



Agenda

FAMILY & HUMAN SERVICES COMMITTEE

April 24, 2017
10:30 A.M.

651 Pine Street, Room 101, Martinez

Supervisor John Gioia, Chair
Supervisor Candace Andersen, 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 two minutes).
3. CONSIDER recommending to the Board of Supervisors the appointments of Tamara Mello, Ella Jones and Debra Shorter-Jones to seats on the Contra Costa Managed Care Commission, as recommended by the Health Services Department.
4. CONSIDER recommending to the Board of Supervisors the appointment of Keegan Duncan to the Consumer of Any Age - Seat 4 on the In-Home Supportive Services Public Authority Advisory Committee, as recommended by the IHSS Public Authority Executive Director.
5. CONSIDER recommending to the Board of Supervisor the appointments of William Mahoney and Robert Lilley to business representative seats on the Workforce Development Board, as recommended by the Employment and Human Services Department.
6. CONSIDER accepting the final report from the Employment and Human Services Department on the Contra Costa County Covered California Call Center and directing staff to forward the report to the Board of Supervisors for their information. (Kathy Gallagher, Employment and Human Services Director)
7. CONSIDER accepting the report from the Employment and Human Services Department on Innovative Community Partnerships and Whole Family Services, and direct staff to forward the report to the Board of Supervisors for their information. (Kathy Gallagher, EHSD Director; Devorah Levine, EHSD Assistant Director - Policy and Planning)

8. CONSIDER approving the staff recommendations for fiscal years 2017-18, 2018-19, and 2019-20 Community Development Block Grant Public Service and Emergency Solutions Grant projects, and directing the Department of Conservation and Development to prepare a staff report for Board of Supervisors consideration. (Gabriel Lemus, CDBG Program Manager)
9. CONSIDER recommending to the Board of Supervisors the introduction and adoption of the amended Tobacco Product and Retail Sales Control Ordinance and the Tobacco Retailing Businesses Ordinance, and direct staff to report annually to the Family and Human Services Committee on outreach and implementation activities and issues associated with the new ordinances. (Daniel Peddycord, Public Health Director)
10. CONSIDER recommending to the Board of Supervisors the Health Services Department's recommendation to reconvene the Assisted Outpatient Treatment (AOT) Workgroup with structural changes as developed in collaboration with the Mental Health Commission. (Cynthia Belon, Behavioral Health Director; Warren Hayes, MHSA Program Manager)
11. CONSIDER accepting the report update from the Health Services Department on children's mental health services and providing further direction to the department on the future reporting expectations of Family and Human Services Referral No. 115 - Child and Teen Psychiatric Services. (Cynthia Belon, Behavioral Health Director; Patrick Godley, Health Services COO/CFO)
12. The next meeting is currently scheduled for May 22, 2017.
13. Adjourn

The Family & Human Services Committee will provide reasonable accommodations for persons with disabilities planning to attend Family & Human Services 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 Family & Human Services 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:

Enid Mendoza, Committee Staff
Phone (925) 335-1039, Fax (925) 646-1353
enid.mendoza@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE

3.

Meeting Date: 04/24/2017

Subject: Appointments to the Contra Costa Managed Care Commission

Submitted For: FAMILY & HUMAN SERVICES COMMITTEE,

Department: County Administrator

Referral No.: N/A

Referral Name: Appointments to Advisory Bodies

Presenter: Enid Mendoza, Senior Deputy County Administrator

Contact: Enid Mendoza, (925) 335-1039

Referral History:

On December 13, 2011 the Board of Supervisors adopted Resolution No. 2011/497 adopting policy governing appointments to boards, committees, and commissions that are advisory to the Board of Supervisors. Included in this resolution was a requirement that applications for at large/countywide seats be reviewed by a Board of Supervisors sub-committee.

The Managed Care Commission (MCC) was established in May 1995 and replaced the Contra Costa Health Plan Advisory Board and the Medi-Cal Advisory Planning Commission. The purpose of the Commission is to make recommendations to the Board of Supervisors, Health Services Director and Chief Executive Officer of the Contra Costa Health Plan (CCHP) on operational objectives, policies and procedures as well as revised service, product development, marketing, and data-gathering priorities. Additionally, the MCC assures effectiveness, quality, efficiency, access, acceptability of CCHP services by ongoing as well as periodic formal reviews of Management Information System data.

The Managed Care Commissions consists of 15 seats: 9 At-Large, 4 subscriber, and 2 provider seats. Each seat has a fixed 3 year term. Currently, there are: 6 filled seats, 3 expired appointments pending reappointment, 3 expired appointments pending recommendation for reappointment at a later date; and 3 vacant seats without pending candidates.

Referral Update:

The following seats on the Managed Care Commission are currently filled:

Seat Title	Term Expiration Date	Current Incumbent	Incumbent Supervisor District	Meetings Attended Since Appointment	Meetings Held Since Appointment

Other Provider	8/31/2018	Joan Lautenberger	II	12	13
At-Large 3	8/31/2017	Kathleen Gage	II	10	13
At-Large 5	8/31/2018	Jeffrey Kalin	IV	10	13
At-Large 6	8/31/2018	Henry Tyson	IV	11	13
At-Large 9	8/31/2018	Andy Li	II	10	12

The department conducted interviews with the applicants for the vacant seats. The table below includes the current vacant seats, with applicants and recommended appointments for consideration by this committee.

Seat Title	Term Expiration Date	Applicant(s)	Affiliation	Reappointment?	Applicant Supervisor District
Medi-Cal Subscriber	8/31/2018	Tamara Mello	Self Employed	No	IV
Medicare Subscriber	8/31/2018	Ella Jones	Volunteer- Advisory Council on Aging	No	I
Commercial Subscriber	8/31/2018				
Medical Indigent Needs	8/31/2019				
Physician	8/31/2017				
At-Large 1	8/31/2019				
At-Large 4	8/31/2019				
At-Large 7	8/31/2018	Debra Shorter-Jones	City of Berkeley- Public Health	No	I
At-Large 8	8/31/2019				

There are no additional applicants for these seats.

Recommendation(s)/Next Step(s):

CONSIDER recommending to the Board of Supervisors the appointment of the following individuals to the Contra Costa Managed Care Commission:

Appointee	Seat title	Affiliation	Term expiration date	District
Ella Jones	Medicare Subscriber Seat	Volunteer- Advisory Council on Aging	8/31/18	IV
Tamara Mello	Medi-Cal Subscriber Seat	Self Employed	8/31/18	I
Debra Shorter-Jones	Member At Large Seat #7	City of Berkeley- Public Health	8/31/18	I

Attachments

Memo to Appoint E.Jones

E.Jones Application

T. Mello and D.Shorter-Jones Applications

PATRICIA TANQUARY, MPH, PhD
CHIEF EXECUTIVE OFFICER

JAMES R. TYSELL, M.D.
MEDICAL DIRECTOR



ADMINISTRATION

595 Center Avenue, Suite 100
Martinez, California 94553
Main Number (925) 313-6000
Member Call Center:(877) 661-6230
Provider Call Center: (877) 800-7423

Se Habla Español

A Culture of Caring

Date: November 30, 2016

To: Family and Human Services Committee, Contra Costa County Board of Supervisors
Dorothy Sansoe, Senior Deputy, County Administrator

From: Deboran Everist, M.A., ASA II
Staff to CCHP's Managed Care Commission (925-313-6035)

Subject: Appointment to the Managed Care Commission

The Managed Care Commission (MCC), in its continued efforts to recommend Commissioners who not only contribute valuable insight into the concerns of the MCC but also reflect the diversity of our community, hereby makes the following recommendation for appointment. This recommendation was adopted unanimously at the meeting this afternoon. An application for the new appointment is attached.

Appoint Ella Jones to the current vacant Medicare seat.

The Chair of the MCC would like to respectfully seat this Commissioner at the January 18, 2017 regularly scheduled meeting of the Managed Care Commission.

Thank you.

Attachment





**Contra
Costa
County**

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

2016 SEP 15 PM 3:05
CONTRA COSTA HEALTH CARE

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

CCHP Managed Care Commission

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION PRINT EXACT SEAT NAME (if applicable)

1. Name: Jones Ella Corene
 (Last Name) (First Name) (Middle Name)

2. Address: [Redacted] San Pablo CA 94806
 (No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: [Redacted] [Redacted] [Redacted]
 (Home No.) (Work No.) (Cell No.)

4. Email Address: [Redacted]

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved One year of college

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Morgan State University Baltimore, MD	Business Administration	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	13			n/a
B)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded:			
Upsala College	Paralegal Studies	175	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation ay be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> 05/2013 Present Total: Yrs. <input type="text"/> Mos. <input type="text"/> 3 4 Hrs. per week <input type="text"/> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title Advocate/Volunteer Employer's Name and Address Agency on Aging(AAA) 300 Ellinwood Way Pleasant Hill, CA</p>	<p>Duties Performed CCC Advisory Council on Aging(ACOA) educates about/oversees/informs seniors of services given to CCC senior population. As Planning Committee Chair facilitate required monthly fiscal year reports by contractors of use and implementation of awarded funds authorized by AAA for services they provide. Continually attend senior advocacy events.P Secretary to ACOA .</p>
<p>B) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> Total: Yrs. <input type="text"/> Mos. <input type="text"/> Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title Employer's Name and Address</p>	<p>Duties Performed</p>
<p>C) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> Total: Yrs. <input type="text"/> Mos. <input type="text"/> Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title Employer's Name and Address</p>	<p>Duties Performed</p>
<p>D) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> Total: Yrs. <input type="text"/> Mos. <input type="text"/> Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title Employer's Name and Address</p>	<p>Duties Performed</p>

7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other Invitation by CCHP CEO

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No Yes

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

No Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: [REDACTED]

Date: September 9, 2016

Important Information

This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).

2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution
no. 2011/55 on 2/08/2011 as follows:**

ON THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;
NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
 1. Mother, father, son, and daughter;
 2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
 4. First cousin;
 5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
 7. Registered domestic partner, pursuant to California Family Code section 297.
 8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
 9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



Contra Costa County

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

REAPPOINTMENT REQUEST
SIGNATURE
[Redacted Signature] 5-17-16
(date)

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Managed Care Commission

member at large

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Mello Tamara H.
(Last Name) (First Name) (Middle Name)

2. Address: [Redacted] Pleasant Hill CA 94523
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: [Redacted]
(Home No.) (Work No.) (Cell No.)

4. Email Address: [Redacted]

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved A.A. - C.L.E.P. passed

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) <u>Diablo Valley J.C.</u>	<u>Various</u>	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B) <u>Heald College</u>	<u>paralegal</u>	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C) [Redacted]	[Redacted]	Yes No <input type="checkbox"/> <input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	[Redacted]
D) Other schools / training completed: <u>None</u>	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

* Couldn't tell you without a transcript.

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) From <u> </u> To <u> </u> 2000 Current Total: Yrs. <u> </u> Mos. <u> </u> 47 ? Hrs. per week <u>30</u> . Volunteer <input type="checkbox"/></p>	<p>Title Dog Breeder - hobby level Employer's Name and Address self-employed</p>	<p>Duties Performed Raising, and selectively breeding puppies find good homes for puppies.</p>
<p>B) Dates (Month, Day, Year) From <u> </u> To <u> </u> 2006 2007 Total: Yrs. <u> </u> Mos. <u> </u> 1 2 Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title Book Store Manager Employer's Name and Address County Center Bookstore Seaway Rd, Walnut Creek CA 94596</p>	<p>Duties Performed Manage & schedule staff of volunteers Order and stock merchandise Retail sales PHL Tracking</p>
<p>C) Dates (Month, Day, Year) From <u> </u> To <u> </u> 1990 2004 Total: Yrs. <u> </u> Mos. <u> </u> 14 8 Hrs. per week <u>60</u> . Volunteer <input type="checkbox"/></p>	<p>Title Home Daycare Center Employer's Name and Address self-employed 219 Jeanne Dr. Pleasant Hill, CA 94523</p>	<p>Duties Performed Administrative & Learning, Caring Child care provider.</p>
<p>D) Dates (Month, Day, Year) From <u> </u> To <u> </u> 1985 1989 Total: Yrs. <u> </u> Mos. <u> </u> Hrs. per week <u> </u> . Volunteer <input type="checkbox"/></p>	<p>Title Assist. Mgr. Employer's Name and Address Thrifty Drugs Redwood, CA</p>	<p>Duties Performed Administrative & Accounting, merchandise retail sales.</p>

7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No Yes

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: Date: 3-12-13

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: 651 Pine Street, Room 106, Martinez, CA 94553.
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.



**Contra
Costa
County**

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Managed Care Commission

Member at large #7

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (If applicable)

1. **Name:** Shorter Jones Debra Ann
(Last Name) (First Name) (Middle Name)

2. **Address:** [Redacted] Richmond CA 94804-2902
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. **Phones:** [Redacted] 510-435-9436
(Home No.) (Work No.) (Cell No.)

4. **Email Address:** [Redacted]

5. **EDUCATION:** Check appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved Masters

Names of colleges / Universities attended	Course of Study / Major	Degree Awarded Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Samuel Merritt College	Nursing / FNP	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	49		MSN	2004
B) Sonoma State University	Nursing / PHN	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	120		BSN	1989
C) Contra Costa Community College	Nursing / RN	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	70		ADN	1986
D) Other schools / training completed	Course Studied		Hours Completed		Certificate Awarded Yes No <input type="checkbox"/> <input type="checkbox"/>	

THIS FORM IS A PUBLIC DOCUMENT

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> 03/23/1994 Present Total: Yrs. <input type="text"/> Mos. <input type="text"/> 23 Hrs. per week <input type="text"/> 40 . Volunteer <input checked="" type="checkbox"/></p>	<p>Title RN< PHN< FNP Employer's Name and Address City of Berkeley Public Health Clinic 830 University Ave. Berkeley, CA 94710</p>	<p>Duties Performed manage client caseload and establish priorities. Participate on health team that provides services to children adolescents and adults which include communicable disease, health promotion, homeless services, service to the elderly, advice nurse, antepartum and postpartum care immunizations. Knowledge of city, county, state welfare and social service</p>
<p>B) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> 12/07/2007 present Total: Yrs. <input type="text"/> Mos. <input type="text"/> 6 Hrs. per week <input type="text"/> 12-24 . Volunteer <input checked="" type="checkbox"/></p>	<p>Title House Supervisor Employer's Name and Address Kaiser San Leandro Hospital 2500 Merced St. San Leandro, CA 94577</p>	<p>Duties Performed Acts as the on site-administrative designee for the entire facility for off shifts and weekends. Manages all the patient care departments, ensuring appropriate quality care and compliance with regulations. Identifies and implements best practices to provide quality care and services. Assess and monitors staffing for all shifts.</p>
<p>C) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> 12/06/1989 03/01/2002 Total: Yrs. <input type="text"/> Mos. <input type="text"/> 12 Hrs. per week <input type="text"/> 40 . Volunteer <input checked="" type="checkbox"/></p>	<p>Title Registered Nurse Employer's Name and Address Alta Bates Medical Center 2450 Ashby Ave. Berkeley, CA 94705</p>	<p>Duties Performed Provide assessment and appropriate interventions for acute care patients. Administer medications and monitor effectiveness for the medications. Give treatments as well as follow up . Work with multidisciplinary health team to return patients to optimum level of health.</p>
<p>D) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> Total: Yrs. <input type="text"/> Mos. <input type="text"/> Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title Employer's Name and Address</p>	<p>Duties Performed</p>

THIS FORM IS A PUBLIC DOCUMENT

7. How did you learn about this vacancy?

GCC Homepage Walk-In Newspaper Advertisement District Supervisor Other

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No Yes

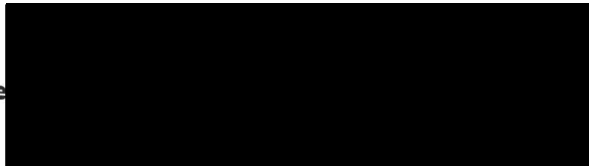
If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name



Date: 1-18-2017

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

THIS FORM IS A PUBLIC DOCUMENT

REAPPOINTMENT REQUEST
SIGNATURE 4/8/17

CONTRA COSTA COUNTY ADVISORY BOARDS, COMMISSIONER
APPLICATION FORM

Name of advisory board applying for: Managed Care Commission (MCC)

(Application form must be typed or hand printed.)

Note: "Persons who are involved as contractors with CCHP cannot be members of the MCC nor can Health Services Department (HSD) employees."

Please answer:

Are you currently employed by CCHP or HSD? " Yes No
 If yes, please explain: _____

Are you or your employer now a contractor to CCHP? " Yes No
 If yes, please explain: _____

Are you associated with an organization that is currently or has plans to contract with CCHP?
 " Yes No If yes, please explain: _____

Please check all boxes that apply:

- " Current CCHP Medi-Cal Subscriber " Current CCHP Medicare Subscriber " Physician
- " Other Provider " Current CCHP Commercial Subscriber " Represent Medical Indigent Needs

Name of Applicant: Debra A. Shorter-Jones

Home Address: [Redacted] Home Phone: [Redacted]
Richmond, CA. 94804

Business Address: [Redacted] Berkeley, CA Work Phone: [Redacted]

Signature: _____ Date: July 18, 2012

Personal Experience, Skills, Interests:

Education/Background:

Samuel Merritt College-2001-2004 MSN/FNP
 Sonoma State University 1986-1989/ BSN/PHN
 Contra Costa Community College 1983-1986/ AS/RN

Occupation:
 Public Health Nurse

Community Activities:

President of Cortez-Stage Neighborhood Council
 Member of _____

Special Interests:

Activities for children and teens. Health care issues. Mental health issues

INFORMATION:

1. Return completed application to Teresa O'Riva or Jill Lorekovich, Contra Costa Health Plan, 595 Center Avenue, Suite 100, Martinez, CA 94553; FAX # (925) 315-6580.
2. Members of some advisory bodies may be required to file annual Conflict of Interest Statements.



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE

4.

Meeting Date: 04/24/2017

Subject: Appointments to the In-Home Supportive Services Public Authority Advisory Committee

Submitted For: FAMILY & HUMAN SERVICES COMMITTEE,

Department: County Administrator

Referral No.: N/A

Referral Name: Appointments to Advisory Bodies

Presenter: **Contact:** Enid Mendoza, (925) 335-1039

Referral History:

On December 13, 2011 the Board of Supervisors adopted Resolution No. 2011/497 adopting policy governing appointments to boards, committees, and commissions that are advisory to the Board of Supervisors. Included in this resolution was a requirement that applications for at large/countywide seats be reviewed by a Board of Supervisors sub-committee.

The In-Home Supportive Services Public Authority Advisory Committee serves as an advisory council to the In Home Support Services Public Authority (IHSS), which is administered by the Employment and Human Services Department. IHSS provides specialized support services to residents who are frail elderly, blind, or disabled.

The Advisory Committee consists of 11 members: 4 Consumers aged 60 or older, 2 Consumers aged under 60, and one member from each supervisorial district. Terms of appointment are four years. Currently there are: 6 filled seats and 5 vacant seats, one of which has an applicant pending appointment approval as requested below.

Referral Update:

Please see the attached memo from the In-Home Supportive Services Public Authority, which details their request to fill one of the current five vacancies on the committee, and as stated in the recommendation below.

The following seats on the In-Home Supportive Services Public Authority Advisory Committee are currently filled:

Seat Title	Term Expiration Date	Current Incumbent	Incumbent Supervisor District	Meetings Attended Since Appointment	Meetings Held Since Appointment
District II	3/6/2018	John Roe	II	3	3
District III	3/6/2020	Sidney Anderson	III	4	4
Consumer 60 or Older - Seat 1	3/6/2018	Gary Gray	I	22	22
Consumer Seat of Any Age - Seat 3	3/6/2018	Sarah Birdwell	IV	20	22
Consumer Under 60 - Seat 1	3/6/2020	Wilson Cheng	I	4	4
Consumer Under 60 - Seat 2	3/6/2018	Joe Juarez, Jr.	V	21	22

On March, 21, 2017, the department conducted interviews with the applicant for the vacant seat.

The table below includes the current vacant seats, with applicants and recommended appointments for consideration by this Committee:

Seat Title	Term Expiration Date	Applicant(s)	Reappointment?	Applicant Supervisor District
District I	3/6/2020			
District IV	3/6/2020			
District V	3/6/2020			
Consumer 60 or Older - Seat 2	3/6/2020			
Consumer Seat of Any Age- Seat 4	3/6/2018	Keegan Duncan	No	IV

There are no additional applicants for the Consumer Seat of Any Age- Seat 4 or for the other vacancies.

Recommendation(s)/Next Step(s):

CONSIDER recommending to the Board of Supervisors the appointment of the following individual to the In-Home Supportive Services Public Authority Advisory Committee.

Appointee	Seat Name	Term Expiration	District	
Keegan Duncan	Consumer Seat of Any Age- Seat 4	3/6/18	IV	

Attachments

IHSS PA Appointment Memo

K.Duncan Application

Contra Costa County
IHSS Public Authority



500 Ellinwood Way. • Suite 110 • Pleasant Hill, CA 94523

Date: March 27, 2017

To: Family and Human Services Committee

From: Jan Watson, Executive Director

Subject: IHSS Public Authority Advisory Committee Recommendation for Appointment
Keegan Duncan – IHSS Consumer of Any Age – Seat 4

The IHSS Public Authority Advisory Committee is pleased to recommend IHSS recipient Keegan Duncan for appointment to Seat 4 for IHSS Consumer of Any Age. As an IHSS consumer, Mr. Duncan is knowledgeable about and interested in improving the IHSS Program. Mr. Duncan is a volunteer in his community and is currently training a service dog to meet his needs.

Mr. Duncan lives in Pleasant Hill. Two of the other IHSS consumer members live in El Cerrito; one resides in Walnut Creek and the fourth lives in Pittsburg. There are currently two vacant consumer seats.

If appointed, Mr. Duncan's term would expire in March 2020. His application is attached to this memo. Mr. Duncan was the only applicant for this seat.

Thank you for your consideration in this matter.



Contra Costa County

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

IHSS Public Authority Advisory Committee
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

Consumer Any Age Seat 4
PRINT EXACT SEAT NAME (if applicable)

1. Name: DUNCAN KEEGAN MATHUIN
(Last Name) (First Name) (Middle Name)

2. Address: [Blank]
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: [Blank]
(Home No.) (Work No.) (Cell No.)

4. Email Address: [Blank]

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved [Blank]

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) DIABLO VALLEY COLLEGE	PSYCHOLOGY	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>				
B)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) From To <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Total: Yrs. Mos. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text"/> Employer's Name and Address <input type="text"/> <input type="text"/></p>	<p>Duties Performed <input type="text"/> <input type="text"/> <input type="text"/></p>
<p>B) Dates (Month, Day, Year) From To <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Total: Yrs. Mos. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text"/> Employer's Name and Address <input type="text"/> <input type="text"/></p>	<p>Duties Performed <input type="text"/> <input type="text"/> <input type="text"/></p>
<p>C) Dates (Month, Day, Year) From To <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Total: Yrs. Mos. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text"/> Employer's Name and Address <input type="text"/> <input type="text"/></p>	<p>Duties Performed <input type="text"/> <input type="text"/> <input type="text"/></p>
<p>D) Dates (Month, Day, Year) From To <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Total: Yrs. Mos. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text"/> Employer's Name and Address <input type="text"/> <input type="text"/></p>	<p>Duties Performed <input type="text"/> <input type="text"/> <input type="text"/></p>

THIS FORM IS A PUBLIC DOCUMENT

7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other FLYER

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No Yes

If Yes, please identify the nature of the relationship: _____

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No Yes

If Yes, please identify the nature of the relationship: _____

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: _____

Date: 2/20/17

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;
NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
1. Mother, father, son, and daughter;
 2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
 4. First cousin;
 5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
 7. Registered domestic partner, pursuant to California Family Code section 297.
 8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
 9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

THIS FORM IS A PUBLIC DOCUMENT

Page intentionally left blank



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE

5.

Meeting Date: 04/24/2017
Subject: Appointments to the Workforce Development Board
Submitted For: FAMILY & HUMAN SERVICES COMMITTEE,
Department: County Administrator
Referral No.: N/A
Referral Name: Appointments to Advisory Bodies
Presenter: **Contact:** Enid Mendoza, (925) 335-1039

Referral History:

On December 13, 2011 the Board of Supervisors adopted Resolution No. 2011/497 adopting policy governing appointments to boards, committees, and commissions that are advisory to the Board of Supervisors. Included in this resolution was a requirement that applications for at large/countywide seats be reviewed by a Board of Supervisors sub-committee.

The Workforce Development Board (WDB) was created on pursuant to the Federal Workforce Investment Act of 1998 and has the responsibility for overall workforce investment policy, mandated workforce investment policy and oversight of the One-Stop Career Center system. The WDB implements federal requirements for programs to address the education, skills, and employment needs for a skilled workforce, and that lead to an increase in the skills and earnings of Contra Costa residents.

January 21, 2016, the Executive Committee of the local Workforce Innovation and Opportunity Act (WIOA) board met and approved a recommended WIOA Board configuration, subsequently approved by the Board of Supervisors on March 29, 2016. The new configuration resulted in a 25 member board, which includes two alternate seats. Term appointments are for four years. Currently, there are 20 filled seats and 5 vacant seats, two of which have an application pending appointment approval as requested below.

Referral Update:

Please see the attached memo from the Employment and Human Services Department, which details their request to fill two of the current five vacant seats.

The following seats on the Workforce Development Board are currently filled:

Seat Title	Term Expiration Date	Current Incumbent	Incumbent Supervisor District	Meetings Attended Since Appointment	Meetings Held Since Appointment
Business 1	6/30/2020	McGill, Michael	II	4	4
Business 2	6/30/2020	Kan, Pamela	V	2	4
Business 4	6/30/2020	Carrillo, Maggie	III	1	4
Business 5	6/30/2020	Amin, Bhuphen B.	IV	1	4
Business 6	6/30/2020	Carrascal, Jose	III	4	4
Business 7	6/30/2020	Cox, Jason	IV	3	4
Business 8	6/30/2020	Georgian, Ashley	II	3	4
Business 10	6/30/2020	Rivera, Robert	IV	3	4
Business 11	6/30/2020	Steele, Justin	I	1	4
Business 12	6/30/2020	Adler, Paul	V	4	4
Workforce Representative 2	6/30/2020	Williams III, Robert	I	2	4
Workforce Representative 3	6/30/2020	Older, Steve	IV	3	4

Workforce Representative 4	6/30/2020	Hanlon, Margaret	I		
Workforce Representative 5	6/30/2020	Araby, James*		3	4
Education 1: Adult Ed/Literacy	6/30/2020	Farwell, Kathy	V	4	4
Education 2: Higher Education	6/30/2020	Tillery, Randal	V	4	4
Education 3: Economic/Community Dev.	6/30/2020	Connelly, Kristin	II	3	4
Education 4: Employment Development	6/30/2020	Johnson, Richard	IV	2	4
Additional/Optional #1	6/30/2020	Vega, Yolanda	II	3	4
Education 5: Vocational Rehabilitation	6/30/2020	Asch, Carol	IV	1	4

* Member resignation pending

The department conducted interviews with the applicants for the vacant seats. The table below includes the current vacant seats, with applicants and recommended appointments for consideration by this Committee.

Seat Title	Term Expiration Date	Applicant(s)	Applicant Affiliation(s)	Applicant Supervisor District
Business 3	6/30/2020	William Mahoney	Shell Oil, Inc.	IV
Business 9	6/30/2020	Robert Lilley	Contra Costa Electric, Inc.	IV
Business 13	6/30/2020			
Workforce Representative 1	6/30/2020			
Additional/Optional #2	6/30/2020			

There are no additional applicants for Business Seat 3 or Business Seat 9. There are no additional applicants for the other vacancies.

Recommendation(s)/Next Step(s):

CONSIDER recommending to the Board of Supervisors the appointment of the following individuals to the Workforce Development Board:

Appointee	Seat Title	Applicant Affiliation	Term Expiration Date	Applicant Supervisor District
William Mahoney	Business 3	Shell Oil, Inc.	6/30/2020	IV
Robert Lilley	Business 9	Contra Costa Electric, Inc.	6/30/2020	IV

Attachments

WDB Appointments Request Memo

W.Mahoney Application

R.Lilley Application

MEMORANDUM

DATE: February 24, 2017
TO: Family and Human Services Committee
CC: Kevin Corrigan, CAO Senior Management Analyst
Enid Mendoza, CAO Sr. Deputy County Administrator
FROM: Donna Van Wert, Interim Executive Director
SUBJECT: **Appointment to Workforce Development Board**

This memorandum requests the Family and Human Services Committee recommend to the Contra Costa County Board of Supervisors the appointment of the following candidates to the new WIOA compliant Workforce Development Board of Contra Costa County.

Background:

Local board structure and size:

Compared to predecessor legislation, the Workforce Innovation and Opportunity Act (WIOA) substantially changes Local Board composition by reducing local workforce development board size while maintaining a business and industry majority and ensuring representation from labor and employment and training organizations.

The Executive Committee of the local WIOA board met January 21, 2016 and approved a recommended WIOA Board configuration, subsequently approved by the Board of Supervisors on March 29, 2016. To meet the categorical membership percentages, the WDB recommended a board of twenty-five (25) members. This option represents the minimum required local board size under WIOA plus an additional six (6) optional representatives in the following enumerated categories: 1) business; 2) workforce; 3) education and training.

Category – Representatives of Business (WIOA Section 107(b)(2)(A))

- Thirteen (13) representatives (52%)

Category – Representatives of Workforce (WIOA Section 107(b)(2)(A))

- Five (5) representatives (20%)

Category – Representatives of Education and Training (WIOA Section 107(b)(2)(C))

- One (1) Adult Education/Literacy Representative (WIOA title II)
- One (1) Higher Education Representative
- One (1) Economic and Community Development Representative
- One (1) Wagner Peyser Representative
- One (1) Vocational Rehabilitation Representative

Two (2) additional seats from the above categories, including constituencies referenced in Attachment III of Training Employment & Guidance Letter (TEGL) 27-14.

Recommendation:

- a) Recommend approval of local board candidates for the vacant Business seats to the new WIOA-compliant board (*Attached applications & board roster*)
- William Mahoney - Approved on November 1, 2016 at the WDB Full Board Meeting
 - Robert Lilley – Approved on January 24, 2017 at the Executive Committee Meeting
 - No other candidate competed for the vacant Business Seats.

NEW APPOINTMENT

Seat	Last Name	First Name	Address & District #	Term of Expiration	District (Resident)
Business Seat #3	Mahoney	William	3495 Pacheco Blvd. Martinez, CA 94553 District 5	6/30/2020	District 4
Business Seat #9	Lilley	Robert	825 Howe Rd. Martinez, CA 94553 District 5	6/30/2020	District 4

Thank you

DVW/rms
attachment



Contra
Costa
County

RECEIVED
For Office Use Only
Date Received:
OCT 06 2016
CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO.

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Workforce Development Board	
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION	PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Mahoney William Charles
(Last Name) (First Name) (Middle Name)

2. **Address:** [REDACTED]
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. **Phones:** [REDACTED]
(Home No.) (Work No.) (Cell No.)

4. **Email Address:** [REDACTED]

5. **EDUCATION:** Check appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved 12th Grade

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) 		Yes No <input type="checkbox"/> <input type="checkbox"/>				
B) 		Yes No <input type="checkbox"/> <input type="checkbox"/>				
C) 		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed: 	Course Studied 	Hours Completed 	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) From <u> </u> To <u> </u> 9/1/2007 Current Total: Yrs. <u> </u> Mos. <u> </u> 9 1 Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title Instrumentation & Electrical Supervisor Employer's Name and Address Shell Oil Company 3495 Pacheco Blvd. Martinez Ca. 94553</p>	<p>Duties Performed Responsible for the electrical, analyzer and instrumentation systems throughout the Martinez refinery. Duties include; hiring and managing approximately 60 Shell Oil employees. Contract holder for 4 contractors which employ approximately 30+ employees at the Martinez site. ETEC Advisory Board member at Los Medanos College.</p>
<p>B) Dates (Month, Day, Year) From <u> </u> To <u> </u> 11/1/2002 8/31/2007 Total: Yrs. <u> </u> Mos. <u> </u> 4 10 Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title Instrumentation Team Leader Employer's Name and Address Shell Oil Company 3495 Pacheco Blvd. Martinez Ca. 94553</p>	<p>Duties Performed Responsible for the instrumentation systems throughout the Martinez refinery. Duties include; managing a team of approximately 15 Shell Oil employees. Scheduling and managing day to day preventive and reactive instrumentation maintenance, career development for team members. Cost control, budget management, quality control, material specification.</p>
<p>C) Dates (Month, Day, Year) From <u> </u> To <u> </u> 1/30/1990 10/31/2002 Total: Yrs. <u> </u> Mos. <u> </u> 12 9 Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title Instrument Technician Employer's Name and Address Shell Oil Company 3495 Pacheco Blvd. Martinez Ca. 94553</p>	<p>Duties Performed As a technician, I was responsible for the actual repair and preventive maintenance of the instrumentation and control systems within the Martinez refinery. I was also elected as the shop steward and unit chairperson for the IBEW Local 302, Shell Oil Maintenance Unit.</p>
<p>D) Dates (Month, Day, Year) From <u> </u> To <u> </u> Total: Yrs. <u> </u> Mos. <u> </u> Hrs. per week <u> </u> . Volunteer <input type="checkbox"/></p>	<p>Title Employer's Name and Address</p>	<p>Duties Performed</p>

7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No Yes

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: _____ Date: _____

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;
NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
1. Mother, father, son, and daughter;
 2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
 4. First cousin;
 5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
 7. Registered domestic partner, pursuant to California Family Code section 297.
 8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
 9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

September 27, 2016

To: Contra Costa County Board of Supervisors

Re: Workforce Development Board of Contra Costa County

Board of Supervisors,

It is my pleasure to write a letter in support of Bill Mahoney being appointed to the Workforce Development Board of Contra Costa County.

While I am not personally acquainted with Mr. Mahoney, he comes highly recommended by Erin Hallissy, External Relations Advisor for the Shell Martinez Refinery and member of the Martinez Chamber of Commerce Board of Directors as well as Ann Notarangelo, External Relations Manager for the Shell Martinez Refinery, both of whose opinions I value and trust. According to Erin and Ann, Bill has been a valued employee of the Shell Oil Company for 27 years; he currently supervises the refinery's Electrical, Instrumentation and Analyzer teams and is responsible for the hiring, mentoring and career development of approximately 60 Shell Oil employees and 25 contract partners. Bill has also served on the Los Medanos College ETEC Advisory Board since 2007 and was instrumental in the development of the ETEC program.

In conclusion, I fully support the appointment of Bill Mahoney to the Workforce Development Board of Contra Costa County and I am confident in his ability to contribute to the mission of promoting the local workforce and supporting the economic vitality in the region.

Sincerely,

A handwritten signature in black ink, appearing to read 'Will Frisbie', with a horizontal line extending to the right.

Will Frisbie

Chairman – Martinez Chamber of Commerce



Contra
Costa
County

RECEIVED
For Office Use Only
Date Received:
NOV 30 2016
CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO.

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Workforce Development Board Exec Committee

Business Seat

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Lilley Robert Barnes
(Last Name) (First Name) (Middle Name)

2. **Address:** 1 Pleasant Hill CA 94523
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. **Phones:** _____
(Home No.) (Work No.) (Cell No.)

4. **Email Address:** _____

5. **EDUCATION:** Check appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Diablo Valley College	General Education	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	24			
B) Contra Costa College	General Education	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	18			
C) _____	_____	Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed: JATC Electrician Apprenticeship	Course Studied Electrical Construction	Hours Completed 8000 hr training program	Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

THIS FORM IS A PUBLIC DOCUMENT

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px;">9/1/2016</div> <div style="border: 1px solid black; padding: 2px;">present</div> </div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px; width: 40px;">0</div> <div style="border: 1px solid black; padding: 2px; width: 40px;">5</div> </div> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p> </p></p>	<p style="text-align: center;">Title</p> <div style="border: 1px solid black; padding: 2px;">Business Development Director</div> <p style="text-align: center;">Employer's Name and Address</p> <div style="border: 1px solid black; padding: 2px;">Contra Costa Electric, Inc. 825 Howe Rd. Martinez CA 94553</div>	<p style="text-align: center;">Duties Performed</p> <div style="border: 1px solid black; padding: 2px;">Business Development, Agency Relations, Industry and Developer Liaison</div>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px;">5/1995</div> <div style="border: 1px solid black; padding: 2px;">present</div> </div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px; width: 40px;">21</div> <div style="border: 1px solid black; padding: 2px; width: 40px;">6</div> </div> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p> </p></p>	<p style="text-align: center;">Title</p> <div style="border: 1px solid black; padding: 2px;">Real Estate Broker</div> <p style="text-align: center;">Employer's Name and Address</p> <div style="border: 1px solid black; padding: 2px;">1678 Merian Drive Pleasant Hill CA 94523</div>	<p style="text-align: center;">Duties Performed</p> <div style="border: 1px solid black; padding: 2px;">Real Estate Sales and Property Management</div>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px;">11/1985</div> <div style="border: 1px solid black; padding: 2px;">5/1995</div> </div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px; width: 40px;">9</div> <div style="border: 1px solid black; padding: 2px; width: 40px;">6</div> </div> <p>Hrs. per week <u>60</u> . Volunteer <input type="checkbox"/></p> </p></p>	<p style="text-align: center;">Title</p> <div style="border: 1px solid black; padding: 2px;">Real Estate Salesperson</div> <p style="text-align: center;">Employer's Name and Address</p> <div style="border: 1px solid black; padding: 2px;">Security Pacific Real Estate 590 Ygnacio Valley Rd. #100 Walnut Creek CA 94596</div>	<p style="text-align: center;">Duties Performed</p> <div style="border: 1px solid black; padding: 2px;">Real Estate Sales</div>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px; width: 40px;"></div> <div style="border: 1px solid black; padding: 2px; width: 40px;"></div> </div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px; width: 40px;"></div> <div style="border: 1px solid black; padding: 2px; width: 40px;"></div> </div> <p>Hrs. per week <u> </u> . Volunteer <input type="checkbox"/></p> </p></p>	<p style="text-align: center;">Title</p> <div style="border: 1px solid black; padding: 2px;"></div> <p style="text-align: center;">Employer's Name and Address</p> <div style="border: 1px solid black; padding: 2px;"></div>	<p style="text-align: center;">Duties Performed</p> <div style="border: 1px solid black; padding: 2px;"></div>

THIS FORM IS A PUBLIC DOCUMENT

7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No Yes

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: _____ Date: 11/29/16

Important Information

- 1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
- 2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
- 3. A résumé or other relevant information may be submitted with this application.
- 4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
- 5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
- 6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
- 7. Meeting dates and times are subject to change and may occur up to two days per month.
- 8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

THIS FORM IS A PUBLIC DOCUMENT



NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION

Contra Costa Chapter · 1024 Court Street · Martinez, California 94553-1733
TEL: (925) 372-3222

November 30, 2016

Ms. Stephanie Mello
County Administrator's Office
Contra Costa County
651 Pine Street, Room 106
Martinez, CA 94553

Subject: Recommendation of Bob Lilley for Workforce Development Board

Dear Ms. Mello:

We understand that Bob Lilley of Contra Costa Electric, Inc., has applied for a seat on the Workforce Development Board. We cannot think of a better candidate and ask that you accept our recommendation of Bob for this position.

Bobs lifelong commitment to the electrical industry from the perspective of both labor and management makes him uniquely qualified to evaluate and recommend strategies to support a local workforce with the knowledge, skills, and abilities to meet the ever-changing nature of our employers in Contra Costa County.

Contra Costa Electric, Inc., has provided meaningful careers to thousands of individuals from our local community for over 75 years and individuals such as Bob Lilley have been continuously involved in the training of individuals in our electrical apprenticeship program. Bobs insight from this perspective will add significantly to support the Workforce Development Board.

If you have any questions or if I can be of further assistance, please contact me at the number above.

Sincerely,

CONTRA COSTA CHAPTER, NECA

Michael Gelfer
Manager

MG/ss

Page intentionally left blank



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE

6.

Meeting Date: 04/24/2017

Subject: Final Report on the Contra Costa County Covered California Call Center

Submitted For: FAMILY & HUMAN SERVICES COMMITTEE,

Department: County Administrator

Referral No.: 108

Referral Name: Call Center Oversight and Health Care Reform

Presenter: Kathy Gallagher, Employment and Human Services Director **Contact:** Enid Mendoza, (925) 335-1039

Referral History:

On March 13, 2013, the Board of Supervisors authorized the Employment and Human Services Department (EHSD) to execute a contract with Covered California's Health Benefits Exchange for call center services through January 31, 2015, which was later extended through June 30, 2017.

On April 16, 2013 the Board of Supervisors referred oversight and receipt of updates on the establishment of the Contra Costa County Covered California Call Center (7Cs) to the Family and Human Services Committee (F&HS). The Department has also reported on the Affordable Care Act (ACA).

On July 29, 2016, EHSD received notification from Covered California that the contract budget amount would be reduced by 72% for FY 16-17, which resulted in the call center closure effective December 31, 2016, as agreed by both parties. The Board approved this action on August 16, 2016.

On January 17, 2017, the Board approved the recommendation of the 2016 F&HS to reduce the frequency of this referral from biannual to annual and eliminate the referral after June 30, 2017 due to the closure of the call center.

Referral Update:

Please see the attached final report from EHSD on the essential issues, performance and other pertinent information on the Contra Costa County Covered California Call Center.

Recommendation(s)/Next Step(s):

1. Accept the final report from the Employment and Human Services Department on the Contra Costa County Covered California Call Center and direct staff to transmit the information to the Board of Supervisors for their information; and
2. Recommend to the Board of Supervisors the closure of F&HS Referral No. 108 Call Center Oversight and Health Care Reform due to the Call Center closure.

Fiscal Impact (if any):

There is no fiscal impact; the report is informational only.

Attachments

7Cs Final Report to F&HS



EMPLOYMENT &
HUMAN SERVICES

M E M O R A N D U M

Kathy Gallagher, Director

40 Douglas Drive, Martinez, CA 94553 • (925) 313-1500 • Fax (925) 313-1575 • www.ehds.org

To: The Family and Human Services Committee
Contra Costa County Board of Supervisors

Date: March 27, 2017

From: Kathy Gallagher, Department Director

Subject: **Final Closeout Report on the Contra Costa County Covered California Call Center (7C's)**

1. **Background/Update**

This is the final closeout report for the operation of the Contra Costa County Covered California Call Center (7C's) operated by the County Employment and Human Services Department from February 1, 2013 through December 31, 2016. It covers essential issues, performance, and information pertaining to the Center's operation.



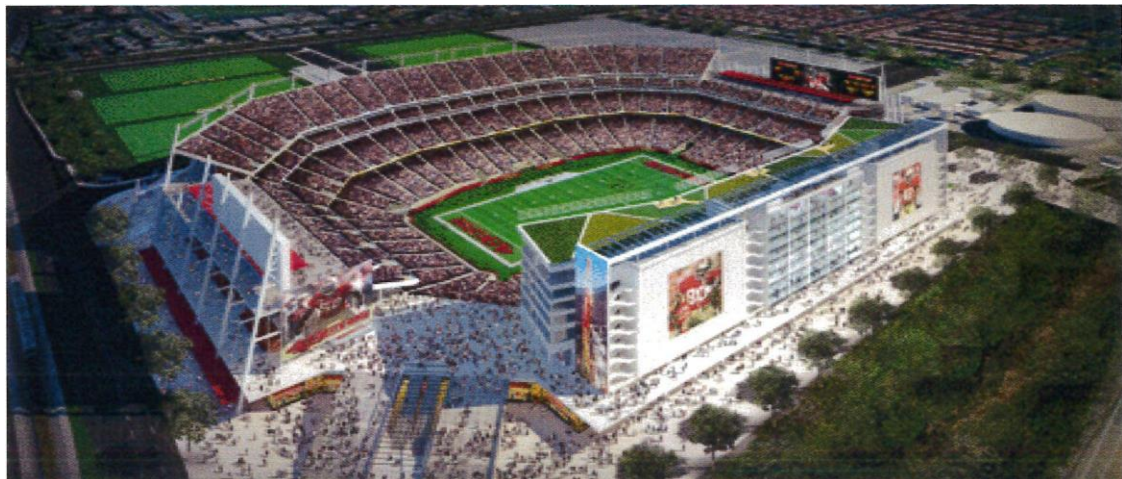
What happened since our last report to your Committee?

Since the last report to your Board's Family and Human Services Committee on April 11, 2016; Covered California announced they would not be renewing Contra Costa County's contract.

- The existing contract was set to end June 30, 2017; however, due to a Covered California generated budget reduction from \$14.5 to \$4 million (a 72.5% reduction) in 2016, the 7C's Call Center was forced to cease operations on November 30, 2016 and the contract terminated on December 31, 2016.
- In August of 2016 your Board approved the execution of the contract cancellation clause to close the Center at the end of 2016 given this substantial funding reduction.
- A total of **\$31,714,379 million** was spent on the operation of the 7C's Call Center (from beginning to end) **of which no County funds were required or spent.** The entire operation of the Center was funded through the contract with Covered California. ***This represents a substantial investment in the local and regional area in terms of economic and employment generation.***
- Since the passage of the Affordable Care Act (ACA), the 7C's Call Center has been integral in all four (4) Open Enrollment periods with the last Open Enrollment period extended to February 4, 2017 to allow for additional enrollees. During this last Open Enrollment period from November 1, 2016 to February 4, 2017 (we stopped taking calls on November 30, 2016); it is estimated the 7C's Call Center took approximately 8.5% or 117,349 of the total calls received during this period.

A total of 412,105 new consumers, statewide, were enrolled during the last Open Enrollment period.

More than **130,000 (131,237) Contra Costa County residents have newly enrolled with a health care provider** since the Affordable Care Act went into effect. ***That is a little less than double the number of seats available in Levi Stadium.***



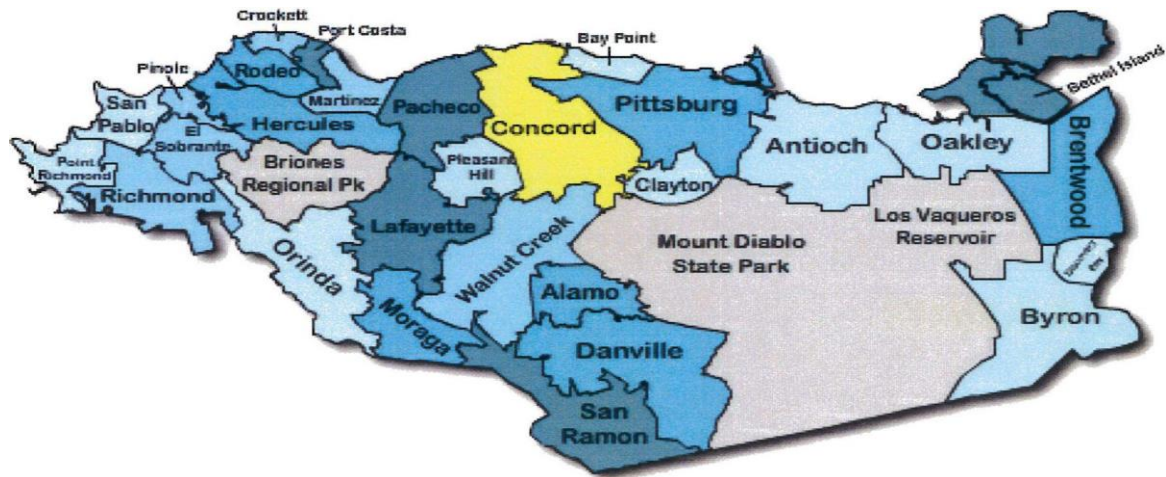
Additionally, our Medi-Cal caseload grew from 64,443 (in 2013) to 131,080 (as of 12-31-16) which reflects **an increase of 103.4%** as a result of the expanded eligibility under the Affordable Care Act (ACA).

2. The Call Center's Overall Performance

A. Total Number of Calls Handled and Total Number of Customers Assisted

During the operation of the 7Cs Call Center we answered statewide calls and provided ongoing assistance to Covered California customers. During the operation of the 7C's Call Center, we took almost **1 million calls**.

This is close to almost one call for each person currently living in Contra Cost County.



B. Breakout on the Type of Call Received – Speed of Call Answer and Average Handle Time of Call

The top five (5) types of calls taken at the Call Center included:

- Application assistance/enrollment
- Coverage renewals
- County contact information
- General information inquiries
- Questions regarding the IRS Form 1095-A and other information issued by IRS or Covered California

Overall through the Covered California system from October 2013 through November 2016, a total of 9,103,412 calls were taken. The Average Handle Time (AHT) of these calls was 18 minutes which is reflected in the following chart.

Month/Year	Total Call Numbers for All Call Centers	Total Call Numbers for the 7C's Call Center	Average Call Handle Time (AHT) All Centers – Minutes*	Average Call Handle Time (AHT) for the 7C's Call Center – Minutes*
October 2013	216,497	49,390	14	18
November 2013	281,503	47,598	16	20
December 2013	420,820	44,813	54	18
January 2014	327,721	42,800	44	19
February 2014	308,007	37,452	44	17
March 2014	187,058	22,689	34	21
April 2014	236,444	12,689	11	17
May 2014	187,058	15,917	13	15
June 2014	189,123	11,668	1	15
July 2014	148,880	12,914	10	15
August 2014	76,450	16,366	53	17
September 2014	98,668	15,074	44	17
October 2014	177,885	15,716	23	19
November 2014	181,826	15,375	21	21
December 2014	309,736	20,987	11	21
January 2015	374,496	28,022	3	18
February 2015	449,985	28,456	5	16
March 2015	144,899	23,847	1	17
April 2015	279,813	20,775	14	17
May 2015	175,718	20,708	14	15
June 2015	144,844	22,922	15	15
July 2015	148,635	29,299	15	15
August 2015	166,357	28,646	16	15
September 2015	162,633	25,731	15	15
October 2015	289,243	23,791	2	18
November 2015	290,705	24,360	16	17
December 2015	406,928	33,078	13	16
January 2016	419,145	31,218	15	15
February 2016	344,242	29,693	15	14
March 2016	315,705	30,604	15	16
April 2016	210,891	27,875	17	17
May 2016	182,597	24,423	16	16
June 2016	168,517	24,218	16	16
July 2016	144,674	21,492	16	16
August 2016	157,318	29,315	15	16
September 2016	147,847	22,957	16	17
October 2016	221,628	19,497	18	18
November 2016**	196,048	15,289	18	18

* This is the average amount of talk time, hold time, and wrap time necessary to complete the phone transaction. This is a performance indicator contained in our contract, which allows up to 51 minutes of handle time per call.

