. **NATIONAL OBJECTIVE:** Presumed Beneficiary/Seniors and disabled [24 CFR 570.208 (a)(2)(i)(A)]
4. **TARGET POPULATION AND DEMONSTRATED NEED:** These improvements will provide ADA accessibility improvements for the residents of the City of Pleasant Hill who will access the City Hall campus.
5. **FINANCIAL ANALYSIS:** The City of Pleasant Hill has requested County CDBG funds to cover 75 percent of the project budget (\$28,710). The remaining 25 percent will be provided by the City of Pleasant Hill General Fund. The project budget is \$41,110 and is based on the City's Americans with Disabilities Act Self-Evaluation and Transition Plan.
6. **EXPERIENCE AND CAPACITY:** This is the first time the City of Pleasant Hill has applied for CDBG funds from the County. The Assistant to the City Manager and City of Pleasant Hill 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 project has the remaining funding in place and a feasible timeline for completion. The County must meet federal requirements for the timely expenditure of funds.
8. **PAST PERFORMANCE:** This is the first time the City of Pleasant Hill 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 entirety of the project will be completed by City of Pleasant Hill staff. Governmental agencies are not considered "contractors" or "subcontractors" within the meaning of the Davis-Bacon Related Act and the government employees performing the Davis Bacon covered construction work are considered "force account" labor and are excluded from Davis Bacon coverage.

**FY 2017/18 CDBG PROGRAM
INFRASTRUCTURE/PUBLIC FACILITIES (IPF) CATEGORY**

APPLICANT: City of Richmond

PROJECT NAME/NUMBER: Booker T. Anderson Community Center Improvements
17-03A-IPF

PROJECT LOCATION: 960 South 47th Street, Richmond

PROJECT OUTCOME: The renovation of the Booker T. Anderson Community Center including refinishing the floor of the gymnasium, painting the gymnasium, removing and replacing three sets of doors, and renovating the exterior courtyard.

TOTAL PROJECT COST: **\$120,000**

AMOUNT REQUESTED: **\$90,000**

AMOUNT RECOMMENDED: **\$90,000**

CONDITIONS OF APPROVAL:

1. NEPA Clearance.
2. Project Completion by March 2018.
3. CDBG funds are only for hard/construction costs.

PROJECT ANALYSIS: The City of Richmond is requesting CDBG funds for the renovation of the Booker T. Anderson Community Center (Center) gymnasium and courtyard. The Center is one of the public community recreation centers located in the City of Richmond. The Center is located in the City's East Richmond Shore neighborhood and is within a predominately low-income area of the City of Richmond. The Center's gymnasium is used by several local residential programs including the nearby Stege Elementary School. Other current programs include Camp Achieve, a summer STEM enrichment program, East Bay Soldiers Basketball, a nonprofit youth sports program, and a variety educational, recreational, nutritional and human service programs for seniors. In its current layout, the Center's courtyard is not used to its fullest potential. Once the renovation is complete, the courtyard will be used as a low maintenance community space for Science, Technology, Engineering, Arts, and Mathematics (STEAM) programs as well as other community events.

The project budget is based on past City infrastructure and improvement projects. The budget has also taken into account federal prevailing wage rates. The project timeline

indicates that once the project is approved and a contractor selected, construction will take approximately one month to complete. The project is eligible, feasible and timely.

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)]
3. **NATIONAL OBJECTIVE:** Area Benefit [24 CFR 570.208(a)(1)(i)]. – 55.15% Low/Moderate Income
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The target population benefitting from this project are households/families living in the City of Richmond. The Center is located in the City's East Richmond Shore neighborhood and meets the criteria for "Area Benefit".
5. **FINANCIAL ANALYSIS:** The City of Richmond has requested County CDBG funds to cover 75 percent of the project budget (\$90,000). The remaining 25 percent will be provided by the City of Richmond's General Fund. The project budget is \$120,000 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 Richmond has applied for CDBG funds from the County. The Community Services Director and City of Richmond 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 project has the remaining funding in place and a feasible timeline for completion. The County must meet federal requirements for the timely expenditure of funds.
8. **PAST PERFORMANCE:** This is the first time the City of Richmond has applied for CDBG funds from the County; however, the City does have experience with CDBG Program requirements.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** All projects are subject to review under the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA). No environmental issues are anticipated with this project. The project will require compliance with federal procurement and labor standards.

