



Agenda

FINANCE COMMITTEE

September 25, 2017

9:00 A.M.

651 Pine Street, Room 101, Martinez

Supervisor Karen Mitchoff, Chair
Supervisor John Gioia, Vice Chair

Agenda Items:

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

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
3. CONSIDER approving the Record of Action for the August 16, 2017, Finance Committee meeting (Lisa Driscoll, County Finance Director)
4. CONSIDER accepting the Quarterly Capital Projects Report (Ramesh Kanzaria, Capital Projects Division Manager/Public Works)
5. CONSIDER accepting Department of Conservation and Development's attached recommendations regarding additional FY 2017/18 Infrastructure/Public Facilities Projects. (Gabriel Lemus, CDBG Program Manager)
6. The next meeting is currently scheduled for October 23, 2017.
7. Adjourn

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

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Finance Committee less than 96 hours prior to that meeting are available for public inspection at 651 Pine Street, 10th floor, during normal business hours.

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

For Additional Information Contact:

Lisa Driscoll, Committee Staff
Phone (925) 335-1021, Fax (925) 646-1353
lisa.driscoll@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

FINANCE COMMITTEE

3.

Meeting Date: 09/25/2017

Subject: Record of Action for August 16, 2017 Finance Committee Meeting

Submitted For: FINANCE COMMITTEE,

Department: County Administrator

Referral No.: N/A

Referral Name: Record of Action

Presenter: Lisa Driscoll, County Finance Director **Contact:** Lisa Driscoll (925) 335-1023

Referral History:

County Ordinance requires that each County body keep a record of its meetings. Though the record need not be verbatim, it must accurately reflect the agenda and the discussions made in the meetings.

Referral Update:

Attached for the Committee's consideration is the Record of Action for its August 16, 2017 meeting.

Recommendation(s)/Next Step(s):

Staff recommends approval of the Record of Action for the August 16, 2017 meeting.

Fiscal Impact (if any):

No fiscal impact.

Attachments

Draft Record of Action August 16, 2017

Letter of Support for Stand Together Contra Costa



FINANCE COMMITTEE

RECORD OF ACTION

August 16, 2017

9:00 A.M.

651 Pine Street, Room 101, Martinez

Supervisor Karen Mitchoff, Chair

Supervisor John Gioia, Vice Chair

Agenda Items:	Items may be taken out of order based on the business of the day and preference of the Committee
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Present: Chair Karen Mitchoff
Vice Chair John Gioia

Staff Present: Timothy Ewell, County Administrator's Office; John Kopchik, Director of Conservation and Development;
Ali Saidi, Deputy Public Defender

Attendees: Dan Safran, Judy Weatherly, Robert Lane, Debra Bernstein, Renee Zeimer, Azucena Virgen, Blanca Colin,
William Colin, Guadalupe Alaniz, Cristina Hernandez, Gabi Rivas, Mariana Moore, Maria Dolores Ramos,
Olivia Rivera, Benjamin Estrada, Arturo Fernandez

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

There were no comments from the Public on any items not on the agenda.

3. Staff recommends approval of the Record of Action for the June 26, 2017 meeting.

The Record of Action for the June 26, 2017 meeting was approved as recommended.

Chair Karen Mitchoff, Vice Chair John Gioia

AYE: Chair Karen Mitchoff, Vice Chair John Gioia

Passed

4. ACCEPT report on the Transient Occupancy Tax (TOT) regarding short-term rentals such as Airbnb and consider any additional information requests of staff and a potential recommendation to the Board of Supervisors.

John Kopchik, Director of the Department of Conservation and Development presented the Committee with the report. Following the report, the Committee directed staff to combine the report with a scheduled Board of Supervisors discussion item regarding TOT for the September 19, 2017 Board meeting.

Vice Chair John Gioia, Chair Karen Mitchoff

AYE: Chair Karen Mitchoff, Vice Chair John Gioia

Passed

5. Accept report, and DIRECT staff regarding next steps.

Ali Saidi presented the Committee with the Stand Together CoCo report. The Committee directed staff to forward the report to the full Board of Supervisors for discussion at the September 19, 2017 meeting of the Board of Supervisors (BOS). The Finance Committee supported the proposal as presented with the condition that all proposed matching funds are secured by the Public Defender's Office from private donors and, directed the Public Defender to attend the September 19, 2017 BOS meeting.

Vice Chair John Gioia, Chair Karen Mitchoff

AYE: Chair Karen Mitchoff, Vice Chair John Gioia

Passed

6. The next meeting is currently scheduled for September 25, 2017.

7. Adjourn

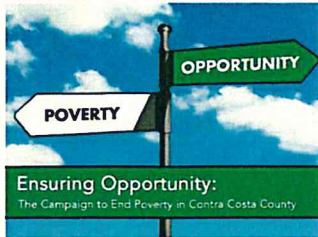
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August 16, 2017

Supervisor Karen Mitchoff, Chair
Supervisor John Gioia, Vice Chair
Finance Committee
Contra Costa Board of Supervisors
651 Pine St., Martinez, CA 94553

Dear Supervisors Mitchoff and Gioia,

On behalf of the Ensuring Opportunity Campaign to End Poverty in Contra Costa and the community members with whom we work, I am writing to urge you to support establishing the Stand Together Contra Costa rapid response network.