** At closure the only data available was to November 20, 2016.

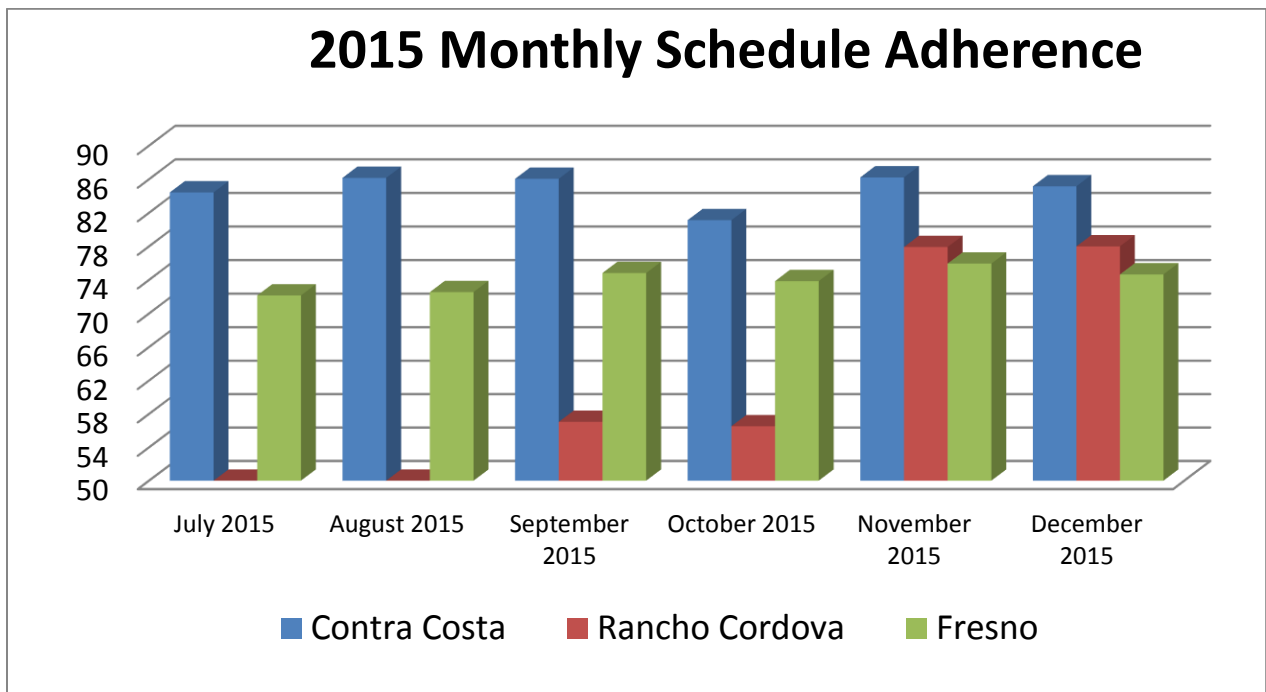
For the almost **1 million** calls taken at the 7C's Call Center, the overall **Average Handle Time (AHT)** over this same period was **17:00 minutes** (lower than the average for the system and much lower than the maximum allowed under our contract of 51 minutes) and the **Average Speed of Answer (ASA)** (the performance indicator reporting of which was discontinued by Covered California) was **4.00 minutes** (same as for the entire system).

That is faster than it takes to sew a button that has come loose from your favorite jacket; or to take Bart from Pittsburg to Walnut Creek.

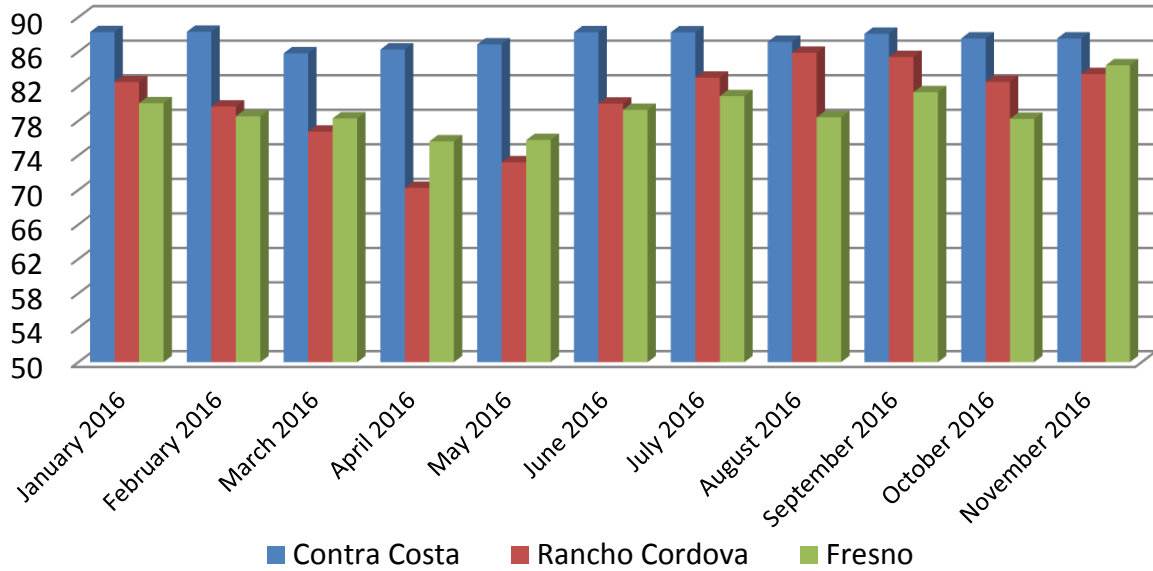
C. Monthly Schedule Adherence

Monthly Schedule Adherence was formally measured beginning July 2015 when the Workforce Management Team (WFM) was developed by Covered CA. Schedule Adherence is defined by individual agents logged into the phone system and available for calls. Agents must log on timely at the beginning of their shifts, and take their breaks and lunches as scheduled by the Covered California Workforce Management.

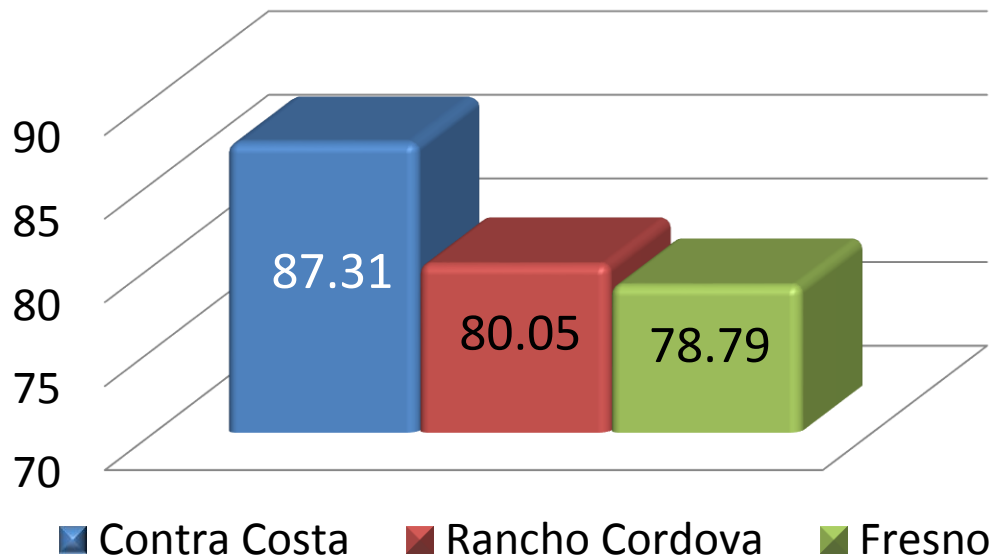
The 7C's Call Center was recognized by Covered California as having the highest consistent schedule adherence percentage of all of the Covered California Centers. Following are 2015 and 2016 comparisons and our 2016 average.



2016 Monthly Schedule Adherence



Average Schedule Adherence



D. Other Performance Measures

We consistently maintained hours of operation and staffing ratios as required under our contract with Covered California or the Health Benefit Exchange.

Based on our internal performance assessment including informal

feedback received from Covered California, all key performance measures were either met, exceeded, or deemed acceptable in comparison to the overall performance of all Covered California Call Centers.

A. Quality Monitoring which measures the overall quality of agent interactions with customers, adherence to established procedures, and overall accuracy of information provided and data entered: **Set at 85%**

Covered California and the 7C's Call Center staff continually monitored all our agents on a monthly basis and we worked with Covered California on the Quality Monitoring scores of calls reviewed.

Additionally, in February 2016, the Covered California Service Center Management Team conducted an on-site visit at the 7C's Call Center. The Covered California Service Center Director, Mavilla Safi, was impressed with Contra Costa's Quality Monitoring guidelines. Ms. Safi was in agreement with Contra Costa's standards and considered adopting the 7C's reports for the entire system. In addition, Ms. Safi and her team were impressed with the commitment and passion of the Customer Service Agent Supervisors.

Covered California continued to examine, analyze, and calibrate the data coming from call monitoring and worked on determining how the data would best be measured, applied and used. Although there was no formal promulgation of these data, we believe we met our 85% standard of quality interactions with our customers.

B. Customer Satisfaction determined by independent customer surveys on courtesy, understanding, knowledge and problem resolution: **Set at 87%**

The 7C's Call Center maintained and recorded customer satisfaction when provided; and both Covered California and Contra Costa County made customer satisfaction a top priority at all the Call Centers including the 7C's Call Center. We also maintained our own complaints and compliments' log and throughout the duration of our operation, we experienced a steady stream of compliments coming in on a monthly basis with very few complaints. From 2015 through August 2016, approximately 300 compliments were received.

4. Staffing

- ◆ During the approximately three (3) years the 7C's Call Center was in operation, over 350 individuals were employed at the Center.

This is close to the same number of people running the front office of the San Francisco Giants organization.



- ◆ Of the total of total 350 individuals hired at the 7C's Call Center during the duration of its operation, approximately 79% were Contra Costa residents with 19% residing in West County, 37% in Central County, and 44% in East County. Of those who were hired and left we estimate 70% were employed elsewhere.
- ◆ We opened in July 2013 with 182 Agents and 24 support staff originally hired.
- ◆ With the closure of the 7C's Call Center, all Call Center staff were offered and placed into other positions within the County with the exception of twenty (20) employees (who waived job offers and were subsequently laid-off). We had 45 Customer Service Agents (CSAs) start as Eligibility Worker (EW) trainees on December 1, 2016. A total of 47 Call Center staff transferred to the Eligibility Workers Training Unit (EWTU).
- ◆ Forty-seven (47) Employees were with us from the first day to the last!

5. Contract and Fiscal

Since the initiation of the 7C's Call Center, the Department was successful in meeting all terms of the Covered California contract. We followed the budget detail and payment provisions as specified by the Board of Supervisors and under the contract with there being no outlay of County General funds.

All invoices submitted for payment/reimbursement for contract expenditures incurred from April 2013 through November 2016 were subsequently paid in full. We experienced no problems or delays in our invoice submissions, and payment with our final invoice in the amount of \$428,285.05 is expected to be received shortly.

A total of **\$31,714,379 million** was spent on the operation of the 7C's Call Center (from beginning to end) **of which no County funds were required or spent.** The entire operation of the Center was funded through the contract with Covered California. This represents over one (1) million individuals being served.

6. Customer Feedback

As stated in the previous section throughout our approximate three (3) and half years of operation, we received many consumer compliments for excellent customer service. Below is a sampling of the comments received:

- *“She (Sherry) took my difficult phone call. Her customer service was more than excellent, professional and kind. She was knowledgeable and patient with my millions of questions. I was stressed out by picking a plan but her attitude and demeanor calmed me down. I feel so much better about my health plan. She is a star.”*
- *“She (Nicole) was the epitome of good customer service. The website never worked right and I am a difficult consumer, but she stayed strong and professional and helped me through it.”*
- *“I was hysterical and he (Marcus) was so wonderful and helped me so much. He was calm and cool and I just want to say thank you to him. It meant the world to me.”*
- *“She (Claudia) was outstanding. She’s a keeper. She went above and beyond; resolved all issues and answered all questions.”*
- *“I want to give her (Kylie) a five-star rating for her help and patience. She is a great person.”*
- *“She (Katherine) was patient and extraordinarily clear. She was very, very helpful. I wanted you to know that she did an outstanding job.”*
- *“She (LaPorcha) was very nice and patient. The call went much smoother than I had anticipated.”*
- *“Fantastic rep, super articulate: it was a long call. I can’t remember a better customer service experience. She fixed things that were very complicated.”*
- *“She (Lianne) was patient, extremely knowledgeable and thorough. She helped me tremendously, providing guidance where needed. She is wonderful employee who is dedicated.”*

- *We were trying to enroll my wife and found it very frustrating with the password and the system not accepting our information. We called and spoke to her (Theresa). She was wonderful. She did a fantastic job. She walked us through every screen. She got my wife's coverage all set up. Kudos to her for her excellent job."*

7. Conclusion

As evidenced in this closeout report, the 7C's Covered California Call Center operated by the Contra Costa County Employment & Human Services Department was a highly successful endeavor representing a unique and positive partnership between our County and Covered California. With your Board's direction, this successful partnership allowed Contra Costa to be in the forefront of one of the most major Social Service changes in our country's recent history.

Most importantly and while we do not know what the future will be with the changing political landscape, we assisted almost one (1) million consumers with obtaining critical health care information and coverage that they and their families would not have otherwise been able to have acquired. This project additionally put approximately \$31 million into our local and regional areas serving as a high stimulus for economic generation and employment.

Approximately **131,237 Contra Costa County residents now have medical coverage** where before they were either unable to acquire or afford this insurance prior to the enactment of the ACA.

On January 26, 2017, on behalf of Contra Costa County and the Employment and Human Services Department; Wendy Therrian, Workforce Services Bureau Director, met with Peter Lee and the Covered California Board to receive an award of recognition and resolution for the work performed by the 7C's Covered California Call Center. Mr. Lee and the Board recognized the performance of the Center staff and the very positive working relationship and partnership with Contra Costa County.

Attached is a copy of the resolution received from Covered California [and here is](#) the link [of the video from the January 26, 2017 Covered California Board recognition of Contra Costa County](#) – <https://youtu.be/n66E14D-MAU>.

COVERED CALIFORNIA BOARD

RESOLUTION

WHEREAS, from July 2013 to December 2016, the County of Contra Costa operated a county-based service center to provide vital information and services to Californians regarding Covered California; and

WHEREAS, the staff at the Contra Costa County service center helped Californians understand their health coverage options and assisted individuals through the health care enrollment process; and

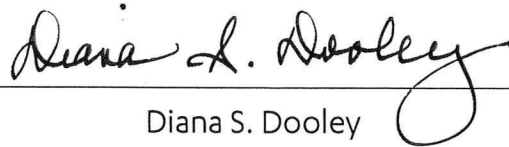
WHEREAS, since Covered California's first open enrollment period, the Contra Costa County service center assisted with a significantly high number of calls from individuals throughout California; and

WHEREAS, the Contra Costa County service center employed hundreds of residents from Contra Costa County, many of whom were with the center throughout the more than three years of operation; and

WHEREAS, the Contra Costa service center provided critical service to consumers who had escalated and complex cases; and

WHEREAS, Contra Costa County was an essential partner who put California consumers first using state-of-the-art technology and first-class service; **NOW, THEREFORE,**

BE IT RESOLVED, THAT THE BOARD OF COVERED CALIFORNIA recognizes and appreciates the partnership with the County of Contra Costa and the committed and hardworking staff who helped increase the number of Californians who have health coverage, reduce health disparities and provide consumers more choice and better value.



Diana S. Dooley

SECRETARY, CALIFORNIA HEALTH AND HUMAN SERVICES
CHAIR, ON BEHALF OF COVERED CALIFORNIA BOARD



Page intentionally left blank



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE

7.

Meeting Date: 04/24/2017

Subject: Report on Innovative Community Partnerships (Whole Family Services)

Submitted For: FAMILY & HUMAN SERVICES COMMITTEE,

Department: County Administrator

Referral No.: 110

Referral Name: Innovative Community Partnerships (Whole Family Services)

Presenter: Kathy Gallagher, Employment and Human Services Director; Devorah Levine, Asst. Director Policy and Planning

Contact: Enid Mendoza,
(925) 335-1039

Referral History:

On January 6, 2015 the Board of Supervisors referred oversight and receipt of updates on the Employment and Human Services Department's Innovative Community Partnerships to the Family and Human Services Committee (F&HS).

On June 7, 2016, the Board approved expanding F&HS Referral No. 110 "Innovative Community Partnerships" to include the subject of Whole Family Services. This change was necessary to incorporate a major Employment and Human Services Department (EHSD) initiative, which refocuses client-facing benefit eligibility to assess the status and needs of the "whole family" while they are also determining benefit eligibility. Key to the new initiative is working with community partners to form a network of family resource centers in current place-based centers such as SIT and SparkPoint sites, Family Justice Centers, First 5 centers, et al.

Referral Update:

Please see the attached report from EHSD with an update on the established partnerships and safety net resources. This is the second report to F&HS on this referral.

Recommendation(s)/Next Step(s):

ACCEPT the report from the Employment and Human Services Department on Innovative Community Partnerships and Whole Family Services, and direct staff to forward the report to the Board of Supervisors for their information.

Fiscal Impact (if any):

There is no fiscal impact; the report is informational only.

Attachments



EMPLOYMENT & HUMAN SERVICES

Kathy Gallagher
Director

Employment & Human Services partners with the community to deliver quality services to ensure access to resources that support, protect, and empower individuals and families to achieve self-sufficiency.

To: Family and Human Services Committee
Supervisor John Gioia, Chairperson
Supervisor Candace Andersen, Member

From: Kathy Gallagher, EHSD Director

Date: April 24, 2017

Subject: FHS Referral #110 – Innovative Community Partnerships

RECOMMENDATION:

ACCEPT the attached report on the Employment and Human Services Department’s (EHSD) innovative community partnerships.

Overview:

EHSD’s mission is to partner with the community to deliver quality services to ensure access to resources that support, protect, and empower individuals and families. Each year as many as 25% of the County’s residents receive help from EHSD with putting food on the table, finding jobs, enrolling their children in high quality child care, obtaining and maintaining health coverage, addressing and avoiding family violence, and in many other life sustaining ways central to the County’s safety net. Yet poverty, unemployment, abuse and neglect remain high. Addressing these complex, persistent problems requires robust partnerships with community based agencies, county departments, law enforcement, funders, businesses and policy makers.

The department’s ability to fund and support innovative partnerships and projects that strengthens the County’s safety net has been greatly reduced as County general funds decreased through the recession. Despite these significant revenue constraints, EHSD is prioritizing participation in and supporting the development of key innovative partnerships. With the support of the Policy and Planning Division, the department is working to strengthen partnerships through strategic planning, public policy tracking and analysis, and resource development. The following report highlights three examples among many that are central to EHSD’s efforts. Also included is a description of an emerging approach to develop a stronger infrastructure to support partnerships in the future through resource development.

Partnership Highlights:

EHSD participates in, funds or supports numerous public/private partnerships. The following highlights three key innovative efforts.

Elder Abuse Prevention

Under the leadership of EHSD's Adult Protective Services Bureau (APS), an innovative partnership – "Elder Abuse Prevention Project" (EAPP) is underway to create a coordinated system of care to address elder abuse countywide, an underreported and often invisible issue. Elderly are the fastest growing segment of the County's population; from 2000 to 2010, the population of seniors 65 and older increased from 107,272 to 130,432 or 21.5%. Based on long term data, the percentage of seniors in CCC will continue to grow.

With the support of a \$400,000 grant from the Office of Emergency Services, this robust partnership consists of community agencies (Family Justice Center, Senior Peer Counselors, Senior Legal Services, Meals on Wheels, and Ombudsman Services) and county departments (Adult Protective Services, District Attorney, Behavioral Health). The program builds on the existing capacity of multiple agencies to coordinate identification and services for victims of domestic violence, sexual assault, stalking, and human trafficking. The program's design takes into account the 2,000 – 3,000 annual APS caseload, and focuses on the areas where direct service is most required: financial abuse, case management, and counseling. This focus will increase justice for, and safety of, senior residents.

The EAPP also allows the County to put in place a common data collection tool to ensure that these cases are handled in a more coordinated fashion. Finally, the EAPP provides a platform to raise awareness in the community, helping all providers to better identify and respond to cases of elder abuse.

Whole Person Care: Community Connect

EHSD is collaborating as a key partner with Contra Costa Health Services (HSD) and a range of community agencies in a \$200 million, 5-year Whole Person Care pilot funded through California's Section 1115 Medicaid waiver (Medi-Cal 2020). Contra Costa County is one of 18 pilot locations in the state, with California being the only state in the country implementing a pilot of this nature.

Under HSD's leadership and oversight, multi-disciplinary teams will apply a "whole person" approach to caring for high-risk members of our community who are also frequent users of emergency and other medical services. Participants will be provided with medical, behavioral health, social services, housing support, public benefits, eligibility and enrollment services, and integrated care coordination. This initiative provides an opportunity for EHSD to contribute its expertise to the emerging care model that recognizes the importance of "social determinants of health" on a person's overall wellbeing.

The backbone of this partnership is an administrative and technology infrastructure that enables providers and case managers access to shared data, working together on coordinated case management and streamlining the identification of social needs and prioritization of service needs. EHSD and HSD are finalizing details of EHSD's participation (roles, financing) in the next month. This partnership provides a concrete opportunity for HSD and EHSD to collaborate on a new, more robust level and work together to systematically meet patients' needs and reduce barriers to care.

Safety and Healing: Family Justice Centers

Developed by the Contra Costa Alliance to End Abuse (formerly Zero Tolerance for Domestic Violence Initiative), the Family Justice Centers embody an innovative public/private partnership. Each Family Justice Center (Central County and West County) has 16+ on-site partners providing services under one roof, including law enforcement agencies, community based organizations and county departments. Both Centers are community hubs for education and integrated services for victims of interpersonal violence.

In 2016, the Family Justice Center added six new partner agencies to their sites in Central (Concord) and West (Richmond) County to provide services. Additionally, the Family Justice Centers launched several new programs including a "Lawyers for Family Justice" program (provided free legal services for 387 clients in family law, restraining orders, immigration, and housing law) and the Community Fellowship program (a 10-month program designed to equip survivors of interpersonal violence with leadership skills to empower their long-term success.

This year, CCC Alliance to End Abuse led the planning and implementation of a robust governance structure and fund development approach to support long term sustainability of the Centers. Plans for the development of a FJC are underway in East County.

In addition, the CCC Alliance to End Abuse in collaboration with the Family Justice Centers, launched two multidisciplinary teams this year with a focus on high risk and complex domestic violence and human trafficking cases. Both multidisciplinary teams include multiple agencies (law enforcement, District Attorney's office, service providers, and culturally responsive agencies) with a focus on helping survivors meet their personal and family goals. Agencies have reported increased collaboration, access to services for survivors, and relationships built across systems.

Strengthening the Safety Net through Resource Development

Given the department's significant revenue constraints, EHSD initiated a project to identify opportunities to increase the amount of private and public funding that supports EHSD programming and safety net services in Contra Costa. The Glen Price Group (GPG) is assisting with this project with financial support from the Contra Costa Funders Group.

The initial phase of this project includes:

- Determining the infrastructure and internal capacity necessary for EHSD to successfully identify, apply for, and obtain public and private grant funds;
- Researching best practices for public agencies to support collaborative grant proposals developed and submitted by public agencies in partnership with community based partners and/or developed and submitted by community partners, to jointly strengthen safety net services.

Informed by recommendations from this first phase, EHSD plans to put in place a realistic approach to increasing and leveraging resources that support innovative partnerships moving forward.



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE

8.

Meeting Date: 04/24/2017

Subject: Community Development Block Grant Program Recommendations

Submitted For: FAMILY & HUMAN SERVICES COMMITTEE,

Department: County Administrator

Referral No.: 20

Referral Name: Public Service Portion of the Community Development Block Grant (CDBG)

Presenter: Gabriel Lemus, CDBG Program
Manager

Contact: Enid Mendoza, (925)
335-1039

Referral History:

On February 11, 1997, the Board of Supervisors referred to the Family and Human Services Committee (F&HS) the subject of the Public Service Portion of the Community Services Block Grant (CDBG) Program. Therefore, the Department of Conservation and Development reports to F&HS at least annually regarding recommendations for the Public Services category and Emergency Solutions Grant funding allocations.

Referral Update:

Please see the attached report from the Conservation and Development Department.

Recommendation(s)/Next Step(s):

CONSIDER approving the staff recommendations for fiscal years 2017-18, 2018-19, and 2019-20 Community Development Block Grant Public Service and Emergency Solutions Grant projects, and directing the Department of Conservation and Development to prepare a staff report, inclusive of the other CDBG categories, for Board of Supervisors consideration.

Fiscal Impact (if any):

Upon approval, grant projects totaling \$708,875 for the Public Services and \$249,543 for the Emergency Solutions categories would be recommended to the Board. Grant project totals are aligned with the Board's adopted guidelines for the allocation of CDBG funding.

Attachments

CDBG Public Service Category and Emergency Solutions Grants Funding Report




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

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

MEMORANDUM

DATE: March 27, 2017

TO: Family and Human Services Committee
Supervisor John Gioia, Chair
Supervisor Candace Andersen, Vice Chair

FROM: Gabriel Lemus, CDBG Program Manager 

SUBJECT: Staff Recommendations for FY 2017/18, FY 2018/19, & FY 2019/20
Community Development Block Grant - Public Service Category and Emergency
Solutions Grant Program

RECOMMENDATIONS

1. Approve recommendations for FY 2017/18, FY 2018/19, and FY 2019/20 Community Development Block Grant (CDBG) Public Service (PS) projects as recommended by staff or amended by the Committee.
2. Approve recommendations for FY 2017/18, FY 2018/19, and FY 2019/20 Emergency Solutions Grant (ESG) projects as recommended by staff or amended by the Committee
3. Direct the Department of Conservation and Development to prepare a staff report on the Committee's recommendations. The staff report will be submitted together with funding recommendations for all other CDBG categories for the Board of Supervisors consideration on May 9, 2017.

BACKGROUND

The purpose of this memorandum is to transmit staff recommendations for funding in the CDBG- Public Services (PS) and Emergency Solutions Grant (ESG) categories. The Summary of Staff

Recommendations spreadsheet and the project staff reports are attached. Thirty-six applications in the CDBG PS category and five applications in the ESG category were submitted by the December 12, 2016 deadline.

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

On November 4, 2014, the Board of Supervisors (Board) adopted funding guidelines for the allocation of CDBG funds that require the County’s annual grant be allocated to the following CDBG eligible categories:

Category of Use	Allocation Guidelines CDBG Program	Available Funding**
Affordable Housing	45%	\$1,822,468
Public Services	*17%	\$ 688,488
Economic Development	10%	\$ 404,993
Infrastructure/Public Facility	8%	\$ 323,994
Administration	20%	\$ 809,986
Total FY 2017/18 CDBG Grant		\$4,049,929

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

**Estimates based on information from the “Continuing Resolution”

The CDBG/ESG Consolidated Plan operates under a five-year period. In October 2013, the Board approved having two funding cycles for the ESG Program and for the non-housing categories of the CDBG Program to align with the five-year period of the Consolidated Plan. The first cycle is a two-year funding cycle (FY 2015/16 and FY 2016/17) for programs/projects in the CDBG public service and economic development, infrastructure/public facilities categories, and the ESG Program. The second cycle is a three-year funding cycle (FY 2017/18, FY 2018/19, and FY 2019/20) for the non-housing CDBG categories and ESG Program to conclude the final three years of the 5-year Consolidated Plan period.

Public Service Category: Pursuant to the Board’s guidelines, a total of \$688,488 (17 percent of the County’s grant amount) is available for PS projects. In addition, there is \$40,387 available to be recaptured from completed projects and \$52,000 contributed from the “Affordable Housing” category to help fund landlord/tenant and fair housing services. Consequently, there is a total of **\$780,875** available and recommended to be allocated to 36 eligible Public Service projects as listed in **Attachment A**.

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

Emergency Solutions Grants: Based on the “Continuing Resolution” information, the County estimates receiving a total of \$269,776 in ESG funding for FY 2017/18. Seven and a half percent (7.5%) of the grant will be used for administration expenses resulting in a estimated total of **\$249,543** being available for projects. All five applications for ESG funds are recommended for funding. Staff recommendations for the use of ESG funds are listed in **Attachment B**.

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

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

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

Consistency with Priorities Established in the Consolidated Plan and County Policy – The project meets goals and strategies of the Consolidated Plan. Secondly, the project meets goals of other plans such as Redevelopment Agency Plans, Capital Improvement Plans, community planning documents, etc.

Eligibility in Respect to Federal Regulation – The proposed use of CDBG funds is consistent with federal regulations and is determined to be an eligible activity. The project meets one of the following three national objectives: benefit to very-low and low-income persons, preventing blight, or emergency need.

Target Population and Demonstrated Need – The project fulfills a well-defined need and has supporting documentation that the need exists. The proposed project is responsive to the community and the target population, and shows a relationship between the need and the action to be taken. The target population or area is clearly defined, the project is accessible and outreach is effective.

Financial Analysis - Total project costs are reasonable, and are adequate to carry out the project through the specified time period. The budget is well thought out with reasonable assumptions for completing the project with federal funding. A reasonable relationship exists between the cost of the project and the expected outcome. Sponsor has the capacity to secure all funds necessary to carry out the project within normal standards. Volunteer or in-kind services are attainable and realistic. The project cost is

within normal range of similar projects. Projects are required to supply matching funds in order to maximize the use of CDBG funds. Audits or other financial statements demonstrate success in securing funds through grant proposals or other fund raising efforts.

Experience and Capacity to Carry out the Project – Components of the project are fully described and goals and objectives are attainable. The project sponsor has demonstrated the ability to successfully carry out the proposed project including providing a project manager, construction manager and/or qualified licensed contractor. The applicant demonstrates that capacity exists to complete the project and meet all the federal requirements of the CDBG program.

Project Readiness and Timeliness – All components of the project are in place or can be in place within a specified period of time. Project can be implemented and completed in a timely manner. Particular attention is given to these criteria due to specific HUD timeliness requirements.

Past Performance - Rate of progress toward completing contractual goals, ability to overcome and avoid past problems. Inaccurate or incomplete performance reports, unresolved audit findings, delays in or failure to submit required reports, persistent difficulties with payment request process, failure to correct significant problems.

Environmental, Historic Preservation, Relocation, and/or Prevailing Wage Issues – Identification of federal requirements that may be imposed on the project that require specific action to be taken.

Clarity and completeness of application - The application submitted was complete and lacked inaccuracies and ambiguities.

Public Hearing and Transmittal of Recommendations: The Committee's recommendations will be forwarded to the full Board of Supervisors prior to the public hearing that is scheduled for May 9, 2017. Final recommendations must be forwarded to HUD by May 15, 2017 for review to ensure consistency with federal regulations.

Attachments

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

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

CCC Application No.	Applicant	Project Name	Outcome	Contra Costa County			Amount Requested (Other CDBG Jurisdictions)				Total CDBG Requested	Total Budget	% Budget (CDBG)
				Amount Requested	Amount Received In FY 2016/17	County Staff Recommendation for FY 2017/18	Antioch	Concord	Pittsburg	Walnut Creek			
Public Service Projects													
17-01-PS	A Place of Learning (APOL)	After School Tutoring and Mentoring Program	Provide free after-school/Summer mentoring/tutoring services to 60 low-income Urban County students.	\$10,000	N/A	\$10,000	\$0	\$0	\$0	\$0	\$10,000	\$37,950	26%
17-02-PS	Bay Area Legal Aid (BayLegal)	Landlord/Tenant Counseling Program	Provide landlord/tenant counseling and legal services for 550 landlords/tenants.	\$100,000	\$80,000	\$80,000	\$30,000	\$12,000	\$0	\$0	\$142,000	\$157,075	90%
17-03-PS	Community Housing Development Corporation of North Richmond	Multicultural/Senior Family Center	Provide 400 persons with educational, recreational and nutritional programs at community center.	\$98,291	\$55,000	\$55,000	\$0	\$0	\$0	\$0	\$98,291	\$149,691	66%
17-04-PS	Community Housing Development Corporation	Contra Costa County Home Equity Preservation Alliance (HEPA)	Provide foreclosure counseling, education and legal assistance to 120 clients.	\$30,000	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$30,000	\$160,536	19%
17-05-PS	Community Violence Solutions (CVS)	CIC Child Sexual Assault Intervention	Provide forensic interview, case management, advocacy for 70 children and caregivers.	\$15,000	\$15,000	\$15,000	\$5,000	\$8,000	\$5,000	\$5,000	\$38,000	\$320,500	12%
17-06-PS	Contra Costa County Health Services - Health, Housing and Homeless Services Division, Homeless Program	Coordinated Outreach, Referral, and Engagement Program (CORE)	Provide day and evening homeless street outreach services to at least 450 Urban County individuals living outside throughout the County.	\$25,000	\$22,224	\$22,300	\$30,000	\$30,000	\$10,000	\$20,000	\$115,000	\$669,265	17%

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

ATTACHMENT A

CCC Application No.	Applicant	Project Name	Outcome	Contra Costa County			Amount Requested (Other CDBG Jurisdictions)				Total CDBG Requested	Total Budget	% Budget (CDBG)
				Amount Requested	Amount Received In FY 2016/17	County Staff Recommendation for FY 2017/18	Antioch	Concord	Pittsburg	Walnut Creek			
17-07-PS	Contra Costa Crisis Center	Crisis / 211 Contra Costa	Provide telephone 24-hour crisis intervention and 211 referral service for 8,200 clients.	\$18,000	\$18,000	\$18,000	\$10,000	\$10,000	\$10,000	\$10,000	\$58,000	\$1,204,578	5%
17-08-PS	Contra Costa Family Justice Alliance	West County Family Justice Center	Provide one-stop center services for 500 victims of abuse and domestic violence.	\$40,000	\$32,000	\$32,000	\$0	\$10,000	\$0	\$0	\$50,000	\$1,260,076	4%
17-09-PS	Contra Costa Health, Housing and Homeless Services Homeless Program	Contra Costa Adult Continuum of Services	Provide 24-hour shelter/wrap-around services for 150 homeless adults.	\$54,000	\$54,000	\$54,000	\$10,000	\$10,000	\$0	\$6,000	\$80,000	\$2,067,741	4%
17-10-PS	Contra Costa Senior Legal Services	Legal Services for Seniors	Provide legal counseling services for 200 seniors.	\$15,000	\$12,000	\$12,000	\$10,000	\$10,000	\$11,000	\$10,000	\$56,000	\$604,000	9%
17-11-PS	Contra Costa Service Integration Program - SparkPoint Contra Costa	Community Career Center	Provide services to 200 Urban County residents to assist them in obtaining and maintaining employment, improve their careers.	\$20,000	N/A	\$12,000	\$0	\$0	\$0	\$0	\$20,000	\$236,000	8%
17-12-PS	Court Appointed Special Advocates (CASA)	Children At Risk	Provide advocacy, mentoring, and representation services for 37 abused and neglected children.	\$20,000	\$18,000	\$18,000	\$14,000	\$15,000	\$8,000	\$5,000	\$62,000	\$769,300	8%

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

CCC Application No.	Applicant	Project Name	Outcome	Contra Costa County			Amount Requested (Other CDBG Jurisdictions)				Total CDBG Requested	Total Budget	% Budget (CDBG)
				Amount Requested	Amount Received In FY 2016/17	County Staff Recommendation for FY 2017/18	Antioch	Concord	Pittsburg	Walnut Creek			
17-13-PS	ECHO Housing	Fair Housing Services	Provide comprehensive fair housing counseling services to approximately 210 Urban County residents.	\$40,000	N/A	\$40,000	\$25,000	\$10,000	\$0	\$6,000	\$81,000	\$268,037	30%
17-14-PS	East Bay Center for the Performing Arts	Deep Roots, Wide World Program	Provide literacy and performing arts summer programs to 150 children aged 3-9, resulting in improved academic performance, community building, and exposure to diverse global art traditions.	\$14,200	N/A	\$11,500	\$0	\$0	\$0	\$0	\$14,200	\$66,710	21%
17-15-PS	Food Bank of Contra Costa and Solano	Collaborative Food Distribution	Provide food distribution services for 9,300 low-income clients.	\$46,500	\$46,500	\$46,500	\$0	\$10,000	\$0	\$0	\$56,500	\$3,822,358	1%
17-16-PS	Girls Inc.	Summer/Afterschool and Education Enrichment Programming	Provide afterschool and education enrichment programming to 495 youth from the City of Richmond	\$15,000	\$11,000	\$11,000	\$0	\$0	\$0	\$0	\$15,000	\$239,960	6%
17-17-PS	James Morehouse Project / YMCA of the East Bay (fiscal sponsor)	James Morehouse Project at El Cerrito High School	Provide comprehensive mental health and support services for 55 students.	\$20,000	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$20,000	\$299,000	7%

CCC Application No.	Applicant	Project Name	Outcome	Contra Costa County			Amount Requested (Other CDBG Jurisdictions)				Total CDBG Requested	Total Budget	% Budget (CDBG)
				Amount Requested	Amount Received In FY 2016/17	County Staff Recommendation for FY 2017/18	Antioch	Concord	Pittsburg	Walnut Creek			
17-18-PS	Lamorinda Spirit - City of Lafayette	Lamorinda Spirit Van Senior Transportation Program	Provide free or low-cost transportation to 150 seniors living in Moraga, Orinda and Lafayette.	\$10,000	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000	\$183,298	5%
17-19-PS	Lions Center for the Visually Impaired	Independent Living Skills for Blind and Visually Impaired Adults	Provide in-home independent living skills and mobility training for 42 visually impaired persons.	\$15,000	\$10,000	\$10,000	\$10,000	\$12,000	\$10,000	\$10,000	\$57,000	\$197,188	29%
17-20-PS	Loaves and Fishes of Contra Costa	Nourishing Lives in Martinez, Antioch and Pittsburg	Provide hot buffet-style meal weekdays to 500 low-income/homeless.	\$15,000	\$15,000	\$15,000	\$5,000	\$0	\$13,810	\$0	\$33,810	\$1,157,825	0.02%
17-21-PS	Meals On Wheels and Senior Outreach Services	Care Management	Provide long-term care services case management for 120 seniors.	\$20,000	\$15,000	\$15,000	\$15,000	\$15,000	\$7,500	\$10,000	\$67,500	\$347,500	19%
17-22-PS	Meals On Wheels and Senior Outreach Services	Senior Nutrition - CC Cafes	Provide hot, weekday lunches to 303 seniors at six senior centers.	\$18,750	\$15,000	\$15,000	\$0	\$20,000	\$5,000	\$0	\$43,750	\$313,973	14%
17-23-PS	Monument Crisis Center	Critical Safety Net Resources for Families and Individuals	Provide wrap-around safety net services for 2,766 low-income clients.	\$20,000	\$15,000	\$15,000	\$0	\$20,000	\$0	\$15,000	\$55,000	\$2,819,648	2%
17-24-PS	Mount Diablo Unified School District	CARES After School Enrichment Program	Provide after-school programming for 580 elementary and middle school students.	\$10,000	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000	\$3,497,797	0.29%

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

ATTACHMENT A

CCC Application No.	Applicant	Project Name	Outcome	Contra Costa County			Amount Requested (Other CDBG Jurisdictions)				Total CDBG Requested	Total Budget	% Budget (CDBG)
				Amount Requested	Amount Received In FY 2016/17	County Staff Recommendation for FY 2017/18	Antioch	Concord	Pittsburg	Walnut Creek			
17-26-PS	New Horizons Career Development Center	Education, Job Training, Life Skills, and Job Placement Services	Provide job training/placement, GED prep, and life skills for 300 clients.	\$25,000	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$25,000	\$154,000	16%
17-27-PS	Northern California Family Center	Runaway Shelter Services	Provide 1-5 nights of emergency shelter, mediation services, clothing and food to 10 Urban County youth to prevent homelessness and long-term institutionalization.	\$20,000	N/A	\$11,500	\$10,000	\$10,000	\$10,000	\$0	\$50,000	\$220,000	23%
17-28-PS	Ombudsman Services of Contra Costa	Ombudsman Services of Contra Costa	Provide abuse/compliance investigation for 775 seniors living in nursing facilities.	\$17,000	\$10,000	\$10,000	\$11,000	\$12,000	\$5,000	\$13,000	\$58,000	\$702,084	8%
17-29-PS	Pleasant Hill Recreation & Park District	Senior Service Network	Provide on-site care management and crisis intervention for 150 seniors.	\$15,000	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$15,000	\$60,650	25%
17-30-PS	Rainbow Community Center of Contra Costa	Kind Hearts Community Support Program	Provide congregate meals, food pantry, wellness calls, home visits for 60 LGBT seniors/ people with HIV/AIDS.	\$12,000	\$10,000	\$10,000	\$0	\$0	\$0	\$8,000	\$20,000	\$80,712	25%
17-31-PS	RYSE, Inc.	RYSE Career Pathway Program	Provide career development, media arts education, paid work exp, and academic support for 115 low-income youth.	\$40,000	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$40,000	\$280,995	14%

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

ATTACHMENT A

CCC Application No.	Applicant	Project Name	Outcome	Contra Costa County			Amount Requested (Other CDBG Jurisdictions)				Total CDBG Requested	Total Budget	% Budget (CDBG)
				Amount Requested	Amount Received In FY 2016/17	County Staff Recommendation for FY 2017/18	Antioch	Concord	Pittsburg	Walnut Creek			
17-32-PS	Richmond Public Library	Words on Wheels	Provide Mobile Library Services to serve 125 seniors and low-income residents living in areas of Richmond that have limited access to computers and library services.	\$31,905	N/A	\$12,000	\$0	\$0	\$0	\$0	\$31,905	\$225,528	14%
17-33-PS	SHELTER, Inc. (CDBG)	Homeless Prevention & Rapid Rehousing Program	Provide homeless prevention and rapid rehousing for 270 low-income clients.	\$30,000	\$25,075	\$25,075	\$15,000	\$13,500	\$15,500	\$6,000	\$80,000	\$876,439	9%
17-34-PS	St. Vincent de Paul of Contra Costa County	RotaCare Pittsburg Free Medical Clinic at St. Vincent de Paul	Provide free urgent and chronic medical care to 480 uninsured clients.	\$13,500	N/A	\$12,000	\$0	\$0	\$24,000	\$0	\$37,500	\$261,010	14%
17-35-PS	Village Community Resource Center	Village Community Resource Center Program Support	Provide support for afterschool program for 115 students.	\$17,550	\$13,000	\$13,000	\$0	\$0	\$0	\$0	\$17,550	\$282,650	6%
17-36-PS	West County Adult Day Care	West County Adult Day/Alzheimer	Provide comprehensive adult day care services for 25 seniors with Alzheimers.	\$40,000	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$40,000	\$215,780	19%
17-37-PS	YWCA of Contra Costa/Sacramento	YWCA Family Empowerment Program	Provide mental, physical, social, and emotional health skills training for 125 families.	\$12,000	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$12,000	\$24,000	50%
Total				\$963,696	\$671,799	\$780,875	\$200,000	\$227,500	\$134,810	\$124,000	\$1,650,006	\$24,233,854	7%

Contra Costa County
Emergency Solutions Grant FY
2017/18, 2018/19, and 2019/20

CCC Project No.	Applicant	Project Name	Outcome (for Amount Requested)	Contra Costa County			Total ESG	Total Budget	% Budget (ESG)
				Amount Requested	Amount Received In FY 2016/17	County Staff Recommendation for FY 2017/18			
Emergency Solutions Grant Projects									
17-01-ESG	Contra Costa Behavioral Health Services Homeless Program	Adult Interim Housing Program	Emergency shelter beds and wraparound services for 150 homeless.	\$108,365	\$108,365	\$108,365	\$108,365	\$2,071,106	5%
17-02-ESG	Contra Costa Behavioral Health Services Homeless Program	Calli House Youth Shelter	Emergency shelter beds and support services for 25 homeless youth.	\$10,000	\$10,000	\$10,000	\$10,000	\$497,228	2%
17-03-ESG	SHELTER, Inc. of Contra Costa County	Homeless Prevention and Rapid Rehousing Program	Homelessness prevention and rapid rehousing services to 60 Extremely Low Income households in the Urban County.	\$100,000	\$87,678	\$87,678	\$87,678	\$876,439	10%
17-04-ESG	STAND! For Families Free of Violence	Rollie Mullen Emergency Shelter	Emergency shelter and support services for 40 adults (both men and women) and their children.	\$35,000	\$31,000	\$31,000	\$31,000	\$507,550	6%
17-05-ESG	Trinity Center Walnut Creek	Trinity Center	Hygiene/food services and day-use facility for 100 homeless clients.	\$12,500	\$12,500	\$12,500	\$12,500	\$809,375	2%
TOTALS				\$265,865	\$249,543	\$249,543	\$249,543	\$4,761,698	5%

Public Service Staff Reports

**2017/18, FY 2018/19 & FY 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: A Place of Learning

PROGRAM NAME/NUMBER: After School Tutoring & Mentoring
17-01-PS

PROGRAM SERVICE AREA: Far East County

PROGRAM OUTCOME: Provide free after-school/Summer mentoring/tutoring services to 60 low-income Urban County students resulting in improved academic performance and decision making skills and increased self-esteem, as measured by pre- and post-participation evaluations and feedback from school staff and parents.

TOTAL PROGRAM COST: \$37,950

AMOUNT REQUESTED: \$10,000

AMOUNT RECOMMENDED

FY 2017/18:	\$10,000
FY 2018/19:	\$10,000
FY 2019/20:	\$10,000

RECEIVED IN FY 2016/17: N/A

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: A Place of Learning ("APOL") is an after-school/Summer enrichment program that provides tutoring and mentoring to low-income, at-risk youth in kindergarten through high school. Many of the students are homeless, special needs, and English-learners. Through this program, students benefit from a caring adult that supports them developmentally as a role model and mentor. Mentors are provided educational materials that support California standards in core classes and meet with students at least once per week. APOL works closely with local schools and is able to access student school progress online and adapt lessons according to individual student needs. Mentors monitor academic achievement and performance factors such as attendance, school participation and attitude.

APOL has only one paid staff, a bilingual (English/Spanish) program coordinator. The remaining staff are volunteers who are recruited from the community. Many of the volunteers are current or retired school teachers and administrators, as well as police officers and local business owners. Many of the agency's Board members are also mentors with the program. All volunteers are subject to a criminal background check and all sessions are held at APOL's Brentwood location, monitored by the on-site coordinator.

APOL provides services 5 hours per day, which allows them to achieve over 40 hours of one-on-one tutoring per week. Community partners include the Brentwood Union School District, Village Community Resource Center, and Liberty Union High School District. The program is eligible, feasible and timely.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Increase opportunities for children/youth to be healthy, succeed in school and prepare for productive adulthood [CD-3].
2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)]
3. **NATIONAL OBJECTIVE:** Low and Moderate Income [24 CFR 570.208(a)(2)(i)(B)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** A Place of Learning tutoring and mentoring services are available to school children and youth in kindergarten through twelfth grade, in the communities of Brentwood, Oakley, Byron, Discovery Bay, Knightsen and Bethel Island. The program especially targets economically disadvantaged children and those who fall under other at-risk criteria, such as non-English speaking students and those who face other academic or developmental challenges.

Local school administrators estimate that over five hundred (500) children and youth in the community need after-school academic and social support. APOL is the only local organization that matches students with a caring mentor to provide free, consistent, one to one tutoring assistance to students.

5. FINANCIAL ANALYSIS:

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$10,000	60	\$167
Total Program Amount	\$37,950	60	\$633
CDBG % of Total Budget	26%		
Required Match – 50%	\$5,000		
Amount Secured	\$27,950		
Leverage*	\$2.80		
*Does not include other CDBG funds from other jurisdictions.			

APOL's largest contributor is the Leshar Foundation, which has consistently funded about half of the program's budget.

6. **EXPERIENCE AND CAPACITY:** A Place of Learning has been in operation since December 2006. The program began with five (5) volunteers and students. It has since grown to over fifty (50) matches and currently has a six-student waitlist. The Program Coordinator has been with the program for over four years, and has worked closely with Board members and local school administrators to develop the program's structure and outcomes. There is a great deal of community involvement, as evidenced by letters pledging financial and service support.
7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed and has been successful in providing services.
8. **PAST PERFORMANCE:** APOL first received County CDBG funds in FY 2010/11, and continued to receive them until FY 2015/16. During that time, APOL met or exceeded its performance goals. The program was monitored in March 2011, resulting in one "Concern," and three "Observations." APOL adequately responded to the monitoring report, and the monitoring was closed.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

**FY 2017/18, FY 2018/19 & FY 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: Bay Area Legal Aid

PROGRAM NAME/NUMBER: Tenant/Landlord Counseling
17-02-PS

PROGRAM SERVICE AREA: Urban County

PROGRAM OUTCOME: Provide comprehensive tenant/landlord counseling services to approximately 662 Urban County residents.