**FY 2017/18 CDBG PROGRAM
INFRASTRUCTURE/PUBLIC FACILITY (IPF) CATEGORY**

APPLICANT: Contra Costa County Health Services Department

PROJECT NAME/NUMBER: East County CARE Center Improvements
17-04A-IPF

PROJECT LOCATION: 2625 Crow Court, Antioch, CA

PROJECT OUTCOME: Tenant improvements of a vacant commercial building for use as the new East County Coordinated Assessment Resource (CARE) Center.

TOTAL PROJECT COST: \$ 1,544,527

AMOUNT REQUESTED: \$ 400,000

AMOUNT RECOMMENDED: \$ 400,000

CONDITIONS OF APPROVAL:

1. Fully funded by October 31, 2017
2. Lease executed by November 2017
3. NEPA Clearance by November 30, 2017
4. Completion by March 2018
5. CDBG funds are only for hard cost of construction

PROJECT ANALYSIS: Contra Costa County Health Services Department (HSD) is requesting CDBG funds for the tenant improvements of a vacant commercial building for use as the new East County CARE Center. The CARE Center will be the main entry point into Contra Costa County's coordinated entry system for people experiencing homelessness in the eastern region of the County.

The East County CARE Center is modeled after other CARE Centers in the region. As proposed, it will provide a basic level of support services including showers, food, transportation assistance, as well as conduct housing assessments, via the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT)¹, housing navigation services, and benefits assistance. As one of the main entry points into the coordinated entry system, the East County CARE Center will play a critical role in helping to identify and engage homeless individuals into services.

As proposed, the site will be the largest CARE Center to date, offering more than 7,000 square-feet of space complete with laundry facilities, showers, kitchenettes, outdoor space, dog runs/kennels, consumer computer stations, and more than 10 individual

¹ The HEARTH Act and federal regulations require communities to develop a mechanism for common assessment and coordinated access. VI-SPDAT is a prescreen assessment for single adults designed to fill this need, helping communities end homelessness in a quick, strategic fashion.

offices for outside service providers to deliver counseling, employment, education, re-entry services, and housing navigation services.

The proposed scope of construction work includes adding restrooms, including showers, replacing the current HVAC system in the current office space of the building, adding a new HVAC system to the warehouse, and miscellaneous electrical to be added or upgraded. In addition, some minor cosmetic rehabilitation will be completed on the existing offices spaces and conference room.

HSD has experience with federally funded projects. While HSD does not currently have an executed lease for the proposed space, will complete lease negotiations in November 2017. The current timeline has the project design, plans, and specifications completed by November 2017 with construction expected to start in December. Construction is expected to be complete in March 2018 and the CARE Center should be operational within 30 days of construction completion. The project is eligible, feasible, and timely.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Infrastructure and Accessibility: Maintain quality public facilities and adequate infrastructure, and ensure access for the mobility-impaired by addressing physical access barriers to public facilities [CD-6].
2. **CDBG ELIGIBLE ACTIVITY:** Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201 (c)]. The project is located in the City of Antioch; approximately 20 percent (125 individuals annually) of the clientele will be from the Urban County.
3. **NATIONAL OBJECTIVE:** Presumed Beneficiary/Homeless Persons [24 CFR 570.208 (a)(2)(i)(A)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** Homelessness continues to be a serious issue in Contra Costa County as affordable housing inventory remains low and there is a negligible reduction in homelessness over the past few years. More than 1600 homeless individuals were documented in Contra Costa's 2017 Point in Time homeless count. 30 percent of the people counted were listed as being homeless for the first time, 43 percent were in shelters, and 57 percent were living on the streets or places not meant for human habitation. The East County CARE Center is anticipated to serve more than homeless 600 individuals annually, with twenty percent expected to come from the Urban County.
5. **FINANCIAL ANALYSIS:** As proposed, CDBG funding represents 25 percent of the \$1.5 million total budget. The remaining funds will be provided by HSD (\$500,000 committed), Probation Department (\$250,000 committed), and the TJ Long Foundation (300,000 proposed) with a gap of approximately \$94,527. HSD is proposing to cover any funding gap by funding a partial amortization of funds into the lease, which will in turn be covered by their HUD operating grant. The project budget is \$1,544,527, which is the cost for construction, contingency, general conditions,

fees, insurance and soft costs. The CDBG funds will be utilized for the hard cost of construction.