As you know, the Ensuring Opportunity Campaign brings together policy makers, residents, business leaders, labor leaders, government agencies, nonprofit providers, and faith-based organizations to create better opportunities for all residents in the county. Ensuring Opportunity advocates for fair and effective policies in several issue areas, including health security, economic security, food security, housing, education, immigration and community safety.

The members of our Leadership Team (see list on this page) support programs such as this rapid response and community education program to ensure all immigrant residents will feel safer, be less likely to withdraw from the safety net services that they are eligible for, and pursue the life they want for themselves and their families in Contra Costa.

It is important for the Board of Supervisor to do its part to help the county live up to your stated vision of being a world-class service organization where innovation and partnerships merge to enable our residents to enjoy a safe, healthy and prosperous life. I encourage you to support Stand Together Contra Costa to support and protect the residents who are the fabric of our community. Thank you for your vision and leadership on this important issue.

Sincerely,

Mariana Moore
Ensuring Opportunity Campaign Director

Ensuring Opportunity Leadership Team

Jim Becker
Richmond Community Foundation

Fran Biderman
Family Economic Security Partnership

Sean Casey
First 5 Contra Costa

Kristin Connelly
East Bay Leadership Council

Kathy Gallagher
Contra Costa Employment &
Human Services

Margaret Hanlon-Gracie
Contra Costa Central Labor Council

Lauren Leimbach
Community Financial Resources

Lavonna Martin
Contra Costa County
Homeless, Health & Housing

Christina Reich
Contra Costa
Community Services Bureau

Wanda Session
Contra Costa Health Services

Jasmine Tarkoff
Multi Faith ACTION Coalition

Staff:
Mariana Moore, Director
Zuleika Godinez, Policy Coordinator

*Affiliations are listed for identification
purposes only.*



Contra Costa County Board of Supervisors

Subcommittee Report

FINANCE COMMITTEE

4.

Meeting Date: 09/25/2017

Subject: QUARTERLY CAPITAL PROJECTS REPORT

Submitted For: FINANCE COMMITTEE,

Department: County Administrator

Referral No.: 1/6/2009 SD.2

Referral Name: Quarterly Capital Projects

Presenter: Ramesh Kanzaria, Capital Projects
Division Manager

Contact: Brian Balbas (925)
313-2284

Referral History:

On January 6, 2009, the Board of Supervisors approved recommendations for Board Member appointments to local, regional and statewide boards, committees and commissions for the 2009 calendar year. One of the adopted recommendations was to combine the Capital Facilities Committee with the Finance Committee.

On February 2, 2009, the Finance Committee met and planned committee meetings and schedules for the coming year. One of the recommendations was for the Finance Committee to receive regular capital facility update reports. The first report was presented to Finance on March 4, 2009 by the Director of General Services, Mike Lango. The Committee reviewed the initial report and requested that additional financing and appropriation information be added to make the report more meaningful. The final report format was accepted at the April 6, 2009 meeting and staff was directed to include on future Finance Committee agendas. Reports were submitted at each Finance Committee meeting through December 2010.

Beginning in 2011, the Finance Committee requested that Capital Facility Reports be reviewed quarterly. Quarterly review of Capital Facility Reports is the current practice.

Referral Update:

Quarterly update. Per Committee request the report elements have been updated. The Capital Projects report is now broken-out by stages - feasibility, design and estimates. Projects under construction are also identified. The FLIP Projects report now break-outs the "in progress" projects for both Capital projects and Facilities Maintenance, and "completed" projects for both Capital projects and Facilities Maintenance are identified and include a completion date.

Recommendation(s)/Next Step(s):

ACCEPT Quarterly Capital Projects update.

Attachments

Quarterly Capital Project Report September 2017

**CAPITAL PROJECTS REPORT - FINANCE COMMITTEE
SUMMARY PAGE**

9/20/2017

Funding Source	Projects	
AB109	2	
Airport Enterprise Fund	0	
Capital Facilities Fund - Sheriff's	0	
CCFPD Capital Outlay Fund	0	
CSA R-9	0	
Conservation & Development	1	
County Drainage Maintenance	1	
DCD/Redevelopment	1	
Energy Fund	0	
Federal/State Funds	1	
Fire Protection Fund	6	
General Fund	25	
General Fund - HSD	5	
General Fund - EHSD	6	
Health Services Capital Budget	0	
Hospital Enterprise Fund	25	
Land Development Fund	1	
Mental Health Realignment Funds	0	
Park Dedication Fees	0	
PG&E On Bill Financing Loan	0	
Probation	0	
Measure WW	0	
Sale of Property	0	
State/County Funds	1	
Stormwater Utility Assessment #17 (PWD)	0	
Various HSD	0	
Whole Person Care Initiative & HSD General Fund	0	
FUNDED PROJECTS :	75	\$295,256,800
TO BE DETERMINED (Job Order Contracts Based on Projects Awarded)		\$ 10,000,000
TOTAL PROJECTS:	75	\$305,546,800