TOTAL PROGRAM COST: \$157,075

AMOUNT REQUESTED: \$100,000

AMOUNT RECOMMENDED

FY 2017/18:	\$80,000
FY 2018/19:	\$80,000
FY 2019/20:	\$80,000

RECEIVED IN FY 2016/17: \$80,000

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: Bay Area Legal Aid (BALA) will be the lead agency in the Housing Services Collaborative that will provide a milieu of housing services including housing counseling, discrimination investigation, mediation and advocacy, legal representation, and education and outreach to lower income Urban County residents. BALA will partner with ECHO Housing, another nonprofit organization providing housing counseling services for many. The proposed collaborative continues the service model that was begun over ten years ago that provides seamless landlord/tenant and fair housing services to all residents of the Urban County.

The proposed project will assist Urban County residents in exercising their housing rights by providing the following services and activities:

- Tenant/Landlord Counseling: tenants and landlords will receive counseling on their rights and responsibilities under federal, state and local housing law. Counselors will also provide clients with information on administrative and court proceedings. Common counseling subjects include: landlord duty to rent to families with children; negotiating with landlords to avoid eviction for nonpayment of rent or alleged tenant misconduct or violation of lease terms; assistance in

obtaining rent payment assistance, including Section 8 rent subsidies, deposit assistance and temporary rent payment assistance; and assistance in understanding lease terms.

- Legal Advise and Representation: clients whose housing issues cannot be resolved through counseling alone will be provided counsel and advise, brief legal services or legal representation.
- Education and Outreach: the collaborative will conduct education and outreach activities to educate residents, staff of other community-based organizations and rental property owners/mangers on landlord/tenant rights and responsibilities.

All of the above services will be provided free of charge and in multiple languages through in-house language capacity, the Language Line and freelance interpreter services. A majority of the clients will be served via the telephone and/or email, but because ECHO has an office located in Antioch and BALA's main office is in Richmond, clients will have easy access to in-person services. In addition, special clinics/meetings will be scheduled in the less accessible areas of the County. The program is eligible, feasible and timely.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Ensure that opportunities and services are provided to improve the quality of life and independence for lower-income persons and ensure access to programs that promote prevention and early intervention related to a variety of social concerns such as hunger, substance abuse and other issues. [CD-1]
2. **CDBG ELIGIBLE ACTIVITY:** Public Services[24 CFR 570.201 (e)]
3. **NATIONAL OBJECTIVE:** Low and Moderate Income [24 CFR 570.208(a)(2)(i)(B)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** BALA proposes to provide comprehensive tenant/landlord counseling services to Urban County residents, including people at-risk of homelessness, victims of domestic violence, at-risk youth, limited English proficient households, seniors, and disabled persons. Economic data analyzed by Steve Levy at the Center for Continuing Study of the California Economy showed that although poverty rates have decreased in 2015 by two percent, poverty rates are still higher than the last recession. Additionally, California has the second highest supplemental poverty rate in the country. Data is starting to show that high poverty rates are not necessarily the result of low income or wages. Wage and income have been far out paced by increases in rents and home prices leaving many residents with less income to spend on other items despite wage gain. Additionally, Contra Costa County is one of the four most expensive counties in California to live.

In 2016, 35 percent of Contra Costa residents (133,030 households) were renters, which is a two percent increase since 2014. The Fair Market Rent (FMR) for a two-bedroom apartment is \$2,103, while in 2014 the FMR was reported at \$1,578. This is a staggering 75 percent increase. In order to afford the FMR for a two-bedroom apartment at the estimated mean wage in Contra Costa County, a renter must include 1.7 workers earning the mean renter wage in order to make the two-bedroom FMR affordable.

The County's Homeless Continuum of Care Plan affirms that the shortage of affordable housing in Contra Costa is a root cause of homelessness. For those that are affordably housed, there are risk factors that can imperil their stability: wrongful evictions, erroneous termination of housing subsidies, or victimization by unscrupulous landlords who fail to maintain properties in habitable conditions or file court actions (unlawful detainer) in an attempt to illegally evict tenants and re-rent units at increased fees. This process moves very quickly. From receipt of the eviction notice to removal by the Sheriff can take as few as 15 days, and often overwhelms tenants who are unfamiliar with required court procedures and paperwork. Disabled, elderly, and limited-English speaking residents are especially vulnerable to such abuse, and many end up homeless.

5. FINANCIAL ANALYSIS:

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$80,000	662	\$121
Total Program Amount	\$157,075	1,079	\$146
CDBG % of Total Budget	51%		
Required Match – 50%	\$40,000		
Amount Secured	\$40,000		
Leverage*	\$0.19		
*Does not include other CDBG funds from other jurisdictions.			

The other funding sources for this project come from the other CDBG jurisdictions in the Consortium, as well as grant from Y&H Soda Foundation. BALA is confident that they will receive the resources needed to help finance this project.

6. EXPERIENCE AND CAPACITY: Bay Area Legal Aid was created on January 1, 2000 through the merger of three Bay Area legal service providers: Contra Costa Legal Services Foundation (Est. 1966), San Francisco Neighborhood Legal Assistance Foundation (Est. 1966) and Community Legal Services of Santa Clara County (Est. 1995), and has over 45 years of experience of providing a wide variety of legal services to lower income residents of the County. ECHO Housing has its main office in Alameda County, and a satellite office in Antioch, and has been working to eradicate housing discrimination and promote understanding by tenants and landlords of their rights and responsibilities for approximately 40 years.

7. **PROGRAM READINESS AND TIMELINESS:** This is an existing project and the two collaborative partners have staff in place to continue providing these valuable services to Urban County residents.
8. **PAST PERFORMANCE:** BALA has consistently met or exceeded its program goals and administrative requirements.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/ RELOCATION/ PREVAILING WAGE ISSUES:** Public Service projects are exempt from an environmental review.

**2017/18, FY 2018/19 & FY 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: Community Housing Development Corporation of North Richmond

PROGRAM NAME/NUMBER: Multicultural / Senior Family Center
17-03-PS

PROGRAM SERVICE AREA: North Richmond

PROGRAM OUTCOME: Operate and maintain a community center for the residents of North Richmond, providing educational, recreational, and nutritional programs to a diverse community with a primary focus on senior citizens.

TOTAL PROGRAM COST: \$149,691

AMOUNT REQUESTED: \$98,291

AMOUNT RECOMMENDED

FY 2017/18:	\$55,000
FY 2018/19:	\$55,000
FY 2019/20:	\$55,000

RECEIVED IN FY 2016/17: \$55,000

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: Community Housing Development Corporation (CHDC), in collaboration with Neighborhood House of North Richmond (NHNR), propose to manage and maintain the Multicultural Senior and Family Center (Center) for use by North Richmond residents. CHDC purchased the building in 2013 and leases it back to NHNR for \$1 per year.

The Center is the site for a variety of recreational, educational, social, health, and human service programs for all age groups, but primarily serves seniors. The Multicultural Family Center is open five days a week and as needed in the evenings. In collaboration with other community agencies, NHNR will provide a variety of vital services at the site, including nutrition programs, information and referral services, educational programs, arts and crafts, ESL classes, and social programs reflecting the area's cultural diversity.

The Center serves North Richmond, an area of the County that lacks many of the resources afforded to other communities. Residents of the community are also predominantly low-income, and the Center serves as a resource for the area.

The proposed program is eligible, feasible, and timely. Requested funding will be allocated to staff salary and benefit expenses, insurance, and property taxes. In addition

to providing human and social services, the Center also provides collaboration with other agencies and facilitates access to outside activities.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Ensure that opportunities and services are provided to improve the quality of life and independence for lower income persons and ensure access to programs that promote prevention and early intervention related to a variety of social concerns such as hunger, substance abuse and other issues [CD-1].
2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201(e)].
3. **NATIONAL OBJECTIVE:** Low/Mod Income - Area Benefit [24 CFR 570.208(a)(1)(i)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** CHDC provided documentation indicating that most of the residents served by the Center are low-income and/or minorities. The Center is located in unincorporated North Richmond and meets "area benefit" criteria (Census Tract 3650.02). The proposed program will provide access to necessary services, including but not limited to counseling, crisis intervention, rental assistance, cultural activities, social interaction opportunities, senior services, neighborhood safety, nutrition education, translation, and information and referral services. In addition, the Center provides North Richmond neighbors (Parchester Village and Iron Triangle residents) access to local and County/City government sponsored activities.
5. **FINANCIAL ANALYSIS:**

		<i># Clients Served</i>	<i>\$ Per Client Served</i>
CDBG Funds Recommended	\$55,000	700	\$79
Total Program Amount	\$149,691	700	\$214
CDBG % of Total Budget	37%		
Required Match – 50%	\$27,500		
Amount Secured	\$51,400		
Leverage*	\$1.72		
*Does not include other CDBG funds from other jurisdictions.			

6. **EXPERIENCE AND CAPACITY:** The Neighborhood House of North Richmond has provided comprehensive human services and social programs to the North Richmond community and other communities for many years. NHNR provides staff to the Center and manages other programs throughout the community. The Program Manager has many years of experience and is well known in the community.
7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed and operational.

8. **PAST PERFORMANCE:** NHNR has received CDBG funding for several years and has met program goals and requirements in an efficient and timely manner. The Center surpassed its goal for clients served last year, as well as this year.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

**2017/18, FY 2018/19 & FY 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: Community Housing Development Corporation of North Richmond

PROGRAM NAME/NUMBER: Home Equity Preservation Alliance
17-04-PS

PROGRAM SERVICE AREA: Urban County

PROGRAM OUTCOME: Provide the following services to 80 Urban County lower income homeowners: 1) foreclosure counseling and case management, including legal advice and representation; 2) foreclosure clinics and referrals; and 3) foreclosure rescue scam and predatory lending education.

TOTAL PROGRAM COST: \$160,536

AMOUNT REQUESTED: \$30,000

AMOUNT RECOMMENDED

FY 2017/18:	\$25,000
FY 2018/19:	\$25,000
FY 2019/20:	\$25,000

RECEIVED IN FY 2016/17: \$25,000

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: Community Housing Development Corporation of North Richmond (CHDC) and its two nonprofit partners (Bay Area Legal Aid and Housing and Economic Rights Advocates) propose to continue to assist lower income Urban County homeowners who are in or facing foreclosure, and persons who have gone through the foreclosure process.

When the HEPA program began operations in 2008, there were well over 10,000 distressed homes at risk of foreclosure in Contra Costa County, and an additional 5,000 homes were bank owned. Although these figures have dropped dramatically and the crisis has subsided, foreclosures and the after-effects of foreclosure continue to have serious consequences to homeowners, neighborhoods, and the County. One of the

biggest issues currently facing families at risk of foreclosure is the different types of rampant and bold “rescue” scams targeting desperate homeowners. Victims of rescue scams lose not only their homes but also the last bit of savings that they have toward a rental security deposit. Low-income renters living in foreclosed properties are often subject to aggressive attempts to have them move out, such as threats to have their utilities abruptly and wrongfully cut or potential loss of their security deposit and months of rent. They can even have their credit score ravaged if banks mistakenly list them as defendants in foreclosure cases. Additionally, tenants that have already gone through a foreclosure have a substantially tougher time trying to find a landlord that is willing to rent to them. All of these issues directly affect families living through a foreclosure or on the verge of foreclosure, but there are wider implications to a community, including loss in property tax revenues, blight, vacant homes and increased crime.

By pooling partners’ resources, coordinating services and working together, the HEPA partners have and will continue to address the foreclosure issue to continue to effectively mitigate the impacts of foreclosures in the County. HEPA partners will provide community education, including media outreach, one-on-one default counseling and loan work-outs, and free legal advice and representation to households facing foreclosure or to those former homeowners who are just trying to get their lives back together after going through the foreclosure process.

This program is eligible, feasible and timely.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Ensure that opportunities and services are provided to improve the quality of life and independence for lower-income persons and ensure access to programs that promote prevention and early intervention related to a variety of social concerns such as hunger, substance abuse and other issues [CD-1].
2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201(e)].
3. **NATIONAL OBJECTIVE:** Low and moderate income [24 CFR 570.208(a)(2)(i)(B)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** While the rate of home foreclosure is down dramatically from its peak in 2008, there are still hundreds of homeowners facing foreclosure, and hundreds more that are one or two paychecks from foreclosure. Vacant, boarded-up homes lead to vandalism and other blight conditions, and squatters in these homes pose a serious fire and public health danger. Perhaps the biggest issue currently facing families at risk of foreclosure is the different types of rampant and bold “rescue” scams targeting desperate

homeowners. These scammers have creative names, flashy websites, radio and billboard ads, and fancy mailers. Victims of rescue scams lose not only their homes but also the last bit of savings that they have toward a rental security deposit.

5. FINANCIAL ANALYSIS:

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$25,000	80	\$313
Total Program Amount	\$160,536	80	\$2,007
CDBG % of Total Budget	16%		
Required Match – 50%	\$12,500		
Amount Secured	\$130,536		
Leverage*	\$4.35		
*Does not include other CDBG funds from other jurisdictions.			

6. **EXPERIENCE AND CAPACITY:** CHDC, the lead agency in this project, has been active in community development organization issues throughout West Contra Costa County and primarily in North Richmond since 1990. The organization has actively participated in the efforts to increase the supply of affordable housing, to eliminate blighted conditions, improve the physical attractiveness of North Richmond, and improve the financial security of all County residents. CHDC will oversee reporting of HEPA activities and allocation of funds; provide default and loss mitigation counseling; negotiate with lenders; and make referrals and be responsible for Richmond and West County. HEPA project partners have also been active in Contra Costa County for many years. Bay Area Legal Aid will provide partner agencies with legal advice; negotiate with lenders on behalf of homeowners; provide technical assistance to housing counselors and represent clients in legal actions. Housing and Economic Rights Advocates, will take the lead in the development of education and workshops and materials; provide legal advice at outreach events and provide additional technical assistance to housing counselors.
7. **PROGRAM READINESS AND TIMELINESS:** All of the partner agencies have been working cooperatively on foreclosure issues for over ten years and are able to coordinate services in an effective and efficient manner.
8. **PAST PERFORMANCE:** This will be the tenth year that CDBG funds have been provided to this project. CHDC did not meet performance obligations last year. However, this outcome can be attributed to the decrease in the Contra Costa County’s foreclosure rate, in addition to rising property values that serve to stabilize

home equity. Thus, CHDC has adjusted their proposal for the number of clients they plan to serve. Additionally, CHDC's partners have met or exceeded performance obligations and as a whole, they continue to receive positive feedback from customers about the services provided throughout the County.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

**2017/18, FY 2018/19 & FY 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: Community Violence Solutions

PROGRAM NAME/NUMBER: Child Sexual Assault Intervention Program at the
Children's Interview Center (CIC)
17-05-PS

PROGRAM SERVICE AREA: Urban County

PROGRAM OUTCOME: Provide in-depth forensic interview, mental health services, advocacy, and case management services to 70 child victims of sexual assault, and their families, to help clients show positive changes in behavior and psychological well being.

TOTAL PROGRAM COST: \$320,500

AMOUNT REQUESTED: \$15,000

AMOUNT RECOMMENDED

FY 2017/18:	\$15,000
FY 2018/19:	\$15,000
FY 2019/20:	\$15,000

RECEIVED IN FY 2016/17: \$15,000

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: Community Violence Solutions (CVS) proposes to provide forensic interviewing, non-acute medical examinations, counseling, and ongoing advocacy and case management services to child sexual assault victims and their non-offending family members. Services are provided at CVS's Children's Interview Center, which is located at a confidential site due to the nature of the program and its clients. The program is delivered by a multi-disciplinary team with central collaborators, that include the County's District Attorney's Office, Employment and Human Services Department, Health Services Department, Community Care Licensing, and all 25 law enforcement jurisdictions in the County. All collaborating partners operate within formalized protocols and an annual Memorandum of Understanding. The primary goals of the program are to reduce trauma to child victims and their non-offending family members, and to assist in successful investigations to make communities safer for

children. CVS expects that 75 percent of the clients/households provided services will show positive changes in behavior and psychological well being as measured by a standardized outcome measurement tool that is well-researched and widely used in the field. Since 1998, the CIC's inaugural year, they have been highly successful in having cases presented to the District Attorney's office for a filing decision, and ultimately having criminal charges filed. Criminal charges were filed in more than 90% of these cases and all of the completed cases resulted in guilty pleas or conviction at jury trial.

Sexual abuse is also a health issue, since victims of sexual assault require immediate medical care due to possible internal injury, pregnancy, and sexually transmitted diseases, including HIV infection. Low-income victims of sexual violence especially need free services to assist them in the crisis created by a sexual assault. CVS proposes to provide these services utilizing professional and medical staff.

The program is eligible, feasible and timely. CVS has been operating this program since 2001.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Ensure that opportunities and services are provided to improve the quality of life and independence for persons with special needs, such as elderly/frail elderly, persons with disabilities, victims of domestic violence, abused/neglected children, persons with HIV/AIDS, illiterate adults, and migrant farmworkers [CD-2].
2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)]
3. **NATIONAL OBJECTIVE:** Presumed Beneficiary/Abused/Neglected Youth [24 CFR 570.208(a)(2)(i)(A)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** Sexual assault is the most under reported violent crime in the country, with only 20 percent of the cases ever being reported. According the Department of Justice, one out of four female children and one out of six male children are sexually assaulted before they reach the age of 18. Furthermore, children are most often abused by someone they know and usually by someone they care about. Non-offending parents of child sexual abuse victims often become immobilized by fear, shame, guilt or worry that they will lose their child or lose their ability to support themselves (i.e. when a spouse is the offender). All demographic categories experience child sexual abuse; however, children and families with fewer resources and higher rates of poverty are most vulnerable. Victims of sexual assault suffer long-term problems that affect emotional development, work, school, and social aspects of the victims' lives. If untreated,

victims of sexual assault are three times more likely to suffer from depression, four times more likely to contemplate suicide, thirteen times more likely to abuse alcohol and twenty-six times more likely to abuse drugs.

5. FINANCIAL ANALYSIS:

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$15,000	70	\$214
Total Program Amount	\$320,500	145	\$2,210
CDBG % of Total Budget	5%		
Required Match – 50%	\$7,500		
Amount Secured	\$282,500		
Leverage*	\$18.83		
*Does not include other CDBG funds from other jurisdictions.			

6. **EXPERIENCE AND CAPACITY:** CVS has provided the proposed services to the target population for several years and has received CDBG funding for other programs in previous years. CVS staff and volunteers complete Community Violence Solutions\ State certified 45-hour pre-service training, making them sexual assault victim counselors in the State of California. Additionally, the program has secured funding for a 2nd forensic interviewer, which will increase the number of interviews they are able to conduct in a year.

CVS tracks data using a computer database. In addition, outcomes are measured at six-month intervals and at the conclusion of treatment using a questionnaire instrument designed to evaluate change in mental health settings.

7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.
8. **PAST PERFORMANCE:** CVS has received funding to operate the CIC for several years and has routinely met or exceeded its annual program goals and administrative requirement. Most recently, they exceeded their goal last year, and have done so again this year.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

**FY 2017/18, 2018/19, & 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: Contra Costa County Health Services - Health, Housing and Homeless Services Division, Homeless Program

PROGRAM NAME/NUMBER: Coordinated Outreach, Referral, and Engagement (CORE) Homeless Street Outreach Program/ 17-06-PS

PROGRAM SERVICE AREA: Urban County

PROGRAM OUTCOME: Provide day and evening homeless street outreach services to at least 450 Urban County individuals living outside throughout the County to engage, stabilize, and deliver health and basic need services, and aid in obtaining interim and permanent housing.

TOTAL PROGRAM COST: \$669,265

AMOUNT REQUESTED: \$25,000

AMOUNT RECOMMENDED:

FY 2017/18:	\$22,300
FY 2018/19:	\$22,300
FY 2019/20:	\$22,300

RECEIVED IN FY 2016/17: \$22,224

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: The focus of the Contra Costa County's Health Services Department (CCC-HSD) Coordinated Outreach, Referral, and Engagement (CORE) Homeless Street Outreach Program is to target high-risk, hard-to-reach chronically homeless individuals, transition-aged youth, and families living outside whom typically do not access services or do not know how to access services. CORE uses a client-centered, "whatever it takes" approach to build rapport and engage consumers into services that aims to get them off the streets and stabilized. CORE Outreach teams consist of two outreach workers, two outreach team leads, and an Outreach Coordinator. Outreach staff are trained in core principles and practices of trauma informed care, motivational interviewing and espouse a "housing first" philosophy. Knowing that those who live outside are typically resistant to engaging with the current service system, outreach teams take

this client-centered perspective with the understanding that trust must come before services are delivered, and trust and relationship building takes patience and time.

Three CORE teams will operate over an 18 hour period during the day and evening. Two or three-person outreach teams will go out in a systematic pattern within an established service area (East, Central, and West County) to contact chronically homeless individuals living on the streets, provide face-to-face outreach and engagement, and information necessary to address behavior contributing to their homelessness. The day teams hand off street outreach services for evening/weekend (Saturday) homeless outreach to teams staffed by Anka Behavioral Health, who is subcontracted with CCC-HSD to provide evening/weekend outreach services as part of the overall CORE Street Outreach Program.

CORE Homeless Street Outreach Program services and support will include but are not limited to:

- Referral and connection to “Health Care for the Homeless” Program medical staff to engage homeless individuals including collection of basic personal and demographic data;
- Administer initial screening tools and document concerns and disabilities regarding lack of housing financial support;
- Connect to medical and mental health and any substance abuse services;
- Facilitate the completion and submission of Medi-Cal, CalFresh, and/or SSI applications and related documentation for eligible consumers;
- Provide basic survival supplies;
- Assist local law enforcement, communities, and businesses in non-enforcement types of responses where appropriate;
- Connect individuals to the Mental Health Transitions Team for mental health needs and non-psychiatric emergencies with individuals ready to accept substance abuse treatment;
- Connect consumers to interim housing, multiservice centers, case management, and supports towards permanent housing.

This program is eligible, feasible and timely. Homeless street outreach services is a needed service throughout the County and it meets a priority need of the County’s Consolidated Plan

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Housing & Supportive Services for the Homeless [H-1].
2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)]

3. **NATIONAL OBJECTIVE:** Presumed Beneficiary/Homeless [24 CFR 570.208(a)(2)(i)(A)]

4. **TARGET POPULATION AND DEMONSTRATED NEED:** The target population served by CORE is homeless individuals. Of the 3,500 individuals identified as homeless or at risk of homelessness documented in Contra Costa's 2016 Point in Time (PIT) homeless count, 1,730 were literally homeless. Among the literally homeless, 64 percent (1,110) were sleeping in uninhabitable locations such as encampments, abandoned buildings, and vehicles; of those, one was an unaccompanied minor. There was a significant regional shift across County for unsheltered individuals between the 2015 and 2016 Point in Time counts. East County showed an increase of 35 percent unsheltered homeless whereas West and Central County showed a 45 percent decrease in 2016. Fifteen percent (260 literally homeless adults) were chronically homeless. However; despite the information that Point in Time data reveals, it is difficult to calculate the exact number of homeless people living on the street, considering the number of individuals that live in obscure park areas, vehicles, or abandoned houses. The number of homeless people living on the street also fluctuates seasonally and tends to rise in the summer months. Given this information, we can assume that PIT data is an undercount of the actual number of individuals and families living outside.

The data collected from 2016 Point in Time count also demonstrated that there is great need for outreach to homeless individuals as the impact of homelessness is particularly harsh for those living unsheltered in places not meant for human habitation. Lack of basic necessities, adequate food, water, sanitation, and access to physical and mental health care and other resources all add greater potential for health and safety risks, as nearly 30 percent of literally homeless adults report substance abuse and/or mental health issues and needed access to health care and services.

Currently, there is a shortage in outreach to encampments across the County to that can provide these services to chronically homeless individuals. PIT data completed in January 2016 revealed 1,100 individuals were living unsheltered; however, outreach providers have only been able to serve 658 individuals through November 2017, leaving almost 41 percent of unsheltered individuals not served.

5. **FINANCIAL ANALYSIS:**

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$22,300	450	\$49.55
Total Program Amount	\$669,265	1,000	\$669
CDBG % of Total Budget	3%		
Required Match – 20%	\$4,460		
Amount Secured	\$159,000		
Leverage*	\$24.98		
*Does not include other CDBG funds from other jurisdictions.			

County CDBG funds will be used for personnel costs. The majority of the program's other funds come from State and local government/in-kind resources. CCC-HSD has applied to all local CDBG jurisdictions and many of those jurisdictions support the work of this program.

6. **EXPERIENCE AND CAPACITY:** The CORE Program has been in operation since January 2017 and has been performing beyond expectations. At this time, there are two day teams consisting of two trained outreach workers, two trained outreach team leads, and an Outreach Coordinator which are staffed by CCC-HSD. The day teams hand off street outreach services for evening/weekend (Saturday) homeless outreach to teams staffed by Anka Behavioral Health, who is subcontracted with CCC-HSD to provide evening/weekend outreach services as part of the overall CORE Street Outreach Program. The CORE Program was awarded FY 201617 CDBG funds from the County to provided outreach services to benefit Urban County homeless individuals. To date, the CORE Program has provided outreach services to 591 unduplicated homeless individuals in the County.
7. **PROGRAM READINESS AND TIMELINESS:** This program started full operation in January 2017. The program is staffed at a sufficient level to provide services throughout the County for six days out of the week plus evening/night hours. CCC-HSD is well established and works in partnership with numerous local agencies and organizations that provide services to the homeless population.
8. **PAST PERFORMANCE:** See #6 above.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service projects are exempt from an environmental review.

**FY 2017/18, 2018/19 & 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: Contra Costa Crisis Center

PROGRAM NAME/NUMBER: Crisis/211 Contra Costa
17-07-PS

PROGRAM SERVICE AREA: County-wide

PROGRAM OUTCOME: Provide crisis intervention service and information and referrals to 8,200 Urban County residents including homeless persons, abused children, seniors, battered spouses, persons with HIV/AIDS, and the disabled.

TOTAL PROGRAM COST: \$1,204,578

AMOUNT REQUESTED: \$18,000

AMOUNT RECOMMENDED:

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

RECEIVED IN FY 2016/17: \$18,000

PROGRAM DESCRIPTION: Through 211 Contra Costa, the Contra Costa Crisis Center manages and maintains a database of local health and social services programs. Full-time staff and trained volunteers provide immediate crisis support service as well as information and referrals, 24 hours-a-day, to emergency shelters, emergency food programs, job training, health care and other services.

211 is a national, toll-free three-digit number that can be called 24 hours-a-day for information about local health and social services. It enables people to access resources in their community quickly and easily, allowing residents in need a single point of entry for a variety of resources. The Crisis Center is the only authorized 211-provider for Contra Costa County and meets all of the 211 criteria set by the state Public Utilities Commission and includes: (1) must operate 24 hours per day, (2) offer multilingual access and access for the hearing impaired, (3) manage and maintain a comprehensive, up-to-date database of health and social services, (4) coordinate with local and state disaster responders, and (5) have a local presence and support from local stakeholders.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** General Public Services [CD-1]. Ensure that opportunities and services are provided to improve the quality of life and independence for lower-income persons, and ensure access to programs that promote prevention and early intervention related to a variety of social concerns such as substance abuse, hunger, housing stability, and other issues.
2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)]
3. **NATIONAL OBJECTIVE:** Presumed Beneficiary/Homeless [24 CFR 570.208(a)(2)(i)(A)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The program provides services for anyone in Contra Costa County, but specifically for presumed beneficiaries as defined in 24 CFR 570.208(a)(2)(i)(A) for the purposes of this application. A 24-hour homeless hotline was identified as one of the highest priorities for homeless people by the 1996 Contra Costa County Task Force on Homelessness. The Crisis Center began operating the County's hotline in 1996 in collaboration with the Health Services Department. The 211 line was activated in the County in 2007 and the hotline became part of that program. The Crisis Center answered 9,236 calls from Urban County residents in FY 2015/16. According to the Crisis Center, their local call volume remains high.
5. **FINANCIAL ANALYSIS:**

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$18,000	8,200	\$2.20
Total Program Amount	\$1,204,578	19,000	\$63.40
CDBG % of Total Budget	1%		
Required Match – 50%	\$9,000		
Amount Secured	\$1,146,578		
Leverage*	\$63.70		
*Does not include other CDBG funds from other jurisdictions.			

County CDBG funds will be used to pay salaries for the Crisis/211 Call Specialists. The applicant has also applied for CDBG funds from Antioch, Concord, Pittsburg, and Walnut Creek. Based on funding history, the Crisis Center has the ability to raise the necessary funds to operate the program.

6. **EXPERIENCE AND CAPACITY:** Contra Costa Crisis Center has been in operation since 1963 and in 1996 began operating the County's homeless hotline in collaboration with the Health Services Department. They provide a wide variety of services including crisis lines, grief counseling, homeless services, youth violence prevention and responsibility for the County Online Resource Database (CORD). 211 Contra Costa, a national toll-free number, began operation in the County in 2007 and is well organized and well-funded. The agency has longtime staff in place who are well-trained and knowledgeable. Their Executive Director has extensive background in the operations of non-profit organizations.
7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.
8. **PAST PERFORMANCE:** The Crisis Center has received County CDBG funds for several years. They have consistently exceeded their annual goals and all required reports have been submitted in a timely manner. The Crisis Center uses nationally recognized best practices, and asks their clients in surveys and follow-up calls how they may improve their work to better serve their clients accordingly.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Services projects are exempt from an environmental review.

**2017/18, FY 2018/19 & FY 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: Contra Costa Family Justice Alliance

PROJECT NAME/NUMBER: West Contra Costa Family Justice Center
17-08-PS

PROJECT LOCATION: 246 - 24th Street, Richmond

PROJECT OUTCOME: Operate the West County Family Justice Center (FJC) to provide one-stop services to 300 victims of domestic violence, sexual assault, child abuse, elder abuse and human trafficking.

TOTAL PROJECT COST: \$1,260,076

AMOUNT REQUESTED: \$40,000

AMOUNT RECOMMENDED

FY 2017/18:	\$32,000
FY 2018/19:	\$32,000
FY 2019/20:	\$32,000

RECEIVED IN FY 2016/17: \$32,000

CONDITIONS OF APPROVAL: None

PROJECT ANALYSIS: The West Contra Costa Family Justice Center (FJC) started operating in 2011, serving victims and survivors of domestic violence, sexual assault, child abuse, elder abuse and human trafficking. Since then, the FJC has moved locations and expanded their community reach. In October 2015, the agency obtained its 501(3)(c) nonprofit status with the United States Internal Revenue Service.

According to the FJC, in Contra Costa County, nearly 10,000 child abuse cases and over 2,000 elder abuse cases are reported annually. In addition, there are over 3,000 domestic violence related arrests per year. Medical studies link long term effects of family violence and abuse to several serious health problems, from diabetes to obesity, to substance abuse and eating disorders. Abused women experience physical and emotional problems for many years after abuse ends. Children exposed to family violence often suffer from a variety of health and mental health conditions including post-traumatic stress and other psychological issues which can go on untreated for years. Exposure to violence at an early age is known to increase antisocial behavior, substance abuse, mental illness, and adverse health outcomes in adulthood.

When survivors of interpersonal violence seek help, they are often frustrated by a fractured social services system. They may have to travel to multiple locations and tell their stories repeatedly. According to the FJC, national statistics show that victims may have to access

as many as 32 different agencies for assistance. These hurdles can discourage their efforts and cause many people to simply stop seeking help. The FJC brings public and private partners together under one roof to provide comprehensive wrap-around services. The FJC is a unique and effective public-private partnership with integrated services and extensive community connections. The project is eligible, feasible, and timely.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Ensure that opportunities and services are provided to improve the quality of life and independence for persons with special needs, such as elderly/frail elderly, persons with disabilities, victims of domestic violence, abused/neglected children, persons with HIV/AIDS, illiterate adults, and migrant farmworkers [CD-2].
2. **CDBG ELIGIBLE ACTIVITY:** Public Service [24 CFR 570.201(e)].
3. **NATIONAL OBJECTIVE:** Presumed Beneficiary [24 CFR 570.208(a)(2)(i)(A)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The target population benefiting from this project are victims and survivors of domestic violence, sexual assault, child abuse, elder abuse and human trafficking.
5. **FINANCIAL ANALYSIS:**

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$32,000	300	\$107
Total Program Amount	\$1,260,076	450	\$2,800
CDBG % of Total Budget	3%		
Required Match – 30%	\$9,600		
Amount Secured	\$1,223,793		
Leverage*	\$38.24		
*Does not include other CDBG funds from other jurisdictions.			

6. **EXPERIENCE AND CAPACITY:** Contra Costa Family Justice Alliance has operated the FJC since 2011, and has been a recipient of CDBG funds for the last couple of years. Additionally, the FJC Executive Director has been the recipient of CDBG funds when she was employed with another organization. Consequently, FJC staff have are familiar with the County’s administrative requirements.
7. **PROJECT READINESS AND TIMELINESS:** This is an existing program and staff are in place to continue providing these critical services to victims and survivors of domestic violence, sexual assault, child abuse, elder abuse and human trafficking.
8. **PAST PERFORMANCE:** Contra Costa Family Justice Alliance first received CDBG funding in FY 2015/16, and far exceeded their goals. This year, they are on pace to do the same. Staff is very familiar with the CDBG program requirements and regulations.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

**FY 2017/18, FY 2018/19 & FY 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: Health Services Department

PROGRAM NAME/NUMBER: Adult Interim Housing Program
17-09-PS

PROGRAM SERVICE AREA: Urban County

PROGRAM OUTCOME: Provide shelter and supportive services to 150 homeless men and women to help them regain housing.

TOTAL PROGRAM COST: \$2,067,741

AMOUNT REQUESTED: \$54,000

AMOUNT RECOMMENDED:

FY 2017/18:	\$54,000
FY 2018/19:	\$54,000
FY 2019/20:	\$54,000

RECEIVED IN FY 2016/17: \$54,000

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: The Behavioral Health Division of the County's Health Services Department (HSD) operates an interim housing program (emergency shelter) for homeless adults in Contra Costa County that is open 24 hours-a-day year round. The program is operated at two sites, one in Richmond and one in Concord, and provides wrap-around services to assist persons in finding appropriate long-term housing. A specialized program for youth 18 to 21 years of age is located at the Richmond facility.

Upon entry into the shelter, each resident is assigned a case manager to assist the individual in determining an appropriate service plan that will help them regain housing as soon as possible. This approach engages individuals the moment they walk in the door and reflects the transition to a "housing first" approach to service delivery that aims to reduce shelter stays. The current recidivism rate for homeless individuals who have obtained permanent housing is 36 percent.

The shelters are part of the County's Continuum of Care and enable adults the opportunity to work on stabilizing their lives and moving toward a permanent housing situation. Each person receives needs and health assessments, as well as case management, job training, transportation and other services that help each individual reach their highest level of self-sufficiency.

The program is eligible, feasible, and timely. Providing services to the homeless population is consistent with the County Continuum of Care Homeless Plan and a priority of the CDBG program.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Further "Housing First" approach to ending homelessness by supporting homeless outreach efforts, emergency shelter, transitional housing, and permanent housing with supportive services to help homeless persons achieve housing stability [H-1].
2. **CDBG ELIGIBLE ACTIVITY:** Public Service [24 CFR 570.201 (e)]
3. **NATIONAL OBJECTIVE:** Presumed Beneficiary/Homeless [24 CFR 570.208(a)(2)(i)(A)]
4. **TARGET POPULATION AND DEMONSTRATED NEED:** Homelessness continues to be an important issue in Contra Costa County as affordable housing inventory remains low. Of the 3,500 homeless individuals documented in Contra Costa's 2016 Point in Time (PIT) homeless count, 49 percent were literally homeless and 50 percent were at risk of homelessness. Among the literally homeless, there were 620 people in shelters and another 1,110 sleeping on the streets or in places not meant for human habitation. During Fiscal Year 2015/16, the homeless Continuum of Care served a total of 7,669 men, women, and children. Twenty-one percent were households with children. Nine percent of adults were veterans. Fifty-four percent of the total served reported a disabling condition with mental health at twenty-six percent; drug abuse at eighteen percent. Forty-six percent of consumers had slept on the streets or in an inhabitable location the night before receiving services.

5. FINANCIAL ANALYSIS:

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$54,000	150	\$367
Total Program Amount	\$2,067,741	850	\$2,433
CDBG % of Total Budget	2.6%		
Required Match – 50%	\$27,000		
Amount Secured	\$1,239,131		
Leverage*	\$36.81		
*Does not include other CDBG funds from other jurisdictions.			

County CDBG funds will be used to pay salaries for Counselors. The majority of the program's funds are provided by Mental Health Substance Abuse Prop 63 funds, County General Funds, and several Federal non-CDBG grants. The cities of Antioch, Concord, and Walnut Creek also currently provide CDBG funding to the program and it is anticipated they will all recommend funding for FY 2017/18. Based on funding history, HSD has the ability to raise the necessary funds to operate the program.

6. **EXPERIENCE AND CAPACITY:** HSD has operated an emergency shelter for homeless single adults since 1994. HSD is responsible for the overall coordination, implementation and funding of the shelter program, which is managed by an experienced Director with oversight from the County's Homeless Program Chief. All necessary positions are staffed.
7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.
8. **PAST PERFORMANCE:** HSD has been operating an emergency shelter for several years with CDBG funding and has consistently met or exceeded annual contract goals.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

**2017/18, FY 2018/19 & FY 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: Contra Costa Senior Legal Services

PROGRAM NAME/NUMBER: Legal Services for Needy Seniors
17-10-PS

PROGRAM SERVICE AREA: Urban County

PROGRAM OUTCOME: Provide free legal advice to 200 Urban County seniors, resulting in the retention of housing, protection from physical and financial abuse, and the provision of consumer and individual rights.

TOTAL PROGRAM COST: \$604,000 (\$220,000 In-Kind Services Provided)

AMOUNT REQUESTED: \$15,000

AMOUNT RECOMMENDED

FY 2017/18:	\$12,000
FY 2018/19:	\$12,000
FY 2019/20:	\$12,000

RECEIVED IN FY 2016/17: \$12,000

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: Contra Costa Senior Legal Services (CCSLs) proposes to provide Urban County seniors with access to free legal services related to consumer law, housing, public benefits, income maintenance, planning for incapacity, estate planning and elder abuse. The program also provides legal education services. The services are provided by a paralegal, pro bono, emeritus and/or staff attorney depending on the clients need. Services are offered at the agency's office in Richmond, or by appointment at various senior centers throughout the Urban County. Senior access to legal services is often limited due to failure to recognize the legal dimension of a problem, restricted mobility, impaired mental functioning and the prohibitive cost of the services. Legal services will be provided to 200 very low and low-income Urban County seniors. In addition, presentations regarding planning for the future and prevention of potential legal problems will be provided throughout the year. Outreach is done at senior centers, churches and community groups.

The proposed program is eligible, feasible, and timely. The program has received CDBG funds for the past several years and has been successful in meeting contract goals and reporting requirements in a timely manner.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Ensure that opportunities and services are provided to improve the quality of life and independence for persons with special needs, such as elderly/frail elderly, persons with disabilities, victims of domestic violence, abused/neglected children, persons with HIV/AIDS, illiterate adults, and migrant farmworkers [CD-2].
2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)]
3. **NATIONAL OBJECTIVE:** Presumed Beneficiary/ Seniors [24 CFR 570.208(a)(2)(i)(A)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The targeted population is lower income seniors. According to U.S. Census data, the County's 65 and older population increased by 21 percent from 107,000 to 130,000 between 2000 and 2010. Many seniors live on fixed incomes and access to legal services by lower income seniors through private attorneys is very limited if not precluded, by the high cost of private attorneys in the County who typically charge \$250 per hour for their services. Studies show that the elderly are the most likely group to victimized by unscrupulous persons, including family members. Seniors are also frequently unable to get legal protection due to their limited resources, impaired mental functioning, physical disability, limited English proficiency, and embarrassment. CCSLS is the only non-profit in Contra Costa County that exclusively serves this vulnerable population with legal services.
5. **FINANCIAL ANALYSIS:**

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$12,000	200	\$60
Total Program Amount	\$467,500	1000	\$468
CDBG % of Total Budget	2%		
Required Match – 50%	\$6,000		
Amount Secured	\$548,000		
Leverage*	\$45.67		
*Does not include other CDBG funds from other jurisdictions.			

The majority of the program's cash budget is from the Area Agency on Aging and the State Bar of California. In-kind services are provided by volunteer attorneys. Based on the agency's history, the funds and volunteers needed to carry out the program will be secured.

6. **EXPERIENCE AND CAPACITY:** Senior Legal Services has provided services to the target population for over 40 years. The program is staffed by a directing attorney,

paralegal/pro bono coordinator, and various pro bono attorneys, paralegals, and aids and intake workers.

7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.
8. **PAST PERFORMANCE:** CCSLS has received CDBG funds for several years and has been successful in meeting contract goals and reporting requirements in an efficient and timely manner. Last year, CCSLS exceeded their goal for clients served, and they are on pace to do so again this year.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

**FY 2017/18 2018/19 & 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: Contra Costa Service Integration Program – SparkPoint Contra Costa

PROGRAM NAME/NUMBER: Community Career Center
17-11-PS

PROGRAM SERVICE AREA: Bay Point

PROGRAM OUTCOME: Provide services to 200 Urban County residents to assist them in obtaining and maintaining employment, improve their careers.

TOTAL PROGRAM COST: \$236,000

AMOUNT REQUESTED: \$20,000

AMOUNT RECOMMENDED:

FY 2017/18:	\$12,000
FY 2018/19:	\$12,000
FY 2019/20:	\$12,000

RECEIVED IN FY 2016/17: N/A

PROGRAM DESCRIPTION: The Bay Point Community Center (BPCC) assists primarily Bay Point community residents in helping clients gain stable employment by providing access to career center resources, and employment opportunities through SparkPoint and Volunteer Income Tax Assistance (VITA) programs. The career center provides services and resources including the use of computers, access to telephones, copiers, fax machines, job postings, job application assistance, job interview skills assistance, access to the internet, resume development and cover letter assistance. Although the program serves mainly the Bay Point population, the career center is open to all East County residents.

The BPCC is a job readiness program that continues to hire, train, and mentor local residents at the career center to assist clients and work with them on one-on-one employment assistance, while continuing to seek better job opportunities to further their careers. Once a client becomes a participant in SparkPoint, they are enrolled in an Effort To Outcomes (ETO) program which assists in improving the client's income to self-sufficiency standards, increase credit scores, reduce debt to below 40 percent of income, and save to cover three months of expenses.

The program intends to assist at least 75 clients either by finding a job, improving their job status, filing 100 clients' tax returns, and connecting 25 clients to services at SparkPoint such as the Debtors Right Clinic.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** General Public Services. Ensure that opportunities and services are provided to improve the quality of life and independence for lower-income persons, and ensure access to programs that promote prevention and early intervention related to a variety of social concerns such as substance abuse, hunger, housing stability, and other issues. [CD-1]
2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)]
3. **NATIONAL OBJECTIVE:** Area Benefit [24 CFR 570.208(a)(1)]
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The program provides services for anyone in Contra Costa County, but specifically for low/moderate income adults as defined in 24 CFR 570.208(a)(2)(i) in the Bay Point area. Bay Point has the highest unemployment rate of 9.5 percent in East Contra Costa County. This program is working towards reducing the poverty rate of the area by assisting the population of Bay Point to gain stable employment and improve their careers. Approximately one-third of the clients the program serves are female heads of households. One of the main functions of the career center is tax preparation assistance, which according to the applicant, saves residents thousands of dollars in filing fees. All of the services provided at the BPCC are free of charge to clients.
5. **FINANCIAL ANALYSIS:**

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$12,000	200	\$60
Total Program Amount	\$236,000	200	\$1,180
CDBG % of Total Budget	5%		
Required Match – 50%	\$6,000		
Amount Secured	\$216,000		
Leverage*	\$18		
*Does not include other CDBG funds from other jurisdictions.			

County CDBG funds will be used to pay salaries for the Career Center/VITA Coordinator and the Career Center Assistant. The majority of the programs funds are from the County while other sources includes the United Way of the Bay Area and the Keller Canyon Mitigation Fund.

6. **EXPERIENCE AND CAPACITY:** The BPCC has longtime staff in place that is well-trained and knowledgeable in providing assistance in employment and tax preparation. The program at the BPCC was awarded CDBG funds many years ago in a prior funding cycle, and is familiar with the required reports and procedures.
7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.
8. **PAST PERFORMANCE:** The program did not receive any CDBG funds in the prior funding cycle. For the past 18 years, the BPCC staff has collected and tracked the activities of clients using the career center including information relating to daily visits, income level, head of household, race/ethnicity, if they are receiving public assistance, and employment status. The BPCC conducts follow-up surveys with clients three to six months after they are assisted at the career center to track whether there has been a change in their employment status.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Services projects are exempt from an environmental review.

**FY 2017/18, 2018/19, & 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: Court Appointed Special Advocates (CASA)

PROGRAM NAME/NUMBER: Children at Risk
17-12-PS

PROGRAM SERVICE AREA: Urban County

PROGRAM OUTCOME: Provide advocacy, mentoring, and representation services to 50 Urban County abused and neglected children who are wards of the County's Juvenile Dependency Court as a way to improve access to health and social services, and a safe and permanent living situation.

TOTAL PROGRAM COST: \$769,300

AMOUNT REQUESTED: \$20,000

AMOUNT RECOMMENDED:

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

RECEIVED IN FY 2016/17: \$18,000

PROGRAM ANALYSIS: Court Appointed Special Advocates (CASA) provides advocacy, mentoring, and representation services to abused and neglected children who are wards of the County Juvenile Dependency Court to improve access to social services, health care, and a safe permanent living situation. CASA serves children and youth from ages 2 to 24 years old. Forty-four percent of the youth they serve are between 16 and 20 years old, and 37 percent are younger than 16 years old.

CASA provides case assessment, counseling, mentoring and volunteer court representation to 155 abused or neglected children from Contra Costa County, with 50 being from the Urban County. Services include matching a trained volunteer child advocate with the minor. The volunteer researches the child's case by interviewing

social workers, teachers, counselors, and parents/foster parents. The volunteer also attends administrative and civil hearings that affect the rights and welfare of the child.

CASA attempts to carefully match the personality, socio-economic, and cultural background of the child with a specially trained volunteer child advocate who will stay with that child until his or her case is officially vacated by the Courts. The specialized training, community outreach, and Court representation of low-income and minority children are critical elements of the proposed program. Volunteer child advocates consult with program staff and Court personnel prior to making recommendations for the disposition of the case based on the child's best interest in context with their total circumstances.

Clients are referred to the program from the Department of Social Services, and Juvenile Court and Probation Departments through a formal agreement. CASA recruits their volunteers through newspaper ads, PSA's, social media, and presentations to various service clubs and community organizations.

The program is eligible, feasible, and timely. CASA has been providing youth advocacy services to abused youth of Urban County families for 35 years since 1981. CASA has been funded by the CDBG program in the past and has met or exceeded contract goals in a timely and cost-effective manner.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Non-homeless Special Needs Population [CD-2]. Ensure that opportunities and services are provided to improve the quality of life and independence for persons with special needs, such as elderly/frail elderly, persons with disabilities, victims of domestic violence, abused/neglected children, persons with HIV/AIDS, illiterate adults, and migrant farmworkers.
2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)]
3. **NATIONAL OBJECTIVE:** Presumed Beneficiary/Abused Children [24 CFR 570.208(a)(2)(i)(A)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** According to CASA, Contra Costa County has a high number of children and youth in the foster care system. According to the Contra Costa County Children and Family Services, as of September 29, 2016, there were 1,225 children and youth in the dependency court system (foster care). These children are currently dependents of the Juvenile Court system, after being removed from their parent's home due to abuse and/or neglect.

According to a 2015 Child Trends Data Bank report, children in foster care are more likely than other children to exhibit high levels of emotional problems. According to a 2014 National Health Statistics report of youth aging out of foster care, “38 percent had emotional problems, 50 percent had used illegal drugs, and 25 percent were involved with the legal system... Only 48 percent of foster youth who had ‘aged out’ of the system had graduated from high school.” According to CASA, research shows that children in foster care with CASA advocates have much better outcomes, are able to find safe permanent homes, spend less time in foster care, and are less likely to be bounced from home to home.

CASA has reported that in the last fiscal year, their transitional age youth (ages 16 to 21) had exceptionally good outcomes. One hundred percent of CASA’s transitional age youth were in school or earned a high school degree or GED, 52 percent of CASA’s youth who earned a high school degree or GED were enrolled in college or post-secondary education. In addition, 65 percent of their transitional youth were enrolled in the County’s Independent Living Skills Program, and 100 percent of CASA’s transitional age youth were housed.

The purpose of this program is to provide child advocacy services in order to help prevent child abuse and to guide them through burdensome legal and foster care systems. CASA provides representation at no charge to dependents of the Court between the ages of 2 to 24 years old.

5. FINANCIAL ANALYSIS:

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$18,000	50	\$360
Total Program Amount	\$769,300	155	\$4,963
CDBG % of Total Budget	2%		
Required Match – 50%	\$9,000		
Amount Secured	\$707,300		
Leverage*	\$39.29		
*Does not include other CDBG funds from other jurisdictions.			

County CDBG funds will be used for staff salaries for the Project/Program Manager, and Case Managers. Other funds will be secured from various corporations and foundations, including a grant from the Judicial Council. The applicant has also applied for CDBG funds from Antioch, Concord, Pittsburg, and Walnut Creek. CASA also raises a significant amount of funding from private donations. Based on funding

history, it is expected CASA will secure the remaining funds to carry out the program.