6. **EXPERIENCE AND CAPACITY:** HSD has experience with the CDBG program and other federal funding. They have completed similar projects with CDBG funds and have demonstrated the ability to comply with federal requirements. The construction work will be planned and supervised by HSD staff.
7. **PROJECT READINESS AND TIMELINESS:** The current timeline has the project design, plans, and specifications completed by November 2017 with construction expected to start in December. Construction is expected to be complete in March 2018 and the CARE Center should be operational within 30 days of construction completion. The project is eligible, feasible, and timely.
8. **PAST PERFORMANCE:** HSD has received CDBG funds to complete similar projects in the past. Those projects were completed in compliance with federal requirements.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** All projects are subject to review under the National Environmental Policy Act and California Environmental Quality Act (CEQA). No environmental issues are anticipated on this project. The project requires compliance with federal labor standards.

**FY 2017/18 CDBG PROGRAM
INFRASTRUCTURE/PUBLIC FACILITIES (IPF) CATEGORY**

APPLICANT: Contra Costa Family Justice Alliance

PROJECT NAME/NUMBER: West County Family Justice Center Roof Replacement
17-05A-IPF

PROJECT LOCATION: 256 24th Street, Richmond, CA

PROJECT OUTCOME: Roof replacement to the West County Family Justice Center building.

TOTAL PROJECT COST: **\$200,000**

AMOUNT REQUESTED: **\$95,000**

AMOUNT RECOMMENDED: **\$95,000**

CONDITIONS OF APPROVAL:

1. NEPA clearance
2. Project completion by March 2018
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.

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's request for CDBG funds is 48 percent of the project budget. The City of Richmond has committed \$100,000 and technical assistance to the project, and the remaining costs will be covered by the CCFJA.

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. In FY 2016/17, the WCFJC provided services to 740 victims of domestic violence, sexual assault, child abuse, elder abuse and human trafficking.

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 CCFJA, 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 CCFJA 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 CCFJA is a unique and effective public-private partnership with integrated services and extensive community connections. According to CCFJA, there are no similar programs serving County residents.

5. **FINANCIAL ANALYSIS:** CCFJA has requested CDBG funds from the County (\$95,000) to cover 48 percent of the total project budget. The City of Richmond will provide \$100,000 and technical assistance for the project and the remaining costs will be provided by CCFJA. The project budget is based on previous bid estimates submitted by multiple contractors.

6. **EXPERIENCE AND CAPACITY:** CCFJA staff in conjunction with the City of Richmond will have the day-to-day responsibility and oversight for this project. CCFJA 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 has indicated that the project is ready for construction as soon as CDBG funds have been committed and completion is anticipated within three months of start of construction. The City of Richmond will be providing administrative assistance to CCFJA, and will be obtaining building permits through the City of Richmond for the project.
8. **PAST PERFORMANCE:** CCFJA has received County CDBG funds in the Infrastructure/Public Facilities category previously and has successfully completed that 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 CDBG PROGRAM
INFRASTRUCTURE/PUBLIC FACILITIES (IPF) CATEGORY**

APPLICANT: Martinez Early Childhood Center (MECC)

PROJECT NAME/NUMBER: Playground Safety Upgrades / 17-06A-IPF

PROJECT LOCATION: 615 Arch Street, Martinez, CA 94553

PROJECT OUTCOME: Replace playground surfacing with Pour-In-Place rubber safety surfacing for compliance with state licensing requirements, in addition to the installation of shade structures for UV ray protection.

TOTAL PROJECT COST: \$ 44,228

AMOUNT REQUESTED: \$ 39,806

AMOUNT RECOMMENDED: \$ 39,806

CONDITIONS OF APPROVAL:

1. NEPA clearance
2. Project completed by March 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 to children up to age 5, from low-income families. In providing these services, parents and/or guardians are able to work, look for employment, or obtain 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 toddler playground area consists of uneven concrete, which is showing signs of cracking. Therefore, the playground has become a tripping hazard for the toddlers who are still learning how to walk. Because of its rigidity, the present concrete surface presents a serious safety concern for falls. Installing Pour-in-Place (PIP) safety surfacing will alleviate these concerns and prevent injuries. Once in place, this material will create a safe four-foot 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.