PROJECT SIZE	Projects
under \$100,000 - \$100,000	6
between \$100,001 - \$250,000	6
between \$250,001 - \$500,000	10
between \$500,001 - \$1,000,000	8
Projects over \$1,000,001	24
To be determined	14
TOTAL PROJECTS:	68

7 NEW PROJECTS since last report:	PROJECT VALUE
Emergency Supply Storage, 555 Escobar Street, Martinez	TBD
Remodel for Recorder's Office, 555 Escobar Street, Martinez	TBD
Phase 2 Remodeling at 40 Muir Road for DCD, 40 Muir Rd., Martinez	TBD
Assist with CEQA for Relocation Fire Stations 9 and 86, Willow Pass and Pacheco Ave.	TBD
Remodeling of the 1st Floor, 40 Muir Road, Martinez	TBD
Install Clean Rm. In MIP Compounding Area @ Inpatient Pharm. 2500 Alhambra Ave.	\$ 245,000.00
Estimate to Install Dental Operatory Bldg 1, 2500 Alhambra Ave. Martinez	TBD
TOTAL VALUE OF NEW PROJECTS:	\$ 245,000

10 COMPLETED PROJECTS since last report:	PROJECT VALUE
Install Intercom System in Visiting Room 2M03, 1000 Ward St. Martinez	No cost
Demolition of Buildings F & G at the Marsh Creek Detention Facility	\$ 175,806
Replace Kitchen Sewer Waste Pipes, 2500 Alhambra Ave, Martinez	\$ 213,888
Remodeling of the Visitation Center, 5555 Giant Highway, Richmond	\$ 358,620
Repair/Replace Roof at Fire Station 69 (CCCFPD)	\$ 14,084
Work Space Evaluation, 4545 Delta Fair Blvd. Antioch	\$ 3,040
Review Office Space/Re-Stack Cubicles, 4549 Delta Fair Blvd., Antioch	\$ 239
Tenant Improvements for the Sobering Center, 2086 Commerce Ave., Concord	\$ 112,770
Expand Emergency Department into Diagnostic Imaging, 2500 Alhambra Ave., Martinez	\$ 2,955,351
Roof Top Equipment, Accesibility Upgrades, 2530 Arnold Dr., Martinez	\$ 1,509,982
TOTAL VALUE OF COMPLETED PROJECTS:	\$ 5,343,780

CAPITAL PROJECTS REPORT

CAPITAL PROJECTS REPORT - FINANCE COMMITTEE

	Project Name	Address	Phase	% Proj. Comp	Est. Proj. Compl. Date	Estimated Proj. Budget	Funding Source	Comments
PROJECTS IN THE ESTIMATE AND FEASIBILITY/DESIGN PHASES								
	Animal Services							
1	Estimate for Additional Parking Lot and Play Area	4800 Imhoff Place, Martinez	Schematic Design	25%	4/30/2018	\$300,000	General Fund	
2	Estimate to Renovate Lobby	910 San Pablo Avenue, San Pablo	Predesign	5%	8/1/2017	\$200,000	General Fund	
	Board of Supervisors							
3	Tenant Improvements at Supervisor Diane Burgis' District Office	Brentwood	Feasibility	0%	TBD	TBD	General Fund	
4	Tenant Improvements at Supervisor Federal Glover's District Office	Pittsburg	Feasibility	10%	TBD	TBD	General Fund	
	Clerk-Recorder							
5	Emergency Supply Storage	555 Escobar Street, Martinez	Feasibility	0%	TBD	TBD	General Fund	
6	Remodel for Recorder's office	555 Escobar Street, Martinez	Feasibility	0%	TBD	TBD	General Fund	
	Conservation & Development							
7	Estimate to Renovate Lunchroom at Lafayette Satellite Office	3685 Mt. Diablo Blvd., Lafayette	Predesign	5%	12/31/2017	\$50,000	Conservation & Development	
8	Phase 2 Remodeling at 40 Muir Rd. for DCD	40 Muir Road, Martinez	Construction Documents	10%	2/28/2018	\$850,000	Land Development Fund	
	Contra Costa Fire District							
9	New Fire Station No. 16 (CCCYPD)	4007 Los Arabis Road, Lafayette	Construction Documents	45%	11/1/2018	\$5,500,000	Fire Protection Fund	
10	New Fire Station No. 70 (CCCYPD)	1800 23rd Street, San Pablo	Design Development	20%	12/30/2018	\$11,100,000	Fire Protection Fund/City of San Pablo Funding \$2.5 M	
11	New Fire Station No. 9 (CCCYPD)	550 Sally Ride Drive, Concord	Predesign	10%	10/1/2019	\$5,200,000	Fire Protection Fund	
12	New Fire Station No. 86 (CCCYPD)	Willow Pass Rd. and Goble Dr. Bay Point	Predesign	10%	10/1/2019	\$5,200,000	Fire Protection Fund	
13	Restoration of the Training Tower at Fire Station No. 10 (CCCYPD)	2945 Treat Blvd., Concord	Predesign	5%	TBD	\$260,000	Fire Protection Fund	On Hold
14	Assist with CEQA for the Relocation of Fire Stations No. 9 and No. 86	Willow Pass Rd. and Pacheco	Feasibility	5%	TBD	TBD	CCC Fire Protection	Part of Items 11 and 12, above