6. **EXPERIENCE AND CAPACITY:** CASA is an established program with over a thirty-five-year history in providing services to abused and neglected children who are wards of the County Juvenile Dependency Court. The program is currently receiving CDBG funds and has already exceeded program goals. CASA works in collaboration with the Juvenile Court, the Employment and Human Services Department, and the Department of Probation in providing child advocacy and mentoring services. The Executive Director will have primary oversight of the program. Training of volunteer child advocates consists of 45 hours of initial classroom training, 12 hours of continuing education each year, as well as monthly meetings with a Team Leader, and twice a year meeting with CASA staff and a review board of child welfare professionals. Currently there are 172 volunteers providing services program-wide. There are 120 volunteers assigned to be advocates, 32 volunteers that are trained and ready to be assigned to a child, and 20 non-advocates that work in the office, are case consultants, or provide training. Volunteers are expected to work with the child assigned to them until the courts officially vacate the child's case.
7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.
8. **PAST PERFORMANCE:** The program has received CDBG funding for several years. For FY 2015/16, CASA served 46 children from the Urban County, exceeding their goal of 37. Through the 2nd quarter of the current fiscal year, CASA has already exceeded their annual goal of 37 by serving 67 children in the Urban County area, and as of March 10, 2017, the program has served 142 children in all jurisdictions. CASA has been timely in meeting reporting requirements.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

**FY 2017/18, FY 2018/19 & FY 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: ECHO Housing

PROGRAM NAME/NUMBER: Fair Housing Services
17-13-PS

PROGRAM SERVICE AREA: Urban County

PROGRAM OUTCOME: Provide comprehensive fair housing counseling services to approximately 210 Urban County residents.

TOTAL PROGRAM COST: \$268,037

AMOUNT REQUESTED: \$40,000

AMOUNT RECOMMENDED

FY 2017/18:	\$40,000
FY 2018/19:	\$40,000
FY 2019/20:	\$40,000

RECEIVED IN FY 2016/17: \$40,000 (BALA with ECHO as a partner)

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: ECHO Housing (ECHO) will provide fair housing services by enforcing fair housing laws by investigating housing discrimination complaints, maintaining a panel of testers, counseling individuals/households regarding their rights, responsibilities and options, providing mediation and advocacy, and legal referrals. ECHO will maintain good relationships with private attorneys, the Department of Housing and Urban Development (HUD) and the Department of Fair Employment and Housing, while keeping abreast of changes in fair housing laws. As proposed, ECHO will provide all fair housing services, not in collaboration with Bay Area Legal Aid (BALA). This is a proposed shift from recent funding years, as BALA did not apply for CDBG funds for fair housing services. This change was a mutual decision between BALA and ECHO. The collaborative will continue for tenant/landlord counseling.

The proposed project will assist Urban County residents in exercising their housing rights by providing the following services and activities:

- **Fair Housing Counseling:** fair housing laws will be enforced by investigating alleged housing discrimination complaints; maintaining a panel of fair housing testers; counseling households regarding their rights, responsibilities and options; and providing mediation, advocacy, and legal referrals. All CDBG jurisdictions are required to take appropriate steps to affirmatively further fair housing.

- Education and Outreach: ECHO will conduct education and outreach activities to educate residents, staff of other community-based organizations and rental property owners/mangers on landlord/tenant rights and responsibilities.
- Conciliation and Mediation: ECHO will provide both conciliation and mediation efforts to resolve conflicts between residents and their landlords.
- Investigation: ECHO will conduct investigations to determine if housing discrimination has occurred.

All of the above services will be provided free of charge and in multiple languages through in-house language capacity, the Language Line (a service that interprets and translates in 170 different languages) and freelance interpreter services. A majority of the clients will be served via the telephone and/or email, but because ECHO has an office located in Antioch, clients will have access to in-person services. In addition, special clinics/meetings will be scheduled in the less accessible areas of the County. The program is eligible, feasible and timely.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Ensure that opportunities and services are provided to improve the quality of life and independence for lower-income persons and ensure access to programs that promote prevention and early intervention related to a variety of social concerns such as hunger, substance abuse and other issues. [CD-1] and promote fair housing activities and affirmatively further fair housing [CD-4].
2. **CDBG ELIGIBLE ACTIVITY:** Public Services[24 CFR 570.201 (e)]
3. **NATIONAL OBJECTIVE:** Low and Moderate Income [24 CFR 570.208(a)(2)(i)(B)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** ECHO's Fair Housing Services will assist tenants and landlords who require information regarding fair housing and discrimination, or complainants who allege discrimination based on federal, state, and local protected classes. Protected classes are the following: race, color, ancestry, national origin, religion, mental or physical disability, gender, sexual orientation, gender identity, marital status, familial status, source of income, or any other arbitrary class protected by the State.

Discrimination continues to be a problem particularly among racial and ethnic minorities, the economically disadvantaged, and the disabled. The most prevalent forms of discrimination are based on race/ethnicity, familial status and disability. Per the Analysis of Impediments to Fair Housing Choice, nearly half of the complaints filed within the County from 2004 through 2009 are based on disability. Persons with disabilities are often denied requests for reasonable modifications or reasonable

accommodations needed to make housing fully accessible for them. The most recent systemic audit completed by ECHO on disability and reasonable accommodation, shows that 14 percent of housing providers refused to allow a reasonable accommodation for the disabled tenant.

5. FINANCIAL ANALYSIS:

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$40,000	210	\$190
Total Program Amount	\$268,037	711	\$377
CDBG % of Total Budget	15%		
Required Match – 50%	\$20,000		
Amount Secured	\$23,345		
Leverage*	\$4.68		
*Does not include other Contra Costa Entitlement CDBG funds from other jurisdictions. But does include CDBG funds from Cities in Alameda County.			

The other funding sources for this program are predominantly from CDBG funds from other jurisdictions; both in Contra Costa County and Alameda County. The remaining funding sources are local jurisdiction funds in Alameda County.

- 6. **EXPERIENCE AND CAPACITY:** ECHO Housing has its main office in Alameda County and has been working to eradicate housing discrimination and promote understanding by tenants and landlords of their rights and responsibilities for approximately 40 years. They have a satellite office at the Rivertown Resource Center in Antioch.
- 7. **PROGRAM READINESS AND TIMELINESS:** While ECHO Housing is a new applicant this fiscal year, they have worked in collaboration with BALA for the last several years. ECHO Housing has staff in place to continue providing these valuable services to Urban County residents.
- 8. **PAST PERFORMANCE:** In collaboration with BALA, ECHO Housing has consistently met or exceeded its program goals and administrative requirements.
- 9. **ENVIRONMENTAL/HISTORIC PRESERVATION/ RELOCATION/ PREVAILING WAGE ISSUES:** Public Service projects are exempt from an environmental review.

**2017/18, FY 2018/19 & FY 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: East Bay Center for Performing Arts

PROGRAM NAME/NUMBER: Deep Roots, Wide World Program
17-14-PS

PROGRAM SERVICE AREA: West County (Primarily Richmond, CA)

PROGRAM OUTCOME: Provide literacy and performing arts summer programs to 150 children aged 3-9, resulting in improved academic performance, community building, and exposure to diverse global art traditions. Program performance will be measured via pre- and post-surveys taken by children and guardians.

TOTAL PROGRAM COST: \$66,710

AMOUNT REQUESTED: \$14,200

AMOUNT RECOMMENDED

FY 2017/18:	\$11,500
FY 2018/19:	\$11,500
FY 2019/20:	\$11,500

RECEIVED IN FY 2016/17: N/A

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: The East Bay Center for the Performing Arts ("EBCPA") is a community center, founded in 1968, that provides training, encouragement, and a space for student artists to learn and discover performing arts from around the world. Located in the Iron Triangle neighborhood of Richmond, EBCPA provides a safe space for students to work on community projects that include the creation of original music, film, theater, dance, etc.

EBCPA proposes to provide two summer pilot programs for youth, to support and encourage the performing arts and literacy. The goals of these programs are to both enrich the lives of the children served, by exposing them to new experiences, while also using the performing arts as a tool to encourage literacy and increase summer learning.

The first proposed program is actually an extension of an existing program that currently does not operate during the summer season. EBCPA would like to host their parent-child arts program at two U.S. Department of Housing and Urban Development (HUD)-funded apartment complexes. Thereby making the program accessible to this low-income population. This 8-week program is for children (and their guardians), aged 3-5, and would encourage pre-literacy skills by integrating music, dance, and visual arts. The program would have one class of 15 children at each site, for two hours per week.

The other proposed Summer program would be hosted at two nearby elementary schools. It is a 5-week program for students aged 6-9, who will work with a Teaching Artist on theater and literacy project, integrating storytelling, scriptwriting, and performance. The program would have six classes of twenty students, operating 3 one hour classes per week.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Increase opportunities for children/youth to be healthy, succeed in school and prepare for productive adulthood [CD-3].
2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)]
3. **NATIONAL OBJECTIVE:** Low and Moderate Income [24 CFR 570.208(a)(2)(i)(B)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The target population of the EBCPA Deep Roots, Wide World program is Richmond children, ages 3-9. Literacy is a large component of both proposed programs, as EBCPA is working towards a West Contra Costa Literacy Coalition (WCCLC) initiative that seeks to improve reading proficiency in youth. WCCCLC has determined that reading proficiency, by third grade, is the most important predictor of high school graduation and career success rates. Based on a needs assessment that WCCLC conducted, EBCPA is attempting to target the two highest areas of need: 1) Children, aged 0-5; and 2) Elementary school-aged youth during the summer, when access to educational programs is limited. The program is also serving a school district where 7 in 10 students do not meet the English Language Arts/Literacy Standards.

5. FINANCIAL ANALYSIS:

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$11,500	150	\$76.67
Total Program Amount	\$66,710	150	\$445
CDBG % of Total Budget	17%		
Required Match – 50%	\$5,750		
Amount Secured	\$51,910		
Leverage*	\$4.51		
*Does not include other CDBG funds from other jurisdictions.			

EBCPA will receive a little over \$8,000 from the two HUD-assisted apartment complexes, contingent on being funded by CDBG. Without that funding, their program, for children aged 3-5, will not be operational.

6. **EXPERIENCE AND CAPACITY:** EBCPA currently provides the proposed services to the target population during a different season, and has a long history of doing so. EBCPA had received CDBG funding for about twenty years, but failed to submit an application for FY 2015/16 – FY 2016/17. The director has worked on the program for over five years.
7. **PROGRAM READINESS AND TIMELINESS:** This is a program that is fully staffed and has been successful in providing similar services.
8. **PAST PERFORMANCE:** EBCPA met its goals in FY 2012/14 and has done so for its other years receiving CDBG funds. It was monitored in FY 2013/14, resulting in two “Observations” and two “Concerns.” EBCPA adequately responded to the monitoring report.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

**2017/18, FY 2018/19 & FY 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: Food Bank of Contra Costa and Solano

PROGRAM NAME/NUMBER: Collaborative Food Distribution Program
17-15-PS

PROGRAM SERVICE AREA: Urban County

PROGRAM OUTCOME: Provide food to over 9,300 low-income persons in the Urban County.

TOTAL PROGRAM COST: \$3,822,358

AMOUNT REQUESTED: \$46,500

AMOUNT RECOMMENDED

FY 2017/18:	\$46,500
FY 2018/19:	\$46,500
FY 2019/20:	\$46,500

RECEIVED IN FY 2016/17: \$46,500

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: The Food Bank of Contra Costa and Solano (FBCC&S) proposes to operate a year-round food program, which collects and distributes nutritious food to low-income households through three of its direct food distribution programs: Food for Children, Senior Food Distribution program, and Food Assistance program. The FBCC&S has 31 sites throughout the County from which food is distributed of which 25 are Urban County locations. Each site is visited once a month to distribute food. Each household is able to pick-up one bag of food containing non-perishables plus bread and produce as available. Bags contain approximately 40 pounds of food.

The FBCC&S collects and stores food in a central warehouse. Food is received from USDA surplus, donations and purchases by the Food Bank. All drivers are trained, and staff is certified in food handling. The FBCC&S has operated the program for almost 34 years.

The FBCC&S has been an active participant in the County in providing and maintaining a consistent stock of nutritious food for distribution throughout the County and has

consistently met programmatic goals in a timely and cost-effective manner. The FBCC&S provides a valuable safety net for lower income County residents.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Ensure that opportunities and services are provided to improve the quality of life and independence for lower income persons and ensure access to programs that promote prevention and early intervention related to a variety of social concerns such as hunger, substance abuse and other issues [CD-1].
2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)]
3. **NATIONAL OBJECTIVE:** Low and Moderate Income [24 CFR 570.208 (a)(2)(i)(B)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** FBCC&S cites census data identifying the need for the provision of emergency food services. For example, 17% (191,531) of Contra Costa County’s population has a family income that is less than 150 percent of the Federal Poverty Level. The high cost of living places tremendous pressure on many low-income families. Low-income families/individuals are paying so much for housing and transportation costs that obtaining the necessary nutrition often gets ignored by those struggling to make ends meet. Many families rely on soup kitchens or other programs to provide hot meals for part or all of their nutritional needs.
5. **FINANCIAL ANALYSIS:**

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$46,500	9,300	\$5
Total Program Amount	\$3,822,358	15,300	\$250
CDBG % of Total Budget	1%		
Required Match – 50%	\$23,250		
Amount Secured	\$2.8 million		
Leverage*	\$80.99		
*Does not include other CDBG funds from other jurisdictions.			

The FBCC&S expects to raise \$1 million from corporate and private donations, and over \$3 million in state and federal resources to operate the program next year. In addition, funds from another CDBG jurisdiction are expected to be awarded. For

many years, the FBCC&S has been successful in raising the necessary funds to operate this very successful and much needed program.

6. **EXPERIENCE AND CAPACITY:** The FBCC&S has been a source and provider of nutritious foods in the County for many years. The CDBG program is in its fifteenth year of supporting this particular program, but supported the Food Bank's Prepared and Perishable Food program for several years prior. The FBCC&S has been operating the Direct Distribution Food Program for over 35 years. The Executive Director has been with FBCC&S for over 40 years. Contra Costa Food Bank has consistently met or exceeded goals and requirements for past programs.

The program uses inventory software to track food from its procurement through distribution. Clients are tracked on an intake form and statistics are aggregated annually. Outcome measures are related to the effective distribution of food and elimination of waste.

7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.
8. **PAST PERFORMANCE:** Last program year, FBCC&S did not meet their service goal due to several factors. A primary reason was the lack of a strong agency network to assist FBCC&S in executing these programs in the Urban County. They have also seen a decline in the quality of food offered by the USDA, which they believe has led to lower attendance.

This year, conversely, the program has already met their goal for the current program year. They also meet the administrative requirements each year.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

**FY 2017/18, 2018/19, & 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: Girls Inc. of West Contra Costa County

PROGRAM NAME/NUMBER: Afterschool and Education Enrichment Program/
17-16-PS

PROGRAM SERVICE AREA: Richmond

PROGRAM OUTCOME: Girls Inc. will operate its Summer/Afterschool Education Enrichment program. A total of 330 unduplicated children will be provided summer and after-school literacy and STEM enrichment programming.

TOTAL PROGRAM COST: \$239,960

AMOUNT REQUESTED: \$15,000

AMOUNT RECOMMENDED

FY 2017/18:	\$11,000
FY 2018/19:	\$11,000
FY 2019/20:	\$11,000

RECEIVED IN FY 2016/17: \$11,000

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: Girls Inc. of West Contra Costa County (Girls Inc.) has served over 6,000 girls residing in West Contra Costa for 40 years. Working in conjunction with local elementary schools and high schools, Girls Inc. of WCCC has made an extensive effort to reach youth ages 6-18 to inform them about college readiness and the Girls Inc. National Scholars Program. Girls Inc. will provide weekly 90-minute, 8-12 week, after school sessions afterschool educational and enrichment programming at eight elementary schools, two middle schools, and two high schools. As part of this program, Girls Inc. will also provide a 10-week, M-F daily summer camp on-site and weekly 90-minute programs at five community centers and at five community-housing sites located in Richmond. The Girls Inc. curriculum has an emphasis in literacy and STEM (Science, Technology, Engineering, and Mathematics) and is designed to increase reading comprehension, promote fluency in English, and create a literacy-rich environment.

The schools and community centers that the services are provided are located and serve primarily low-income areas of the City of Richmond. Requested CDBG funding

will be used to pay for staffing and program supplies. The proposed program is eligible, feasible, and timely.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Ensure that opportunities and services are provided to improve the quality of life and independence for lower income persons and ensure access to programs that promote prevention and early intervention related to a variety of social concerns such as hunger, substance abuse and other issues [CD-1].
2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)]
3. **NATIONAL OBJECTIVE:** Low/Mod Income - Area Benefit [24 CFR570.208(a)(1)(i)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** Girls Inc. is a 40-year-old non-profit organization that was created to inspire youth to be strong, smart and bold. It provides school and community based programming that serves the unique needs of youth, ages 6-18, living in West Contra Costa County. Girls Inc. primarily assists youth that attend schools within the City of Richmond and part of the West Contra Costa Unified School District. The majority of the targeted schools and community centers that Girls Inc. will provide services are located and serve predominately low-income areas of the City of Richmond.
5. **FINANCIAL ANALYSIS:**

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$11,000	330	\$33.33
Total Program Amount	\$239,960	330	\$727.
CDBG % of Total Budget	5%		
Required Match – 20%	\$2,200		
Amount Secured	\$35,000		
Leverage*	\$20.81		
*Does not include other CDBG funds from other jurisdictions.			

6. **EXPERIENCE AND CAPACITY:** Girls Inc. has provided a variety of school and community based programming that serves the unique needs of youth, ages 5-18 living in West Contra Costa Count for the past 40 years. The agency is well respected in the community and serves hundreds of persons each year. The Executive Director has been with Girls Inc. for many years and has served as its Executive Director for the last two years.

7. **PROGRAM READINESS AND TIMELINESS:** The current program is fully staffed and programs are operating effectively.
8. **PAST PERFORMANCE:** This is the second time Girls Inc. has applied for CDBG funds from the County and received County CDBG funds for the first time for the current fiscal year (FY 2016/17). As of the 2nd Quarter of the current fiscal year, Girls Inc. has provided services to 162 Richmond youth, which is 54 percent of its contractual goal. Girls Inc. has submitted its quarterly reports in a timely manner.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

**2017/18, FY 2018/19 & FY 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: YMCA of the East Bay (Fiscal Agent)

PROGRAM NAME/NUMBER: James Morehouse Project at El Cerrito High School
17-17-PS

PROGRAM SERVICE AREA: West County (El Cerrito High School)

PROGRAM OUTCOME: Provide comprehensive mental health and student support services to 110 students attending El Cerrito High School resulting in improved well-being and an increase in school connectedness measured by student pre- and post-evaluations.

TOTAL PROGRAM COST: \$ 299,000 (\$109,000 in In-Kind services)

AMOUNT REQUESTED: \$10,000

AMOUNT RECOMMENDED

FY 2017/18:	\$10,000
FY 2018/19:	\$10,000
FY 2019/20:	\$10,000

RECEIVED IN FY 2016/17: \$10,000

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: The James Morehouse Project (JMP) at El Cerrito High School Project provides comprehensive mental health services to El Cerrito High School students who reside in West County communities. With clinical services available on campus, teachers and staff can refer students for on-site assessments and counseling to support youth and prevent more serious mental health problems. In addition to traditional mental health modalities like individual counseling and peer support groups, the project links innovative youth development programs with its clinical mental health services to offer youth opportunities to strengthen critical skills like conflict resolution and anger management and to build a deeper analysis of the challenges facing the communities that impact on their own lives. The JMP anticipates delivering mental health services to 110 Urban County students.

The JMP partners with a variety of community agencies to coordinate and deliver services. YMCA of the East Bay, Planned Parenthood, Community Violence Solutions, UCB School of Social Welfare, SFSU School of Social Work, CSUEB School of Social Work, New Conservatory Theater, and Community Works are among the other organizations that offer a wide range of services through JMP.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Increase opportunities for children/youth to be healthy, succeed in school and prepare for productive adulthood [CD-3].
2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201(e)].
3. **NATIONAL OBJECTIVE:** Low and Moderate Income [24 CFR 570.208(a)(2)(i)(B)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** A diverse population of 1,400 students from West Contra Costa County attends El Cerrito High School. According to the Community Project, 40 percent of the students at the high school live in a community where almost 25 percent of the 18 year olds have not completed high school, and 62 percent of African American children live in families with income levels below the poverty line. Additionally, many students do not have health insurance or are covered by MediCal, resulting in minimal or no access to providers with experience in adolescent health.
5. **FINANCIAL ANALYSIS:**

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$10,000	110	\$91
Total Program Amount	\$299,000	300	\$997
CDBG % of Total Budget	3%		
Required Match – 50%	\$5,000		
Amount Secured	\$279,000		
Leverage*	\$27.90		
*Does not include other CDBG funds from other jurisdictions.			

6. **EXPERIENCE AND CAPACITY:** The JMP has been serving the students of El Cerrito High School since its inception in 1999. The Executive Director has been primarily responsible for the program since its inception, and the Clinical Mental Health Director has worked on the program for over eight years. The program has received CDBG funding for ten years without any issues.
7. **PROGRAM READINESS AND TIMELINESS:** This program is ongoing and has sufficient staff to operate the program. The JMP has existing strong working relationships with a variety of community organizations.
8. **PAST PERFORMANCE:** During FY 2015/16, the program exceeded the number of students they proposed to serve, and are currently on track to do the same during this fiscal year. Program staff has been timely with submissions and reporting.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service projects are exempt from an environmental review.

**2017/18, FY 2018/19 & FY 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: City of Lafayette

PROGRAM NAME/NUMBER: Lamorinda Spirit Van Senior Transportation Program
17-18-PS

PROGRAM SERVICE AREA: Cities of Lafayette, Moraga, and Orinda

PROGRAM OUTCOME: Provide free or low-cost transportation to seniors living in Lafayette, Moraga, and Orinda. Transportation to medical and other personal appointments, grocery and sundry shopping, exercise and other classes will be provided to 160 seniors.

TOTAL PROGRAM COST: \$193,298

AMOUNT REQUESTED: \$10,000

AMOUNT RECOMMENDED

FY 2017/18:	\$10,000
FY 2018/19:	\$10,000
FY 2019/20:	\$10,000

RECEIVED IN FY 2016/17: \$10,000

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: The City of Lafayette (Lamorinda Spirit) will provide free or low-cost transportation to seniors living in Lafayette, Moraga, and Orinda. The program will provide rides to medical and personal appointments, grocery and sundry shopping, exercise or other recreational classes, lunch at the Congregate Case at the Walnut Creek Senior Center and other social outings. Lamorinda Spirit destinations include sites located in Lafayette, Moraga, Orinda, Concord, Martinez and Pleasant Hill.

The purpose of the program is to ensure seniors have adequate opportunities to socialize and have reliable, safe, and accessible transportation so they can age in their own home for as long as possible instead of becoming institutionalized. According to the applicant, the people who use Lamorinda Spirit are primarily in their 80's and 90's, and most have age-based disabilities. The program helps older adults accomplish essential activities of daily living, socialize, get out of the house, stay active in the community – all of which contribute to a higher quality of life, reducing isolation and loneliness that are factors that have been found to lead to illness and early death. The proposed program is eligible, feasible, and timely.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Ensure that opportunities and services are provided to improve the quality of life and independence for persons with special needs, such as elderly/frail elderly, persons with disabilities, victims of domestic violence, abused/neglected children, persons with HIV/AIDS, illiterate adults, and migrant farmworkers [CD-2].
2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)]
3. **NATIONAL OBJECTIVE:** Presumed Beneficiary/ Seniors [24 CFR 570.208(a)(2)(i)(A)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The target population is lower income seniors, many of who are in their 80's and 90's. According to the City of Lafayette, the total population of the three cities (Lafayette, Moraga, and Orinda) is approximately 58,100 with approximately 9,300 seniors age 65 years or older. In Contra Costa County, there are approximately 12,000 households, age 65 and up that don't have access to a private vehicle and therefore are in need of safe, reliable, convenient and accessible transportation to meet their basic needs (going to medical appointment, shopping, socialization, etc.).
5. **FINANCIAL ANALYSIS:**

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$10,000	160	\$62.50
Total Program Amount	\$193,298	160	\$1,208
CDBG % of Total Budget	5%		
Required Match – 30%	\$3,000		
Amount Secured	\$183,298		
Leverage*	\$18.33		
*Does not include other CDBG funds from other jurisdictions.			

The majority of the program's cash budget is from a Federal grant through the Department of Transportation and MTC. The cities of Lafayette and Moraga contribute \$49,000 towards the project. Most of the drivers are volunteers.

6. **EXPERIENCE AND CAPACITY:** This program has been operating for many years and the Program Coordinator has been with the program for almost ten years.
7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.

8. **PAST PERFORMANCE:** The Lamorinda Spirit Van Senior Transportation Program was just shy of their goal last year, which was the first year that we provided funding to the program. This year, the program is on track to exceed its annual program goal. All administrative requirements have been met over the past couple years and the program is highly respected in the community, receiving positive reviews from its clients.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

**FY 2017/18, 2018/19, & 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: Lions Center for the Visually Impaired

PROGRAM NAME/NUMBER: Independent Living Skills for Blind and Visually Impaired Adults
17-19-PS

PROGRAM SERVICE AREA: Urban County

PROGRAM OUTCOME: Provide in-home independent living skills instruction and training to 42 visually impaired adults throughout the Urban County so they will maintain their independence and avoid institutionalization.

TOTAL PROGRAM COST: \$197,188

AMOUNT REQUESTED: \$15,000

AMOUNT RECOMMENDED:

FY 2017/18:	\$10,000
FY 2018/19:	\$10,000
FY 2019/20:	\$10,000

RECEIVED IN FY 2016/17: \$10,000

PROGRAM ANALYSIS: The Lions Center for the Visually Impaired (LCVI) proposes to provide needs assessment and supportive services in order to maintain client independence for adults with visual impairments. LCVI provides in-home living skills instruction and training to avoid institutionalization of clients so that they may continue living independently at home.

Services to be provided by the program include one-on-one in-home needs assessment, adaptive daily living instruction including personal grooming and housekeeping, counseling, financial management assistance, demonstration and training in the use of optical and adaptive aids, orientation and mobility training, information and referral services, group activities and classes, support groups, and case management. Assistance will result in maintaining or regaining individual independence, and thus avoiding nursing home. Most of the Contra Costa residents served in the past year were elderly, low income and had severe visual impairments.

The program is eligible, feasible, and timely. LCVI has played a key role in the county since 1954 and is certified by the California Department of Rehabilitation. LCVI has been providing independent living skills instruction to low-income persons with assistance from the CDBG program since 1992 and has met contract goals in a timely and cost-effective manner.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Non-homeless Special Needs Population [CD-2]. Ensure that opportunities and services are provided to improve the quality of life and independence for persons with special needs, such as elderly/frail elderly, persons with disabilities, victims of domestic violence, abused/neglected children, persons with HIV/AIDS, illiterate adults, and migrant farmworkers.
2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)]
3. **NATIONAL OBJECTIVE:** Presumed Beneficiary/ Disabled persons [24 CFR 570.208(a)(2)(i)(A)]
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The target population is blind and visually impaired adults. Based on statistics from the American Institute for the Blind, it is estimated at least 18,000 adults in the County are living with significant visual impairment. California’s Department of Rehabilitation estimates that there will be a 200 percent increase in adults 65 and older by the year 2020. It is expected that there will be a dramatic increase in the number of adults with visual impairment in the next five to ten years as the population ages. LCVI indicates there are pockets of underserved seniors, including those in West County and the African-American community, where they would like to increase their outreach efforts. LCVI proposes to address the needs of this population in order to avoid institutionalization and assist adults in remaining independent and living at home by providing independent living skills instruction to visually impaired adults.

5. FINANCIAL ANALYSIS:

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$10,000	42	\$238
Total Program Amount	\$197,188	159	\$1,240
CDBG % of Total Budget	5%		
Required Match – 50%	\$5,000		
Amount Secured	\$140,188		
Leverage*	\$14.02		
*Does not include other CDBG funds from other jurisdictions.			

County CDBG funds will be used for staff salaries. Due to State budget cutbacks, the program has experienced staffing cuts while the demand for potential client services has remained high. The majority of the program's funding comes from a California Title VII grant and several corporate and foundation sponsors. LCVI's funding history suggests that it will have no difficulty in securing the needed funds.

6. **EXPERIENCE AND CAPACITY:** LCVI has been providing independent living skills to disabled persons through the CDBG program since 1992. The Executive Director oversees and supervises the program. The program utilizes an Orientation and Mobility Specialist, with highly specialized skills and training in working with the visually impaired. Additionally, LCVI employs Early Detection Manager who is responsible for the implementation, coordination, delivery, and reporting on Early Detection Program Services. The program also includes a Client Services Assistant who provides client services by phone at least once a quarter and act as an advocate and liaison for the client.
7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.
8. **PAST PERFORMANCE:** In FY 2015/16 LCVI provided independent living instruction to 48 Urban County residents, exceeding their contractual goal. Through the 2nd quarter of 2016/17 LCVI has served 14 residents, which puts them at 50% of their contractual goal. Program requirements have been met in an efficient and timely manner.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

**FY 2017/18, FY 2018/19 & 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: Loaves and Fishes of Contra Costa

PROGRAM NAME/NUMBER: Martinez Dining Room
17-20-PS

PROGRAM SERVICE AREA: Martinez

PROGRAM OUTCOME: Provide free buffet-style lunches and groceries weekdays to 500 homeless and low-income Urban County residents at the Loaves & Fishes Martinez Dining Room.

TOTAL PROGRAM COST: \$1,157,825

AMOUNT REQUESTED: \$15,000

AMOUNT RECOMMENDED:

FY 2017/18:	\$15,000
FY 2018/19:	\$15,000
FY 2019/20:	\$15,000

RECEIVED IN FY 2016/17: \$15,000

PROGRAM ANALYSIS: Loaves and Fishes of Contra Costa (LFCC) provides hot, nutritionally sound meals and groceries to homeless, low and very low-income men, women, and children Monday through Friday at the Martinez Dining Room. Since its inception in 1983, LFCC has served over 4.4 million meals to residents who are homeless, unemployed, underemployed or disabled. The organization primarily uses volunteers (98% of staff) and a large portion of the food served is donated by local food industry businesses. The Martinez Dining Room will serve noontime meals to 150 persons per day, primarily Martinez residents, and has a food pantry that distributes fresh produce, canned goods, and bread every day.

By feeding the hungry, LFCC accomplishes three objectives: preventing homelessness and maintaining the family unit, preventing poor cognitive development of children living in poverty and reducing hunger and poor nutrition for very low-income people. Since the recession years of 2008, the need for this program has grown.

The program is eligible, feasible, and timely. Providing services to the homeless population is consistent with the Consolidated Plan and the Homeless Continuum of Care Plan. LFCC has consistently met programmatic goals in a timely manner.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Prevention Services for the Homeless [H-2].
2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)]
3. **NATIONAL OBJECTIVE:** Area Benefit & Presumed Beneficiary/Homeless [24 CFR 570.208 (a)(1)(ii) and 24 CFR 570.208 (a)(2)(i)(A)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The program targets the homeless and the County's low-income residents. Dining rooms are located in neighborhoods whose residents are primarily very low to low-income, many of them families. Hunger and nutrition are major issues for these residents. Many find it difficult to make ends meet every month and often have to choose between paying rent and going hungry. The risk of homelessness is very real and often results in the break-up of family units. By providing the assurance of a regular meal throughout the year, the program enables families to conserve their financial resources for rent, mortgages, and utilities.

LFCC is a neighborhood based program and is intended to serve low-income area residents and homeless persons in the surrounding areas and neighboring communities. Referrals are made to the program through social service agencies, the County hospital and other government agencies. The Martinez dining room program is located in an area that meets the area of benefit¹ criteria (Census Tract 3170, Block 1). This census tract has a 71.03 percentage of low/moderate income residents.

¹ Area benefit activity: An activity, the benefits of which are available to all the residents in a particular area, where at least 51% (or as adjusted by HUD) of the residents are low- and moderate-income persons. The adjusted percentage set by HUD for Contra Costa County is 47.88%.

5. FINANCIAL ANALYSIS:

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$15,000	500	\$30
Total Program Amount	\$1,157,825	1,500	\$772
CDBG % of Total Budget	1%		
Required Match – 50%	\$7,500		
Amount Secured	\$1,124,015		
Leverage*	\$74.93		
*Does not include other CDBG funds from other jurisdictions.			

County CDBG funds will be used to pay salaries for the Martinez Dining Room Manager and Assistant Manager. The majority of the funding and food donations is from foundations, corporations, institutions, individuals, grants, and community partners. Based on LFCC’s funding history, they will secure sufficient funds through fundraising, corporations, and foundations to carry out the program. The program utilizes mostly volunteers to serve meals and maintain the Dining Room.

6. **EXPERIENCE AND CAPACITY:** LFCC has been providing meals to the homeless and low income families in since 1983 and has been funded by the CDBG program since 1995. The Executive Director has primary oversight of the program and requested funds are allocated to staff salaries. A number of volunteers are utilized to carry out this program.
7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.
8. **PAST PERFORMANCE:** In FY 2015/16, LFCC provided meals to 1,011 low-income Martinez-area residents. As of the 2nd Quarter of FY 2016/17, LFCC has provided meals to 421 low-income Martinez-area residents or 84% of its contractual goal.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

**2017/18, FY 2018/19 & FY 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: Meals on Wheels & Senior Outreach Services

PROGRAM NAME/NUMBER: Care Management
17-21-PS

PROGRAM SERVICE AREA: Urban County

PROGRAM OUTCOME: Provide care management services to 140 Urban County seniors resulting in the resolution of issues affecting health and wellness, quality of life, and ability to live independently.

TOTAL PROGRAM COST: \$347,500

AMOUNT REQUESTED: \$20,000

AMOUNT RECOMMENDED

FY 2017/18:	\$15,000
FY 2018/19:	\$15,000
FY 2019/20:	\$15,000

RECEIVED IN FY 2014/15: \$15,000

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: Meals on Wheels & Senior Outreach Services (MOWSOS) proposes to provide care management services to 140 seniors from the Urban County. Services will include:

- Needs assessment
- Development of a care management plan
- Consultation with family and other providers, as needed
- Information and referral services
- Linkages to other appropriate services
- Providing Crisis intervention
- Reviewing financial, legal, or medical issues
- Saving homes from foreclosure
- Home visits - as needed

Care management staff will assist the client in the implementation of a care plan and follow them through its execution. Additionally, MOWSOS will coordinate with other service providers, establishing agreements in order to improve the coordination and delivery of services and to develop and implement systems consistent with providing integrated and well-coordinated home care services.

The program is eligible, feasible and timely. The program is currently receiving CDBG funds and meeting program requirements.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Ensure that opportunities and services are provided to improve the quality of life and independence for persons with special needs, such as elderly/frail elderly, persons with disabilities, victims of domestic violence, abused/neglected children, persons with HIV/AIDS, illiterate adults, and migrant farmworkers [CD-2].
2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)]
3. **NATIONAL OBJECTIVE:** Presumed Beneficiary/ Seniors [24 CFR 570.208(a)(2)(i)(A)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The target population served by the program are seniors. According to the U.S. Census Bureau projections, older (over 65) and oldest (over 85) populations are expected to double between 2003 and 2030. The need for integrative services continues to increase with the increase of the population. Early identification and intervention is crucial to maintaining the health and independence of seniors choosing to live at home as they age. This program augments and enhances the existing services at senior centers, and provides critical assessment and intervention for seniors and their caregivers. MOWSOS intends to reach its target population through an existing network of contacts that includes other county agencies and local organizations.
5. **FINANCIAL ANALYSIS:**

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$15,000	140	\$107
Total Program Amount	\$347,500	490	\$709
CDBG % of Total Budget	4%		
Required Match – 50%	\$7,500		
Amount Secured	\$280,000		
Leverage*	\$18.67		
*Does not include other CDBG funds from other jurisdictions.			

Approximately 15 percent of the program’s proposed budget is expected from CDBG funds (County and other jurisdictions). The remaining budget consists of fundraising and corporations/foundations. The agency has committed to meeting the budgetary needs of the program from their fundraising efforts.

6. **EXPERIENCE AND CAPACITY:** MOWSOS has been providing comprehensive services to seniors and to severely disabled, ill, and homebound populations for over 47 years. The program would have direct supervision from the Care Mentor Program

Manager with oversight from the Executive Director. One Care Manager will conduct the 9 hours of on-site services per week. MOWSOS has met CDBG reporting requirements in a timely manner.

7. **PROGRAM READINESS AND TIMELINESS:** The proposed program is ongoing and fully staffed.
8. **PAST PERFORMANCE:** During the last program year, MOWSOS exceeded their yearly goal of seniors served. During the current program year, MOWSOS is on pace to exceed their program goal once again.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

**2017/18, FY 2018/19 & FY 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: Meals on Wheels & Senior Outreach Services

PROGRAM NAME/NUMBER: Senior Nutrition (Congregate Cafés)
17-22-PS

PROGRAM SERVICE AREA: Urban County

PROGRAM OUTCOME: Provide hot and nutritious lunches to 250 Urban County seniors resulting in maintained and/or improved health and welfare.

TOTAL PROGRAM COST: \$313,973

AMOUNT REQUESTED: \$18,750

AMOUNT RECOMMENDED

FY 2017/18:	\$15,000
FY 2018/19:	\$15,000
FY 2019/20:	\$15,000

RECEIVED IN FY 2014/15: \$15,000

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: Senior Outreach Services (SOS) proposes to promote socialization and community engagement in addition to meeting the basic nutritional needs of seniors by operating the Congregate Cafes at various locations throughout the County. In partnership with senior centers in Bay Point, Crockett and Rodeo, SOS plays an active role in consumer education and outreach events that encourage seniors to participate in the lunch program and to become involved in senior center activities. The program's outreach targets diverse cultural and ethnic communities and encourages seniors to develop and maintain a healthy lifestyle.

The program also recruits and trains volunteers, integrating more persons into the social fabric of the community and increasing utilization of senior centers. These activities connect seniors with one another, volunteers and the community at large. Project participants receive a hot, nutritious meal that provides one-third of the Recommended Daily Allowances based on the U.S. Department of Agriculture's Dietary Guidelines. Anonymous donations are requested but not required. The program will serve 250 Urban County seniors

This program is eligible, feasible and timely. The program is well established and meets Consolidated Plan goals.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Ensure that opportunities and services are provided to improve the quality of life and independence for persons with special needs, such as elderly/frail elderly, persons with disabilities, victims of domestic violence, abused/neglected children, persons with HIV/AIDS, illiterate adults, and migrant farmworkers [CD-2].
2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)]
3. **NATIONAL OBJECTIVE:** Presumed Beneficiary/Seniors [24 CFR 570.208(a)(2)(i)(A)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The programs target population is elderly persons, severely disabled, and lower income persons. Census information projects that the senior population will double between 2003 and 2030. Accordingly, the demand for senior programs will continue to grow with the population. Persons attending senior lunch programs are less likely to become socially isolated, generally enjoy improved health and a greater sense of well-being and are mentally more acute when compared to their homebound peers. Participation in social programs is linked to longevity and a sense of purpose.
5. **FINANCIAL ANALYSIS:**

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$15,000	250	\$60
Total Program Amount	\$313,973	1,500	\$209
CDBG % of Total Budget	5%		
Required Match – 50%	\$7,500		
Amount Secured	\$270,223		
Leverage*	\$18.01		
*Does not include other CDBG funds from other jurisdictions.			

The majority of the program budget is from the County Health Services Department. The funding has been in place for multiple years and is expected to continue. Other funding for the program is provided by Keller Canyon Mitigation Funds, Walnut Creek City Funds, and fundraising.

6. **EXPERIENCE AND CAPACITY:** SOS has been in operation for over 47 years providing a wide range of services aimed at creating a suitable living environment and helping seniors achieve and maintain a high quality of life. SOS works in

partnership with local crisis center, food banks and other agencies to provide solutions to the rising needs of the aging population. The Program Manager has been in her position for over ten years.

7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.
8. **PAST PERFORMANCE:** The Senior Nutrition Program has consistently exceeded its program goals and administrative requirements. During the first half of FY 2016/17, the program has already exceeded its annual goal.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from an environmental review.

**2017/18, FY 2018/19 & FY 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: Monument Crisis Center

PROGRAM NAME/NUMBER: Critical Safety Net Resources for Families and
Individuals
17-23-PS

PROGRAM SERVICE AREA: Central County

PROGRAM OUTCOME: Provide wrap-around safety net services through on-site food distribution, direct referrals to shelter, workshops for financial assistance and employment, referrals to healthcare, and on-site legal and crisis support services. At least 2,000 lower income Urban County residents will be provided services.

TOTAL PROGRAM COST: \$2,819,648

AMOUNT REQUESTED: \$20,000

AMOUNT RECOMMENDED

FY 2017/18:	\$15,000
FY 2018/19:	\$15,000
FY 2019/20:	\$15,000

RECEIVED IN FY 2016/17: \$15,000

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: Monument Crisis Center (MCC) proposes to provide wrap-around safety net services to lower income families. Services to be provided include: food distribution; ESL classes; employment workshops, assistance in completing Medi-Cal Healthy Families, and insurance forms; and other safety net services and basic necessities.

The proposed program is eligible, feasible, and timely. Requested funding will be allocated to staff salary and benefit expenses, and operational expenses (rent, utilities, and the purchase of food) to operate the program.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Ensure that opportunities and services are provided to improve the quality of life and independence for lower income persons and ensure access to programs that promote prevention and early intervention related to a variety of social concerns such as hunger, substance abuse and other issues [CD-1].
2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)]
3. **NATIONAL OBJECTIVE:** Low Income [24 CFR 570.208(a)(2)(i)(B)]
4. **TARGET POPULATION AND DEMONSTRATED NEED:** MCC opened 13 years ago to meet the needs of the most vulnerable in the community, people that often miss meals and need to choose between buying food or paying rent. MCC started as an emergency food pantry but soon realized the critical need to address the underlying causes and root effects of poverty. According to MCC, nearly all of their clients are the working poor struggling at seasonal and underemployment making it extremely difficult to provide for their families. Over 33 percent of its clients are female head of household, 45 percent are children, and almost 12 percent are homeless. The clients of MCC need services that are accessible – both in location and content. Many clients experience language barriers and have little or no formal education and are intimidated or lack the skill level to connect with available local resources without the assistance of the MCC.

5. FINANCIAL ANALYSIS:

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$15,000	2,000	\$8
Total Program Amount	\$2,819,648	5,180	\$544
CDBG % of Total Budget	<1%		
Required Match – 50%	\$7,500		
Amount Secured	\$2.7 million		
Leverage*	\$184.31		
*Does not include other CDBG funds from other jurisdictions.			

MCC's operational budget is funded primarily by corporations/foundations and private donations. It is expected that MCC will continue to be successful in securing corporate and foundation support with volunteer labor and in-kind donations filling in

the gap. MCC expects to continue to receive financial support from the cities of Concord and Walnut Creek.

6. **EXPERIENCE AND CAPACITY:** MCC has been providing a variety of valuable services to the community for almost thirteen years.
7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.
8. **PAST PERFORMANCE:** MCC did not meet their goal for clients served during the last program year. However, they have exceeded their goal during the current program year. The program understands CDBG administrative requirements, and has been timely with submitting quarterly reports.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

**2017/18, FY 2018/19 & FY 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: Mt. Diablo Unified School District

PROGRAM NAME/NUMBER: CARES After School Enrichment Program
17-24-PS

PROGRAM SERVICE AREA: Bay Point Schools

PROGRAM OUTCOME: Provide after school enrichment classes for 580 K-8 students in Bay Point, resulting in greater understanding of the content of the enrichment services, connection to and engagement in school, and academic improvement.

TOTAL PROGRAM COST: \$3,497,797

AMOUNT REQUESTED: \$10,000

AMOUNT RECOMMENDED

FY 2017/18:	\$10,000
FY 2018/19:	\$10,000
FY 2019/20:	\$10,000

RECEIVED IN FY 2016/17: \$10,000

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: Mt. Diablo Unified School District (MDUSD) proposes to provide educational enrichment classes for students enrolled in the after-school programs at four Bay Point area schools: Bel Air, Rio Vista, Shore Acres elementary schools, and Riverview Middle school. The proposed program provides academic, enrichment and nutrition opportunities in a safe environment for students with the greatest needs. Classes/activities will be provided during the 32-week school year and six weeks during the summer. Activities will include dance, science, gardening, chess club, drumming, and art. MDUSD will serve 580 K-8 students from the four schools. The after-school program operates between the hours of 2:00 and 6:00 p.m. All four schools are located in areas that meet "area benefit" criteria (Census Tracts 3141.01 and 3142)

The proposed program is eligible, feasible and timely.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Increase opportunities for children/youth to be healthy, succeed in school and prepare for productive adulthood [CD-3].
2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)]
3. **NATIONAL OBJECTIVE:** Area Benefit [24 CFR 570.208(a)(1)(i)]
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The target populations are students attending three elementary schools and one middle school locate in the community of Bay Point. Bay Point is an area that meets Area Benefit criteria. The percentage of low/mod income households in the area is 63.37 percent. All of the schools have been identified as “underperforming schools.” MDUSD states that many of the students in Bay Point are geographically isolated due to transportation and economic reasons, and that there are very few enrichment activities available in their community. The objectives of the program are to promote academic performance, educational enrichment, school attendance, school safety and positive behavior.

5. FINANCIAL ANALYSIS:

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$10,000	817	\$12.24
Total Program Amount	\$3,497,797	3,495	\$1,001
CDBG % of Total Budget	<1%		
Required Match – 50%	\$5,000		
Amount Secured	\$3.4 million		
Leverage*	\$348.78		
*Does not include other CDBG funds from other jurisdictions.			

6. **EXPERIENCE AND CAPACITY:** MDUSD has offered after school enrichment programs since 1999. The After-School Coordinator has been in her position for over 16 years and is well-respected in the field of after school programs.
7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.

8. **PAST PERFORMANCE:** During the last program year, MDUSD exceeded their goal for students served. During the current program year, MDUSD is on pace to do the same. The program understands the administrative requirements of CDBG.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

**2017/18, FY 2018/19 & FY 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: New Horizons Career Development Center

PROGRAM NAME/NUMBER: Education, Job Training, Life Skills, Job Placement Program
17-26-PS

PROGRAM SERVICE AREA: West County (primarily the communities of Rodeo, Crockett, and Hercules)

PROGRAM PURPOSE: The purpose of this program is to provide ongoing job readiness education, job training, life skills, and placement services to 300 persons who are unemployed or underemployed.

TOTAL PROJECT COST: \$154,000

AMOUNT REQUESTED: \$25,000

AMOUNT RECOMMENDED

FY 2017/18:	\$25,000
FY 2018/19:	\$25,000
FY 2019/20:	\$25,000

RECEIVED IN FY 2016/17: \$25,000

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: New Horizons Career Development Center (New Horizons) proposes to provide direct employment services to West County residents seeking employment-related services at the Community Career Center located in Rodeo. The services will include but not be limited to life skills development, résumé development, filling out a job application, internet job seeking skills, GED preparations, introduction to job seekers web pages, placement assistance, and job matching and follow-up to promote job retention. In addition, New Horizons will host various job fairs throughout the year. The program will serve a minimum of 300 residents from northern West County. The Community Career Center is primarily staffed by community residents who have been fully trained to meet the needs of those seeking assistance. The center is open Monday – Friday from 8:45 AM to 4:45 PM, and Saturday from (9:00 AM to 1:00 PM).

The program is eligible, feasible and timely. The New Horizons Career Development Center has been operating since 2005 and has been successful in attracting local residents to utilize the services offered. New Horizons is the only job readiness

program in the Rodeo, Hercules, Crockett, and Port Costa areas, and is an affiliate site for the Workforce Development Board's One Stop Centers. .

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** General Public Services: Ensure that opportunities and services are provided to improve the quality of life and independence for lower-income persons, and ensure access to programs that promote prevention and early intervention related to a variety of social concerns such as substance abuse, hunger, and other issues [CD-1].
2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)]
3. **NATIONAL OBJECTIVE:** Benefiting extremely low- and very low-income persons/income certification [24 CFR 570.208(a)(2)(i)(B)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** New Horizons has identified a need for employment services in the north West County area. The area includes populations that are both historically and presently severely impacted by unemployment, underemployment, and many other employment challenges (i.e. limited job readiness skills, life skills, training, and education). New Horizons Career Development Center is located in Rodeo and will primarily serve residents of northern north West County. Although there are other career centers in West County, most are located in southern West County, serving primarily residents of San Pablo, El Sobrante, and Richmond areas. Currently, there is a lack of career development services and centers in northern West County and the New Horizons Career Development Center meets this need. New Horizons will provide clients with intensive one-on-one employment assistance designed to help them find jobs or help them obtain the skills in acquiring a job. Outreach and marketing of the program includes advertising, newsletters, brochures, surveys, and their website.
5. **FINANCIAL ANALYSIS:**

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$25,000	300	\$83
Total Program Amount	\$154,000	300	\$513
CDBG % of Total Budget	16%		
Required Match – 50%	\$12,500		
Amount Secured	\$129,000		
Leverage*	\$5.16		
*Does not include other CDBG funds from other jurisdictions.			

6. **EXPERIENCE AND CAPACITY:** New Horizons has been operating since 2005. The Center has received tremendous community support and input. The Center is partly staffed by community members who have received extensive training in areas that include customer service, résumé writing, and computer applications. New Horizons has established various partnerships with various agencies and organizations within the County, such as Rubicon Programs, Inc., Martinez Adult Education, and EASTBAY Works, to assist in providing some of the job readiness, life skills, and education services of the career center.
7. **PROJECT READINESS AND TIMELINESS:** This is an existing program that is fully staffed.
8. **PAST PERFORMANCE:** This will be the eighth year that New Horizons has been awarded County for CDBG funds. In FY 2015/16, New Horizons exceeded their program goals and is meeting its FY 2016/17 performance goals as well.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** None: Public Service activities are exempt from environmental review.