The current toddler playground is also outside with limited shade being provided by one building and a few trees. Thus, the majority of the playground is exposed to the sun's harmful ultraviolet (UV) rays and heat emission. Installing shade structures will shield and lessen the impact of heat and UV exposure on the toddlers at play.

The project budget is based on an estimate from a contractor that has taken federal prevailing wages into consideration. Furthermore, the project timeline estimates that construction can be completed within four weeks from the start date. 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:** 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 90 percent of the total project budget. The remaining \$4,422 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 has taken federal prevailing wages 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 CDBG PROGRAM
INFRASTRUCTURE/PUBLIC FACILITIES (IPF) CATEGORY**

APPLICANT: Opportunity Junction

PROJECT NAME/NUMBER: Opportunity Junction In-Place Capacity Expansion
17-07A-IPF

PROJECT LOCATION: 3102 Delta Fair Blvd. Antioch, CA 94509

PROJECT OUTCOME: Renovation and reconfiguration of existing
bathrooms into four gender-neutral private
bathrooms.

TOTAL PROJECT COST: **\$134,805**

AMOUNT REQUESTED: **\$95,000**

AMOUNT RECOMMENDED: **\$95,000 (FY 2017/18)**

CONDITIONS OF APPROVAL:

1. NEPA clearance
2. At least 10% match provided by Opportunity
Junction or other funding source.
2. Project completion by March 2018
3. CDBG funds are only for hard/construction
costs

PROJECT ANALYSIS: Opportunity Junction targets helping low-income Contra Costa Residents facing barriers to employment by providing training, support, experience, and employer introductions. Opportunity Junction offers three core programs: Job Training and Placement Program, Roadmap to College, and Career Development Services. In addition to the core programs, Opportunity Junction also provides computer classes, ESL classes, and free tax preparation.

When founded in 2000, Opportunity Junction began leasing the building located at 3102 Delta Fair Boulevard in Antioch. In 2009, Opportunity Junction was granted a 10-year lease extension and undertook extensive tenant improvements which included the creation of professional offices, classrooms, cubicles, a kitchen and lunchroom, and made the entire building ADA compliant. Unfortunately, the plumbing configuration in the existing bathrooms has led to costly and frequent repairs throughout the years. To address this issue, Opportunity Junction seeks to reconfigure and remodel the existing men and women's restrooms into 4 separate gender-neutral restrooms. Opportunity Junction was granted another 10-year lease extension to January 31, 2029.

The project budget is based on an estimate provided by a licensed contractor. Opportunity Junction is requesting the County CDBG provide funding for 70 percent of the project budget. The project timeline estimates that once the project is approved and a contractor is selected, the work will take approximately one month to complete. This project is eligible,

feasible, and timely.

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 population benefitting from this project are low-income Contra Costa residents being provided training, support, experience, and employer introductions at Opportunity Junction. The project will ensure that the restrooms are ADA compliant and provide a safe and comfortable environment for clients and staff.
5. **FINANCIAL ANALYSIS:** Opportunity Junction has requested CDBG funds from the County (\$95,000) to cover 70 percent of the total project budget. The remaining \$39,805 required to complete the project will be provided by the property owner, Peterson Properties, 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:** Opportunity Junction staff will have the day-to-day responsibility and oversight for this project. Opportunity Junction has received County CDBG IPF funds in the past and is very familiar with the County's requirements to comply with federal procurements and labor standards.
7. **PROJECT READINESS AND TIMELINESS:** Opportunity Junction has the remaining funding needed to complete the project and proposes a feasible timeline for completion. Opportunity Junction anticipates the project to start construction in December/January and completed by the end of January/February 2018. Therefore, the allocation will be rescinded and reprogrammed to other timely CDBG eligible projects if Opportunity Junction cannot meet the conditions of approval listed above.
8. **PAST PERFORMANCE:** In addition to receiving CDBG funds previously in the IPF category, Opportunity Junction has received County CDBG funds in the Public Services and Economic Development categories. Opportunity Junction, 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 will require compliance with federal procurement and labor standards.