CAPITAL PROJECTS REPORT - FINANCE COMMITTEE

	Project Name	Address	Phase	% Proj. Comp	Est. Proj. Compl. Date	Estimated Proj. Budget	Funding Source	Comments
	County Administrator							
15	Demolition of the Old Detention Facility	650 Pine Street, Martinez	Construction Documents	50%	TBD	\$2,000,000	General Fund	Part of Future 651 Demo Project
16	M Module Remodel	1000 Ward Street, Martinez	Feasibility	5%	TBD	\$979,000	General Fund	
17	Remodel Suite 200 for CCTV	10 Douglas Drive, Martinez	Predesign	10%	12/31/2018	\$1,662,000	General Fund	
18	Remodeling of the 1st Fl./It Space	40 Muir Road, Martinez	Feasibility	0%	TBD	TBD	General Fund	IT Staff Location for CAO
	Employment & Human Services							
19	Space Study at all EHSD Facilities	Countywide	Feasibility	80%	12/31/2017	\$77,000	General Fund	
20	Remodeling for Expanding Call Center	1275 Hall Avenue, Richmond	Feasibility	0%	12/31/2017	\$100,000	General Fund	
21	Roof Truss Evaluation	1275 Hall Avenue, Richmond	Feasibility	5%	3/1/2018	\$20,000	Federal and State Funds (10% General Fund)	
22	Redesign Lobby Area	400 Ellinwood Way, Pleasant Hill	Feasibility	95%	10/1/2017	TBD	General Fund	On hold
23	Redesign Lobby Area	4545 Delta Fair Boulevard, Antioch	Feasibility	95%	10/1/2017	TBD	General Fund	On hold
24	Replace 3 HVAC Units	40 Douglas Drive, Martinez	Construction	50%	12/15/2017	\$712,000	General Fund	Schedule to start 09/29
	Health Services							
25	Security Upgrades at 5A, 5B, and 5C	2500 Alhambra Avenue, Martinez	Construction Documents	50%	4/1/2018	\$1,400,000	Hospital Enterprise Fund	Received OSHPD Approval 9/12
26	Renovate Monument Signs	2500 Alhambra Avenue, Martinez	Feasibility	65%	8/1/2017	\$75,000	Hospital Enterprise Fund	
27	Remodeling of Suite 320	595 Center Avenue, Martinez	Construction	50%	12/31/2017	\$40,000	Hospital Enterprise Fund	Being scheduled
28	West County Health Center Expansion	13601 San Pablo Avenue, San Pablo	Design Development	40%	1/31/2020	\$17,000,000	Hospital Enterprise Fund	Set up as Design/Build project
29	Estimate for Survey of all Structures at the CCRMC Campus	2500 Alhambra Avenue, Martinez	Feasibility	50%	12/31/2017	TBD	Hospital Enterprise Fund	
30	Estimate to Convert G Ward Basement to Office Space	2500 Alhambra Avenue, Martinez	Feasibility	5%	TBD	\$1,625,000	Hospital Enterprise Fund	On-hold
31	Estimate to Increase Parking Capacity	2500 Alhambra Avenue, Martinez	Feasibility	10%	TBD	\$8,100,000	Hospital Enterprise Fund	