**FY 2017/18, 2018/19 & 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: Northern California Family Center

PROGRAM NAME/NUMBER: Runaway Shelter Services
17-27-PS

PROGRAM SERVICE AREA: County-wide

PROGRAM OUTCOME: Provide 1-5 nights of emergency shelter, clothing and food to 10 Urban County youth to prevent homelessness and long-term institutionalization and provide mediation and follow-up counseling services for the youth and their parent(s)/guardian(s).

TOTAL PROGRAM COST: \$220,000

AMOUNT REQUESTED: \$20,000

AMOUNT RECOMMENDED:

FY 2017/18:	\$11,500
FY 2018/19:	\$11,500
FY 2019/20:	\$11,500

RECEIVED IN FY 2016/17: N/A

CONDITIONS OF APPROVAL: An award of CDBG funds is contingent on NCFC being able to secure enough program funding to cover the CDBG required fifty percent match (the program has been awarded CDBG funds in the past for more than five years).

PROGRAM ANALYSIS: Northern California Family Center (NCFC) provides emergency shelter and counseling/mediation services to runaway youth and their families in order to assist them in resolving their housing situation. NCFC provides a 24-hour hotline and receiving office, consultation services, and shelter for up to 5 days. Intake services are provided at a receiving site in Martinez and shelter services are provided in certified foster homes through the Safe Place Program throughout the County. The goal of the program is to move youth to a stable housing situation. NCFC will provide services to 10 Urban County youth.

Once the youth are sheltered in a safe place the program provides mediation services between the youth and their parents/guardians to develop an agreement on where the youth will live. The goal is to determine a stable living situation for the youth that is agreeable to both parties. Counseling and therapy are available after mediation has been completed.

The program has received CDBG funding in the past, most recently in FY 2010/11 for \$10,000. NCFC withdrew their application for funds for FY 2011/12 due to an inability to meet the quarterly reporting requirements in a timely manner.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Further “Housing First” approach to ending homelessness by supporting homeless outreach efforts, emergency shelter, transitional housing, and permanent housing with supportive services to help homeless persons achieve housing stability [H-1].
2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)]
3. **NATIONAL OBJECTIVE:** Presumed Beneficiary/ Homeless [24 CFR 570.208(a)(2)(i)(A)]
4. **TARGET POPULATION AND DEMONSTRATED NEED:** NCFC serves runaway, throwaway and homeless youth throughout Contra Costa County ages 9-17. Many of these youth are referred by Child Protection Services or other agencies that cannot care for them. Thirty percent of these youth have been abused or neglected, requiring coordination with Child Protective Services. About twelve percent of these youth have come from Psych Emergency. Providing a safe place and shelter is the first step in providing stability to these youth.
5. **FINANCIAL ANALYSIS:**

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$11,500	10	\$1,150
Total Program Amount	\$220,000	50	\$4,400
CDBG % of Total Budget	5%		
Required Match – 50%	\$5,750		
Amount Secured	None		
Leverage*	\$8.50		
*Does not include other CDBG funds from other jurisdictions.			

Requested CDBG funds are proposed to be used for intake staff, employee taxes and insurance costs. NCFC has also requested CDBG funds from other jurisdictions within the Consortium, however it is unclear if any other jurisdictions will recommend funding for the coming year. At this time, it is unclear how much funding has been secured for the program. Although NCFC expects to receive another HHS RHY grant for approximately \$120,000, the program is not currently funded. They currently do not have any commitment letters for funding for the program. A new award of CDBG funds will be contingent on NCFC being successful in fundraising enough funds to cover the CDBG required fifty percent match.

6. **EXPERIENCE AND CAPACITY:** NCFC has been providing services to runaway youth since 1992 and shelter services since 1997 and previously received CDBG funding for several years. The Executive Director is responsible for program operations and oversight.
7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.
8. **PAST PERFORMANCE:** The program has received CDBG funding in the past, most recently 2010. In FY 2011/12, due to non-responsiveness to requests for documentation and tardiness in the submission of required program reports, funding to NCFC was reduced and it was stipulated that continued funding would be dependent upon all reports and documents being submitted on time and with all required backup documentation. In August, 2011, the agency withdrew their application for the funding year as they were unable to meet these requirements. They applied for funding again in FY 2012/13, but were denied due to continued concerns over their ability to meet reporting requirements. However, a recent interview with NCFC staff and site visit by CDBG staff indicated that NCFC has addressed previous concerns to the satisfaction of CDBG staff.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

**FY 2017/18, 2018/19 & 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: Ombudsman Services of Contra Costa

PROGRAM NAME/NUMBER: Ombudsman Services of Contra Costa
17-28-PS

PROGRAM SERVICE AREA: Urban County

PROGRAM OUTCOME: Provide advocacy services to 350 Urban County elders residing in long term care facilities, insuring that these elderly residents receive proper health care and necessary daily living support.

TOTAL PROGRAM COST: \$702,084

AMOUNT REQUESTED: \$17,000

AMOUNT RECOMMENDED:

FY 2017/18:	\$10,000
FY 2018/19:	\$10,000
FY 2019/20:	\$10,000

RECEIVED IN FY 2016/17 \$10,000

PROGRAM ANALYSIS: Ombudsman Services of Contra Costa (OSCC) will provide advocacy services on behalf of frail and dependent seniors. Services include investigation and resolution of elder abuse and quality of care issues as well as staff and family education and training. Trained volunteer Ombudsmen regularly visit nursing homes and residential care facilities but unannounced thereby maintaining a presence in order to safeguard the rights of residents. Ombudsman services will investigate and resolve complaints from 350 frail or dependent Urban County elders.

Nursing homes located in the Urban County are visited once per week, providing frail and dependent elders an opportunity to discuss any complaints with the volunteer Ombudsman. Residential care facilities are visited on a quarterly basis, unless a situation occurs that requires monitoring more often. Priority is given to cases of suspected abuse.

The program is eligible, feasible, and timely. The program has received CDBG funds for the past several years and has been successful in meeting goals and submitting reporting requirements in a timely manner.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Non-homeless Special Needs Population [CD-2]. Ensure that opportunities and services are provided to improve the quality of life and independence for persons with special needs, such as elderly/frail elderly, persons with disabilities, victims of domestic violence, abused/neglected children, persons with HIV/AIDS, illiterate adults, and migrant farmworkers.
2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)]
3. **NATIONAL OBJECTIVE:** Presumed beneficiary/Seniors [24 CFR 570.208(a)(2)(i)(A)]
4. **TARGET POPULATION AND DEMONSTRATED NEED:** According to OSCC, the U.S. Census Bureau predicts a dramatic increase in the population of older adults (65 years and older) in the U.S. in the next 15 years. This group of adults is expected to be the fastest growing segment of the population. According to the County’s Adult Protective Services, by 2020, the 65 and over age group is expected to increase by 37 percent, where the 85 and over age group is predicted to increase by 55 percent. Most of these persons will require some form of long-term care, while a small segment of this population will age in place.

Residents in long-term care are often frail, isolated, and extremely vulnerable to abuse and neglect. Issues that can arise in nursing homes and residential care facilities include physical or sexual abuse and inadequate diet and staffing. With costs of care rising due to increased longevity and long-term intensive care, the possibilities for abuse are increasing.

5. **FINANCIAL ANALYSIS:**

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$10,000	350	\$28.57
Total Program Amount	\$702,804	10,000	\$70.21
CDBG % of Total Budget	1%		
Required Match – 50%	\$5,000		
Amount Secured	\$644,084		
Leverage*	\$64.41		
*Does not include other CDBG funds from other jurisdictions.			

County CDBG funds will be used for employee salaries for the Executive Director, Regional Supervisor – West County, Regional Supervisor – South County, Regional Supervisor – East County, Ombudsman Support Specialist, and Administrative Assistant/Receptionist. The program receives funds from federal, state, foundation,

corporation, and individual funding sources. The OSCC has also applied to the CDBG programs in Antioch, Concord, Pittsburg, and Walnut Creek. Based on their funding history, OSCC will raise sufficient funds to carry out the proposed program.

6. **EXPERIENCE AND CAPACITY:** The organization has provided the proposed service since 1991. Under the leadership of OSCC's Executive Director, who joined the organization in April 2015, OSCC has increased the number of core services provided across all service areas in 2015-16 compared to 2014-15. There was a 30 percent increase in cases opened from 895 to 1249, an increase in complaint resolution of 8 percent, a 54 percent increase in facilities monitored from 1823 to 2807 facilities, and 100 percent increase in community education from 10 to 21 events. Ombudsman Services currently employs seven staff persons and has approximately 40 trained state-certified volunteers.
7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.
8. **PAST PERFORMANCE:** The program has received CDBG funds since 1991 and has successfully met program agreement goals and reporting requirements. For FY 2015/16, Ombudsman Services provided 274 Urban County seniors with services, exceeding their goal of 125. As of the 2nd Quarter of FY 2016/17, Ombudsman Services has provided 142 seniors with services, 114 percent of their annual goal.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

**2017/18, FY 2018/19 & FY 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: Pleasant Hill Recreation & Park District

PROGRAM NAME/NUMBER: Senior Service Network
17-29-PS

PROGRAM SERVICE AREA: Central County (Primarily Pleasant Hill area)

PROGRAM OUTCOME: Provide on-site care management services and crisis intervention to 150 Urban County seniors resulting in the prevention of displacement and/or premature institutionalization.

TOTAL PROGRAM COST: \$60,650

AMOUNT REQUESTED: \$15,000

AMOUNT RECOMMENDED

FY 2017/18:	\$10,000
FY 2018/19:	\$10,000
FY 2019/20:	\$10,000

RECEIVED IN FY 2016/17: \$10,000

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: The Pleasant Hill Recreation & Park District (PHRPD) proposes to provide on-site counseling and care management services at the Pleasant Hill Senior Center to 150 seniors residing in the Pleasant Hill and surrounding areas. Seniors receiving services are those who need assistance with entitlement services or support for crisis and other serious concerns in order to prevent premature hospitalization or institutionalization. Services to be provided include:

- Care management and coordination onsite 15 hours per week
- Counseling and assessment
- Assistance in gaining access to resources
- Early intervention and prevention of elder abuse
- Linkages to multiple health, psychological, and social services resources for frail seniors

The program is eligible, feasible, and timely. PHRPD has been providing care management services to low-income Urban County seniors since 1990.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Ensure that opportunities and services are provided to improve the quality of life and independence for persons with special needs, such as elderly/frail elderly, persons with disabilities, victims of domestic violence, abused/neglected children, persons with HIV/AIDS, illiterate adults, and migrant farmworkers [CD-2].
2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)]
3. **NATIONAL OBJECTIVE:** Presumed beneficiary/ Seniors [24 CFR 570.208(a)(2)(i)(A)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The target population is low-income Pleasant Hill seniors. Seniors are the fastest growing segment of the population and are most at risk for premature hospitalization or institutionalization. According to the 2010 U.S. Census, 13 percent of the population is 65 years and older, and that number is expected to increase in the next ten years. The average cost of nursing home care in Contra Costa is \$6,000 per month, which is unaffordable for many seniors that are solely living off social security. This is an example of one group that requires the services of PHRPD. Seniors and their families often do not know where or how to access services necessary to help seniors maintain independence. Many turn to senior centers as a resource. PHRPD proposes to provide on-site care management services at the Pleasant Hill Senior Center that will help seniors gain access to resources and maintain independence. Provision of such services may prevent not only hospitalization and institutionalization but also homelessness.
5. **FINANCIAL ANALYSIS:**

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$10,000	150	\$67
Total Program Amount	\$60,650	150	\$404
CDBG % of Total Budget	16%		
Required Match – 50%	\$5,000		
Amount Secured	\$45,650		
Leverage*	\$4.57		
*Does not include other CDBG funds from other jurisdictions.			

6. **EXPERIENCE AND CAPACITY:** PHRPD has been providing care management services to low-income seniors through the CDBG program since 1990. The Care Manager, who has worked on the program for thirteen years, will provide direct care management services. The program has been successful at meeting the administrative requirements of the CDBG program.
7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.
8. **PAST PERFORMANCE:** During FY 2015/16, the program exceeded their program goal. During the first six months of the current fiscal year, they are on pace to meet their 2016/17 goal.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

**FY 2017/18, FY 2018/19 & 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: Rainbow Community Center of Contra Costa

PROGRAM NAME/NUMBER: Kind Hearts Community Support Program
17-30-PS

PROGRAM SERVICE AREA: Central County

PROGRAM OUTCOME: Provide congregate meals, food pantry services, home/friendly visitor services and wellness calls to 60 Urban County People with AIDS and Lesbian, Gay, Bisexual and Transgender seniors to decrease isolation and improve quality of life.

TOTAL PROGRAM COST: \$80,712

AMOUNT REQUESTED: \$12,000

AMOUNT RECOMMENDED:

FY 2017/18	\$10,000
FY 2018/19:	\$10,000
FY 2019/20:	\$10,000

RECEIVED IN FY 2016/17: \$10,000

PROGRAM ANALYSIS: Rainbow Community Center (RCC) serves two vulnerable populations: people living with AIDS and Lesbian, Gay, Bisexual and Transgender (“LGBT”) seniors, primarily in Central County. RCC has found that these populations share common needs that can be addressed by one program. By combining services, these residents can be helped in a cost effective manner. Program services operate along a continuum that includes outreach and socialization activities, case management, nutritional support and home-based services for those unable to access the Center. The Kind Hearts program provides congregate meals, food pantry services, wellness calls and home/friendly visits to 95 Contra Costa County residents, with 60 being from the Urban County.

Research documents significant health disparities when LGBT seniors are compared to their heterosexual contemporaries, including higher rates of depression, anxiety, self-harm and suicide. LGBT seniors become increasingly isolated as they age; further impacting their physical and mental well-being. Without children, many LGBT seniors lack personal relationships with younger people who can provide family support. In

addition, many feel uncomfortable accessing mainstream senior services, including visiting senior centers. Many of the same concerns voiced by LGBT seniors also apply to People with AIDS – fear of being stigmatized, lack of support as a peer network disappears and difficulty with transportation.

In addition to two employees, RCC's home/friendly visitor program is staffed by volunteers and Masters in Social Work interns from U.C. Berkeley and Cal State East Bay. These volunteers provide on site and home visits and wellness calls to the frail elderly and People with AIDS, decreasing isolation and providing an ongoing assessment of a client's condition, as well as delivering weekly food supplies. The home visitors also work on helping isolated clients rebuild their social networks by conducting a social network assessment, identifying people in the participant's social circle who can provide additional socialization and support services.

The program is eligible, feasible, and timely. RCC has received County CDBG funds since 2008 and has achieved their contract goals.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Non-homeless Special Needs Population. Ensure that opportunities and services are provided to improve the quality of life and independence for persons with special needs, such as elderly/frail elderly, persons with disabilities, victims of domestic violence, abused/neglected children, persons with HIV/AIDS, illiterate adults, and migrant farmworkers. [CD-2]
2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)].
3. **NATIONAL OBJECTIVE:** Presumed Beneficiary: Seniors/Persons with HIV/AIDS [24 CFR 570.208(a)(2)(i)(A)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** According to RCC, a 2012 study by the California Department of Public Health identified LGBT older adults as among the most overlooked and underserved populations. The National Academy of Sciences Institute of Medicine reports that LGBT people are twice as likely as heterosexuals to be uninsured, Lesbian couples are twice as likely to live in poverty, older gay men are four times more likely to live alone and LGBT seniors also have a greater chance of being diagnosed with diabetes, high blood pressure, and psychological distress. In addition, reports indicate that LGBT people have a higher rate of depression, anxiety, self-harm, and suicide compared to their heterosexual neighbors. Many LGBT seniors are fearful of accessing mainstream senior centers due to experiences or fear of discrimination.

According to RCC, there is also a growing need to provide services to older people who are living with HIV/AIDS. Though the number of people dying from AIDS is

decreasing, HIV/AIDS continues to be a serious health concern in our community. People living with HIV/AIDS and LGBT people need support to deal with their various needs. However, for LGBT seniors and people with HIV/AIDS, finding adequate support is often complicated by the fear that they will be rejected and discriminated against. This rejection and discrimination leads to health disparities amongst persons living HIV/AIDS. Home/friendly visitor programs are a cost effective way to provide important support services to people who are ill or housebound. The services provided by RCC are intended to assist community members cope with the impact of stigma and loneliness by rebuilding and strengthening their social support networks. This program is provided free of cost to their clients.

5. FINANCIAL ANALYSIS:

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$10,000	60	\$167
Total Program Amount	\$80,712	190	\$844
CDBG % of Total Budget	12%		
Required Match – 50%	\$5,000		
Amount Secured	\$60,712		
Leverage*	\$6.07		
*Does not include other CDBG funds from other jurisdictions.			

County CDBG funds will be used to fund the salary of the Case Manager. Secured funding is through County Department of Health Services contracts. Remaining funds will be secured through fundraising, corporations, and foundations. RCC has also applied for CDBG funds from Walnut Creek.

- 6. **EXPERIENCE AND CAPACITY:** RCC has been in operation since 1996 as a primarily volunteer organization. The agency has the capacity to continue to manage and develop this program.
- 7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that has been successful in providing services using a primarily volunteer staff.
- 8. **PAST PERFORMANCE:** RCC has received County CDBG funds since FY 2008/09 and has met the requirements of their contract. For FY 2015/16, RCC provided 66 Urban County clients with services, exceeding their goal of 60. As of the 2nd Quarter of the current fiscal year, RCC has served 26 clients, putting them at 43% of their annual goal. The organization has experienced some hardship this past fiscal year with multiple burglaries and vandalism to their main office, but they are expected to meet their contractual goal for this year.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

**2017/18, FY 2018/19 & FY 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: RYSE, Inc.

PROGRAM NAME/NUMBER: RYSE Career Pathway Program
17-31-PS

PROGRAM SERVICE AREA: West County

PROGRAM OUTCOME: Operate the Career Pathway Program by providing career development and soft skills support, media arts skill development, paid work experience opportunities, and academic enrichment and interventions. A total of 230 West County youth will be provided services during the year.

TOTAL PROGRAM COST: \$280,995

AMOUNT REQUESTED: \$40,000

AMOUNT RECOMMENDED

FY 2017/18:	\$40,000
FY 2018/19:	\$40,000
FY 2019/20:	\$40,000

RECEIVED IN FY 2016/17: \$40,000

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: RYSE serves youth in West Contra Costa County ages 13 to 21. RYSE members include youth who are in and out of school, college bound, homeless, LBGT, and some who have been incarcerated.

According to numerous reports, young people from Richmond and West Contra Costa County face a myriad of challenges that hinder academic success and acquisition of meaningful employment opportunities and financial stability. This marginalized group requires adequate support from the community to access opportunities that provide long-term stability and support the transition into adulthood. The Career Pathway Program aims to address this problem by offering a combination of career development and soft skills support, media arts skill development, paid work experience opportunities, and academic enrichment and intervention.

Career development programming integrates exposure to a variety of career pathways and offers quality classroom and work-based learning opportunities. RYSE also supports youth in acquiring desired employment and internships on site, in the community or with work place partners.

RYSE has a proven record of accomplishment for producing a safe space for youth where they feel welcome, valued, and supported, and has created and implemented effective programming that helps youth make lasting changes in their lives. This program is eligible, feasible, and timely. RYSE has received CDBG funds since FY 2008/09 and has achieved their contract goals.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Increase opportunities for children/youth to be healthy, succeed in school and prepare for productive adulthood [CD-3].
2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201(e)].
3. **NATIONAL OBJECTIVE:** Low and Moderate Income [24 CFR 570.208(a)(2)(i)(B)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The target population is youth ages 13-21 living in West Contra Costa County. There are other youth centers in the West County area; however, none of them provide a comparable amount and level of service to this community. The program model is focused on youth leadership, harm reduction, and social justice with the framework of addressing the causes of violence and the harmful social and health outcomes associated with violence. The program was developed as a result of extensive surveys taken of youth in the West County area after four Richmond High School students were killed. The West Contra Costa Unified School District is the 20th largest school district in California, with a diverse population of students that speak over 80 different languages. Seventy eight percent of the students meet eligibility requirements for free or reduced lunches.

5. FINANCIAL ANALYSIS:

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$40,000	230	\$174
Total Program Amount	\$280,995	230	\$1222
CDBG % of Total Budget	14%		
Required Match – 50%	\$20,000		
Amount Secured	\$240,995		
Leverage*	\$6.00		
*Does not include other CDBG funds from other jurisdictions.			

6. **EXPERIENCE AND CAPACITY:** The Executive Director has been with RYSE since 2008 and has successfully managed other youth programs since 1995.
7. **PROGRAM READINESS AND TIMELINESS:** The program has secured funding to operate the project for the last several years and is expected to secure the necessary funds to continue its operations. The program is fully operational.

8. **PAST PERFORMANCE:** RYSE has met or exceeded its performance goals for the last nine years.
8. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service projects are exempt from an environmental review.

**FY 2017/18 2018/19 & 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: Richmond Public Library

PROGRAM NAME/NUMBER: Words on Wheels
17-32-PS

PROGRAM SERVICE AREA: Richmond

PROGRAM OUTCOME: The program will expand the current Mobile Library Services to serve 125 seniors living in areas of Richmond that have limited access to computers and library services.

TOTAL PROGRAM COST: \$225,528

AMOUNT REQUESTED: \$31,905

AMOUNT RECOMMENDED:

FY 2017/18:	\$12,000
FY 2018/19:	\$12,000
FY 2019/20:	\$12,000

RECEIVED IN FY 2016/17: None

PROGRAM DESCRIPTION: The Richmond Public Library currently has three physical locations from which residents can receive library services including books, DVD's, free computer and Wi-Fi access and programming. The Words on Wheels program is an expansion of the current Mobile Library Services that currently serves children ages 3 to 12 at preschool and school locations throughout the City of Richmond. The bookmobile and the collection are geared towards school-aged youth who will access the vehicle to check out books, access the internet, and look through other library materials.

The Words on Wheels program is intended to use a book van that was previously purchased by the library with funds raised by the Richmond Public Library Foundation. The book van will take popular and requested library materials to specific sites that may include the Richmond Annex Senior Center, Nevin Community Center, Shields-Reid Community Center, Parchester Community Center, and potentially two senior residential sites including Heritage Park at Hilltop and Richmond Macdonald Senior Apartments. The library staff will unload the carts from the van and set-up the materials in a senior center or community center to provide seniors easier access to the library materials on the carts.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** General Public Services. Ensure that opportunities and services are provided to improve the quality of life and independence for lower-income persons, and ensure access to programs that promote prevention and early intervention related to a variety of social concerns such as substance abuse, hunger, housing stability, and other issues. [CD-1]
2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)]
3. **NATIONAL OBJECTIVE:** Low/Moderate Income Area of Benefit [24 CFR 570.208(a)(1)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The program will provide services to low-income residents, including seniors, living in Parchester, Iron Triangle, and Richmond Annex. In addition, the program will provide services to the Shields-Reid neighborhood in North Richmond, which has limited access to computers and library services. According to the library, reading books and magazines, writing and participating in mentally stimulating activities can keep memory and thinking skills intact. Many seniors live alone and struggle with social isolation, which can lead to depression and a higher risk of mortality. For seniors, regularly scheduled visits will offer access to reading material and programming to help stimulate mental faculties and provide additional opportunities for social interaction. The program will plan regular visits to various senior and community centers throughout Richmond in order to expand access to library services to areas that are underserved due to distance from existing libraries and physical barriers such as highways that impede access by residents who cannot drive.
5. **FINANCIAL ANALYSIS:**

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$12,000	125	\$96
Total Program Amount	\$225,528	1,500	\$150
CDBG % of Total Budget	5%		
Required Match – 10%	\$1,200		
Amount Secured	\$193,623		
Leverage*	\$16.14		
*Does not include other CDBG funds from other jurisdictions.			

County CDBG funds will be used to pay the salaries for the Library Aide, Library Associate, Library Assistant II, and Librarian II. The program is expected to receive

funds from the City of Richmond Library and Cultural Services Budget. The City of Richmond will need to raise any additional funds necessary to operate the program.

6. **EXPERIENCE AND CAPACITY:** The library's bookmobile that currently serves youth is an asset to the library system as it furthers the library's services and reach to children and teens. The bookmobile offers library programs such as story-time, and placing holds on books to be delivered from another library site. The Words on Wheels program is intended to provide similar services, but focused towards seniors and the elderly. Regular site visits to the Richmond Annex Senior Center, Nevin Community Center, Shields-Reid Community Center, Parchester Community Center, and potentially two senior residential sites including Heritage Park at Hilltop and Richmond Macdonald Senior Apartments will expand services by providing a point of contact in areas that are underserved.
7. **PROGRAM READINESS AND TIMELINESS:** This is an expansion of an existing mobile book program that is executed by existing library staff.
8. **PAST PERFORMANCE:** This is the first year that the Richmond Public Library is requesting CDBG funds from the County. The library had previously applied to the City of Richmond's CDBG program for funding.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Services projects are exempt from an environmental review.

**FY 2017/18, FY 2018/19 & FY 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: Shelter Inc. of Contra Costa County

PROGRAM NAME/NUMBER: Homeless Prevention and Rapid Rehousing Program
17-33-PS

PROGRAM SERVICE AREA: County-wide

PROGRAM OUTCOME: Provide rapid rehousing and homeless prevention services to 180 Urban County residents to quickly regain stable, permanent housing or maintain their housing.

TOTAL PROGRAM COST: \$876,439

AMOUNT REQUESTED: \$30,000

AMOUNT RECOMMENDED:

FY 2017/18:	\$25,075
FY 2018/19:	\$25,075
FY 2019/20:	\$25,075

RECEIVED IN FY 2016/17: \$25,075

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: Shelter, Inc. provides one-time direct financial rental/mortgage assistance to low-income families to prevent eviction or foreclosure or to assist with move-in costs. These households often face a housing crisis through no fault of their own due to a temporary job loss, medical crisis or unexpected car repair. What would be an inconvenience for many is a devastating crisis for those struggling to make ends meet. For those who are currently homeless and attempting to move into housing, move-in costs are often in excess of what they can realistically afford. Preventing homelessness is far more cost-effective than helping a homeless family transition from the streets to temporary and permanent housing.

Financial assistance will be provided to 180 Urban County clients. A critical piece to the success of the program is the rental subsidies that are provided to help a client remain in (or get back into) a home. The rental assistance goes directly to the landlord, and, as rental prices have increased, the costs to assist each household have also increased. As

a result, if overall funding for the program stays the same as in years past, Shelter Inc. will not be able to serve more people.

The Homeless Prevention Program has two components: Rental/Mortgage Assistance and Prevention Case Management. Through the "Rental/Mortgage Assistance" component, Shelter, Inc. receives direct funds from federal and state sources to disburse to County residents to prevent eviction or mortgage foreclosure and to assist the homeless with move-in costs for a new residence. A case manager determines the ability of each household to maintain the proposed housing expense so that the household doesn't find itself in a perpetual crisis or ongoing homelessness.

Through the "Prevention Case Management" component, case managers provide support and guidance to households that need help beyond one month's rent, often due to a temporary illness or disability. The services may include small rent supplement payments and provide extensive resources through an information and referral network.

The program is eligible, feasible, and timely. Providing services to prevent homelessness is consistent with the Consolidated Plan and the Homeless Continuum of Care Plan.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Expand existing prevention services including emergency rental assistance, case management, housing search assistance, legal assistance, landlord mediation, money management and credit counseling. [H-2].
2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24CFR 570.201(e)]
3. **NATIONAL OBJECTIVE:** Low and Moderate Income [24CFR 570.208 (a)(2)(i)(B)]
4. **TARGET POPULATION AND DEMONSTRATED NEED:** Shelter, Inc. provides one-time financial assistance in order to help low income families in a housing crisis. They are currently homeless or at immediate risk of becoming homeless due to a pending eviction. Program participants are generally the working poor whose income does not allow for unexpected emergencies or whose income restricts their ability to afford move-in costs. In the last year, sixty-six percent of the households served program-wide were families with at least one child under the age of 18. Twenty-six percent were single adults and eight percent were a family without a child under the age of 18.

5. FINANCIAL ANALYSIS:

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$25,075	180	\$139
Total Program Amount	\$876,439	500	\$1,753
CDBG % of Total Budget	2.8%		
Required Match – 50%	\$12,537		
Amount Secured	\$112,000		
Leverage*	\$31.76		
*Does not include other CDBG funds from other jurisdictions.			

Requested CDBG funds will be used to pay staff salaries and employee taxes and benefits. Shelter, Inc. has also requested CDBG funds from the other jurisdictions from the Consortium. Shelter, Inc. has secured approximately 12 percent of the funds necessary to carry out the program through foundations and private donations. Based on funding history, Shelter, Inc. will be able to secure the required funds to carry out the program.

6. **EXPERIENCE AND CAPACITY:** Shelter, Inc. has been operating a rental assistance program in Contra Costa County since 1986 and has received CDBG funding for this program since 1991. The Program Director has more than 20 years experience serving the housing needs of homeless and at-risk residents of Contra Costa County and will be responsible for general oversight of the program.
7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.
8. **PAST PERFORMANCE:** Shelter, Inc. has been successful in meeting quantitative goals. While on track to meet their annual goal during the current fiscal year, (as of second quarter of the current funding year they have served 70 percent of their annual goal), they have been late in submitting their financial reports and request for reimbursement of CDBG funds.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

**FY 2017/18 2018/19 & 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: St. Vincent de Paul of Contra Costa County

PROGRAM NAME/NUMBER: RotaCare Pittsburg Free Medical Clinic
17-34-PS

PROGRAM SERVICE AREA: County-wide (Primarily East County)

PROGRAM OUTCOME: Provide free urgent and chronic medical care to 480 uninsured clients.

TOTAL PROGRAM COST: \$261,010

AMOUNT REQUESTED: \$13,500

AMOUNT RECOMMENDED:

FY 2017/18:	\$12,000
FY 2018/19:	\$12,000
FY 2019/20:	\$12,000

RECEIVED IN FY 2016/17: None

PROGRAM DESCRIPTION: St. Vincent de Paul's RotaCare Free Medical Clinic has been in operation since 2011 and provides free urgent and chronic medical care to the uninsured. The clinic is staffed by a part-time clinic administrator and clinic care coordinator, and all-volunteer medical professionals including physicians, nurses, social workers, and health educators. All services provided are free of charge including physician/nurse treatment, lab services, x-rays, MRIs, ultrasounds, diagnostics, and all prescribed pharmaceuticals. Translation support is also provided for all services.

The free clinic provides adults with urgent and chronic care, with diabetes and hypertension as the most common diagnosis treated. Sixty percent of the patients are women and 40 percent of the patients are men. The majority of the patients are from Pittsburg, Bay Point, and other East County cities/neighborhoods. The clinic will serve a total of 2,000 persons per year with 480 who are residents of the Urban County area.

All patients that come for services have appointments. When patients arrive to the clinic, they check in with the receptionist, are taken to another room for evaluation of the medical issues they are experiencing, a physician sees the patient, and then a discharge nurse follows-up with the patient before they leave if they have further

questions about the diagnosis or treatment instructions. Patients are seen for about 15 minutes, depending on the physician or nature of the visit. Most of the clients come to the clinic by word of mouth. In addition to the medical exam rooms are auxiliary rooms for nurses to conduct follow-up visits for clients with diabetes and hypertension. There is almost a one for one medical professional to translator ratio with their volunteer staff. In March 2017, the program is planning to expand their hours to Tuesday through Saturday. The program is eligible, feasible, and timely.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** General Public Services. Ensure that opportunities and services are provided to improve the quality of life and independence for lower-income persons, and ensure access to programs that promote prevention and early intervention related to a variety of social concerns such as substance abuse, hunger, housing stability, and other issues. [CD-1]
2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)]
3. **NATIONAL OBJECTIVE:** Low/Moderate Income Clientele [24 CFR 570.208(a)(2)(i)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The program provides services for anyone in Contra Costa County, but specifically for low and moderate income clientele living in Pittsburg, Bay Point, Antioch, and other East County cities. Over 99 percent of their clients report incomes less than 200 percent of the Federal Poverty Level and over 90 percent of their clients are minorities. The RotaCare Free Clinic provides medical care, disease management, and health education to the uninsured, minority, and low-income residents of the County. These residents are either ineligible for medical care, lost coverage due to unemployment, experience barriers to enrollment, or do not find healthcare affordable by any other means. All patients are uninsured.

According to Kaiser Permanente's Implementation Strategy for Community Health Needs Assessment, the East Contra Costa area has significant health disparities versus the rest of the County, based on socio-economic issues. According to this report, the Hispanic/Latino population stands at high risk for poor health outcomes. According to John Muir Community Health Needs Assessment, the Eastern County cities of Bay Point, Pittsburg, Antioch, Oakley, Brentwood, and the far east parts of unincorporated Contra Costa County have populations at the highest risk for health disparities, including highest poverty rates, lowest levels of health insurance, and lowest rates of high school degree completion. Within these areas, Blacks and Latinos experience the lowest health outcomes. These are the populations that are primarily served by the RotaCare Free Medical Clinic.

This program provides a consistent resource for healthcare to a population in need, and provides Spanish-language services.

5. FINANCIAL ANALYSIS:

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$12,000	480	\$25.05
Total Program Amount	\$261,010	2,000	\$131
CDBG % of Total Budget	5%		
Required Match – 10%	\$1,200		
Amount Secured	\$223,510		
Leverage*	\$18.63		
*Does not include other CDBG funds from other jurisdictions.			

County CDBG funds will be used to pay the salaries, primarily for the Development Director, Clinic Nurse Manager, and Clinic Operations Manager. The program is also applying for CDBG funds from the City of Pittsburg. This program also receives funds from foundations, corporations, rotary clubs, St. Vincent de Paul Catholic Churches, and private individuals and appears to have the ability to raise the necessary funds to operate the program.

- 6. **EXPERIENCE AND CAPACITY:** The free clinic has been in operation since 2011 at St. Vincent de Paul’s facility in the City of Pittsburg. All of the medical staff that provide services to clients include retired physicians, private practitioners, and physicians from Kaiser. The nurses that volunteer in this program are ER nurses primarily from the County Health Services programs.
- 7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.
- 8. **PAST PERFORMANCE:** This is the first year this program has applied for County CDBG funds.
- 9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Services projects are exempt from an environmental review.

**2017/18, FY 2018/19 & FY 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: Village Community Resource Center (VCRC)

PROGRAM NAME/NUMBER: VCRC Program Support
17-35-PS

PROGRAM SERVICE AREA: Brentwood (and surrounding area)

PROGRAM OUTCOME: VCRC will operate its Afterschool Academy program. A total of 135 unduplicated children will be provided after-school tutoring services.

TOTAL PROGRAM COST: \$282,650

AMOUNT REQUESTED: \$17,550

AMOUNT RECOMMENDED

FY 2017/18:	\$13,000
FY 2018/19:	\$13,000
FY 2019/20:	\$13,000

RECEIVED IN FY 2016/17: \$13,000

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: Village Community Resource Center (VCRC) is a 20-year-old non-profit organization that was created to help empower residents and to address the educational, social and health issues of disadvantaged and underprivileged children, parents and community members residing in the immediate neighborhoods surrounding along Village Drive in Brentwood. Today, VCRC primarily serves Latino families and offers a variety of supportive services and activities for children, youth and families. Services are preventive-focused, family-friendly, and available in English and Spanish. VCRC provides access to resources, which helps improve neighborhood and community conditions by implementing educational, social services, and health components.

Prior to FY2016/17, VCRC served a population that was located in a low-to-moderate area, and therefore was not required to have clients self-certify their income. However,

this is no longer the case, and self-certification documents must be collected from the families of all students.

The proposed program is eligible, feasible, and timely. Requested CDBG funding will be used to pay for staffing.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Increase opportunities for children/youth to be healthy, succeed in school, and prepare for productive adulthood. [CD-3].
2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)]
3. **NATIONAL OBJECTIVE:** Low and Moderate Income [24 CFR 570.208(a)(2)(i)(B)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** VCRC is a 20-year-old non-profit organization that was created to help empower residents living in socially and economically disadvantaged neighborhoods along and surrounding Village Drive. VCRC’s application cites many statistics about the need for the plethora of services provided at the Center including the need for after school tutoring.
5. **FINANCIAL ANALYSIS:**

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$13,000	135	\$96
Total Program Amount	\$282,650	135	\$2,094
CDBG % of Total Budget	4%		
Required Match – 50%	\$6,500		
Amount Secured	\$265,100		
Leverage*	\$20.39		
*Does not include other CDBG funds from other jurisdictions.			

6. **EXPERIENCE AND CAPACITY:** VCRC has provided a variety of human services and social programs to residents of the Village Drive neighborhoods for the past 20 years. The agency is well respected in the community and serves thousands of persons each year. The Executive Director has been with VCRC for over five years and is very familiar with the CDBG program requirements.

7. **PROGRAM READINESS AND TIMELINESS:** The current program is fully staffed and programs are operating effectively.
8. **PAST PERFORMANCE:** VCRC met 96% of their performance goal in FY 2015/16, but is on target to surpass their FY 2016/17 goal.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

**2017/18, FY 2018/19 & FY 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: West County Adult Day Care

PROGRAM NAME/NUMBER: Alzheimer's Respite Center
17-36-PS

PROGRAM SERVICE AREA: West County

PROGRAM OUTCOME: Provide day care services five days per week for 56 Urban County seniors with Alzheimer's/dementia resulting in retention of housing and delay of institutionalization.

TOTAL PROGRAM COST: \$215,780

AMOUNT REQUESTED: \$40,000

AMOUNT RECOMMENDED

FY 2017/18:	\$40,000
FY 2018/19:	\$40,000
FY 2019/20:	\$40,000

RECEIVED IN FY 2016/17: \$40,000

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: West County Adult Day Care (WCADC) provides day care services five days per week, 10 hours per day Monday through Friday to Alzheimer's victims and other elderly persons who need constant supervision. The program provides meals, personal grooming assistance, a variety of therapies, social activities, a monthly family support group, and respite to primary care givers. Day care services will be provided to at least 56 seniors (and their families) from the Urban County.

The services offered by the program have been proven to delay long term placement for elders with Alzheimer's/dementia, as well as allowing caregivers to continue with a normal work schedule.

The proposed program is eligible, feasible, cost effective and timely. The program has received CDBG funds for several years.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Ensure that opportunities and services are provided to improve the quality of life and independence for persons with special needs, such as elderly/frail elderly, persons with disabilities, victims of domestic violence, abused/neglected children, persons with HIV/AIDS, illiterate adults, and migrant farmworkers [CD-2].
2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)]
3. **NATIONAL OBJECTIVE:** Presumed Beneficiary/Seniors [24 CFR 570.208(a)(2)(i)(A)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The program will serve seniors living with Alzheimer’s disease and related conditions. Alzheimer’s disease is a condition for which no viable treatment or cure exists. As the disease progresses, the person becomes increasingly impaired both physically and mentally. Because the impaired person cannot be left unattended, it becomes impossible for the caregiver to work outside the home.

While a primary component of the program is to provide respite to the primary care giver, the beneficiary of the program is the senior whose life is enriched through the therapeutic and recreational activities provided. WCADC cites studies that show that respite care can delay long term care placement by approximately a year and reduce stress to care givers. These services also reduce the financial toll for families. All clients are low-income and over 50 percent are ethnic minorities.

5. FINANCIAL ANALYSIS:

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$40,000	56	\$714
Total Program Amount	\$215,780	56	\$3,853
CDBG % of Total Budget	19%		
Required Match – 50%	\$20,000		
Amount Secured	\$175,780		
Leverage*	\$4.39		
*Does not include other CDBG funds from other jurisdictions.			

For several years, the program has received funding from the Leshner Foundation, and a contract from Adult Education. These funding sources are expected to continue in FY 2017/18, and along with other smaller grants, will be sufficient to carry out the program next year. Client fees account for approximately 40 percent of the total program budget.

6. **EXPERIENCE AND CAPACITY:** The organization has provided the proposed service to the target population since 1985. The program is staffed by one full-time (Activity Coordinator) and many part-time employees and volunteers. The part-time employees include a program coordinator, numerous health aides, and movement therapist. The executive director has been with the program since 1985 and has successfully increased the days and hours of operation as well as the number of persons able to be served by the program.
7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.
8. **PAST PERFORMANCE:** WCADC exceeded its performance goals last year and is on target for meeting or exceeding the performance goals for this fiscal year. Quarterly reports are submitted in a timely manner.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from an environmental review.

**2017/18, FY 2018/19 & FY 2019/20 CDBG PROGRAM
PUBLIC SERVICE (PS) CATEGORY**

APPLICANT: YWCA of Contra Costa County

PROGRAM NAME/NUMBER: YWCA Family Empowerment Program
17-37-PS

PROGRAM SERVICE AREA: Bay Point

PROGRAM OUTCOME: Provide mental health, physical health, and social/emotional skills training services to approximately 100 families who have children enrolled in the YWCA's day care program. At the end of the year, all children will have passed the Desired Results Development Profile Assessment tool.

TOTAL PROGRAM COST: \$24,000

AMOUNT REQUESTED: \$12,000

AMOUNT RECOMMENDED

FY 2017/18:	\$10,000
FY 2018/19:	\$10,000
FY 2019/20:	\$10,000

RECEIVED IN FY 2016/17: \$10,000

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: YWCA proposes to provide a family-based program for a minimum of 100 low-income families served by the YWCA at its facilities in Bay Point (Bay Point Child Care and Delta Child Care). The programs provided include:

- Children's Self-Esteem Program provides mental, social and emotional skills training by the Girl Scout program.
- Public/Physical Health Care Program provides families with health care education and assistance with receiving direct care.
- Mental Health Program provides parenting classes, weekly play-therapy sessions for children with social or emotional problems, and family therapy.

The purpose of the Family Empowerment Program is to assist low-income families in breaking the cycle of poverty by helping family members, including youth, develop a positive self-concept, improve social/emotional skills, and to become physically and mentally healthy. Bay Point is an unincorporated area that meets "area benefit" criteria. Families participating in these programs are members of the YWCA who have children in the YWCA day care program. Outreach will also be targeted to the neighborhoods and community centers adjacent to the area.

The proposed project is eligible, feasible, and timely. The YWCA has provided these services to low-income Urban County families through CDBG since 1995. The YWCA has consistently met contract goals in a timely and cost-effective manner.

EVALUATION CRITERIA

1. **CONSOLIDATED PLAN PRIORITY:** Ensure that opportunities and services are provided to improve the quality of life and independence for lower income persons and ensure access to programs that promote prevention and early intervention related to a variety of social concerns such as hunger, substance abuse and other issues [CD-1].
2. **CDBG ELIGIBLE ACTIVITY:** Public Services [24 CFR 570.201 (e)]
3. **NATIONAL OBJECTIVE:** Area Benefit [24 CFR 570.208(a)(1)(i)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** YWCA cites data taken from the California Department of Education, Sperlings Best Places, and City Data websites showing how Bay Point compares to other areas in the County relative to population, economics, crime, nutrition, education, and cost of living data.

5. FINANCIAL ANALYSIS:

		# Clients Served	\$ Per Client Served
CDBG Funds Recommended	\$10,000	100	\$100
Total Program Amount	\$24,000	100	\$240
CDBG % of Total Budget	42%		
Required Match – 50%	\$5,000		
Amount Secured	\$12,000		
Leverage*	\$1.20		
*Does not include other CDBG funds from other jurisdictions.			

6. **EXPERIENCE AND CAPACITY:** YWCA has received funding through the CDBG program to provide childcare and family empowerment services since 1995. They have consistently met programmatic goals. YWCA staff needed to carry out the program include two part-time. Program Managers and a part-time (3 percent FTE) Marriage and Family Therapist (MFT), and an MFT intern.
7. **PROGRAM READINESS AND TIMELINESS:** This is an ongoing program that is fully staffed.
8. **PAST PERFORMANCE:** In past funding years the YWCA has met their performance goals.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** Public Service activities are exempt from environmental review.

ESG Program Staff Reports

**FY 2017/18, FY 2018/19 & 2019/20
EMERGENCY SOLUTIONS GRANTS (ESG)**

APPLICANT: Health Services Department

PROGRAM NAME/NUMBER: Adult Interim Housing Program
17-01-ESG

PROGRAM SERVICE AREA: Urban County

PROGRAM OUTCOME: Provide 150 Urban County homeless clients year-round emergency shelter beds and wrap-around services.

TOTAL PROGRAM COST: \$2,071,106

AMOUNT REQUESTED: \$108,365

AMOUNT RECOMMENDED:

FY 2017/18:	\$108,365
FY 2018/19:	\$108,365
FY 2019/20:	\$108,365

RECEIVED IN FY 2016/17: \$108,365

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: The Contra Costa County Health Services Department (HSD) operates two emergency homeless shelters for single adults—the Central County shelter in Concord with 75 beds and the West County shelter in Richmond with 100 beds. The shelters are the main points of entry for the homeless into the continuum of homeless and housing services.

The shelters are open 24-hours a day and provide meals, laundry facilities, mail, health screenings, telephones and a wide array of on-site support services. Upon entry into the shelter, each resident is assigned a case manager to assist the individual in determining an appropriate service plan that will help them (re)-gain housing as soon as possible. Engaging individuals the moment they walk into the shelter reflects the transition to a “housing-first” approach to service delivery that aims to reduce shelter stay and find appropriate housing that fits individual needs, subsequently reducing recidivism.

HSD is requesting ESG funds to help support operating costs at the two County run emergency homeless shelters. The funding will be used to cover utilities.

The shelter program is eligible, and consistent with County priorities and policies as identified in the County's Consolidated and Continuum of Care plans. The County shelters provide emergency housing and services to very-low income homeless individuals and are the entry point for many individuals seeking services to assist them in achieving permanent housing and a stable living environment. The shelters will serve up to 850 individuals per year.

HSD also receives CDBG funds to provide shelter and supportive services (see FY 2017/18 CDBG staff report No. 17-09-PS).

EVALUATION CRITERIA

1. **Consistency with homeless shelter and service priorities:** Provision of shelter and related support services for homeless persons, including the elderly and disabled, is identified as a need in the FY 2015-2020 Contra Costa Consortium Consolidated Plan. The Contra Costa County Continuum of Care Homeless Plan identifies the need to preserve existing programs and services in the Continuum of Care system.
2. **Eligibility:** ESG funds may be used to provide emergency shelter operations [24 CFR 576.102(a)(3)]. As proposed, ESG funds will be used to help cover the costs of utilities.
3. **Target Population:** The County shelters serve very-low income, homeless single adults, including the elderly and persons with disabilities. In FY 2015/16, the shelter served 196 Urban County clients. Sixty percent of shelter residents were men, forty percent were women. Through the first two quarters of FY 2016/17, the shelter served 265 Urban County clients. Sixty-nine percent of shelter residents were men, thirty-one percent were women.
4. **Project feasibility/cost effectiveness/budget issues:** The County shelter program is an ongoing program. During FY 2015/16, shelter was provided to 788 individual homeless adults, of which 196 were Urban County clients. The program costs \$32.42/bed-night based on the proposed FY 2017/18 budget. The cost per client is \$2,436.60.

The objectives of the program are:

- At least 850 homeless adults (150 Urban County individuals) are provided shelter, meals, and other services annually.
- 60 percent of the persons exiting interim housing will be placed in permanent, transitional, sober living or more appropriate emergency housing.
- 50 percent of the persons exiting interim housing will obtain additional benefits/income as a result of their participation in interim housing.

ESG funds have been used to support the County's emergency shelters for several years.

5. **Proposed match/leveraging:** Funds from Federal, State, and Local government sources will act as a match for County ESG funds. HSD has approximately \$1,118,892 in secured funding. Every dollar of ESG funding leverages \$18.11 from other sources.
6. **Experience:** The Health Services Department has primary responsibility in running the emergency shelters. The County's Homeless Program Director has general oversight of the program and has been with the department since 1997.
7. **Project readiness/timing:** Project is ongoing. Provision of ESG funds would allow the emergency shelters to remain in operation year-round with 175 beds.
8. **Involvement of homeless in project:** The County Homeless Program understands that consumer participation is key to successful development, implementation, and operation of the shelter program. Involving the homeless population in key decisions allows residents of the shelter to take ownership of the program thereby taking ownership of their lives. For this reason, the Homeless Program staff seeks to involve residents of the shelter in the following ways:
 - Housing meetings are held weekly to identify any issues residents may have and gives staff and shelter residents an opportunity to engage in pro-active problem solving;
 - Resident Council meetings are conveyed once per month to provide a consumer voice on shelter policies and/or operations;
 - Consumer Board sub-committee meetings are held one per month at each facility to provide guidance on homeless policies and services that affect the entire Contra Costa homeless community.

9. **Marketing/Outreach.** Homeless persons needing the County Homeless Program's services, social service providers, and the community at large are informed about the Homeless Program in a variety of ways. There is a toll-free shelter intake number that is widely publicized, the program can be found on the County Health Services website, as well. Individuals may call this service 24-hours a day to request a shelter bed and/or other services. During initial screening, the Intake Line makes a determination on level of need of the homeless person requesting shelter. If the person reports mobility or other special need, appropriate accommodations, including TDD and translation services, are provided by Health Services. In addition, the Homeless Program works with the Coordinated Outreach and Engagement Teams to access any available beds for homeless persons living in encampment areas throughout the County. All outreach literature and flyers are disseminated by the shelters clearly specify who to call and how to access special services.
10. **Environmental issues.** This project involves funding the operations of a homeless shelter and is exempt under the required National Environmental Policy Act (NEPA) review.
11. **Local support.** The County's homeless shelter program success is enhanced by community support. Community and service groups donate food, clothing, linens and equipment. Approximately 15 volunteer, faith-based organizations provide meals each month. The shelters are accessed through the Shelter Intake Hotline and both are regularly advertised in the publication "Street Sheets".

**FY 2017/18, FY 2018/19 & 2019/20
EMERGENCY SOLUTIONS GRANTS (ESG)**

APPLICANT: Health Services Department

PROGRAM NAME/NUMBER: Calli House Youth Shelter
17-02-ESG

PROGRAM SERVICE AREA: Urban County

PROGRAM OUTCOME: Provide year-round emergency shelter beds and support services to 25 homeless youth in Urban County.

TOTAL PROGRAM COST: \$497,228

AMOUNT REQUESTED: \$10,000

AMOUNT RECOMMENDED:

FY 2017/18:	\$10,000
FY 2018/19:	\$10,000
FY 2019/20:	\$10,000

RECEIVED IN FY 2016/17: \$10,000

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: Health Services Department (HSD) operates the Calli House Youth Shelter, a program that provides emergency shelter and critical support services to run-away, homeless, and throw-away youth ages 18-24. Shelter is provided to youth ages 18-24 and day services to youth ages 14-18 at the Drop-In Center.

The shelters are open 24-hours a day and provide meals, laundry facilities, mail, health screenings, telephones and a wide array of on-site support services. Youth ages 14-18 have the ability to access the Day Center for basic services. HSD projects 150 unduplicated youth will access the Day Center annually. Additionally, a total of 125 unduplicated transition age youth ages 18-24 will be provided shelter services.

The youth shelter program is eligible and consistent with County priorities and policies as identified in the County's Consolidated and Continuum of Care plans. Calli House provides emergency housing and services to homeless youth and is the entry point for many individuals seeking services to assist them in achieving permanent housing and a stable living environment.

EVALUATION CRITERIA

1. **Consistency with homeless shelter and service priorities:** Provision of shelter and related support services for homeless persons, including the elderly and disabled, is identified as a need in the FY 2015-2020 Contra Costa Consortium Consolidated Plan [H-1]. The Contra Costa County Continuum of Care Homeless Plan emphasizes the need to preserve existing programs and services in the Continuum of Care system.
2. **Eligibility:** ESG funds may be used to provide operating support [24 CFR 576.102(a)(3)]. As proposed, ESG funds will be used to help cover the costs of utilities.
3. **Target Population:** The Calli House shelters serve overnight bed shelter to very-low income, homeless transitional age youth (ages 18-24). In addition, day supportive services are provided to youth ages 14-24. In FY 2015/16, 129 unduplicated youth were served; 24 were from the Urban County.
4. **Project feasibility/cost effectiveness/budget issues:** HSD proposes to provide 25 unduplicated Urban County youth with shelter, food and support services annually. A total of 6,570 bed-nights will be provided, with the average length of stay at 30 days.

The goals of Calli House are as follows:

- At least 125 County runaway and homeless youth will be provided shelter, food, and other services.
- 90 percent of all youth exiting Calli House will be placed in permanent, transitional, sober or more appropriate emergency housing.
- 75 percent of youth will have improved health outcomes as a result of the support services offered.

HSD will use ESG funds to pay for a portion of the operating costs of the shelter including utilities. Previously, ESG funds have been granted in the amount of \$10,000 in FY 2015/16 and FY 2016/17.

5. **Proposed match/leveraging:** The ESG match requirement is 100 percent of the grant amount, which is easily met by Federal, State, and local funds in the amount of \$394,505. Each dollar of ESG funds will leverage an additional \$47.72 in other resources.
6. **Experience:** Contra Costa Health Services is responsible for the overall coordination, monitoring, and funding of this ongoing shelter program. The program has been in operation since 2002.
7. **Project readiness/timing:** Project is ongoing. Provision of ESG funds will allow the emergency shelter to remain in operation year-round with 18 beds.

8. **Involvement of homeless in project:** The Homeless Program understands that community participation is key to successful development, implementation, and operation of the shelter program. Involving the homeless population in key decisions allows residents of Calli House to take ownership of the program thereby taking ownership of their own lives. For this reason the Homeless Program staff seeks to involve residents of Calli House in the following ways:
- House meetings are held weekly to identify any issues residents may have and gives staff and shelter residents an opportunity to engage in pro-active problem solving.
 - Youth Forums are held several times a year to provide a place for youth to work with management to create and work through new ideas and problem solve issues.
 - Youth also participate in the Council on Homelessness consumer sub-committee that provides feedback to the larger homeless continuum of care around policies and services needed for the homeless community.
9. **Marketing/Outreach:** Homeless youth needing social services, and the community at large are informed about the Calli House program in a variety of ways. There is a toll-free shelter intake number that is widely publicized, the program can be found on the County Health Services website, as well. Individuals may call the Intake Line 24 hours a day to request a shelter bed or other services. During initial screening, the intake like makes a determination on the level of need of the homeless youth requesting shelter. If the person reports mobility or other special needs, appropriate accommodations, including TDD and translation services, are provided by the Health Services Department. Additionally, Calli House staff works directly with local outreach teams to access any available beds for youth living in encampments or identified through schools throughout the County. All outreach literature and flyers disseminated by the shelters clearly state who to call and how to access special services.
10. **Environmental issues:** This project is classified as exempt under the National Environmental Policy Act.
11. **Local support:** Calli House has developed a network of service providers to meet the needs of the youth, including agencies such as Children's Protective Services, police departments, West Contra Costa Unified School District, Rubicon, Opportunity West and other youth shelters in the greater Bay Area.

**FY 2017/18, FY 2018/19 & FY 2019/20
EMERGENCY SOLUTIONS GRANTS (ESG)**

APPLICANT: Shelter, Inc. of Contra Costa County (SHELTER)

PROGRAM NAME/NUMBER: Homeless Prevention and Rapid Rehousing Program
17-03-ESG

PROGRAM SERVICE AREA: Urban County

PROGRAM OUTCOME: Provide rapid rehousing and homeless prevention services to 60 Extremely-Low-Income (below 30% of Area Median Income) and/or homeless individuals and families in the Urban County to quickly regain stable, permanent housing or maintain their housing.

TOTAL PROGRAM COST: \$876,439

AMOUNT REQUESTED: \$100,000

AMOUNT RECOMMENDED:

FY 2017/18:	\$87,678
FY 2018/19:	\$87,678
FY 2019/20:	\$87,678

RECEIVED IN FY 2016/17: \$87,678

CONDITIONS OF APPROVAL: Shelter Inc. must meet the contractual goal for FY 2016/17 and expend all of FY 2016/17 ESG funds prior to entering into contract for FY 2017/18 ESG funds.

PROGRAM ANALYSIS: Shelter, Inc. provides homelessness prevention that provides housing relocation and stabilization services and rental assistance to extremely low income (below 30% AMI) Urban County resident's as necessary to prevent the individual or family from becoming homeless. Assistance is used to help program participants regain stability in their current permanent housing or move into other permanent housing and achieve stability in that housing. Participants receive case management services to help determine how best to maintain their housing. Clients must demonstrate that they would become homeless if not for this assistance and that they can be reasonably expected to maintain housing once the subsidy ends.

The rapid rehousing element provides housing relocation/stabilization services and financial assistance in paying deposits, rent and utility bills to help homeless individuals and families quickly regain and maintain housing and self-sufficiency. Eligible clients must meet HUD's definition of homelessness, have no appropriate housing options, lack sufficient resources and support networks necessary to secure or maintain housing without ESG assistance, agree to meet with a case manager for stabilization/relocation services and demonstrate that they would remain homeless if not for this assistance.

The program differentiates between the chronically homeless and those who can be reasonably expected to maintain their housing when the subsidy ends.

Financial assistance will be provided to 60 Extremely-Low Income Urban County clients. A critical piece to the success of the program is the rental subsidies that are provided to help a client remain in (or get back into) a home. The rental assistance goes directly to the landlord, and, as rental prices have increased, the costs to assist each household have also increased. As a result, if overall funding for the program stays the same as in years past, Shelter Inc. will serve less people.

Shelter, Inc. is behind pace to meet their annual goal during the current fiscal year, (as of second quarter of the current funding year they have only served 18 percent of their annual goal and only expending 34 percent of their annual funding amount), they have been late in submitting their financial reports and request for reimbursement of ESG funds.

Eligible costs include utilities, security deposits, short-term (1-3 months) rental assistance, utility deposits/payments and moving costs. All direct assistance is paid to a third party (i.e. landlord, utility company) and is considered a grant on behalf of the client.

This project is eligible, feasible and timely. It is consistent with HUD's priorities for the ESG program and with the County's Consolidated Plan and the Homeless Continuum of Care Plan.

EVALUATION CRITERIA

- 1. Consistency with homeless shelter and service priorities:** Reducing the incidence of homelessness and assisting in alleviating the needs of the homeless is identified as a priority in the FY 2015–2020 Contra Costa Consortium Consolidated Plan [H-2]. Preserving existing programs and services in the continuum of care, and enhancing people's ability to achieve stable housing and economic self-sufficiency are high priority recommendations in the Contra Costa County Ending Homelessness in Ten Years plan.
- 2. Eligibility:** ESG funds will be used to provide housing relocation/stabilization services and direct financial assistance, which are eligible under the Emergency Solutions Grant Homeless Prevention and Rapid Rehousing component [24 CFR 576.103, 576.104, 576.105, and 576.106]. Eligible costs include rental assistance, security and rental deposits, utility payments and housing search and assistance. Funding will also be allocated for staff positions, which are eligible under the above activities.
- 3. Target Population:** This project serves individuals and families who are at risk of losing their housing and homeless individuals and households who are ready to transition into stable permanent housing. Homelessness Prevention clients must be extremely-low-income (below 30% AMI) and lack sufficient resources to remain housed if not for this assistance. Eligible Rapid Rehousing clients must meet the

HUD definition of homelessness as amended by the HEARTH Act, have no appropriate housing options, have an annual income of less than 30% AMI and lack sufficient resources to secure or maintain housing without ESG assistance.

4. **Project feasibility/cost effectiveness/budget issues:** This ongoing project is eligible, feasible and timely. During FY 2015/16, 16 households were assisted with homeless prevention to keep them in their current homes, while 35 households were assisted with rapid rehousing to quickly regain their housing. The homeless prevention program costs an average of \$654/household while the rapid rehousing program costs an average of \$565/household.
5. **Proposed match/leveraging:** This project proposes to leverage County ESG (\$100,000) funds with State Federal ESG funds (\$250,000), State Non-Federal ESG funds (\$100,000) Community Development Block Grant (CDBG) funds from the County/City entitlement jurisdictions (\$80,000) and grants from foundations and fundraising (\$346,439). According to Shelter Inc.'s proposed budget, \$153,939 in additional fundraising is needed. It is expected that Shelter Inc. will be awarded approximately \$125,000 in State Federal ESG funds; the State Non-Federal ESG funding amount is to be determined. As proposed, each dollar of County ESG would leverage \$7.77 in other funds.
6. **Experience:** Shelter, Inc. is the lead agency in the REACH Plus collaborative which is comprised of six experienced housing and supportive service providers in Contra Costa. The agency operates a broad range of programs including transitional shelters, permanent housing opportunities for special populations, rental assistance, and fair housing counseling. Shelter, Inc. was also the lead agency in the County's Homelessness Prevention/Rapid Rehousing Program. Under the agency's direction the program has exceeded the estimate for clients and households served. The Program Director has more than 20 years experience serving the housing needs of homeless residents of the County and will be responsible for general oversight of the program.
7. **Project readiness/timing:** The project is ongoing. The ESG funds will be used throughout the year to cover staff costs as well as direct homeless prevention and rapid rehousing costs.
8. **Involvement of homeless in project:** In consultation with a case manager, participants in the program develop their own budgets and a plan for achieving and maintaining housing. Shelter, Inc. is an active participant in the Contra Costa Council on Homelessness (COH), which is charged with providing a forum for communication among providers and homeless clients.
9. **Marketing/Outreach:** The agency maintains direct relationships and referral agreements with other community service agencies and also participates in a variety of community resource fairs.

10. **Environmental issues:** This project involves providing homeless prevention and rapid rehousing services to the homeless and therefore is classified as exempt under the required National Environmental Policy Act (NEPA) review.
11. **Local support:** The Homeless Prevention and Rapid Rehousing Program has the support of local community service agencies. Additional support and contributions are received from service clubs, the faith-based community and neighborhood organizations.

**FY 2017/18, FY 2018/19 & FY 2019/20
EMERGENCY SOLUTIONS GRANT (ESG)**

APPLICANT: STAND! For Families Free of Violence

PROGRAM NAME/NUMBER: Rollie Mullen Emergency Shelter
17-04-ESG

PROGRAM SERVICE AREA: Urban County

PROGRAM OUTCOME: Provide emergency homeless shelter and support services for 40 adults (both men and women) and their children who are displaced due to domestic violence.

TOTAL PROGRAM COST: \$507,550

AMOUNT REQUESTED: \$35,000

AMOUNT RECOMMENDED:

FY 2017/18:	\$31,000
FY 2018/19:	\$31,000
FY 2019/20:	\$31,000

RECEIVED IN FY 2016/17: \$31,000

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: For more than 35 years, STAND! For Families Free of Violence (STAND) has provided services and emergency shelter to victims of domestic violence. Annually, approximately 6,000 emergency shelter bed-nights are provided to adults (both men and women) and their children who are homeless and in peril due to violent relationships. Effective July 1, 2016, STAND instituted a "Non-Discrimination Policy", which makes all services available to all genders and populations. STAND provides shelter for these clients while they reconstruct their lives and find safe and stable housing. Clients receive up to 12 weeks of shelter and services including food, clothing, case management, counseling, employment assessment and housing referrals.

The STAND emergency shelter is housed in the Rollie Mullen Center (RMC). This shelter has 24 beds, a sitting area, a laundry facility, a common kitchen and a dining facility. The shelter also provides programs for children. In addition to the emergency shelter, the RMC has seven transitional housing units for families and a counseling center. STAND is requesting ESG funds for the provision of essential services.

This program serves a high priority need in Contra Costa by providing emergency shelter to victims of domestic violence, giving them an opportunity to stabilize their lives and move to safe, permanent housing.

EVALUATION CRITERIA

1. **Consistency with homeless shelter and service priorities:** Increasing the supply of appropriate and supportive housing for special needs populations (including battered women), and assisting the homeless and those at risk of becoming homeless are identified as priority housing needs in the FY 2015-20 Contra Costa Consortium Consolidated Plan. Preserving existing programs and services in the Continuum of Care is listed as a high priority need in the Contra Costa County Continuum of Care Homeless Plan.
2. **Eligibility:** Provision of essential services to the homeless is an eligible use of ESG funds [24 CFR 576.102(a)(1)].
3. **Target Population:** STAND targets adults (men and women) and their children who are homeless because they are in peril due to violent relationships. Targeted communities for increased services are the west and east portions of Contra Costa County where a larger proportion of homeless victims of domestic violence are identified as isolated from services by geography, culture, language, or economics.
4. **Project feasibility/cost effectiveness/budget issues:** STAND is unique in the level of service and safety that it provides including extensive children's programs to address problems of low self-esteem, aggression, depression, anxiety, learning difficulties and post-traumatic stress disorders. In the first six months of the FY 2016/17 grant period, STAND has served a total of 28 Urban County women and their children, 70 percent of their annual goal.

STAND states that the most dangerous time for its clients is when they decide to leave the abusive relationship, which makes it important for clients to be able to access counselors and STAND staff quickly, safely and frequently. Emergency shelter staff is available 24 hours-a-day and includes residential case workers, a children's therapist and a bilingual case worker.

As proposed, STAND is requesting ESG funds for the provision of essential services. Maintaining an adequate staff is important for the safe and effective management of the shelter. STAND is seeking ESG funds to support a portion of two domestic violence advocate staff positions.

STAND historically has been very successful in raising funds and has contributions from State and Federal agencies including the Emergency Food and Shelter National Board Program, State of California Domestic Violence Assistance Program, and CDBG funds from cities in the Consortium. The agency has received ESG funds for the past several years. Currently, STAND has \$230,281 in committed funds for the next fiscal year. Additionally, they have applied for CDBG funding from Antioch, Concord, and Pittsburg for this program, as well as State Federal ESG and State Non-Federal ESG funds from the County.

5. **Proposed match/leveraging:** STAND has adequate other funds to meet the 100 percent match requirement of the ESG program. As proposed, each dollar of ESG will leverage \$9.39 in other funds.
6. **Experience:** STAND has provided emergency shelter for over 35 years and is the only agency in the County serving women and children who have been victims of domestic violence. The STAND shelter provides 24 emergency shelter beds and is operational 24 hours-a-day, year round. Staff is on site 24 hours-a-day providing emergency supportive services. Volunteers, many of whom are professionals, contribute hundreds of hours of unpaid client services.
7. **Project readiness/timing:** The project is ongoing. The ESG funds will be used throughout the year to cover staff costs associated with shelter operations and provision of essential services.
8. **Involvement of homeless in project:** The STAND emergency shelter directly advances at two priorities of the County's 10-Year Plan to End Homelessness. The shelter accomplishes "Priority 1: Help Homeless People (Re)Gain Housing as Soon as Possible" by placing homeless victims of domestic violence immediately in safe, secure housing. The emergency shelter also advances "Priority 2: Provide Integrated, Wraparound Services to Facilitate Long-Term Residential Stability." They achieve this priority through the provision of comprehensive support services that prepare domestic violence victims to establish independent, stable-housed lives for themselves and their children.
9. **Marketing/Outreach:** As the primary comprehensive domestic service provider in Contra Costa County, STAND has prioritized how they inform, attract and provide culturally-informed access to the County's diverse population. STAND maintains Domestic Violence Liaisons at numerous locations throughout the County, including at the East County EHSD office in Antioch, the Pittsburg Health Center, Rainbow Community Center, and the West Contra Family Justice Center. These liaisons reach out to various distinct populations, especially those with limited English proficiency. STAND also partners with Deaf Hope, an organization devoted to meeting the very specific needs of deaf victims of domestic violence. Contra Costa Sheriff's Office, and the Police Departments of the cities of Antioch, Brentwood, Concord, Martinez, Pittsburg, and Richmond and other emergency responders assist STAND with emergency response, training, and referrals.
10. **Environmental issues:** This project is exempt from environmental review pursuant to the National Environmental Policy Act.
11. **Local support:** \$144,024 of the shelter's projected budget will be locally generated private support. Governmental support accounts for \$236,886. STAND has working agreements with and receives referrals from over 50 organizations, including the County's Social Services Department, Health Services, Probation Department, Sheriff's Office, and police departments.

**FY 2017/18, FY 2018/19 & 2019/20
EMERGENCY SOLUTIONS GRANTS (ESG)**

APPLICANT: Trinity Center

PROGRAM NAME/NUMBER: Trinity Center
17-05-ESG

PROGRAM SERVICE AREA: Urban County

PROGRAM OUTCOME: Provide breakfast and lunch, laundry, showers, clothing, food and support services weekdays to 100 Urban County clients.

TOTAL PROGRAM COST: \$809,375

AMOUNT REQUESTED: \$12,500

AMOUNT RECOMMENDED:

FY 2017/18:	\$12,500
FY 2018/19:	\$12,500
FY 2019/20:	\$12,500

RECEIVED IN FY 2016/17: \$12,500

CONDITIONS OF APPROVAL: None

PROGRAM ANALYSIS: The Trinity Center surrounds homeless persons with an array of services they need to establish and maintain stable and independent lives for themselves. Offered in a year-round day shelter setting, Trinity Center provides services that meet basic needs while cultivating an atmosphere of community and mutual support that is critical to homeless persons' ability to attain a sense of normalcy and stability. When coupled with an advocacy approach to case management, this program of services empowers homeless and very-low income individuals to improve the quality of their lives.

Trinity Center provides day shelter services to unduplicated homeless and very-low income individuals. The day shelter is open Monday, Tuesday, Thursday, and Friday from 9 AM to 4 PM, with Wednesday afternoons dedicated to meeting the specific needs of homeless women. A range of basic services are provided, including two meals per day, showers, laundry, peer counseling, mail service, fellowship, a clothing closet, a non-perishable food pantry, dental care, connection to other services, employment counseling, and assistance with securing housing.

In a shift, last year Trinity Center began emphasizing an advocacy-centered approach to service provision with dedicated Member Advocates providing intensive case management and advocacy services for clients who choose to participate. In particular, Member Advocates work with clients to find, enroll in, and secure affordable and

permanent housing opportunities, utilizing the County's Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT), with the support of the Continuum of Care. This advocacy approach enables Trinity Center to engage homeless individuals with the basic services they need and integrate them into the service system with compassion and a focus on their individual paths toward stable housing and independence.

The Trinity Center program is eligible and consistent with County priorities and policies as identified in the County's Consolidated and Continuum of Care plans. The Center provides services to Urban County homeless persons and is the entry point for many individuals seeking services to assist them in achieving permanent housing and a stable living environment. ESG funds will be used to partially fund the program manager position.

EVALUATION CRITERIA

1. **Consistency with homeless shelter and service priorities.** Assisting the homeless is identified as a priority housing need in the FY 2015-2020 Contra Costa Consortium Consolidated Plan. Developing ongoing programs and services is listed as a high priority need in the Contra Costa County Continuum of Care Homeless Plan.
2. **Eligibility.** Provision of essential services to the homeless is an eligible use of ESG funds [24 CFR 576.102(a)(1)].
3. **Target Population.** Trinity Center provides services to homeless men, women and families. Eligible individuals are those who meet the HUD definition of homelessness as amended by the HEARTH Act, including lacking a fixed, adequate nighttime residence or living in a public or private place not meant for human habitation.
4. **Project feasibility/cost effectiveness/budget issues.** This project is eligible, feasible and timely. Trinity Center has assumed the responsibility of the Fresh Start program, which began in Walnut Creek's Civic Park 14 years ago. The program has provided financial documents and commitment letters that support the proposed budget. The cost per Urban County client is approximately \$125.
5. **Proposed match/leveraging.** Trinity Center has adequate other funds to meet the 100% match requirement of the ESG program. Trinity Center has \$92,000 in committed funds. As proposed, each dollar of ESG funds will leverage \$63.75 in other funds.
6. **Experience.** The Center has been operational since November 1, 2012, and is staffed by professionals and volunteers with experience in the provision of services.
7. **Project readiness/timing.** The project is feasible, timely and ongoing. The ESG funds will be used to finance a part-time (.40 FTE) program manager position.

8. **Involvement of homeless in project.** Trinity Center directly hires homeless persons to help operate the facility and provide support to other clients. This Homeless Employment Program gives homeless individuals the opportunity to remove barriers to employment, earn a wage, learn to manage their own money, gain valuable employment skills, and participate in the operation of the Center to support their peers. The homeless individuals that are employed by Trinity Center also provide positive examples of progress to other clients, creating a community of mutual support where new clients can see firsthand the impact that Trinity Center has on its client's lives. Daily meetings are also held at the Center with clients to discuss progress, identify challenges, and gather client feedback about the operation of the Center and how it can better meet their needs. Weekly meetings are then held with staff to review and evaluate client feedback and determine how to implement appropriate client recommendations and address valid client concerns.
9. **Marketing/Outreach.** Trinity Center maintains partnerships with a broad array of other homeless services agencies in the County, which enables them to perform outreach and inform individuals about services Trinity Center provides. Trinity Center is a member of the Contra Costa Continuum of Care and numerous other collaborative bodies focused on the homeless population, which enables the most appropriate referrals for each client who enters the system. Trinity Center maintains a collaborative relationship with the Walnut Creek Taskforce on Homelessness, which coordinates the local community's efforts to reach out to homeless individuals and connect them with appropriate service providers. In addition, Trinity Center has relationships with local hospitals, which provides Trinity Center with another avenue for outreach to local homeless individuals. Finally, Trinity Center also partners with the County's 211 Crisis Center, which provides referrals and information to individuals who seek assistance connecting with local service providers.
10. **Environmental issues.** This project is exempt from environmental review pursuant to the National Environmental Policy Act.
11. **Local support.** More than \$445,000 of the Center's projected budget will be locally generated private support through foundations, in-kind and fundraising/donations.

Page intentionally left blank



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE

9.

Meeting Date: 04/24/2017

Subject: Tobacco Control Draft Ordinances to Protect Youth from Tobacco Influences in the Retail Environment

Submitted For: FAMILY & HUMAN SERVICES COMMITTEE,

Department: County Administrator

Referral No.: 112

Referral Name: Policy Options to Protect Youth from Tobacco Influences in the Retail Environment

Presenter: Daniel Peddycord, Public Health Director;
Denice Dennis, Tobacco Prevention Program Manager

Contact: Enid Mendoza,
(925) 335-1039

Referral History:

The review of policy options to protect youth from tobacco influences in the retail environment was first referred to the Family and Human Services Committee on May 5, 2015. At this meeting the Board of Supervisors accepted the Health Services 2013 Health Stores for a Healthy Community Report and directed staff to develop and present a report on recommendations.

On May 24, 2016, the Board accepted the second report on Policy Options to Protect Youth from Tobacco Influences in the Retail Environment and directed staff to work with County Counsel to draft ordinances with policy provisions and report to the Planning Commission if applicable.

Referral Update:

Please see the attached report and supporting documents regarding new provisions to the Secondhand Smoke and Tobacco Product Control Ordinance and Zoning Code amendments.

Recommendation(s)/Next Step(s):

CONSIDER recommending to the Board of Supervisors:

- 1) The amended Tobacco Product and Retail Sales Control Ordinance and the Tobacco Retailing Businesses Ordinance as recommended by the department, and
- 2) The Health Services Department to report annually to the Family and Human Services Committee on outreach and implementation activities and issues on the new ordinances.

Attachments

Tobacco Control Report

Attachment I - May 24, 2016 Report to BOS on Policy Options to Protect Youth from Tobacco Influences

Attachment II - Draft Tobacco Product and Retail Sales Control Ordinance

Attachment III - Draft Tobacco Retailing Businesses Zoning Ordinance

Attachment IV - Summary of Draft Tobacco Control Provisions

Attachment V - CDPH Menthol Fact Sheet

Attachment VI - Planning Commission Staff Report

Attachment VII - Planning Commission Resolution

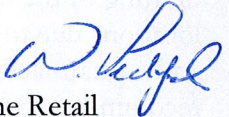
Attachment VIII - Retailer Input Summary

WILLIAM B. WALKER, M.D.
HEALTH SERVICES DIRECTOR

DANIEL PEDDYCORD, RN, MPA
DIRECTOR OF PUBLIC HEALTH



CONTRA COSTA
PUBLIC HEALTH
597 CENTER AVENUE, SUITE 125
MARTINEZ, CALIFORNIA 94553
PH (925) 313-6808
FAX (925) 313-6840

To: Family and Human Services Committee, Contra Costa Board of Supervisors
From: Daniel Peddycord, RN, MPA, Public Health Director, Contra Costa Health Services 
Re: Tobacco Control Draft Ordinances to Protect Youth from Tobacco Influences in the Retail Environment
Date: April 24, 2017

I. Background

On May 24, 2016, the Board of Supervisors accepted a Health Services Report on *Policy Options to Protect Youth from Tobacco Influences in the Retail Environment*, (Attachment I) which had been forwarded from the Family and Human Services Committee for discussion. The report highlighted how the retail environment influences youth smoking behavior and described a range of fifteen optional policy provisions that would serve to strengthen the County's ordinance to protect youth from tobacco influences and to help prevent youth from initiating tobacco use. The Board of Supervisors approved the staff report and directed staff to work with County Counsel to draft the ordinances that would include all of these policy provisions, including prohibiting the sale of menthol cigarettes in a way that would be consistent with other proposed regulations, and present them to the Board of Supervisors for consideration and to the Planning Commission, if applicable.

II. The Amendments to the Tobacco Retailer Licensing Ordinance and the Zoning Code.

Public Health Department staff worked with County Counsel to develop language amending the County's Secondhand Smoke and Tobacco Product Control Ordinance (Division 445) and with County Counsel and Department of Conservation and Development staff on amendments to County Zoning Code (Chapter 88-26) to reflect the direction of the Board. The amended draft ordinances include all of the policy provisions recommended in the 5/24/16 Staff Report and approved by the full Board at that meeting.

Amendments to Division 445, Secondhand Smoke and Tobacco Product (Tobacco Product and Retail Sales Control, Attachment II) include:

- a) The definition of "tobacco products" and "smoke" have been revised to be inclusive of newer electronic smoking devices and "liquids" that fall outside of the current definitions, including all electronic devices that could be used to deliver a dose of nicotine or other substances.
- b) The sale of flavored non-cigarette tobacco products is prohibited in the entire jurisdiction.
- c) The sale of menthol flavored cigarettes is also prohibited in the entire jurisdiction, making this provision consistent with regulations prohibiting the sale of other flavored tobacco products in the jurisdiction, as well as to reflect current best practices in California.
- d) The sale of little cigars and cigarillos is prohibited in pack sizes under ten (10). Premium cigars that sell for \$5.00 or more are exempt from this provision.
- e) The sale of tobacco products is prohibited in pharmacies.
- f) Compliance with state and local storefront signage laws is required in order to maintain a Contra Costa Tobacco Retailer License.
- g) Compliance with drug paraphernalia sales laws is required in order to maintain a Contra Costa Tobacco Retailer License.
- h) Tobacco retailers are required to check ID of customers who appear younger than 27 years of age.



- i) The number of retailers that can sell tobacco products is “capped” at current number of licenses issued by the County.

Recommendation for Tobacco Retailer License capping number. The draft Tobacco Retailing Businesses Ordinance caps the total number of tobacco retail licenses at 98. This number was accurate at the time of the drafting of the ordinance a few months ago, however the list contained some duplicate licenses for single locations due to change of ownership. Accounting for the duplicate licenses, one store that has closed, and 6 pharmacies that will not be selling tobacco products if the draft ordinances are adopted, staff recommends the licensing cap be changed to 90 (ninety), which will more accurately reflect the current number of licenses and allow for 1 or 2 new businesses to secure a license.

Attachment II includes both the draft Tobacco Product and Sales Ordinance and the redline version of Chapter 445 with the Ordinance language inserted.

Condition of License Suspension if a Violation of the Law Occurs

- j) Tobacco retailers who have their license suspended due to violations of the law are required to remove tobacco advertising during license suspension periods.
- k) The time period reviewed for prior violations of the license (the “look-back” period) is expanded from 24 months (2 years) to 60 months (5 years) when considering the length of time for a license suspension for retailers found to be in violation of the law.

Amendments to the Zoning Code (Tobacco Retailing Business Ordinance, Attachment III)

- l) *NEW* retailers operating within 1000 feet of schools, parks, playgrounds and libraries are prohibited from selling tobacco products.

Existing tobacco retailing businesses that do not meet these location standards will become nonconforming uses. A nonconforming use will be allowed to continue operating under the ordinance. However, if a change in ownership in the business occurs more than 10 years after the effective date of the ordinance, or more than 10 years after the date the use becomes nonconforming (i.e. if a school, park playground or library is established within 1000 feet of an existing retailer), then the use (tobacco retailing) must be discontinued.

- m) *NEW* retailers within 500 feet of tobacco retailers are prohibited from selling tobacco products.

Existing tobacco retailing businesses that do not meet these location standards will become nonconforming uses. A nonconforming use will be allowed to continue operating under the ordinance. However, if a change in ownership in the business occurs more than 10 years after the effective date of the ordinance, then the use (tobacco retailing) must be discontinued. (i.e. if a change of ownership occurs at a tobacco retailer location more than 10 years after the effective date of the new ordinance, then tobacco products cannot be sold at that location.)

- n) No *NEW* “Significant Tobacco Retailers”, including “vape” shops, hookah bars or smoke shops are allowed.

A Summary of the amendments to the Ordinances (Attachment IV) is provided, including a description of the provision and other California jurisdictions with a similar ordinance. Of significant note since the May 2016 report are the new laws adopted by Santa Clara and Yolo Counties that prohibit the sale of all flavored tobacco products, including menthol cigarettes, throughout their entire respective unincorporated counties. These laws close the loophole in the Food and Drug Administration’s prohibition on sale of flavored cigarettes, which exempts menthol-flavored cigarettes. Menthol is of particular concern because of its appeal to youth and beginning smokers, and the California Department of Public Health just this month published a new fact sheet on Menthol and Cigarettes (Attachment V) which describes the impact of menthol cigarettes on youth and communities of color.

III. Contra Costa Planning Commission Meeting Action. The amendments to the Zoning Code (Tobacco Retailing Businesses Ordinance) were presented with a Staff Report from the Department of Conservation and Development on December 6, 2016 (Attachment VI), and after hearing public comment, the Commission asked staff to provide additional outreach to tobacco retailers and continued the hearing to February 8, 2017. The Resolution of the County Planning Commission states the recommendation of the Commission to deny the proposed Tobacco Retailing Business Ordinance (Attachment VII).

IV. Tobacco Retailer Education and Input Session. Public Health staff held two Education and Input Sessions for Tobacco Retailers, one prior to the February 8, 2017 Planning Commission Meeting, held on February 2, 2017, and one held on March 2, 2017. Notification of each meeting was mailed to all licensed tobacco retailers in the unincorporated county, however no one attended the first session, and close to 50 people attended the second session. Among those who signed in, thirteen individuals represented a total of eight tobacco retailer stores located in the unincorporated county, and the remaining 29 individuals were tobacco retailers from Contra Costa cities and other counties, corporate office representative, or tobacco/vape industry spokespeople. A Summary of the March 2, 2017 Education and Input Session is included as Attachment VIII.

V. The 2016 Healthy Stores for a Healthy Community Store Survey Results. Family and Human Services Committee first directed staff to develop policy options to address youth tobacco influences in the retail environment after review of the 2013 Healthy Stores for a Healthy Community Store Survey Results. The 2016 Store Survey findings, just released in March, 2017, also confirmed that tobacco products are still being promoted to youth. While most of the Store Survey findings were unchanged since the 2013 Report, the 2016 Survey found that the number of stores in the region and throughout the state selling electronic cigarettes increased from 46% in 2013 to 62% in 2016, and that 77% of stores selling tobacco near schools in Contra Costa sell flavored non-cigarette tobacco products like “watermelon” and “tropical blast” flavored cigarillos and little cigars. Staff are available to make a brief presentation to the Committee on the 2016 Store Survey results at a later date based on direction from the Committee.

VI. Recommendation. Health Services recommends that the draft Tobacco Product and Retail Sales Control Ordinance under 445-10.002(b)(3) be amended to change the total number of tobacco retailer licenses issued in the County from 98 to 90, and that Family and Human Services move the amended Ordinance and the Tobacco Retailing Businesses ordinance to the full Board for the following considerations:

1. Introduce Ordinance No. 2017-01 to establish restrictions on the retail sales of emerging tobacco products such as electronic smoking devices and flavored tobacco products, including menthol cigarettes, prohibit tobacco retailing in pharmacies, and establish a cap on the number of tobacco retailer licenses issued by the County;
2. Adopt Ordinance No. 2017-__ (Tobacco Retailing Businesses) under the Zoning Code to regulate the location of tobacco retailing businesses and prohibit the establishment of hookah lounges, vapor lounges, and significant tobacco retailing businesses; and
3. Report outreach activities and implementation issues on the new ordinances to the Family and Human Services Committee on an annual basis.

Implementation issues are discussed in the May 24, 2016 Report to the Board of Supervisors. However, based on input from retailers at the March 2, 2017 Education and Input Session, the Department recommends that most of the provisions go into effect within 30 days of adoption of an ordinance, with the exception of the provisions prohibiting the sale of flavored tobacco products, menthol cigarettes and small packs of cigars. The Department recommends that these provisions have an effective date of six months after adoption of the ordinances to allow retailers to sell off product that they currently stock, as well as develop any alternative business plans, if necessary to comply with new health and public safety regulations.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: May 24, 2016

Subject: Accept Staff Report on Policy Options for Protecting Youth from Tobacco Influences in the Retail Environment

RECOMMENDATION(S):

ACCEPT the Health Services Department, Public Health Division, staff report on policy options to protect youth from tobacco influences in the retail environment. DETERMINE which policy options, as recommended in Attachment II, to include in an ordinance regulating tobacco retailers. DIRECT Public Health staff to work with the County Counsel’s Office to draft the ordinance and present it to the Board of Supervisors for the Board’s consideration and present to the Planning Commission, if applicable.

FISCAL IMPACT:

Should the Board direct the development of a revised ordinance, minimal fiscal impacts associated with staff time costs, including County Counsel and other departments to develop the ordinance itself are expected. A portion of the Prop 99 funding Contra Costa Health Services receives for its Tobacco Prevention Program could be allocated to coordinating and implementing directions provided by the Board of Supervisors. Tobacco Retailer licensing fees, currently \$287 per retailer, can also be used to conduct outreach, education and compliance inspections to tobacco retailers on the ordinance amendments and new requirements. These activities can be conducted with current funded staff.

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **05/24/2016** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: May 24, 2016

Contact: Dan Peddycord,
313-6712

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: T Scott, M Wilhelm, Tracey Rattray

BACKGROUND:

On July 21, 2015, the Board of Supervisors accepted a Health Services Report on Policy Options to Protect Youth from Tobacco Influences in the Retail Environment, which was forwarded from the Family and Human Services Committee for discussion. The report highlighted how the tobacco retail environment influences youth smoking behavior and described a range of fifteen optional policy provisions that would serve to strengthen the County's ordinance to protect youth from tobacco influences and to help prevent youth from initiating tobacco use. Recommendations were made for which policy options were among the most impactful in reducing youth tobacco influences in the retail environment. The report also referenced the results from the 2013 Healthy Stores for a Healthy Community Store Survey, which was accepted by the Board at the May 5, 2015 Board of Supervisors meeting.

Based on the recommendations from the Family and Human Services Committee and the subsequent acceptance of the recommendation by the Board of Supervisors on July 21, 2015, the Board directed staff to work with the affected County Departments to evaluate these options as modifications to the County's existing ordinances, and to address fiscal and implementation considerations. Public Health staff met with staff from County Counsel and the Department of Conservation and Development to review all of the options discussed with the Board at the July 21, 2015 meeting. This report provides the requested information as well as policy options deemed to be the most effective to protect youth from tobacco influences in the retail environment, including strengthening the County's Tobacco Retailer Licensing Ordinance.

Since 90% of smokers begin smoking by the age of 18, tobacco use has been determined to be "fundamentally a pediatric disease" by the United States Food and Drug Administration (FDA). In order to protect health and public safety, Health Services has presented the following policy options for consideration as modifications to existing county code to address youth tobacco influences in the retail environment:

Most Impactful Provisions to Reduce Youth Tobacco Influences in the Community

- a) Revise the definition of "tobacco products" in the Tobacco Retailer License Ordinance to be inclusive of newer electronic smoking devices and "liquids" that currently fall outside of the definition.
- b) Prohibit the sale of flavored (non-cigarette) tobacco products
- c) Prohibit the sale of menthol flavored cigarettes at least within 500 feet of schools
- d) Require a minimum pack size of ten (10) for little cigars and cigarillos.
- e) Prohibit new tobacco retailers from operating within 1000 feet of schools, parks, playgrounds and libraries
- f) Prohibit new tobacco retailers from operating within 500 feet of new or existing tobacco retailers.

g) Prohibit the sale of tobacco products in pharmacies

Condition of License Suspension if a Violation of the Law Occurs

- h) Require tobacco retailers who have their license suspended to remove tobacco advertising during license suspension periods
- i) Expand the time period reviewed for prior violations of the license (the "look-back" period) from 24 months (2 years) to 60 months (5 years) when considering the length of a license suspension for retailers found to be in violation of the law.

Other Policy Considerations:

- j) Prohibit new "Significant Tobacco Retailers", including "vape" shops, hookah bars or smoke shops
- k) Require tobacco retailers to comply with state and local storefront signage laws
- l) Require tobacco retailers to comply with drug paraphernalia sales laws
- m) Require tobacco retailers to check ID of customers who appear younger than 27
- n) Limit or "cap" the number of retailers that can sell tobacco products at current number of licenses issued by the County
- o) Prepare a board order at a later date to adjust Tobacco Retailer Licensing fees to better capture and recover updated and real costs associated with education, enforcement and monitoring of implementing the ordinance.

The summary table on Policy Options for Addressing Youth Tobacco Influences in the Retail Environment (Attachment II) has been updated to reflect CA jurisdictions that have adopted similar provisions in the interim period since our last report. Those provisions that were recommended by the department as the most impactful are in shaded boxes. Regulation of menthol cigarettes has been included since the last report among those that are most impactful, since being upheld in the courts. The option to raise Tobacco Retailer Licensing Fees to fully

cover law enforcement costs through licensing fees has been modified as County Counsel reports that it was not allowable as proposed. Each provision found in Attachment II, as well as fiscal and implementation issues, are discussed in more detail in Attachment I, Health Services Report on Policy Options and Recommendation for Addressing Youth Tobacco Influences in the Retail Environment.

CONSEQUENCE OF NEGATIVE ACTION:

If this Action is not approved, the public's health may not be protected to the extent possible.

CHILDREN'S IMPACT STATEMENT:

Tobacco products are still being promoted to children through availability of youth-friendly flavored tobacco products and inexpensive small packs of these products; exposure to tobacco marketing in the retail environment; and the sale and marketing of tobacco products near schools and other youth sensitive areas. Policy options exist to amend County Code to address these issues and will discourage youth from tobacco use and promote healthier communities.

ATTACHMENTS

Attachment I

Attachment II

Attachment III

Attachment IV

Attachment V

powerpoint



ATTACHMENT I

To: Contra Costa Board of Supervisors
From: Daniel Peddycord, RN, MPA, Public Health Director, Contra Costa Health Services
Re: Policy Options and Recommendations to Protect Youth from Tobacco Influences in the Retail Environment
Date: May 24, 2016

I. Background

On July 21, 2015, the Board of Supervisors accepted a Health Services Report on *Policy Options to Protect Youth from Tobacco Influences in the Retail Environment*, which was forwarded from the Family and Human Services Committee for discussion. The report highlighted how the tobacco retail environment influences youth smoking behavior and described a range of fifteen optional policy provisions that would serve to strengthen the County's ordinance to protect youth from tobacco influences and to help prevent youth from initiating tobacco use. Recommendations were made for which policy options were among the most impactful in reducing youth tobacco influences in the retail environment. The report also referenced the results from the **2013 Healthy Stores for a Healthy Community Store Survey**, which was accepted by the he Board at the May 5, 2015 Board of Supervisors meeting.

Based on the recommendations from the Family and Human Services Committee and the subsequent acceptance of the recommendation by the Board of Supervisors on July 21, 2015, the Board directed staff to work with the affected County Departments to evaluate these options as modifications to the County's existing ordinances, and to address fiscal and implementation considerations. Public Health staff met with staff from County Counsel and the Department of Conservation and Development to review all of the options discussed with the Board at the July 21, 2015 meeting. This report provides the requested information as well as policy options deemed to be the most effective to protect youth from tobacco influences in the retail environment, including strengthening the County's Tobacco Retailer Licensing Ordinance.

Since 90% of smokers begin smoking by the age of 18, tobacco use has been determined to be "fundamentally a pediatric disease" by the United States Food and Drug Administration (FDA).¹ In order to protect health and public safety, Health Services has presented the following policy options for consideration as modifications to existing county code to address youth tobacco influences in the retail environment:

Most Impactful Provisions to Reduce Youth Tobacco Influences in the Community

- a) Revise the definition of "tobacco products" in the Tobacco Retailer License Ordinance to be inclusive of newer electronic smoking devices and "liquids" that currently fall outside of the definition.
- b) Prohibit the sale of flavored (non-cigarette) tobacco products
- c) Prohibit the sale of menthol flavored cigarettes at least within 500 feet of schools
- d) Require a minimum pack size of ten (10) for little cigars and cigarillos.
- e) Prohibit new tobacco retailers from operating within 1000 feet of schools, parks, playgrounds and libraries

¹ Hiltz, Philip J. "FDA Head Calls Smoking a Pediatric Disease." The New York Times 9 Mar 1995.



- f) Prohibit new tobacco retailers from operating within 500 feet of new or existing tobacco retailers.
- g) Prohibit the sale of tobacco products in pharmacies

Condition of License Suspension if a Violation of the Law Occurs

- h) Require tobacco retailers who have their license suspended to remove tobacco advertising during license suspension periods
- i) Expand the time period reviewed for prior violations of the license (the “look-back” period) from 24 months (2 years) to 60 months (5 years) when considering the length of a license suspension for retailers found to be in violation of the law.

Other Policy Considerations:

- j) Prohibit new “Significant Tobacco Retailers”, including “vape” shops, hookah bars or smoke shops
- k) Require tobacco retailers to comply with state and local storefront signage laws
- l) Require tobacco retailers to comply with drug paraphernalia sales laws
- m) Require tobacco retailers to check ID of customers who appear younger than 27
- n) Limit or “cap” the number of retailers that can sell tobacco products at current number of licenses issued by the County
- o) Prepare a board order at a later date to adjust Tobacco Retailer Licensing fees to better capture and recover updated and real costs associated with education, enforcement and monitoring of implementing the ordinance.

The summary table on ***Policy Options for Addressing Youth Tobacco Influences in the Retail Environment*** (Attachment II) has been updated to reflect CA jurisdictions that have adopted similar provisions in the interim period since our last report. Those provisions that were recommended by the department as the most impactful are in shaded boxes. Regulation of menthol cigarettes has been included since the last report among those that are most impactful, since being upheld in the courts. The option to raise Tobacco Retailer Licensing Fees to fully cover law enforcement costs through licensing fees has been deleted as County Counsel reports that it is not allowable under the law. Each provision found in Attachment I, as well as fiscal and implementation issues, are discussed in more detail in this report.

II. Contra Costa County and Tobacco Prevention Efforts

Contra Costa County has been a leader in protecting the health of its residents, workers and visitors, and youth in particular, from the devastating consequences caused by tobacco use and secondhand smoke exposure. In 2003, the Board adopted what was then a model Tobacco Retailer Licensing Ordinance to address illegal sales of tobacco to minors, requiring all tobacco retailers to purchase a local license in order to sell tobacco products, and allowing for a suspension of the license if tobacco sales laws, such as the no sales to minors law, were violated. In 2006, the Board adopted what was one of the strongest and most comprehensive secondhand smoke protections ordinances at the time, prohibiting smoking in many outdoor areas and in certain areas of multi-unit housing properties. Most recently in 2013 the Board amended the code to require a tobacco retailer license to sell electronic cigarettes and to prohibit the use of these devices where smoking is prohibited.

While we have made good progress in Contra Costa in reducing adult and youth tobacco use^{2,3,4}, youth are still exposed to tobacco industry influences in their communities. The Campaign for Tobacco Free Kids, in their fact sheet on *Key State Specific Tobacco-Related Data and Rankings*, reports that 16,800 youth begin smoking in CA every year⁵ and 3.9 million Californians still smoke⁶. In 2011, the tobacco industry spent \$605 million⁷ advertising and promoting tobacco products in California, with 90% of its marketing budget spent in the retail store environment.⁸ Exposure to tobacco marketing in stores increases tobacco experimentation and use by youth⁹ and has been shown to be more powerful than peer pressure.¹⁰ Research also shows that the number of stores selling tobacco in a community can lead to higher rates of youth smoking. In addition to advertising and marketing influences, some Contra Costa cities have illegal tobacco sales rates to youth that are as high as 26%.¹¹

III. The Problem of Youth Tobacco Use and the Retail Environment

In summer, 2013, in order to get a picture of what tobacco industry influences look like in Contra Costa, Public Health's Tobacco Prevention Project participated in a county-wide tobacco survey. Over 300 stores that sell tobacco throughout the county were part of the randomized sample for the Contra Costa Store Survey, including convenience, supermarket, liquor, tobacco, small market, discount, drug and big box stores. Stores that prohibited youth from entry or that require membership were excluded from the survey. Photos of these products can be found in the accompanying powerpoint. The **Contra Costa Store Survey**¹² findings confirmed that tobacco is still being promoted to youth and that:

- **Over 80% of stores near schools in Contra Costa sell flavored (non-cigarette) tobacco products** like “watermelon” and “tropical blast” flavored cigarillos and little cigars. Many of these products sell for under a dollar, making them very attractive and affordable for youth.
- **Over eight in 10 stores sell packs of 5 or less of cigarillos/little cigars, and close to 70% of stores sell these products as "singles"**. These products are also available very cheaply, making them affordable for youth. Eighty-five percent of tobacco retailers sell the most popular brand of cigarillos for under \$1.

² Gilpin EA, Emery SL, Farkas AJ, Distefan JM, White MM, Pierce JP. The California Tobacco Control Program: A Decade of Progress, Results from the California Tobacco Surveys, 1990-1998. La Jolla, CA: University of California, San Diego; 2001.

³ Max W, Rice DP, Zhang X, Sung H-Y, Miller L. The Cost of Smoking in California, 1999, Sacramento, CA: California Department of Health Services, 2002.

⁴ Max W, Sung H-Y, Shi Y, & Stark B. The Cost of Smoking in California, 2009. San Francisco, CA: Institute for Health & Aging, University of California, San Francisco, 2014.

⁵ Based on the 2011 Federal Trade Commission Report and California state estimate methodology used by Campaign For Tobacco Free Kids: http://www.tobaccofreekids.org/facts_issues/toll_us/california.

⁶ Max W, Sung H-Y, Shi Y, & Stark B. The Cost of Smoking in California, 2009. San Francisco, CA: Institute for Health & Aging, University of California, San Francisco, 2014.

⁷ Based on the 2011 Federal Trade Commission Report and California state estimate methodology used by Campaign For Tobacco Free Kids: http://www.tobaccofreekids.org/facts_issues/toll_us/california

⁸ U.S. Federal Trade Commission (FTC), Cigarette Report for 2007 and 2008, 2011, <http://www.ftc.gov/os/2011/07/110729cigarettereport.pdf>. FTC, Smokeless Tobacco Report for 2007 and 2008, 2011, <http://www.ftc.gov/os/2011/07/110729smokelesstobaccoreport.pdf>. Data for top 6 manufacturers only.