CAPITAL PROJECTS REPORT - FINANCE COMMITTEE

	Project Name	Address	Phase	% Proj. Comp	Est. Proj. Compl. Date	Estimated Proj. Budget	Funding Source	Comments
32	Relocation of Richmond Health Center, Metal Health, WIC, and other Programs	San Pablo	Construction	55%	11/30/2018	\$5,500,000	General Fund	Role: Advisory Capacity Leased/Built to Suit Facility by the City of San Pablo
33	Estimate to Segregate Sewer Lines	2500 Alhambra Avenue, Martinez	Feasibility	0%	TBD	TBD	Hospital Enterprise Fund	
34	Install Controlled Access System on the 2nd Floor, the OR, and PACU	2500 Alhambra Avenue, Martinez	Schematic Design	5%	6/1/2018	\$160,000	Hospital Enterprise Fund	
35	Remodeling for Adult Mental Health	1420 Willow Pass Road, Concord	Construction Documents	40%	TBD	\$977,600	General Fund	90% Construction Documents
36	Safety Improvements at PsychEmergency for Behavioral Health Services	2500 Alhambra Avenue, Martinez	Feasibility	80%	10/15/2017	\$490,000	Hospital Enterprise Fund	
37	Installation of 2 New Autoclaves	2500 Alhambra Avenue, Martinez	Construction Documents	50%	2/28/2018	TBD	Hospital Enterprise Fund	OSHPD Approved on 9/14; Need to hire JOC
38	Negative Pressure Chemotherapy Room	2500 Alhambra Avenue, Martinez	Construction	55%	4/30/2018	\$1,260,000	Hospital Enterprise Fund	Hired Mark Scott
39	Install Doors at All Patient Sleeping Areas on 3C and 4C	2500 Alhambra Avenue, Martinez	Design Development	25%	12/15/2017	\$140,000	Hospital Enterprise Fund	
40	Additional CT Trailer	2500 Alhambra Avenue, Martinez	Feasibility	10%	11/30/2017	\$675,000	Hospital Enterprise Fund	
41	Elevator Modernization	2311 Loveridge Road, Pittsburg	Construction Documents	50%	12/31/2017	\$2,200,000	Hospital Enterprise Fund	On Hold
42	CAAD Program Clinic Relocation from Miller Wellness Center	Various Locations	Construction Documents	45%	12/31/2017	\$500,000	Hospital Enterprise Fund	
43	Relocation of EMS Operations to 777 Arnold Drive, Suite 110	1340 Arnold Drive, Suite 126	Schematic Design	5%	1/31/2018	TBD	Hospital Enterprise Fund	Waitig for Health Services Department
44	Install Clean Room in MIP Compounding Area at Inpatient Pharmacy	2500 Alhambra Avenue, Martinez	Design Development	5%	3/1/2018	\$245,000	Hospital Enterprise Fund	
45	Estimate to Install Dental Operatory Bldg. 1	2500 Alhambra Avenue, Martinez	Feasibility	0%	TBD	TBD	Hospital Enterprise Fund	
46	Relocate Mobile Health Vans from Juvenile Hall	2530 Arnold Drive, Martinez	Feasibility	0%	12/31/2017	TBD	Hospital Enterprise Fund	
47	Install a Dehumidification System	2500 Alhambra Avenue, Martinez	Feasibility	0%	TBD	TBD	Hospital Enterprise Fund	Need to hire Consultant
48	CMS Regulatory Compliance Work	2500 Alhambra Avenue, Martinez	Construction	30%	11/30/2017	\$90,000	Hospital Enterprise Fund	
49	Verify Design for Existing HVAC Installation	2500 Alhambra Avenue, Martinez	Feasibility	0%	TBD	TBD	Hospital Enterprise Fund	
Information Technology								
50	Estimate for Double Pane Windows	30 Douglas Drive, Martinez	Feasibility	5%	TBD	TBD	General Fund	

CAPITAL PROJECTS REPORT - FINANCE COMMITTEE

	Project Name	Address	Phase	% Proj. Comp	Est. Proj. Compl. Date	Estimated Proj. Budget	Funding Source	Comments
	Public Defender's							
51	Remodeling for the Public Defender's Juvenile Unit	2020 North Broadway, Walnut Creek	Feasibility	0%	TBD	TBD	General Fund	
	Public Works							
52	North Richmond Pump Station Capital Renewal	North Richmond	Feasibility	20%	12/31/2018	\$1,700,000	County Drainage Maintenance	
53	Replace Driveway & Parking Lot at the Martinez Detention Facility	1000 Ward Street, Martinez	Start Construction	50%	11/30/2017	\$1,290,000	General Fund	
54	Elevator Repairs	2530 Arnold Drive, Martinez	Bidding Phase	35%	4/15/2018	\$688,000	General Fund	
55	Planning Study for the Replacement of the County Administration Building	651 Pine Street, Martinez	Design Development	20%	1/1/2020	\$63,000,000	General Fund	
56	Planning Study for a New Emergency Operations Center	Martinez	Schematic Design	20%	1/1/2020	\$45,000,000	General Fund	
57	Five Year Capital Facilities Plan	Countywide	Feasibility	20%	TBD	\$200,000	General Fund	
58	Remodel 2nd Floor	40 Muir Road, Martinez	Proposal Review	45%	1/31/2018	\$1,700,000	General Fund	
59	Public Works Expansion Project	255 Glacier Drive, Martinez	Feasibility	0	TBD	TBD	General Fund	
	Risk Management							
60	Structure Repairs at Hope House	300 Illene Street, Martinez	Feasibility	25%	10/15/2017	TBD	AB 109/Partially Funded by FLIP	Received Draft Report
	Sheriff Coroner							
61	Expansion of the West County Detention Facility	5555 Giant Highway, Richmond	Programming	5%	11/15/2021	\$95,000,000	\$70M from State Funds, \$25M County matched	
62	Relocation of the Sheriff Training Center	45 John Glenn Drive, Concord	Feasibility	0%	TBD	TBD	Sheriff Law Enforcement Training Center	
63	Modify Existing Lighting, Module D, MDF	1000 Ward Street, Martinez	Feasibility	0%	TBD	TBD	General Fund	
64	Relocation of the Sheriff's Office Delta Substation	9100 Brentwood Blvd.	Design Development	5%	4/30/2018	TBD	General Fund	
					Subtotal	\$283,265,600		

CAPITAL PROJECTS REPORT - FINANCE COMMITTEE

	Project Name	Address	Phase	% Proj. Comp	Est. Proj. Compl. Date	Estimated Proj. Budget	Funding Source	Comments
PROJECTS IN CONSTRUCTION								
	Agriculture							
65	Tenant Improvements for Agriculture and UC Extension	2380 Bisso Lane, Concord	Construction	65%	12/31/2017	\$1,400,000	General Fund	
	District Attorney							
66	Remodeling on the 1st, 3rd, and 4th Floors	900 Ward Street, Martinez	Construction	80%	11/17/2017	\$1,085,038	General Fund	
	Employment & Human Services							
67	Modular Buildings	1650 Cavallo Road, Antioch	Construction	95%	9/30/2017	\$378,000	General Fund	
	Health Services							
68	Emergency Electrical Outlets	2500 Alhambra Avenue, Martinez	Construction	50%	12/15/2016	\$150,000	Hospital Enterprise Fund	On Hold
69	Tenant Improvements for the Whole Person Care Program	2500 Bates Avenue, Concord	Construction	95%	12/31/2017	\$1,250,000	General Fund	Funding Source Revised
70	Relocate Health, Housing, and Homeless Services	2400 Bisso Lane, Concord	Construction	90%	11/1/2017	\$650,000	General Fund	Funding Source Revised
71	Tenant Improvements for Behavioral Health Utilization Review Team	2400 Bisso Lane, Concord	Construction	90%	11/1/2017	\$780,000	General Fund	Funding Source Revised
72	Tenant Improvements for HSD IT Data Center	2380 Bisso Lane, Concord	Construction	60%	12/31/2017	\$500,000	Hospital Enterprise Fund	
	Public Works							
73	Job Order Contracts 004, 005, 006 & 007	Countywide	Construction	10%	TBD	\$10,000,000	TBD Based on Projects Awarded	
	Sheriff Coroner							
74	Upgrade Detention Electronics System at West County Detention Facility	5555 Giant Hwy, Richmond	Construction	95%	7/1/2017	\$4,971,568	AB 109/Partially Funded by FLIP	
75	Refurbish IPID Perimeter Detection System	5555 Giant Highway, Richmond	Construction	95%	7/1/2017	\$1,116,594	General Fund	
					Subtotal	\$22,281,200		
					GRAND TOTAL	\$305,546,800		

FACILITIES LIFE-CYCLE INVESTMENT PROGRAM (FLIP) REPORT

FACILITIES LIFE-CYCLE INVESTMENT PROGRAM - FINANCE COMMITTEE

	Project Name	Address	Status	Estimated Proj. Budget/Cost
CAPITAL PROJECTS MANAGEMENT FLIP PROJECTS				
IN PROGRESS				
1	Renovations and Remodeling at the County Finance Building	625 Court Street, Martinez	In Closeout Phase	\$9,800,000
2	Accessibility and Fire, Life, and Safety Upgrades	1000 Ward Street, Martinez	In progress	\$733,889
3	Roof Top Equipment, Accessibility, and Fire, Life and Safety Upgrades	4491 Bixler Road, Byron	In progress	\$1,857,979
4	Roof, Accessibility, and Fire, Life and Safety Upgrades	50 Douglas Drive, Martinez	In progress	\$2,887,772
5	Roof Top Equipment and Accessibility Upgrades (Gymnasium)	202 Glacier Drive, Martinez	New	\$417,365
6	Roof Top Equipment, Accessibility, and Fire, Life and Safety Upgrades	5555 Giant Highway, Richmond	New	\$4,960,922
7	Roof Top Equipment	910 San Pablo Ave., San Pablo	New	\$129,365
			Subtotal	\$20,787,292
COMPLETE				
8	Built-Up Roof Replacement	2099 Arnold Industrial Way, Concord	Complete August 2016	\$492,534
9	Roofing and Flooring Improvements	968 23rd Street, Richmond	Complete May 2015	\$566,189
10	Add New Security Cameras	202 Glacier Drive, Martinez	Complete December 2014	\$122,812
11	Accessibility for Building Entry	930 Ward Street, Martinez	Complete - December 2015	\$171,365
12	Replace Boilers	651 Pine Street, Martinez	Complete - December 2014	\$917,560