⁹ DiFranza, J.R., Wellman, R.J., Sargent, J.D., Weitzman, M., Hipple, B.J., Winickoff, J.P., Tobacco promotion and the initiation of tobacco use: assessing the evidence for causality. *Pediatrics*, 2006. 117(6): p. e1237-1248. [http://pediatrics.aappublications.org/content/117/6/e1237.abstract%20\(25](http://pediatrics.aappublications.org/content/117/6/e1237.abstract%20(25) and National Cancer Institute, The Role of the Media in Promoting and Reducing Tobacco Use: TobaccoControl Monograph No. 19, 2008, U.S. Department of Health and Human Services, National Institutes of Health: Bethesda, MD. <http://cancercontrol.cancer.gov/brp/tcrb/monographs/19/index.html>

¹⁰ Campaign for Tobacco-Free Kids. Toll of Tobacco in the United States of America. 2011. <http://www.tobaccofreekids.org/research/factsheets/pdf/0072.pdf>.

¹¹ California Department of Public Health, Food and Drug Branch, youth decoy operation results 2009.

¹² 2013 Healthy Stores for a Healthy Community (HSHC) Survey, California Department of Public Health.

- **Close to half of all stores that sell tobacco in Contra Costa sell e-cigarettes.** The number of stores that are selling e-cigarettes statewide has quadrupled, from just over 10% in 2011 to over 45% in 2013. Electronic cigarette use among middle and high school youth tripled between 2013 and 2014¹³. Many of these products are attractive to youth because they are relatively cheap and come in flavors like cherry-limeade and mint.
- **Seven in 10 stores in Contra Costa have exterior advertising for *unhealthy products*** like tobacco, alcohol and sugary drinks. This compares with 1 in 10 stores with exterior advertising for *healthy* items including fruits, vegetables and non-fat/low-fat milk.

Information on the location and density of stores selling tobacco across the county was also collected and mapped. This data revealed that:

- **34% of stores selling tobacco throughout the County are located within 1000 feet of a school.** One-third of youth who buy tobacco purchase these products within 1000 feet of school.¹⁴ Every school day, youth are exposed to tobacco influences such as advertising and product promotions on their way to and from school. Many of the Contra Costa communities with **high numbers of stores selling tobacco near schools** are low-income. Low-income communities have high rates of smoking and tobacco-related diseases like heart disease, cancers and stroke.

The 2013 Contra Costa Store Survey provides concrete, scientific evidence on how the tobacco industry continues to target youth and lower-income communities through the retail environment.

IV. Policy Considerations to Reduce Youth Tobacco Influences

The CA Department of Public Health Tobacco Control Program and the statewide Healthy Stores for a Healthy Community Campaign recommend several effective policies to consider in reducing youth tobacco influences in the community:

- Include Electronic Smoking Devices and other emerging products in the definition of “Tobacco Products”.** In 2013, Contra Costa was among the first in the state to revise its existing definition of tobacco products to include electronic cigarettes, requiring retailers who sell these products to have a license in order to sell them, and prohibiting use where smoking of conventional tobacco products is prohibited. Since then, new products have emerged such as “vape pens”, electronic hookah, and refillable “mods” and “tanks” that fall outside of the current definition and continue to be unregulated and may or may not contain nicotine. These products are attractive to youth, mimic smoking, undermine community norms related to smoking, and serve as “starter products” to a lifetime of addiction¹⁵. As such, The Family and Human Services Committee directed staff to revise the definition of “Tobacco Products” at its April 15, 2015 Committee Meeting.
- Prohibit the sale of flavored (non-cigarette) tobacco products, such as candy, fruit and spice characterizing flavors in little cigars, hookah tobacco and dissolvable tobacco products, as well as in electronic smoking devices and vapor solutions for these devices.** Under the federal Family Smoking Prevention and Tobacco Control Act, it is illegal for manufacturers to make *cigarettes* that contain “characterizing flavors” other than that of tobacco. This includes flavors such as

¹³ Arrazola R, Singh T, Corey C, et al, [Tobacco Use Among Middle and High School Students – United States, 2011-2014](#). MMWR. 4/17/2015; Vol. 64 (#14): pp 381-385.

¹⁴ Lipton R, Banerjee A, Levy D, Manzanilla N, Cochrane M. [The spatial distribution of underage tobacco sales in Los Angeles](#). Subst Use Misuse. 2008;43(11):1594-614.

¹⁵ Ji-Yeun P., Dong-Chul S., and Hsien-Chang L.. E-Cigarette Use and Intention to Initiate or Quit Smoking Among US Youths. American Journal of Public Health: April 2016, Vol. 106, No. 4, pp. 672-678. doi: 10.2105/AJPH.2015.302994

strawberry, grape, orange, clove, cinnamon, pineapple, and vanilla, coconut, licorice, cocoa or chocolate. The Act was adopted in 2009 largely because these flavored products were attractive and marketed to youth and young adults,^{16,17,18,19} and younger smokers were more likely to have tried these products than older smokers.²⁰ (Menthol flavoring in cigarettes was exempted and is discussed in more detail below.)

Though there is a federal ban on flavored cigarettes (excluding menthol) flavored non-cigarette tobacco products are not prohibited under federal law. They have become increasingly common and are available in a variety of flavors that appeal to children and young adults.²¹ The U.S. Food and Drug Administration and the U.S. Surgeon General have stated that flavored tobacco products are considered to be “starter” products for youth and help establish smoking habits that can lead to long-term addiction.²² Adding flavorings to tobacco products such as little cigars, cigarillos, and smokeless tobacco can mask the natural harshness and taste of tobacco, making these products easier to use and increasing their appeal among youth.²³

The U.S. Centers for Disease Control and Prevention has reported that electronic cigarette use among middle and high school students tripled between 2013 and 2014.²⁴ Nicotine solutions, which are consumed via electronic smoking devices such as electronic cigarettes, are sold in dozens of flavors that appeal to youth, such as cotton candy and bubble gum.²⁵ The California Attorney General has stated that electronic cigarette companies have targeted minors with fruit-flavored products.²⁶

¹⁶ Carpenter CM, Wayne GF, Pauly JL, et al. 2005. “New Cigarette Brands with Flavors that Appeal to Youth: Tobacco Marketing Strategies.” *Health Affairs*. 24(6): 1601–1610;

¹⁷ Lewis M and Wackowski O. 2006. “Dealing with an Innovative Industry: A Look at Flavored Cigarettes Promoted by Mainstream Brands.” *American Journal of Public Health*. 96(2): 244–251.

¹⁸ Connolly GN. 2004. “Sweet and Spicy Flavours: New Brands for Minorities and Youth.” *Tobacco Control*. 13(3): 211–212.

¹⁹ U.S. Department of Health and Human Services. 2012. *Preventing Tobacco Use Among Youth and Young Adults: A Report of the Surgeon General*. Atlanta: U.S. National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, p. 537, www.surgeongeneral.gov/library/reports/preventing-youth-tobacco-use/full-report.pdf.

²⁰ U.S. Department of Health and Human Services. 2012. *Preventing Tobacco Use Among Youth and Young Adults: A Report of the Surgeon General*. Atlanta: U.S. National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, p. 539, www.surgeongeneral.gov/library/reports/preventing-youth-tobacco-use/full-report.pdf.

²¹ U.S. Department of Health and Human Services. 2012. *Preventing Tobacco Use Among Youth and Young Adults: A Report of the Surgeon General*. Atlanta: U.S. National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, p. 164, 205, www.surgeongeneral.gov/library/reports/preventing-youth-tobacco-use/full-report.pdf; Morris DS and Fiala SC. 2013. “Flavoured, Non-cigarette Tobacco for Sale in the USA: An Inventory Analysis of Internet Retailers.” *Tobacco Control*. [Electronic publication ahead of print], <http://tobaccocontrol.bmj.com/content/early/2013/08/08/tobaccocontrol-2013-051059.full>.

²² Food and Drug Administration. 2011. *Fact Sheet: Flavored Tobacco Products*, www.fda.gov/downloads/TobaccoProducts/ProtectingKidsfromTobacco/FlavoredTobacco/UCM183214.pdf; U.S. Department of Health and Human Services. 2012. *Preventing Tobacco Use Among Youth and Young Adults: A Report of the Surgeon General*. Atlanta: U.S. National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, p. 539, www.surgeongeneral.gov/library/reports/preventing-youth-tobacco-use/full-report.pdf.

²³ King BA, Dube SR, and Tynan MA. 2013. “Flavored Cigar Smoking Among U.S. Adults: Findings from the 2009–2010 National Adult Tobacco Survey.” *Nicotine & Tobacco Research*. 15(2): 608–614; Nelson DE, Mowery P, Tomar S, et al. 2006. “Trends in Smokeless Tobacco Use Among Adults and Adolescents in the United States.” *American Journal of Public Health*. 96(5): 897–905.

²⁴ Arrazola R, Singh T, Corey C, et al. [Tobacco Use Among Middle and High School Students – United States, 2011–2014](http://www.cdc.gov/mmwr/preview/mmwrhtml/mm5904a1.htm). *MMWR*. 4/17/2015; Vol. 64 (#14): pp 381–385.

²⁵ Cameron JM, Howell DN, White JR, et al. 2013. “Variable and Potentially Fatal Amounts of Nicotine in E-cigarette Nicotine Solutions.” *Tobacco Control*. [Electronic publication ahead of print], <http://tobaccocontrol.bmj.com/content/early/2013/02/12/tobaccocontrol-2012-050604.full>; U.S. Department of Health and Human Services. 2012. *Preventing Tobacco Use Among Youth and Young Adults: A Report of the Surgeon General*. Atlanta: U.S. National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, p. 549, www.surgeongeneral.gov/library/reports/preventing-youth-tobacco-use/full-report.pdf.

²⁶ Press Release, State of California Department of Justice, Office of the Attorney General, Brown Announces Electronic Cigarette

Jurisdictions have the authority to prohibit the sale of these products in the entire jurisdiction, and in the interest of public health and to protect youth from these products, the Department recommends that any flavored tobacco product regulations apply to the entire unincorporated area. In the Bay Area, El Cerrito and Santa Clara County have adopted laws to restrict the sale of flavored (non-cigarette) tobacco products throughout the entire jurisdiction, and Yolo County is currently considering such regulations. Federal district courts outside of California have upheld similar bans, and the cities of New York, Providence, Rhode Island and Manhattan Beach, CA also prohibit the sale of these products throughout the entire city.

- c) **Prohibit the sale of menthol flavored cigarettes within 500 feet of schools.** In a Resolution signed on October 26, 2010, the Contra Costa Board of Supervisors urged the Food and Drug Administration to ban menthol in cigarettes and in other tobacco products, stating the Board's "commitment to the health and well-being of its residents and particular concern about preventing tobacco use among youth and in reducing health disparities." Due to intense lobbying from the tobacco industry, menthol flavored cigarettes were excluded from the federal ban on flavored cigarettes, even though a 2006 study published in the *Journal of Nicotine and Tobacco Research* showed that 50% of youth start smoking with menthol flavored cigarettes, and that these are "starter" cigarettes for many youth to go on to become regular smokers. Youth who smoke menthol cigarettes are significantly more likely to show signs of nicotine addiction than their peers who smoke non-menthol brands.²⁷ The tobacco industry has also targeted African Americans with mentholated tobacco products and as a result nearly 83% of African American smokers smoke menthol, compared with 24% of White smokers^{28,29,30}. The City of Chicago and the City of Berkeley are the two jurisdictions in the country that have adopted ordinances that prohibit the sale of menthol flavored cigarettes within a certain distance of schools (Chicago within 500 feet and Berkeley within 600 feet.) A federal district court has upheld Chicago's ordinance. Berkeley's ordinance has not been challenged. Should the Board wish to prohibit the sale of menthol flavored cigarettes in the unincorporated County, it would be the first County to do so in the nation.

County counsel reports that the county's police power appears to authorize the County to prohibit the sale of menthol cigarettes in the entire unincorporated County, or to regulate the sale of these products within a certain distance of schools, following similar actions taken by Chicago and Berkeley. Currently, there are a total of 93 licensed tobacco retailers in the unincorporated county, and nineteen of these stores lay within 500 feet of a school. The table on **Stores Selling Tobacco in Contra Costa, 2015** (Attachment III) provides information on the number of stores selling tobacco products that are within 500 feet of schools for each of the unincorporated communities.

- d) **Require a 10/pack minimum pack size for sale of cigars, including cigarillos and little cigars.** Small packages of tobacco products make these products more affordable and therefore more

Maker's Agreement to Stop Deceptive Marketing and Sales to Minors (Aug. 3, 2010), oag.ca.gov/news/press-releases/brown-announces-electronic-cigarette-makers-agreement-stop-deceptive-marketing.

²⁷ Hersey JC, Ng SW, Nonnemaker JM, et al. Are menthol cigarettes a starter product for youth? *Nicotine & Tobacco Research*. 2006;8:403-413.

²⁸ Moolchan E. Adolescent menthol smokers: Will they be a harder target for cessation? *Nicotine Tob Res* (2004) 6(Suppl 1): S93-S95 doi:10.1080/14622203310001649522.

²⁹ The National African American Tobacco Prevention Network. Blacks and Menthol Fact Sheet. <http://naatpn.org/resources/Blacks%20&%20Menthol.pdf>. Accessed September 1, 2010.

³⁰ Substance Abuse and Mental Health Services Administration, Office of Applied Studies. *The NSDUH Report: Use of Menthol Cigarettes*. Rockville, MD. November 19, 2009.

accessible to youth. Youth are generally price-sensitive to the purchase of tobacco products. Although federal and state law ban the sale of individual cigarettes, neither restrict the sale of individual little cigars, cigarillos and cigars. These products are typically sold individually, making them more affordable and appealing to youth.³¹ Health Services recommends exempting premium cigars (those that retail for \$5 or more each) from a minimum pack size ordinance. The cities of El Cerrito, Hayward, Huntington Park and Sonoma currently require a minimum pack size of 5/pack, however since cigarillos and little cigars currently sell for as low as “3 for 99 cents”, a 10/pack minimum pack size may be a consideration if the Board decides to adopt this provision.

- e) **Prohibit any new tobacco retailers to be located within 1000 feet of schools, parks, playgrounds, and libraries.** Research has demonstrated that youth are more likely to experiment with tobacco products when retailers are located near schools, and that the number of tobacco retailers in a community affects youth smoking behaviors.³² The density of tobacco retailers, particularly in neighborhoods surrounding schools, has been associated with increased youth smoking rates.³³ Restricting the location of all tobacco retailers near schools and other youth sensitive areas, as well as within a certain distance to each other, creates tobacco-free zones and reduces tobacco influences in the community. Twenty-five California cities and counties have adopted similar laws, including El Cerrito, Santa Clara County and Union City.

Other youth sensitive areas, such as youth centers, could be added to this provision. Maps illustrating a 1000 foot buffer around schools, parks, playgrounds and libraries were developed for one community in each of the Supervisorial districts (Attachment IV).

District I: El Sobrante

District II: Saranap

District III: Byron and Discovery Bay*

District IV: Contra Costa Centre

District V: Bay Point

*As requested at the 7/21/15 meeting, the two retailers selling tobacco products at the intersection of Byron Highway and Route 4 are approximately 3500 feet from Excelsior Middle School.

The maps also illustrate boundary areas within 500 feet of existing retailers, which is discussed below as another policy option.

- f) **Reduce the density of tobacco retailers by prohibiting the location of new tobacco retailers within 500 feet of existing tobacco retailers** (density relative to other retailers). High density of tobacco retailers has been associated with increased smoking rates, particularly among youth.³⁴ A study of California neighborhoods found that the density and proximity of tobacco retailers influence smoking behaviors, including number of cigarettes smoked per day.³⁵ Of additional concern, widespread presence of tobacco in retail settings normalizes the use of tobacco products and triggers

³¹ California Department of Public Health. (2012). *Tobacco in the Retail Environment*, www.cdph.ca.gov/programs/tobacco/Documents/Tobacco%20Retail%20Environment%20Fact%20Sheet_Easy%20Print.pdf

³² McCarthy, W.J., Mistry, R., Lu, Y., Patel, M., Zheng, H., Dietsch, B., Density of tobacco retailers near schools: effects on tobacco use among students. *American Journal of Public Health*, 2009. 99(11): p. 2006-2013.

³³ Henriksen L, Feighery EC, Schleicher NC, et al. 2008. “Is Adolescent Smoking Related to Density and Proximity of Tobacco Outlets and Retail Cigarette Advertising Near Schools?” *Preventive Medicine* 47: 210-214.

³⁴ Henriksen L, Feighery EC, Schleicher NC, et al. 2008. “Is Adolescent Smoking Related to Density and Proximity of Tobacco Outlets and Retail Cigarette Advertising Near Schools?” *Preventive Medicine* 47: 210-214.

³⁵ Chuang YC, Cubbin C, Ahn D, et al. 2005. “Effects of Neighbourhood Socioeconomic Status and Convenience Store Concentration on Individual Level Smoking.” *Journal of Epidemiology and Community Health* 59: 568-573.

smoking urges among former smokers and those attempting to quit.³⁶ California law limits alcohol licenses based on density, and this policy applies that same rationale to tobacco retailers. Nine cities and counties in CA have adopted similar laws.³⁷

- g) **Prohibit the sale of tobacco products in Pharmacies.** A recent gallop poll showed Pharmacists are perceived by many as among the most trusted of health care professionals. Research indicates that by selling tobacco products, pharmacies reinforce positive social perceptions and send a message that it is not so dangerous to smoke^{38,39}. Children and young people are particularly influenced by cues suggesting that smoking is acceptable. The American Pharmacists Association, the California Pharmacists Association, and the California Medical Association have called for state and local laws prohibiting tobacco sales in drugstores and pharmacies because doing so supports the public health and social welfare of the communities in which they practice. In the Bay Area, Richmond, San Francisco, Berkeley, Marin County, Daly City and Santa Clara County prohibit the sale of tobacco products in all pharmacies. A federal district court has upheld San Francisco's ordinance prohibiting the sale of tobacco products in pharmacies. Of the nine (9) licensed pharmacies in the unincorporated county, there are currently six (6) that currently sell tobacco products.

Conditions of License Suspension if violation of the law occurs

- h) **Amend the County's Tobacco Retailer Licensing Ordinance to require retailers to remove tobacco advertising during the license suspension period.** Over 60 jurisdictions, including Richmond, Albany, Oakland, Pacifica, and Santa Clara County, require this provision during license suspension period, when sales of tobacco products are prohibited, and it is now considered a best practice provision to further support prevention of tobacco sales to minors. The adoption of the Tobacco Retailer Licensing program has proved to be a very effective means of reducing illegal sales of tobacco to minors. Sales in the unincorporated area of the County decreased from 37% to 7% within the first year of enforcement.
- i) **Amend the County's Tobacco Retailer Licensing Ordinance to expand the time period reviewed for prior violations of the license from 24 months (2 years) to 60 months (5 years) when considering the length of the license suspension.** Nearly 70 other CA jurisdictions include this provision, as it serves as a strong incentive for retailers to fully comply with tobacco control laws over time.

Other Policy Considerations

- j) **Prohibit new "Significant Tobacco Retailers",** businesses that primarily sell tobacco products, (defined by a certain percentage of gross revenue or floor space dedicated to tobacco products) including hookah lounges, vape shops and tobacco shops, from obtaining a tobacco retailer license. Over 8 percent of all tobacco retailers statewide were witnessed unlawfully selling to minors in 2012, and tobacco stores (defined as businesses in which at least 80 percent of merchandise was tobacco products)

³⁶ McDaniel PA and Malone RE. 2011. "Why California Retailers Stop Selling Tobacco Products, and What Their Customers and Employees Think About It When They Do." *BMC Public Health* 11: 848.

³⁷ "Matrix of Local Ordinances Restricting Tobacco Retailers Near Schools, July 2013", Center for Tobacco Policy and Organizing.

³⁸ Katz MH. 2008. "Banning Tobacco Sales in Pharmacies: The Right Prescription." *Journal of the American Medical Association*, 300(12):1451-1453.

³⁹ Hudmon KS, Fenlon CM, and Corelli RL. 2006. "Tobacco Sales in Pharmacies: Time to Quit." *Tobacco Control*, 15(1): 35-38.

sold to minors at a much higher rate than the statewide average, as high as 20.5 percent.⁴⁰ In the Bay Area, El Cerrito and Richmond prohibit new significant tobacco retailers; Pittsburg has imposed a moratorium on new “smoke shops” or “smoking lounges”; Antioch prohibits new significant tobacco retailers from certain locations; and Concord prohibits new hookah shops.

- k) **Require compliance with local and state laws regarding storefront signage.** This provision allows for suspension of a **retailer’s** license if a retailer violates the state or local law setting a maximum percentage of window space that can be covered by signs at retail establishments. Maximum allowable signage laws have been enacted as a safety measure, as they may allow for law enforcement to view into an establishment. This provision provides another mechanism for communities to bring retailers into compliance with existing health and safety laws. Santa Clara County has a similar provision.
- l) **Making violations of state laws regarding drug paraphernalia or controlled substances a violation of a tobacco retailer license.** Many cigarette, tobacco, and other shops sell items that are commonly known to be drug paraphernalia, including bongs and pipes used to smoke methamphetamine and other illicit drugs, and claim that such items are intended for tobacco use. If adopted, drug paraphernalia would be defined as it is in state law.
- m) **Require tobacco retailers to check ID of customers who appear younger than 27.** Current law requires tobacco retailers and their employees to check the age of purchasers up to the age of 18, the legal age for tobacco product sales. Clerks and/or store owners who sell to minors sometimes appeal a citation based on a claim that the customer “looked like” they were 18 or older. This claim would not be allowable if this provision is adopted.
- n) **Cap the number of Tobacco Retailer Licenses issued at the current number of issued licenses.** In 2003 when the County’s Tobacco Retailer Licensing Ordinance was first instituted, there were 107 tobacco retailers in the unincorporated County. The number of retailers selling tobacco has gradually decreased to 92 licensed tobacco retailers in 2015, with an average of 1-2 new retailers applying for licenses annually. In the Bay Area, the city of Sonoma recently adopted a law that restricts new tobacco retailers to the 15 existing licensed tobacco retailer locations. San Francisco has adopted an ordinance which caps the total number of tobacco retailers at the current level for each of the supervisorial districts.

V. Fiscal Impacts.

Minimum fiscal impacts to the County are expected. Should the Board direct development of a revised ordinance there will be cost in staff time, including County Counsel and other county departments to develop the ordinance itself. A portion of the Prop 99 funding Contra Costa Health Services receives for its Tobacco Prevention Program could be allocated to coordinating and implementing directions provided by the Board of Supervisors. Tobacco Retailer licensing fees, currently \$287 per retailer, can also be used to conduct outreach and education to tobacco retailers on the ordinance amendments and new requirements. These activities can be conducted with current funded staff.

The July 21, 2015 report to the Board included the option to increase the Tobacco Retailer License Fee to fully cover the cost of enforcement and monitoring of all tobacco control laws, including youth decoy

⁴⁰ Chapman R. 2012. *State Health Officer’s Report on Tobacco Use and Promotion in California*. California Department of Public Health, California Tobacco Control Program, p. 8, www.cdph.ca.gov/Documents/EMBARGOED%20State%20Health%20Officers%20Report%20on%20Tobacco.pdf

operations. The current Tobacco Retailer License fee reflects costs related to administration of the license and site compliance checks. It does not cover the cost of youth decoy operations through the Sheriff's Office for enforcement of the "no sales to minors" law, which are funded at approximately \$18,000 annually with County general funds. County Counsel reports that fees may be charged to recover reasonable regulatory and administrative costs for issuing licenses and performing inspections. Fees may not be charged for general governmental services, including law enforcement services. Given that multiple jurisdictions are funding enforcement efforts through tobacco retailer licensing fees, the Department recommends that a Board Order be presented at a later date adjusting the fee to better capture and recover updated and real costs.

Location and density policy options under consideration restrict new tobacco retail establishments only from locating within a certain distance of schools and other youth sensitive areas and of each other. If location restrictions are adopted, (prohibiting new tobacco retailers to be located within 1000 feet of schools, parks, playgrounds, and libraries; prohibiting new tobacco retailers to be located within 500 feet of an existing tobacco retailer; and/or prohibiting the sale of menthol cigarettes within a certain distance of schools) County Counsel has recommended that these provisions be included in the County's Zoning Code. As such, the County's Department of Conservation and Development will be included in the process of reviewing and approving new tobacco retailers in the County. If any of the location restrictions are adopted, the applicant would need to first get approval through the Department of Conservation and Development, which will also apply an administration fee to the applicant.

Retailer Industry Concerns. Staff were directed to respond to concerns expressed in a letter dated July 16, 2015 to the Board from representatives of the tobacco retail industry, most specifically the American Petroleum and Convenience Store Association (APCA), indicating their concerns over the financial impact of placing restrictions on flavored tobacco products and prohibiting the sale of tobacco products within 1000 feet of youth sensitive areas. Their correspondence cites that, on average, 30% of annual sales come from tobacco.

The density and location policy options discussed in this report apply to **new** retailers only, which appears to address this concern from this retail association. However, there may be associated financial impacts on some retailers, especially on small businesses that rely primarily on sale of flavored non-cigarette tobacco products throughout the county, and possibly for those selling menthol cigarettes within 500 feet of schools. This is balanced against the significant medical cost and human toll that tobacco related disease continues to exact on counties and their corresponding communities, which have resulted in over \$334 million annually in excess healthcare costs in our county alone⁴¹.

Some tobacco retailer associations also point to adults buying flavored products and small pack sizes. This may be true in some cases, however it is also true that these products target youth in Contra Costa communities. While the tobacco industry is prohibited from directly marketing and advertising to young people by the 1998 Master Settlement Agreement, brightly packaged, flavored tobacco products are a way to indirectly appeal and attract youth tobacco and e-cigarette users. Prohibiting flavored cigars and requiring minimum pack size will reduce tobacco use by creating an environment that has fewer tobacco influences and supports a tobacco-free community.

Resources are available to assist small businesses in revising their business plans in order to comply with any new regulations, and County staff will continue to identify additional resources to support small businesses in this transition. (Attachment V)

⁴¹ Max W, Sung H-Y, Shi Y, & Stark B. The Cost of Smoking in California, 2009. San Francisco, CA: Institute for Health & Aging, University of California, San Francisco, 2014.

VI. Implementing new tobacco prevention provisions

If adopted, most of proposed new regulations for sales of tobacco products will be included in the current Tobacco Retailer Licensing Ordinance, which is administered and enforced through the County's Public Health Division. An educational approach to compliance will be prioritized over the first year including a mailing to all affected tobacco retailers following final Board adoption of any new regulations, notifying retailers of the requirements under the new ordinance.

The department recommends that most of the provisions go into effect within 30 days of adoption of an ordinance, with the exception of the provisions prohibiting the sale of flavored tobacco products, menthol cigarettes and small packs of cigars. A longer implementation period of 180 days for these provisions will allow retailers to sell off product that they currently stock, as well as develop any alternative business plans, if necessary to comply with new health and public safety regulations.

Implementation, including outreach and education activities would be integrated into ongoing Tobacco Retailer Licensing implementation activities conducted by Tobacco Prevention Program staff. Specifically, implementation would include:

- developing an educational materials for direct mailing to all existing licensed tobacco retailers, including information on resources available to address business planning to comply with the new regulations.
- working with the affected County departments to develop operational protocols and to assure that any intersecting ordinances requirements are addressed in communications to the public.
- work with the Business License Office to review new license applications for approval and to provide educational materials through the Business License Office application and renewal mechanisms to both current and new retailers.
- updating and maintaining the Tobacco Prevention Program webpages with the new regulations and educational materials, as well as both State and County information on Tobacco Retailer Licensing and requirements.
- conducting site inspections, education and follow-up with owners if stores are not compliant with the new regulations.
- promoting and responding to calls received on the Tobacco Violations Reporting Line--collaborating with the Sheriff's Office to plan retailer compliance inspections. The Sheriff's Office will continue to conduct youth decoy operations through an MOU with Health Services
- continuing to coordinate license suspension hearings for those retailers that have been found to be in violation of the law.

Implementation of Tobacco Retailer Density and Location Restrictions. Public Health staff has met with County Counsel and Department of Conservation and Development staff to discuss options for implementation of the proposed tobacco retailer density and location restrictions. County Counsel reports that State law authorizes the county to establish density and location restrictions in its Zoning Code. Therefore, the Department of Conservation and Development will have a role in license approval through determining distance to schools, other youth sensitive areas, and to other retailers, if these provisions are adopted. However, Health Services staff has recommended that the density and location restrictions be reference in the amended Tobacco Retailer License Ordinance. The Public Health Department will maintain coordination of all aspects of the license approval process to assure that all tobacco related regulations are complied with prior to annual licensing of tobacco retailers and over the annual licensing period.

Communication with the Cities. Members of the Board expressed interest in communications with the cities on these policies. The Public Health Department will make every effort to make a presentation to the

Mayors Conference on any new ordinance provisions that are adopted, and staff will provide information and technical assistance to those cities that are interested in protecting health and public safety through addressing youth tobacco influences in the retail environment.

Policy Options for Addressing Youth Tobacco Influences in the Retail Environment

**Contra Costa Health Services, Public Health Division
For Presentation to Contra Costa Board of Supervisors, May 24, 2016**

Most Impactful Policies for Addressing Youth Tobacco Influences in the Retail Environment		
Provision	Description	CA Jurisdictions with Similar Protection
a. Require a Tobacco Retailer License for all retailers selling traditional and/or emerging tobacco products.	Revises definition of “Tobacco Product” to include all “emerging products” including all electronic smoking devices (whether or not they contain nicotine). Current definition fails to capture a number of vaping products that have emerged since the County tobacco retail ordinance was adopted. If adopted, the new definition would cover all electronic devices which mimic smoking or can be used to deliver a dose of nicotine or other substances, and all components, parts or accessory of a “tobacco product”.	El Cerrito, Richmond, Albany, Oakland, San Jose and Santa Clara County for a total of close to 100 jurisdictions in CA. <i>Family and Human Services Committee directed staff to develop updated definition for current ordinance at 4/13/15 Committee Meeting.</i>
b. Prohibit the sale of flavored (non-cigarette) tobacco products	Prohibits the sale of flavored (non-cigarette) tobacco products within the entire unincorporated County. The Food and Drug Administration has banned candy, fruit and spice as characterizing flavors for cigarettes only. Other tobacco products (smokeless, little cigars, hookah tobacco, and dissolvable tobacco products) with these flavors are exempt from the federal ban. If adopted, the ban on flavored product would extend to these other non-cigarette tobacco products.	El Cerrito, Berkeley, Santa Clara County, Hayward, Manhattan Beach and Sonoma (Also New York City; Providence Rhode Island, and Chicago.) Under consideration in Yolo County.
c. Prohibit the sale of menthol flavored cigarettes near schools <i>(added to “most effective” list since the 7/21/15 report based on recent court decision)</i>	Would prohibit the sale of menthol flavored cigarettes within a certain distance of a school. The Food and Drug Administration has exempted “menthol” flavor from its ban on “characterizing flavors” in cigarettes. Staff recommends a distance no less than 500 feet. If adopted, this provision would affect 19 tobacco retailers across the unincorporated county.	Berkeley (within 600 feet of schools) Also Chicago (within 500 feet of schools)
d. Require minimum pack size for cigars	Although federal and state law ban the sale of individual cigarettes, neither restrict the sale of individual cigars, including cigarillos and little cigars. Options include requiring minimum pack size (current regulation for cigarettes is 20) for all cigars. Staff recommend a package size of 10. Could exempt premium cigars that cost \$5 or more.	El Cerrito, Hayward, Sonoma, Huntington Park, Gardena, Union City.
e. Restrict location of new tobacco retailers near schools and other “youth-sensitive” areas such as parks, playgrounds and libraries.	Prohibits a license to new tobacco retailers if located within a certain distance (e.g., 500-1500 feet) of a school or other area frequented by youth (e.g., playground, church, recreation center, park, etc.). Staff recommend a distance of 1000 feet, which is consistent with multiple jurisdictions.	Near Schools and other Youth Sensitive Areas: El Cerrito, Antioch, Berkeley, Dublin, Union City, Vallejo, Albany, Oakland, Marin County, and San Rafael (plus 14 other jurisdictions). Near schools only: San Francisco, Santa Barbara County, Sacramento, Santa Clara County, Manhattan Beach, plus 5 other jurisdictions.

f. Prohibit new tobacco retailers from locating within certain proximity of other retailers	This density measure would restrict new tobacco retailers from locating within a certain distance (e.g., 500-1500 feet) of another new or existing tobacco retailer. Staff recommends 500 feet, which is consistent with multiple jurisdictions.	El Cerrito, San Francisco, Santa Cruz, Hayward, Dublin, Santa Clara County, Union City, Vallejo, Fairfield, Saratoga, Rohnert Park, Temple City, Westminster, Selma, El Cerrito
g. Prohibit sale of tobacco products in pharmacies	Prohibiting the sale of tobacco products in pharmacies is consistent with the public’s perception of pharmacies as a place to go for health-related service and advice. Of the 9 pharmacies in the unincorporated county, three have already made corporate decisions to not sell tobacco products (2 CVS stores and Park Rexall).	Richmond, San Francisco, Santa Clara County, Berkeley, Healdsburg, Daly City, Hollister, Marin County
Conditions of License Suspension if violation of law occurs:		
h. Remove tobacco advertising during license suspension	Requires retailers to remove or cover all tobacco-related advertising, in addition to tobacco products, during the period that their tobacco retailer license is suspended. Would also apply to Electronic Smoking Devices and paraphernalia if definition of “tobacco products” is revised.	Richmond, Concord, Albany, Oakland, Pacifica, Santa Clara plus 56 other jurisdictions
i. Expand time period reviewed for prior violations of license	Would expand time period reviewed for prior violations of license from 24 months (2 years) to 60 months (5 years) when considering length of license suspension.	El Cerrito, Richmond, Albany, Oakland plus 64 other jurisdictions
Other Policy Considerations:		
j. Prohibit new “Significant Tobacco Retailers”	Prohibits a new “Significant Tobacco Retailer”—a business that primarily sells tobacco products—from obtaining a tobacco retailer license. Definition of “Significant Tobacco Retailer” is based on either amount of floor space or percentage of sales devoted to tobacco products. Would also apply to retailers selling Electronic Smoking Devices and paraphernalia if definition of “tobacco products” is revised, as recommended above. This provision would effectively prohibit any new ‘vape’ shops, hookah bars, or tobacco shops.	El Cerrito; Huntington Park; Richmond; Carpinteria; Concord (no new hookah shops); Dublin (no vapor lounges or hookah bars); Hayward (no vapor lounges); Union City (no vapor lounges or hookah bars); and Pittsburg (moratorium on any new “smoke shops”)
k. Require tobacco retailers to comply with storefront signage laws	Allows for suspension of retailer’s license if a retailer violates the state law or local law setting a maximum percentage of window space that can be covered by signs at retail locations. These laws exist for safety purposes, as they provide for more visibility into stores for law enforcement. This would provide a means to bring retailers into compliance with health and safety laws.	Santa Clara County
l. Require tobacco retailers to comply with drug paraphernalia sales laws	Makes violations of state laws regarding drug paraphernalia or controlled substances a violation of a tobacco retailer license. Definition of what constitutes drug paraphernalia would be as defined in state law.	Oakland, Richmond, Union City plus 8 other cities and counties (Firebaugh, Grass Valley, Huntington Park, Montebello, Parlier, Riverbank, Santa Cruz County, and Watsonville) (as of June, 2012)

<p>m. Require tobacco retailers to check ID of customers who appear younger than 27</p>	<p>Requires retailers to check the age of purchasers who appear to be under the age of 27. This measure helps insure that tobacco is not sold to youth and will become even more relevant should the State advance the legal age to purchase tobacco from 18 to 21 years of age.</p>	<p>Concord, Richmond, Albany, Oakland, Santa Clara (age 30) plus 35 other jurisdictions</p>
<p>n. Limit or “cap” the number of retailers that can sell tobacco products.</p>	<p>This density measure, limits the total number of tobacco retailer licenses that are issued. At present time there are 92 tobacco retailers in the Unincorporated area of the county. The Cap recommended by staff is 92.</p>	<p>Sonoma, Orville, Lynwood, Huntington Park, San Francisco</p>
<p>o. Increase the Tobacco Retailer License Fee to fully cover the cost of education, enforcement and monitoring of any new provisions adopted by the County.</p>	<p>The current Tobacco Retailer License was set at \$287 in 2010. It reflected the cost at that time related to the administration of the license and some site compliance checks. Staff recommend that a separate board order be presented at a later date adjust the license fee to better capture and recover updated and real cost. Fees may be charged to recover reasonable regulatory and administrative costs for issuing licenses and performing inspections. Fees may not be charged for general governmental services, including law enforcement services.</p>	<p>98 of 110 jurisdictions in CA have Tobacco Retailer Licensing enforcement programs, including youth decoy operations, that are fully funded through tobacco retailer licensing fees (as of September, 2013).</p>

STORES SELLING TOBACCO IN CONTRA COSTA, 2015

Place	Total Number of Stores Selling Tobacco	Stores within 500 feet of Schools #
1 Alamo	7	-
2 Bay Point	15	4
3 Bethel Island	4	-
4 Blackhawk	1	-
5 Byron	2	-
6 Contra Costa Centre	2	1
7 Crockett	2	1
8 Diablo	1	-
9 Discovery Bay	4	-
10 East Richmond Heights	1	-
11 El Sobrante	18	5
12 Kensington	3	-
13 Knightsen	2	-
14 Montalvin Manor	1	1
15 Mountain View	4	-
16 North Richmond	2	-
17 Pacheco	3	-
18 Rodeo	5	3
19 Saranap	3	-
20 Tara Hills	1	1
21 Vine Hill	5	3
Other Unincorporated	6	-
Unincorporated Subtotal*	92	19
Contra Costa Total	744	145

*NOTE: The following CDPs do not have any stores licensed by the BoE to sell tobacco: Acalanes Ridge, Alhambra Valley, Bayview, Camino Tassajara, Castle Hill, Clyde, Norris Canyon, North Gate, Port Costa, Reliez Valley, Rollingwood, San Miguel, and Shell Ridge.

Distance calculated in ArcGIS from store parcel to school parcel.

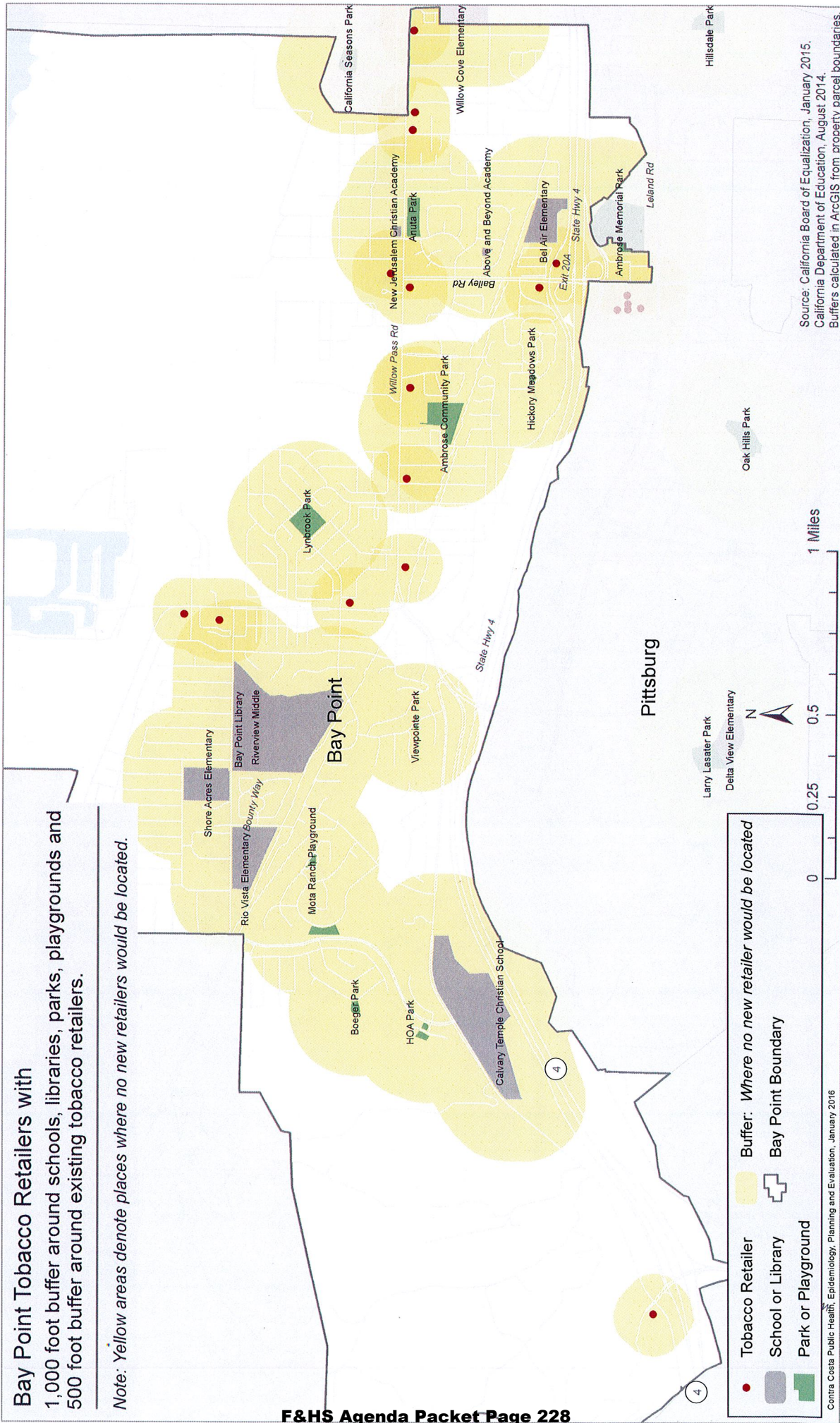
Sources: California Board of Equalization, January 2015. California Department of Education, August 2014.

Contra Costa Public Health, Epidemiology, Planning & Evaluation, 2.29.16.

Bay Point Tobacco Retailers with

1,000 foot buffer around schools, libraries, playgrounds and
500 foot buffer around existing tobacco retailers.

Note: Yellow areas denote places where no new retailers would be located.

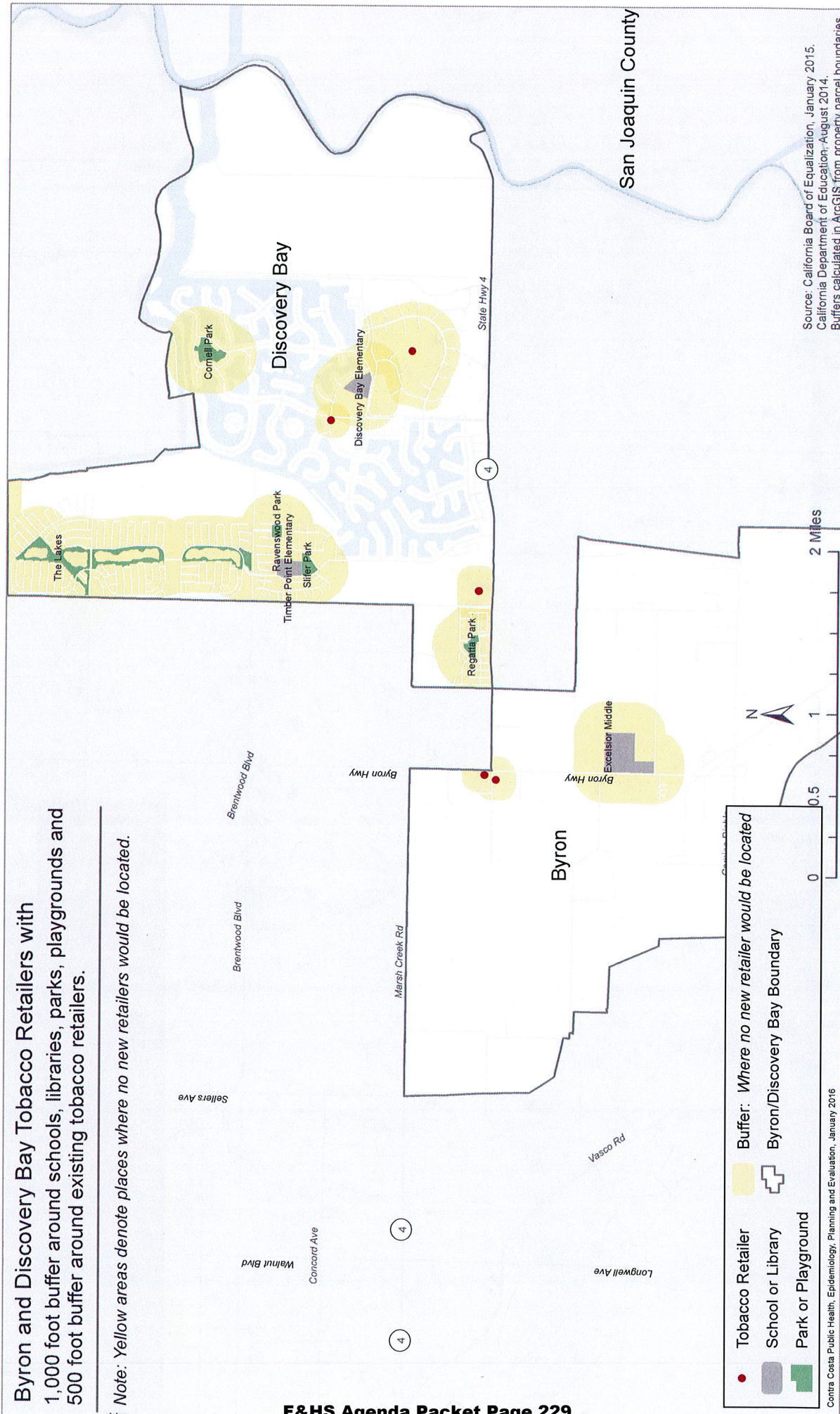


●	Tobacco Retailer
	Buffer: Where no new retailer would be located
	School or Library
	Park or Playground
	Bay Point Boundary

Source: California Board of Equalization, January 2015.
California Department of Education, August 2014.
Buffers calculated in ArcGIS from property parcel boundaries.

Byron and Discovery Bay Tobacco Retailers with 1,000 foot buffer around schools, libraries, playgrounds and 500 foot buffer around existing tobacco retailers.

Note: Yellow areas denote places where no new retailers would be located.



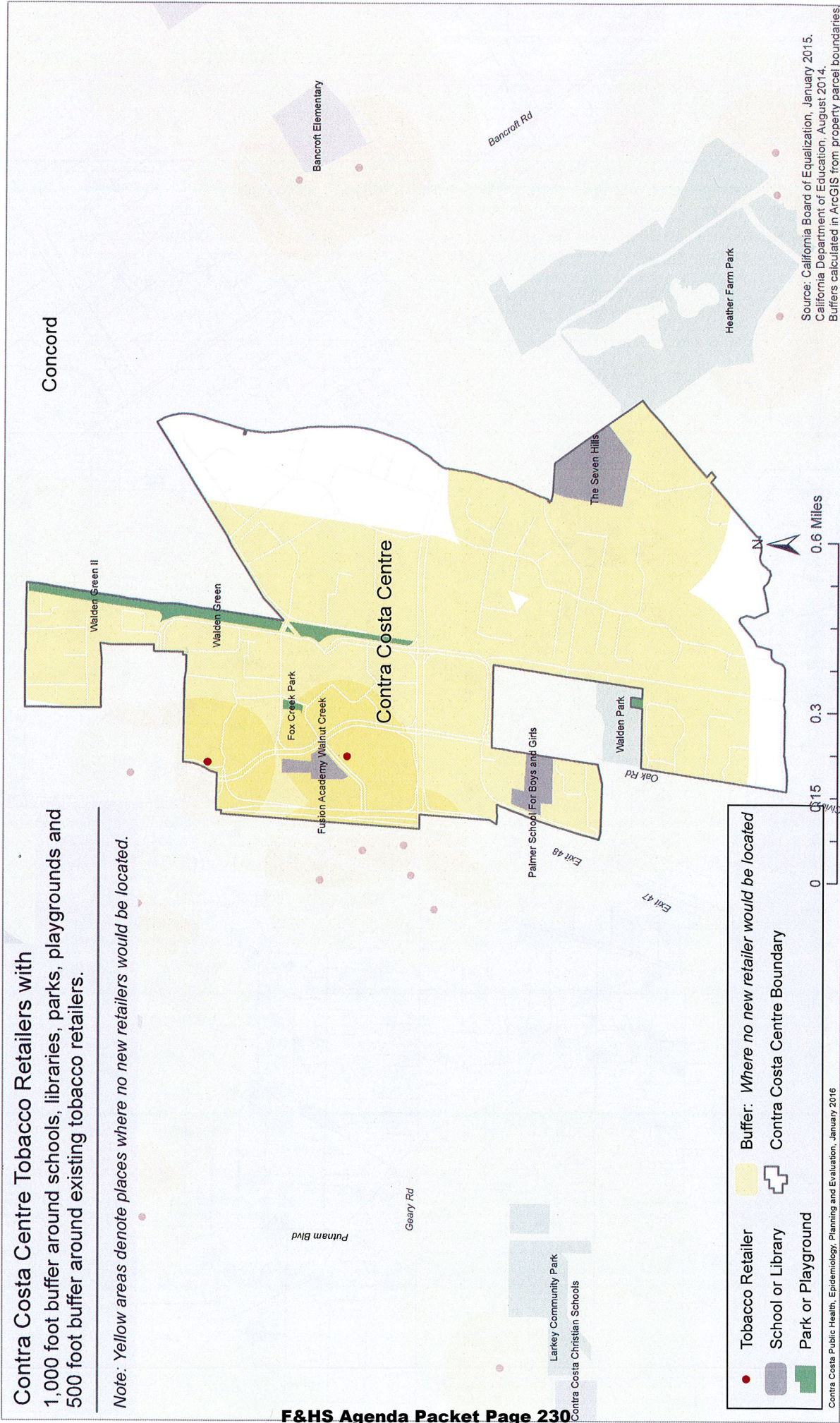
Source: California Board of Equalization, January 2015.
 California Department of Education, August 2014.
 Buffers calculated in ArcGIS from property parcel boundaries.