FACILITIES LIFE-CYCLE INVESTMENT PROGRAM - FINANCE COMMITTEE

	Project Name	Address	Status	Estimated Proj. Budget/Cost
13	Sewer Replacement	4491 Bixler Road, Byron	Complete- January 2013	\$76,358
14	Install WheelchairLifts/Ramps	6401 Stockton Avenue, El Cerrito	Complete - July 2015	\$242,568
15	Chiller Replacement	1000 Ward Street, Martinez	Complete - June 2013	\$656,868
16	Replace Two Boilers at the Martinez Detention Facility	1000 Ward Street, Martinez	Complete - January 2017	\$1,059,721
17	Inmate Rooms Wall/Ceiling Finish Upgrades	5555 Giant Highway, Richmond	Complete - May 2017	\$241,990
18	Roof Top Equipment, Accessibility Upgrades	2530 Arnold Drive, Martinez	Complete - September 2017	\$3,852,456
			Subtotal	\$8,400,421
			Capital Projects Total	\$29,187,713
FACILITIES MAINTENANCE FLIP PROJECTS				
IN PROGRESS				
19	New Exit Lights	12000 Marsh Creek Road, Clayton	In progress	\$19,323
20	Seismic Shut-off valve	968 23rd Street, Richmond	In progress	\$1,851
21	Fire Alarm Upgrade	968 23rd Street, Richmond	In progress	\$58,098
22	Fire Alarm Upgrade	930 Ward Street, Martinez	In progress	\$30,940
23	ADA for breakroom	4800 Imhoff Drive, Martinez	In progress	\$3,340
24	Emergency lights	2099 Arnold Industrial Way, Concord	In progress	\$6,777
25	Stair guardrails	1111 Ward Street, Martinez	In progress	\$8,332

FACILITIES LIFE-CYCLE INVESTMENT PROGRAM - FINANCE COMMITTEE

	<i>Project Name</i>	<i>Address</i>	<i>Status</i>	<i>Estimated Proj. Budget/Cost</i>
26	Roofing	920 Mellus St.	In progress	\$61,639
27	Bldg 5 New Heating Ventilators	5555 Giant Highway, Richmond	In progress	\$208,919
			<i>Subtotal</i>	<i>\$399,219</i>
COMPLETE				
28	ADA Operator -Front Door	10 Douglas Drive, Martinez	Complete - March 2017	\$8,865
29	New Exit Lights	920 Mellus Street, Martinez	Complete - February 2017	\$975
30	New Exit Lights	2290 Willow Pass Road, Concord	Complete - December 2016	\$3,902
31	New Exit Lights	406 6th Street, Antioch	Complete - February 2017	\$3,256
32	New Exit Lights	757 1st Street, Brentwood	Complete - February 2017	\$6,112
33	Roofing	4491 Bixler Road, Byron	Complete - April 2016	\$332,855
34	Rooftop equipment	220A Glacier Drive, Martinez	Complete - February 2017	\$123,546
35	Guardrail repairs	10 Douglas Drive, Martinez	Complete - February 2015	\$45,380
36	Roofing	1960 Muir Road, Martinez	Complete - November 2016	\$365,793
37	Roofing	1980 Muir Rd	Complete - November 2016	\$235,017
38	Roofing	40 Glacier Dr.	Complete - November 2016	\$97,238
39	Roofing	30 Glacier Rd.	Complete - November 2016	\$52,729
40	Roofing	2530 Arnold Drive, Martinez	Complete - June 2016	\$782,892

FACILITIES LIFE-CYCLE INVESTMENT PROGRAM - FINANCE COMMITTEE

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9/19/2017

	<i>Project Name</i>	<i>Address</i>	<i>Status</i>	<i>Estimated Proj. Budget/Cost</i>
41	Admin HVAC replacement	4491 Bixler Road, Byron	Complete - February 2017	\$59,988
42	New HVAC Controls	220 Glacier Drive, Martinez	Complete - February 2017	\$21,878
43	New Steam Boiler	6401 Stockton Avenue, El Cerrito	Complete - March 2016	\$92,484
44	ADA ACCESS	930 Ward Street, Martinez	Complete - December 2016	\$10
45	Fire Alarm Upgrade	930 Ward Street, Martinez	Complete May 2017	\$27,222
46	Fire Alarm Upgrade	202 Glacier Drive, Martinez	Complete - October 2013	\$20,205
47	Emergency lights	202 Glacier Drive, Martinez	Complete - May 2014	\$2,193
48	HVAC	202 Glacier Drive, Martinez	Complete - December 2014	\$77,009
49	ADA Door Opener	1960 Muir Road, Martinez	Complete - September 2015	\$1,340
50	ADA-Elev	1980 Muir Road, Martinez	Complete - May 2014	\$13,851
51	Fire caulk	10 Douglas Drive, Martinez	Complete - April 2014	\$573
52	Fire caulk	920 Mellus Street, Martinez	Complete - December 2014	\$4,891
53	ADA Door Opener	920 Mellus Street, Martinez	Complete - October 2014	\$5,689
54	Fire system upgrade	920 Mellus Street, Martinez	Complete - May 2014	\$15,515
55	ADA Door Opener	2530 Arnold Drive, Martinez	Complete - April 2014	\$12,828
56	Seismic Shut-off valve	1111 Ward Street, Martinez	Complete - April 2014	\$3,145
57	Exit Signs	1111 Ward Street, Martinez	Complete - April 2014	\$17,084

FACILITIES LIFE-CYCLE INVESTMENT PROGRAM - FINANCE COMMITTEE

	Project Name	Address	Status	Estimated Proj. Budget/Cost
58	Fire Alarm Upgrade	757 1st Street, Brentwood	Complete - March 2017	\$41,267
59	Bldg 8C Fire Alarm Upgrade	5555 Giant Highway, Richmond	Complete - March 2016	\$273,315
60	Grounds Maint	50 Glacier Drive, Martinez	Complete - October 2013	\$122
61	Replace AC-1	5555 Giant Highway, Richmond	Complete - December 2015	\$137,171
62	Roofing	800 Ferry Street, Martinez	Complete - February 2016	\$63,020
63	Roofing	202 Glacier Drive, Martinez	Complete - November 2016	\$1,003,558
64	Roofing	10 Douglas Drive, Martinez	Complete - November 2016	\$103,356
65	Roofing	220A Glacier Drive, Martinez	Complete - November 2016	\$75,029
66	Roofing	2366 Stanwell Circle, Concord	Complete - January 2016	\$32,482
67	Pigeon roosting issue	1960 Muir Road, Martinez	Complete - March 2016	\$559
68	Replace/Add lights and Exit Signage	202 Glacier Drive, Martinez	Complete - May 2014	\$2,843
69	Replace boiler	5555 Giant Highway, Richmond	Complete - May 2015	\$19,073
70	Repair fence	5555 Giant Highway, Richmond	Complete - October 2015	\$81,819
71	Upgrade exit signs - Fire/ Safety	5555 Giant Highway, Richmond	Complete - March 2017	\$23,777
72	Rooftop equipment	800 Ferry Street, Martinez	Complete - May 2017	\$21,387
			Subtotal	\$4,313,243
CANCELLED				

FACILITIES LIFE-CYCLE INVESTMENT PROGRAM - FINANCE COMMITTEE

	<i>Project Name</i>	<i>Address</i>	<i>Status</i>	<i>Estimated Proj. Budget/Cost</i>
73	Door hardware	202 Glacier Drive, Martinez	Cancelled - Not Needed	\$12,978
74	Door hardware	1000 Ward Street, Martinez	Cancelled - Not Needed	\$786
75	Landscape improvement	800 Ferry Street, Martinez	Cancelled - Not Needed	\$23,530
			<i>Subtotal</i>	<i>\$37,294</i>
			<i>Facilities Maintenance Total</i>	<i>\$4,749,756</i>
			<i>GRAND TOTAL</i>	<i>\$33,937,469</i>

POTENTIAL SURPLUS PROPERTY REPORT

Potential Surplus Property – Finance Committee

Potential Surplus Property – Vacant Land

Location	City	State	Comments	Current Status
Bailey Road/Highway 4	Bay Point	7.5 Acres	CCC as Successor Agency to RDA	DCD evaluating marketability
Canal Road	Bay Point	1.54 Acres	CCC as Successor Agency to RDA	DCD evaluating marketability
Wayne Street	Martinez	15,206 SF	Single Family Lot	Survey and CEQA work proceeding. Estimated date for sale of surplus, Spring 2018
Neroly Road	Oakley	7 Acres	Vacant Lot	Evaluate marketability & mixed used property

Potential Surplus Property – Improved Sites

Address	City	State	Comments	Current Status
100 38 th Street	Richmond	20,892 sf	Sell as surplus	WIC remaining occupant, relocating to new building being constructed by City of San Pablo, 2019.
210 O'Hare	Oakley	4,220	Sheriff Station	Relocating to city space early 2018



Contra Costa County Board of Supervisors

Subcommittee Report

FINANCE COMMITTEE

5.

Meeting Date: 09/25/2017

Subject: Additional FY 2017/18 CDBG Recommendations for Infrastructure/Public Facilities Projects

Submitted For: John Kopchik, Director, Conservation & Development Department

Department: Conservation & Development

Referral No.: CDBG Policy

Referral Name: CDBG Funding

Presenter: Gabriel Lemus, CDBG Program Manager

Contact: Gabriel Lemus
(925)674-7882

Referral History:

It is standard policy that CDBG funding decisions/policies be reviewed by the Finance Committee prior to scheduling for the full Board of Supervisors.

Referral Update:

See attached staff recommendations regarding projects.

Recommendation(s)/Next Step(s):

Approve recommendations for FY 2017/18 of additional Infrastructure/Public Facilities (IPF) projects as recommended by staff or amended by the Committee; and 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.

Attachments

Additional FY 2017/2018 CDBG Program Fund Recommendations



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

**30 Muir Road
Martinez, CA 94553
Telephone: (925) 674-7882**

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 24 th 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.