01.26.16

Contra Costa Centre Tobacco Retailers with

1,000 foot buffer around schools, libraries, parks, playgrounds and 500 foot buffer around existing tobacco retailers.

Note: Yellow areas denote places where no new retailers would be located.



Legend:

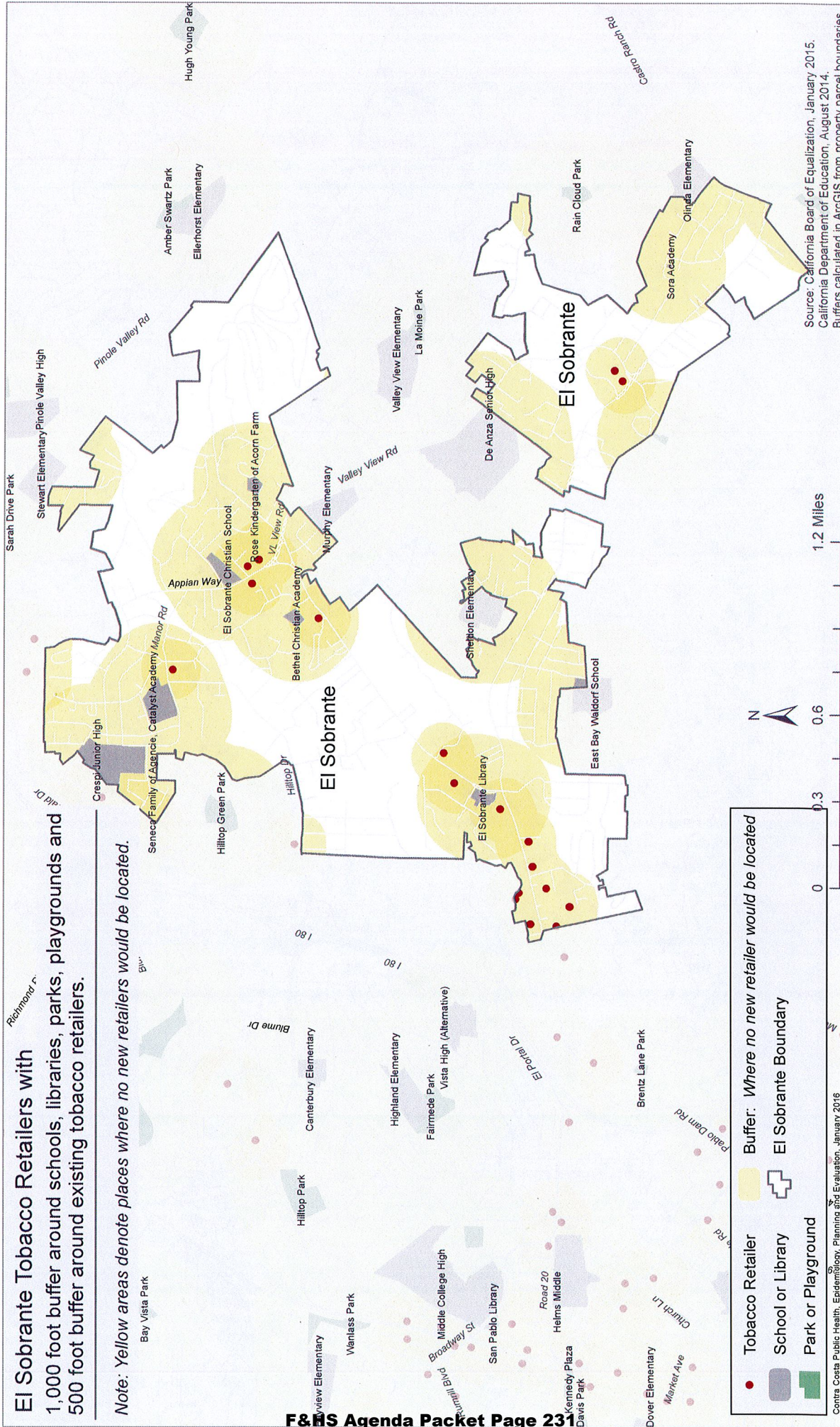
- Tobacco Retailer
- Buffer: Where no new retailer would be located
- School or Library
- Park or Playground
- Contra Costa Centre Boundary

Source: California Board of Equalization, January 2015.
 California Department of Education, August 2014.
 Buffers calculated in ArcGIS from property parcel boundaries.

El Sobrante Tobacco Retailers with

1,000 foot buffer around schools, libraries, playgrounds and
500 foot buffer around existing tobacco retailers.

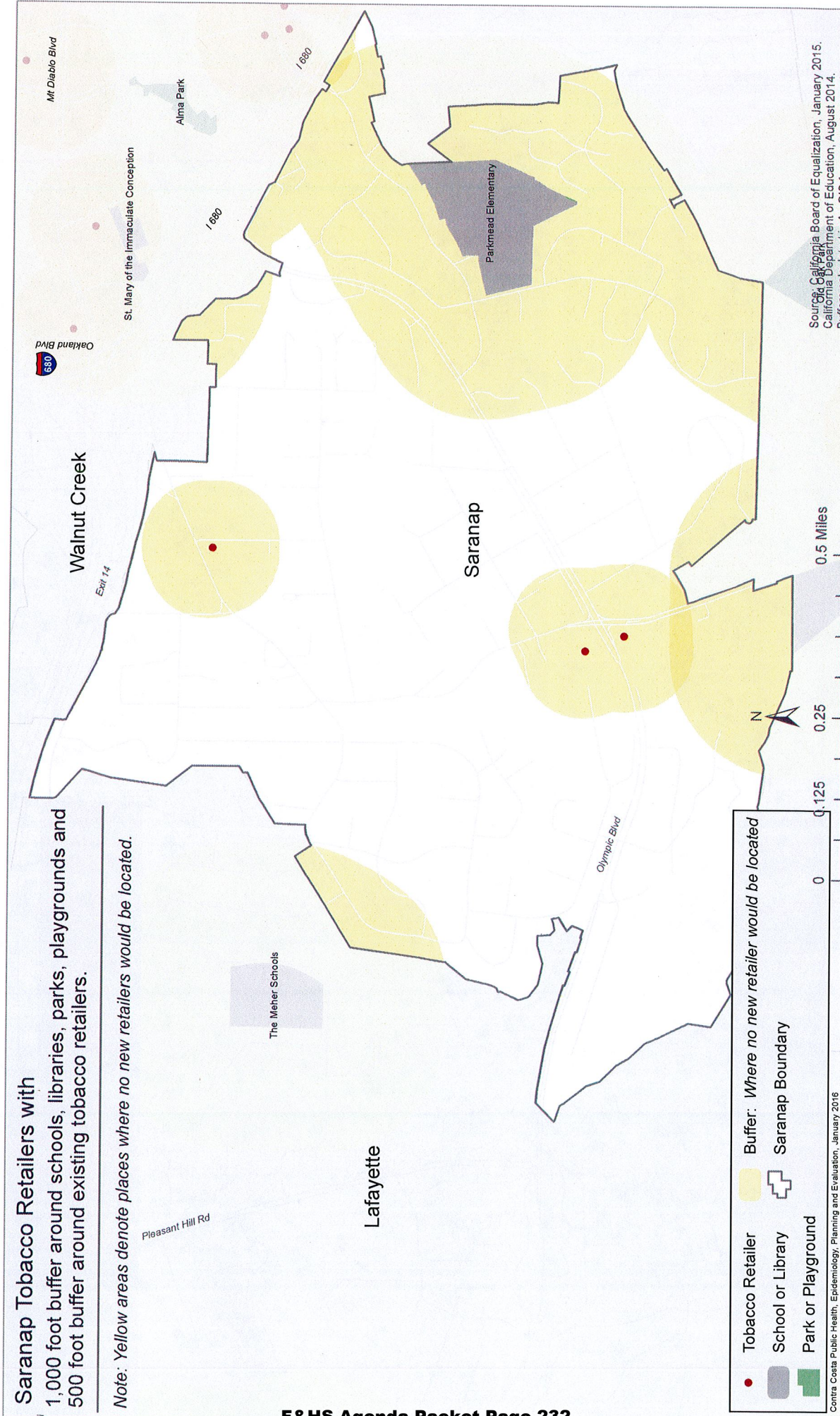
Note: Yellow areas denote places where no new retailers would be located.



Saranap Tobacco Retailers with

1,000 foot buffer around schools, libraries, playgrounds and 500 foot buffer around existing tobacco retailers.

Note: Yellow areas denote places where no new retailers would be located.



Source: California Board of Equalization, January 2015.
 California Department of Education, August 2014.
 Buffers calculated in ArcGIS from property parcel boundaries.

01.26.16

Resources for Small Business Owners in CC County

The following resources are currently available to small business owners in Contra Costa County:

Contra Costa County Small Business Development Center

The Small Business Development Center (SBDC) offers free workshops and advising on a variety of business topics, including:

- Adapting a business practice in response to new laws
- Support in navigating licensing and permit issues
- Accessing loans
- Sales and marketing
- Strategic planning
- Identifying resources

SBDC also provides personalized, one-on-one advising and access to experts in many fields that can help business adapt to changes in the business environment, such as laws restricting sales of certain tobacco products. Services are provided free of charge to all small business owners in Contra Costa County. Contra Costa SBDC is grant funded and assesses each business for eligibility before one-on-one services are offered.

Tobacco retailers interested in the individualized advising services would be assessed for the potential to achieve economic impact (such as job retention) in the next 6-12 months, then a Scope of Work would be developed for individualized services. The expectation is that for every hour the Center invests in a project, the retailer will work approximately 5 hours. For example, the retailer should plan to spend 25 hours working on their goals (such as a business plan to diversify products sold) in exchange for five hours of individual consulting. The Contra Costa County SBDC advising services are available to small businesses, such as businesses with less 500 employees and less than \$15M annual revenue.

More information about applying for advising services with Contra Costa SBDC is available on their website: <http://contracostasbdc.org/node/20289>

“Professional guidance as you grow your business is critical to success. Our team of advisors is at your service to assist with the opportunities and issues related with growing your business. This service is free to all owners of existing businesses and entrepreneurs who are actively launching a business.” – SBDC

Contact:

Oscar Dominguez, Contra Costa SBDC Director
Workforce Development Board of Contra Costa
300 Ellinwood Way, Suite 300 Pleasant Hill, California 94523
925-602-6810
odominguez@ehsd.cccounty.us

ATTACHMENT V

Small Business Administration (SBA)

<https://www.sba.gov/>

The SBA offers general and technical assistance to new and established businesses. Services include loan programs, business counseling, management training, conferences, referrals and reference libraries.

Small Business Information Center:

(800) 827-5722 national answer desk

Email: answerdesk@sba.gov

Service Corps of Retired Executives (SCORE)

Retired business professionals volunteer to provide free counseling to individuals starting small businesses. Counseling and workshops are available at a cost.

(510) 273-6611

<http://eastbayscore.org/>

Renaissance Entrepreneurship Center

The Renaissance Entrepreneurship Center is a non-profit that works to increase the entrepreneurial capacities of individuals, and thereby strengthen communities through the creation of sustainable new businesses, new jobs, and the promotion of financial self-sufficiency.

They offer classes, workshop and one on one consulting in Richmond. Their beginner class, "Start Smart" is a 4-week program (12 hours) and costs \$120 with financially-based scholarships available. Their intermediate class, "Business Prep" is a nine-week program (27 hours) and costs \$240 with financially-based scholarships available. They also offer workshops for advanced entrepreneurs (people who have launched their business) ranging from Quickbooks to e-commerce to social media marketing.

Contact:

Bret Alexander Sweet, Program Manager

Renaissance Entrepreneurship Center - Richmond

1500 Macdonald Avenue, Richmond, CA 94801

510-221-2002

bsweet@rencenter.org

www.rencenter.org

Policy Options for Addressing Youth Tobacco Influences in the Retail Environment

Contra Costa Health Services, Public Health Division

For Presentation to Contra Costa Board of Supervisors May 24, 2016

Most Impactful Policies for Addressing Youth Tobacco Influences in the Retail Environment

Provision	Description	CA Jurisdictions with Similar Protection
a. Require a Tobacco Retailer License for all retailers selling traditional and/or emerging tobacco products.	Revises definition of "Tobacco Product" to include all "emerging products" including all electronic smoking devices (whether or not they contain nicotine). Current definition fails to capture a number of vaping products that have emerged since the County tobacco retail ordinance was adopted. If adopted, the new definition would cover all electronic devices which mimic smoking or can be used to deliver a dose of nicotine or other substances, and all components, parts or accessory of a "tobacco product".	El Cerrito, Richmond, Albany, Oakland, San Jose and Santa Clara for a total of 100 other jurisdictions in CA. <i>Family and Human Services Committee directed staff to develop updated definition for current ordinance at 4/13/15 Committee Meeting.</i>
b. Prohibit the sale of flavored (non-cigarette) tobacco products	Prohibits the sale of flavored (non-cigarette) tobacco products within the entire unincorporated County. The Food and Drug Administration has banned candy, fruit and spice as characterizing flavors for cigarettes only. Other tobacco products (smokeless, little cigars, hookah tobacco, and dissolvable tobacco products) with these flavors are exempt from the federal ban. If adopted, the ban on flavored product would extend to these other non-cigarette tobacco products.	El Cerrito, Berkeley, Santa Clara County, Hayward, Manhattan Beach and Sonoma (Also New York City; Providence Rhode Island, and Chicago.) Under consideration in Yolo County
c. Prohibit the sale of menthol flavored cigarettes near schools <i>(added to "most effective" list since the 7/21/15 report based on recent court decision)</i>	Would prohibit the sale of menthol flavored cigarettes within a certain distance of a school. The Food and Drug Administration has exempted "menthol" flavor from its ban on "characterizing flavors" in cigarettes. Staff recommends a distance no less than 500 feet. If adopted, this provision would affect 19 tobacco retailers across the unincorporated county.	Berkeley (within 600 feet of schools) Also Chicago (within 500 feet of schools)
d. Require minimum pack size for cigars	Although federal and state law ban the sale of individual cigarettes, neither restrict the sale of individual cigars, including cigarillos and little cigars. Options include requiring minimum pack size (current regulation for cigarettes is 20) for all cigars. Staff recommend a package size of 10. Could exempt premium cigars that cost \$5 or more.	El Cerrito, Hayward, Sonoma, Huntington Park, Gardena, Union City.
e. Restrict location of new tobacco retailers near schools and other "youth-sensitive" areas such as parks, playgrounds and libraries.	Prohibits a license to new tobacco retailers if located within a certain distance (e.g., 500-1500 feet) of a school or other area frequented by youth (e.g., playground, church, recreation center, park, etc.). Staff recommend a distance of 1000 feet, which is consistent with multiple jurisdictions.	Near Schools and other Youth Sensitive Areas: El Cerrito, Antioch, Berkeley, Dublin, Union City, Vallejo, Albany, Oakland, Marin County, and San Rafael (plus 14 other jurisdictions). Near schools only: San Francisco, Santa Barbara County, Sacramento, Santa Clara County, Manhattan Beach, plus 5 other jurisdictions.

a. Require a Tobacco Retailer License for all retailers selling traditional and/or emerging tobacco products.

E-cigarettes

Includes cigalikes, e-hookah, e-cigars and cartridges

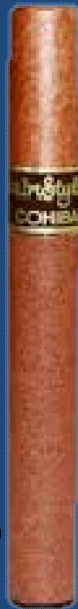
Cigalikes



E-Hookahs



E-cigar



Vape pens

Vape pen



Mods/tanks

Mechanical mods



Box mod



E-liquids

Cartridge



b. Prohibit the sale of flavored (non-cigarette) tobacco products



c. Prohibit the sale of menthol flavored cigarettes near schools



d. Require minimum pack size for cigars

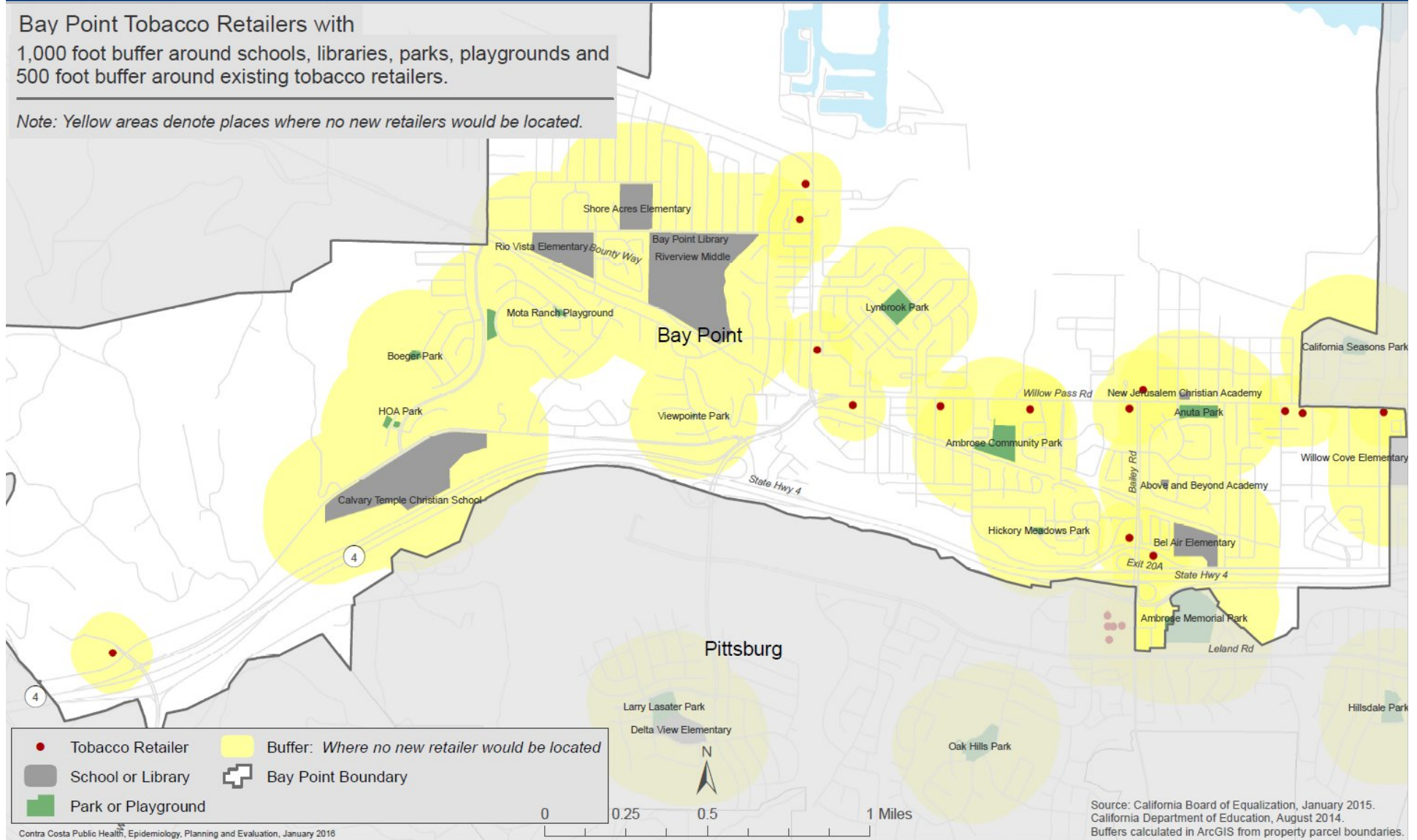


e. Restrict location of tobacco retailers near schools and other youth sensitive areas

f. Prohibit new tobacco retailers from locating within certain proximity of other retailers

**Bay Point Tobacco Retailers with
1,000 foot buffer around schools, libraries, parks, playgrounds and
500 foot buffer around existing tobacco retailers.**

Note: Yellow areas denote places where no new retailers would be located.



ORDINANCE NO. 2017-01

TOBACCO PRODUCT AND RETAIL SALES CONTROL

The Contra Costa County Board of Supervisors ordains as follows (omitting the parenthetical footnotes from the official text of the enacted or amended provisions of the County Ordinance Code):

SECTION I. SUMMARY. This ordinance amends Division 445 of the County Ordinance Code to establish restrictions on the retail sales of emerging tobacco products, such as electronic smoking devices and flavored tobacco products, and to reduce the accessibility and exposure of tobacco products to minors and the public generally.

SECTION II. Section 445-2.006 of the County Ordinance Code is amended to read:

445-2.006 Definitions. For the purposes of this division, the following words and phrases have the following meanings:

- (a) “Characterizing flavor” means a distinguishable taste or aroma imparted by a tobacco product or any byproduct produced by the tobacco product that is perceivable by an ordinary consumer by either the sense of taste or smell, other than the taste or aroma of tobacco. A “characterizing flavor” includes, but is not limited to, a taste or aroma relating to a fruit, chocolate, vanilla, honey, candy, cocoa, dessert, alcoholic beverage, menthol, mint, wintergreen, herb, or spice.
- (b) “Cigar” means any roll of tobacco other than a cigarette wrapped entirely or in part in tobacco or any substance containing tobacco and weighing more than three pounds per thousand.
- (c) “Constituent” means any ingredient, substance, chemical, or compound, other than tobacco, water, or reconstituted tobacco sheet, that is added by the manufacturer to a tobacco product during the processing, manufacture, or packing of the tobacco product.
- (d) “Consumer” means a person who purchases a tobacco product for consumption and not for sale to another.
- (e) “Electronic smoking device” means an electronic device that can be used to deliver an inhaled dose of nicotine, or other substances. An “electronic smoking device” includes a device that is manufactured, distributed, marketed, or sold as an electronic cigarette, an electronic cigar, an electronic cigarillo, an electronic pipe, an electronic hookah, a vape pen, or a vapor pen.

ORDINANCE NO. 2017-01

- (f) “Enclosed” means all space between a floor and ceiling where the space is closed in on all sides by solid walls or windows that extend from the floor to the ceiling. An enclosed space may have openings for ingress and egress, such as doorways or passageways. An enclosed space includes all areas within that space, such as hallways and areas screened by partitions that do not extend to the ceiling or are not solid.
- (g) “Flavored tobacco product” means any tobacco product, other than cigarettes as defined by federal law, that contains a constituent that imparts a characterizing flavor.
- (h) “Little cigar” means any roll of tobacco other than a cigarette wrapped entirely or in part in tobacco or any substance containing tobacco and weighing no more than three pounds per thousand. “Little cigar” includes, but is not limited to, any tobacco product known or labeled as “small cigar” or “little cigar.”
- (i) “Package” or “packaging” means a pack, box, carton, or container of any kind, or any wrapping, in which a tobacco product is sold or offered for sale to a consumer.
- (j) “Menthol cigarettes” means cigarettes as defined by federal law, that have a characterizing flavor of menthol, mint, or wintergreen, including cigarettes advertised, labeled, or described by the manufacturer as possessing a menthol characterizing flavor.
- (k) “Multi-unit residence” means a building that contains two or more dwelling units, including but not limited to apartments, condominiums, senior citizen housing, nursing homes, and single room occupancy hotels. A primary residence with an attached or detached accessory dwelling unit permitted pursuant to Chapter 82-24 of this code is not a multi-unit residence for purposes of this division.
- (l) “Multi-unit residence common area” means any indoor or outdoor area of a multi-unit residence accessible to and usable by residents of different dwelling units, including but not limited to halls, lobbies, laundry rooms, common cooking areas, stairwells, outdoor eating areas, play areas, swimming pools, and carports.
- (m) “Place of employment” means any area under the control of an employer, business, or nonprofit entity that an employee, volunteer, or the public may have cause to enter in the normal course of operations, regardless of the hours of operation. Places of employment include, but are not limited to: indoor work areas; bars; restaurants; at least 80 percent of the guest rooms in any hotel and motel; vehicles used for business purposes; taxis; employee lounges and breakrooms; conference and banquet rooms; bingo and gaming facilities; long-term health care facilities; warehouses; retail or wholesale tobacco shops; and private residences used as licensed child-care or health-care facilities when employees, children or patients are present and during business hours. The places specified in subdivisions (e)(1), (2), (6), and (7) of Labor Code section 6404.5 are places

of employment for the purposes of this division and are regulated as specified in this division. The places specified in subdivisions (e)(3), (4), and (5) of Labor Code section 6404.5 are not places of employment for the purposes of this division.

- (n) “Public place” means any area to which the public is invited or in which the public is permitted. A private residence is not a public place.
- (o) “Self-service display” means the open display or storage of tobacco products or tobacco paraphernalia in a manner that is physically accessible in any way to the general public without the assistance of the retailer or employee of the retailer. A vending machine is a form of self-service display.
- (p) “Service area” means any area designed to be or regularly used by one or more persons to receive or wait to receive a service, enter a public place, or make a transaction, whether or not the service involves the exchange of money. “Service areas” include but are not limited to automatic teller machine waiting areas, bank teller windows, ticket lines, bus stops and taxi stands.
- (q) “Smoke” means the gases, particles, or vapors released into the air as a result of combustion, electrical ignition, or vaporization when the apparent or usual purpose of the combustion, electrical ignition, or vaporization is human inhalation of the byproducts, except when the combusting or vaporizing material contains no tobacco or nicotine or illegal substances, and the purpose of inhalation is solely olfactory, such as, for example, smoke from incense. The term “smoke” includes, but is not limited to, tobacco smoke, electronic smoking device vapors, marijuana smoke, and smoke from any illegal substance.
- (r) “Smoking” means inhaling, exhaling, burning, or carrying any lighted, heated, or ignited cigar, cigarette, cigarillo, pipe, hookah, electronic smoking device, or any plant product intended for human inhalation.
- (s) “Tobacco paraphernalia” means any item designed or marketed for the consumption, use, or preparation of tobacco products.
- (t) “Tobacco product” means any of the following:
 - (1) Any product containing, made from, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, and snuff.

- (2) Any electronic smoking device.
 - (3) Any component, part, or accessory of a tobacco product, whether or not it is sold separately.
 - (4) “Tobacco product” does not include any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for that approved purpose.
- (u) “Tobacco retailer” means any individual or entity who sells, offers for sale, or exchanges or offers to exchange for any form of consideration, tobacco, tobacco products, or tobacco paraphernalia. “Tobacco retailing” means the doing of any of these things. This definition is without regard to the quantity of tobacco products or tobacco paraphernalia sold, offered for sale, exchanged, or offered for exchange. (Ords. 2017-01 § 2, 2013-10 § II, 4-9-13, 2010-10 § II, 10-12-10, 2006-66 § 4, 98-43 § 2, 91-44 § 2).

SECTION III. The title of Chapter 445-6 is amended to read:

**Chapter 445-6
TOBACCO SALES**

SECTION IV. Section 445-6.006 is added to the County Ordinance Code, to read:

445-6.006 Flavored tobacco products. It is a violation of this division for any tobacco retailer to sell or offer for sale any flavored tobacco product. (Ord. 2017-01 § 4).

SECTION V. Section 445-6.008 is added to the County Ordinance Code, to read:

445-6.008 Packaging and labeling. No tobacco retailer may sell any tobacco product to any consumer unless that product is sold in the original manufacturer’s packaging intended for sale to consumers and conforms to all applicable federal labeling requirements. (Ord. 2017-01 § 5).

SECTION VI. Section 445-6.010 is added to the County Ordinance Code, to read:

445-6.010 Minimum package size for little cigars and cigars. No tobacco retailer may sell to a consumer any of the following:

- (a) Any little cigar unless it is sold in a package of at least ten little cigars.
- (b) Any cigar unless it is sold in a package of at least ten cigars. This subsection does not apply to a cigar that has a price of at least \$5 per cigar, including all applicable taxes and

fees. (Ord. 2017-01 § 6).

SECTION VII. Section 445-6.012 is added to the County Ordinance Code, to read:

445-6.012 Identification required. No tobacco retailer may sell or transfer a tobacco product or tobacco paraphernalia to a person who reasonably appears to be under the age of 27 years without first examining the identification of the recipient to confirm that the recipient is at least the minimum age under state law to purchase the tobacco product or tobacco paraphernalia. (Ord. 2017-01 § 7).

SECTION VIII. Section 445-6.014 is added to the County Ordinance Code, to read:

445-6.014 Menthol cigarettes. It is a violation of this division for any tobacco retailer to sell or offer for sale menthol cigarettes. (Ord. 2017-01 § 8).

SECTION IX. Section 445-10.002 of the County Ordinance Code is amended to read:

445-10.002 License requirement.

- (a) It is unlawful for any retailer, individual, or entity to conduct tobacco retailing in the unincorporated area of the county without first obtaining and maintaining a valid tobacco retailer's license from Contra Costa County for each location where tobacco retailing is conducted.
- (b) No tobacco retailer's license will be issued that:
 - (1) Authorizes tobacco retailing at any location other than a fixed location. Tobacco retailing by persons on foot and tobacco retailing from vehicles are prohibited.
 - (2) Authorizes tobacco retailing in a pharmacy.
 - (3) Results in the total number of tobacco retailer's licenses in the unincorporated area of the county exceeding 98.
- (c) Each day that tobacco products are offered for sale by a tobacco retailer without a tobacco retailer's license is a separate violation. (Ords. 2017-01 § 9, 2003-01 § 3, 98-50 § 2).

SECTION X. Section 445-10.004 of the County Ordinance Code is amended to read:

445-10.004 Enforcement of state law. If a clerk or employee sells a tobacco product or tobacco paraphernalia to any person under the age of 21, the retailer shall immediately notify the appropriate local law enforcement agency of the violation of Penal Code section 308 for

ORDINANCE NO. 2017-01

5

enforcement under that statute. (Ords. 2017-01 § 10, 2003-01 § 3, 98-50 § 2).

SECTION XI. Section 445-10.006 of the County Ordinance Code is amended to read:

445-10.006 Definitions. For purposes of this chapter, the following words and phrases have the following meanings:

- (a) “Director” means the director of Contra Costa health services or his or her designee.
- (b) “Drug paraphernalia” has the meaning set forth in California Health & Safety Code section 11014.5.
- (c) “Licensee” means a tobacco retailer who has been issued a tobacco retailer's license in accordance with Section 445-10.010.
- (d) “Pharmacy” means any retail establishment where the profession of pharmacy is practiced by a pharmacist licensed by the State of California under the Business and Professions Code and where prescription pharmaceuticals are offered for sale, regardless of whether the retail establishment sells other retail goods in addition to prescription pharmaceuticals.
- (e) “Public health director” means the public health director of Contra Costa County.
- (f) “Tax collector” means the treasurer-tax collector of Contra Costa County.
- (g) “Tobacco retailer” has the definition set forth in Section 445-2.006. (Ords. 2017-01 § 11, 2003-01 § 3, 98-50 § 2).

SECTION XII. Section 445-10.018 of the County Ordinance Code is amended to read:

445-10.018 License suspension.

- (a) Grounds for Suspension. A tobacco retailer's license may be suspended for any violation of this division, any state or federal tobacco-related laws, any state or federal law regulating controlled substances or drug paraphernalia, or any state or local law regulating advertising and signage on retailer’s window space.
- (b) Notice of Suspension Hearing. If any grounds for suspension exist, the director may issue a notice of suspension hearing. The notice of suspension hearing will be served to a tobacco retailer as specified in Section 445-10.022 and will include all of the following information:

ORDINANCE NO. 2017-01

- (1) The date of the violation.
 - (2) The address or other description of the location where the violation occurred.
 - (3) The code section(s) violated, or applicable state or federal law violated, and a description of the violation.
 - (4) The time period of the tobacco retailer's license suspension.
 - (5) The date of the suspension hearing before the public health director. The notice of suspension hearing will set the hearing date no sooner than twenty days and no later than forty-five days following the date the notice of suspension hearing is served.
- (c) **Suspension Hearing.** A tobacco retailer's license may be suspended by the public health director after a tobacco retailer's license suspension hearing. At the hearing, the licensee will be given the opportunity to testify and to present evidence concerning the notice of suspension hearing. After considering the testimony and evidence submitted at the hearing, the public health director will issue a written decision to suspend or not suspend the tobacco retailer's license. The public health director will list in the decision the reason or reasons for the decision and will list the time period of the tobacco retailer's license suspension, if applicable. The written decision will be served as specified in Section 445-10.022.
- (d) **Time Period of License Suspension.**
- (1) A tobacco retailer's license suspension may be up to thirty days for a first violation.
 - (2) A tobacco retailer's license suspension may be up to ninety days for a second violation occurring within five years of the first violation.
 - (3) A tobacco retailer's license suspension may be up to one year for each subsequent violation occurring within five years of the most recent prior determination.
- (e) **Suspension Appeal.** The decision of the public health director to suspend a tobacco retailer's license is appealable to the board of supervisors and will be heard at a noticed public hearing as provided in Chapter 14-4 of this code.
- (f) **Final Order.** The tobacco retailer's license suspension becomes a final administrative order at one of the following times:

ORDINANCE NO. 2017-01

- (1) On the date of the suspension hearing, if a tobacco retailer fails to appear at a scheduled suspension hearing.
- (2) On the date the public health director's decision is served, if a tobacco retailer fails to file a written appeal to the board of supervisors within the time specified.
- (3) On the date of the appeal hearing, if a tobacco retailer fails to appear at a scheduled appeal hearing before the board of supervisors.
- (4) On the date of the decision by the board of supervisors, if a tobacco retailer appears at a scheduled appeal hearing before the board of supervisors. (Ords. 2017-01 § 12, 2003-01 § 3, 98-50 § 2).

SECTION XIII. Section 445-10.024 is added to the County Ordinance Code, to read:

445-10.024 Display and advertisement without license.

- (a) A tobacco retailer without a valid tobacco retailer’s license, including a tobacco retailer whose license has been suspended or revoked, shall keep all tobacco products and tobacco paraphernalia out of public view. The public display of tobacco products or tobacco paraphernalia while a license is suspended or revoked is a violation of Section 445-10.002.
- (b) A tobacco retailer without a valid tobacco retailer’s license, including a tobacco retailer whose license has been suspended or revoked, may not display any advertisement relating to tobacco products or tobacco paraphernalia that promotes the sale or distribution of these products from the tobacco retailer’s location or that could lead a reasonable consumer to believe that these products can be obtained at that location. (Ord. 2017-01 § 13).

///
 ///
 ///
 ///
 ///
 ///
 ///
 ///
 ///
 ///
 ///

SECTION XIV. EFFECTIVE DATE. This ordinance becomes effective 30 days after passage, and within 15 days after passage shall be published once with the names of supervisors voting for or against it in the Contra Costa Times, a newspaper published in this County.

PASSED on _____, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: DAVID J. TWA,
Clerk of the Board of Supervisors
and County Administrator

Board Chair

By:

Deputy

[SEAL]

KCK:

H:\Client Matters\2017\HS\Ordinance No. 2017-01 Tobacco Product and Retail Sales Control - final.wpd

ORDINANCE NO. 2017-01

9

STATION...
...
...

...
...

...
...
...
...
...

...
...
...

...
...

...
...

**DIVISION 445
SECONDHAND SMOKE AND TOBACCO
PRODUCT CONTROL**

**Chapter 445-2
GENERAL PROVISIONS**

445-2.002 Title.

This division is known as the secondhand smoke and tobacco product control ordinance of Contra Costa County.

(Ords. 2006-66 § 4, 98-43 § 2, 91-44 § 2)

445-2.004 Purpose.

The purposes of this division are to protect the public health, safety and welfare against the health hazards and harmful effects of the use of addictive tobacco products; and further to maintain a balance between the desires of persons who smoke and the need of nonsmokers to breathe smoke-free air, while recognizing that where these conflict, the need to breathe smoke-free air shall have priority.

(Ords. 2006-66 § 4, 98-43 § 2, 91-44 § 2)

445-2.006 Definitions.

For the purposes of this division, the following words and phrases have the following meanings:

- (a) “Characterizing flavor” means a distinguishable taste or aroma imparted by a tobacco product or any byproduct produced by the tobacco product that is perceivable by an ordinary consumer by either the sense of taste or smell, other than the taste or aroma of tobacco. A “characterizing flavor” includes, but is not limited to, a taste or aroma relating to a fruit, chocolate, vanilla, honey, candy, cocoa, dessert, alcoholic beverage, menthol, mint, wintergreen, herb, or spice.
- (b) “Cigar” means any roll of tobacco other than a cigarette wrapped entirely or in part in tobacco or any substance containing tobacco and weighing more than three pounds per thousand.
- (c) “Constituent” means any ingredient, substance, chemical, or compound, other than tobacco, water, or reconstituted tobacco sheet, that is added by the manufacturer to a tobacco product during the processing, manufacture, or packing of the tobacco product.
- (d) “Consumer” means a person who purchases a tobacco product for consumption and not for sale to another.

- (e) “Electronic smoking device” means an electronic device that can be used to deliver an inhaled dose of nicotine, or other substances. An “electronic smoking device” includes a device that is manufactured, distributed, marketed, or sold as an electronic cigarette, an electronic cigar, an electronic cigarillo, an electronic pipe, an electronic hookah, a vape pen, or a vapor pen.
- (f) “Enclosed” means all space between a floor and ceiling where the space is closed in on all sides by solid walls or windows that extend from the floor to the ceiling. An enclosed space may have openings for ingress and egress, such as doorways or passageways. An enclosed space includes all areas within that space, such as hallways and areas screened by partitions that do not extend to the ceiling or are not solid.
- (g) “Flavored tobacco product” means any tobacco product, other than cigarettes as defined by federal law, that contains a constituent that imparts a characterizing flavor.
- (h) “Little cigar” means any roll of tobacco other than a cigarette wrapped entirely or in part in tobacco or any substance containing tobacco and weighing no more than three pounds per thousand. “Little cigar” includes, but is not limited to, any tobacco product known or labeled as “small cigar” or “little cigar.”
- (i) “Package” or “packaging” means a pack, box, carton, or container of any kind, or any wrapping, in which a tobacco product is sold or offered for sale to a consumer.
- (j) “Menthol cigarettes” means cigarettes as defined by federal law, that have a characterizing flavor of menthol, mint, or wintergreen, including cigarettes advertised, labeled, or described by the manufacturer as possessing a menthol characterizing flavor.
- (k) “Multi-unit residence” means a building that contains two or more dwelling units, including but not limited to apartments, condominiums, senior citizen housing, nursing homes, and single room occupancy hotels. A primary residence with an attached or detached ~~second~~ accessory dwelling unit permitted pursuant to Chapter 82-24 of this code is not a multi-unit residence for purposes of this division.
- (l) “Multi-unit residence common area” means any indoor or outdoor area of a multi-unit residence accessible to and usable by residents of different dwelling units, including but not limited to halls, lobbies, laundry rooms, common cooking areas, stairwells, outdoor eating areas, play areas, swimming pools, and carports.
- (m) “Place of employment” means any area under the control of an employer, business, or nonprofit entity that an employee, volunteer, or the public may have cause to enter in the normal course of operations, regardless of the hours of operation. Places of employment include, but are not limited to: indoor work areas; bars; restaurants; at least 80 percent of the guest rooms in any hotel and motel; vehicles used for business

purposes; taxis; employee lounges and breakrooms; conference and banquet rooms; bingo and gaming facilities; long-term health care facilities; warehouses; retail or wholesale tobacco shops; and private residences used as licensed child-care or health-care facilities when employees, children or patients are present and during business hours. The places specified in subdivisions ~~(de)~~(1), (2), ~~(3), (4), (6), and (7), (8), (11), (12), (13) and (14)~~ of Labor Code section 6404.5 are places of employment for purposes of this division and are regulated as specified in this division. The places specified in subdivisions ~~(de)~~(3), (4), and (5), ~~(9), and (10)~~ of Labor Code section 6404.5 are not places of employment for purposes of this division.

- (n) “Public place” means any area to which the public is invited or in which the public is permitted. A private residence is not a public place.
- (o) “Self-service display” means the open display or storage of tobacco products or tobacco paraphernalia in a manner that is physically accessible in any way to the general public without the assistance of ~~a the~~ retailer or employee of the retailer. A vending machine is a form of self-service display.
- (p) “Service area” means any area designed to be or regularly used by one or more persons to receive or wait to receive a service, enter a public place, or make a transaction, whether or not the service involves the exchange of money. “Service areas” include but are not limited to automatic teller machine waiting areas, bank teller windows, ticket lines, bus stops and taxi stands.
- (q) “Smoke” means the gases, particles, or vapors released into the air as a result of combustion, electrical ignition, or vaporization ~~of a tobacco product~~, when the apparent or usual purpose of the combustion, electrical ignition, or vaporization is human inhalation of the ~~tobacco product~~by product, except when the combusting or vaporizing material contains no tobacco or nicotine or illegal substances, and the purpose of inhalation is solely olfactory, such as, for example, smoke from incense. The term “smoke” includes, but is not limited to, tobacco smoke, electronic smoking device ~~cigarette~~-vapors, ~~and~~ marijuana smoke, and smoke from any illegal substance. ~~“Smoke” excludes incense or similar products inhaled solely for olfactory purposes as long as those products do not contain tobacco or nicotine.~~
- (r) “Smoking” means ~~engaging in an act that generates smoke.~~ “Smoking” includes inhaling, exhaling, burning, possessing, holding, or carrying any lighted, heated, or ignited cigar, lighted cigarette, cigarillo, lighted pipe, lighted hookah pipe, operating electronic cigarette smoking device, or any plant product intended for human inhalation other smoke inhalation device of any kind. ~~“Smoking” includes smoking marijuana for medical purposes.~~
- (s) “Tobacco paraphernalia” means any item designed or marketed for the consumption, use, or preparation of tobacco products.

(t) “Tobacco product” means any of the following:

(1) Any ~~substance-product~~ containing, made from, or derived from tobacco ~~leaf~~for nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, ~~hookah tobacco, and~~ snuff, ~~chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco.~~

(2) Any electronic smoking device.
~~Any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body, including but not limited to electronic cigarettes.~~

(3) Any component, part, or accessory of a tobacco product, whether or not it is sold separately.

(4) ~~The term~~ “Tobacco product” does not include any product that has been specifically approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for that approved purpose use in treating nicotine dependence or tobacco dependence.

(u) “Tobacco retailer” means any individual or entity who sells, offers for sale, or exchanges or offers to exchange for any form of consideration, tobacco, tobacco products, or tobacco paraphernalia. “Tobacco retailing” means the doing of any of these things. This definition is without regard to the quantity of tobacco products or tobacco paraphernalia sold, offered for sale, exchanged, or offered for exchange.

(Ords. 2017-01 § 2, 2013-10 § II, 4-9-13, 2010-10 § II, 10-12-10, 2006-66 § 4, 98-43 § 2, 91-44 § 2).

~~(Ord. No. 2013-10, § II, 4-9-13; Ord. No. 2010-10, § II, 10-12-10; Ords. 2006-66 § 4, 98-43 § 2, 91-44 § 2)~~

Chapter 445-4

SECONDHAND SMOKE

445-4.002 County facilities.

(a) Smoking is prohibited in all buildings, vehicles, and other enclosed areas occupied by county employees, owned or leased by the county, or otherwise operated by the county.

- (b) Smoking is prohibited in all outdoor areas owned or leased by the county, including parking lots, the grounds of the county's hospital and health clinics, and the grounds of all other buildings owned or leased by the county.
- (c) Smoking is prohibited on the grounds of the county's jails and county juvenile system facilities to the extent allowed by law.

(Ord. No. 2014-06, § II, 6-17-14; Ords. 2006-66 § 5, 91-44 § 2)

445-4.004 Prohibition of smoking.

Smoking is prohibited in the following places within the unincorporated area of Contra Costa County:

- (a) Enclosed places of employment.
- (b) Enclosed public places.
- (c) Service areas.
- (d) All areas within twenty feet of doors, windows, air ducts and ventilation systems of enclosed places of employment, except while passing on the way to another destination.
- (e) All areas within twenty feet of doors, windows, air ducts and ventilation systems of enclosed public places, except while passing on the way to another destination.
- (f) The following outdoor areas:
 - (1) Outdoor dining areas at bars and restaurants.
 - (2) Outdoor lounges and outdoor dining areas at places of employment.
 - (3) Public trails and public parks.
 - (4) Public event venues.
- (g) All multi-unit residence common areas, except that a landlord may designate a portion of an outdoor common area as a smoking area. A designated smoking area of an outdoor common area of a multi-unit residence must not overlap with any area where smoking is otherwise prohibited by local, state, or federal law; must be located at least twenty-five feet in all directions from non-smoking areas; must not include areas used primarily by children; must be no more than twenty-five percent of the total outdoor common area; must have a clearly marked perimeter; and must be identified by conspicuous signs.
- (h) All areas within twenty feet of doors, windows, air ducts and ventilation systems of multi-unit residences, except while passing on the way to another destination.
- (i) All outdoor balconies, porches, decks, patios, and carports of multi-unit residences.
- (j) All dwelling units in any new multi-unit residence that receives a building permit on or after January 1, 2011.

(Ord. No. 2010-10, § III, 10-12-10; Ords. 2006-66 § 5, 91-44 § 2)

445-4.006 Exceptions.

- (a) Smoking is permitted at any location within the county unless otherwise prohibited by this code or by state or federal law.
- (b) Smoking is permitted in up to twenty percent of guest rooms in any hotel or motel, as long as the hotel or motel permanently designates at least eighty percent of its guest rooms as nonsmoking rooms, appropriately signs nonsmoking rooms, and permanently removes ashtrays from these rooms. Smoking rooms shall be segregated from nonsmoking rooms on separate floors, wings or portions of either. Smoking rooms and nonsmoking rooms shall not be interspersed. Nothing in this division requires a hotel or motel to provide smoking rooms and the owner or operator of a hotel or motel may choose to prohibit smoking throughout the property.

(Ord. No. 2010-10, § IV, 10-12-10; Ords. 2006-66 § 5, 91-44 § 2)

445-4.008 Posting requirements.

- (a) "Smoking" or "No Smoking" signs, whichever are appropriate, with letters of not less than one inch in height, or the international "No Smoking" symbol (consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it), shall be conspicuously posted in every building or other place where smoking is regulated by this division by the owner, operator, manager or other person having control of the building or other place.
- (b) Every hotel or motel regulated by this division shall post at its entrance a sign clearly stating that nonsmoking rooms are available, and every patron shall be asked as to his or her preference.

(Ords. 2006-66 § 5, 91-44 § 2)

445-4.010 Ashtray placement.

No ashtray or other receptacle used for disposing of smoking materials may be placed at any location where smoking is prohibited by this division or otherwise prohibited by law.

(Ord. No. 2009-26, § II, 10-20-09)

445-4.012 Disclosure of non-smoking residential units.

In a multi-unit residence where units are rented or leased to tenants, the owner and manager of the residence shall do all of the following:

- (a) Maintain and keep on file at the premises: (1) a list of all designated non-smoking units at the residence; and (2) a floor plan of the residence that identifies the location of all designated non-smoking units, any units where smoking is permitted, and any designated outdoor smoking areas.

- (b) Disclose whether a policy for handling smoking complaints is in effect at the multi-unit residence, and if so, the terms of that policy.
- (c) Provide a copy of the list and floor plan, and a copy of any policy for addressing smoking complaints in effect at a multi-unit residence, to each tenant along with every new lease or rental agreement for the occupancy of a unit in a multi-unit residence.

(Ord. No. 2009-26, § III, 10-20-09)

445-4.014 Required lease terms.

- (a) Commencing January 1, 2011, every lease and other rental agreement for the occupancy of a dwelling unit in a multi-unit residence that is entered into, renewed, or continued month-to-month must include the terms specified in subsection (b) of this section on the earliest possible date allowed by law after providing any required legal notice.
- (b) Required Terms.
 - (1) For any multi-unit residence where the landlord has designated separate smoking and non-smoking dwelling units, a clause stating that smoking is prohibited in all dwelling units that have been designated as non-smoking units must be included in the written agreements specified in subsection (a) of this section.
 - (2) For any multi-unit residence where the landlord has prohibited smoking in all dwelling units, a clause stating that smoking is prohibited in all dwelling units must be included in the written agreements specified in subsection (a) of this section.
 - (3) For any new multi-unit residence that receives a building permit on or after January 1, 2011, a clause stating that smoking is prohibited in all dwelling units must be included in the written agreements specified in subsection (a) of this section.
 - (4) A clause stating that it is a material breach of the lease or rental agreement to: (i) violate any law regarding smoking while on the premises; (ii) smoke in a non-smoking dwelling unit; or (iii) smoke in any multi-unit residence common area where smoking is prohibited, must be included in the written agreements specified in subsection (a) of this section.
- (c) The California Apartment Association's Form 34.0, revised January 2010 and as amended from time to time, may be used to comply with this section.
- (d) A landlord's failure to enforce any smoking regulation of a lease or agreement on one or more occasions does not constitute a waiver of the lease or agreement provisions required by this section and does not prevent future enforcement of the lease or agreement provisions required by this section.
- (e) A landlord is not liable under this chapter to any person for a tenant's breach of smoking regulations if:
 - (1) The landlord has fully complied with all provisions of this chapter, and

- (2) Upon receiving a signed written complaint regarding prohibited smoking, the landlord provides a warning to the offending tenant, stating that the tenant may be evicted if another complaint is received. Upon receiving a second signed, written complaint against the offending tenant, the landlord may evict the tenant, but is not liable for the failure to do so.

(Ord. No. 2010-10, § V, 10-12-10)

Chapter 445-6

TOBACCO PRODUCTS SALES

445-6.002 Self-service displays.

- (a) It is unlawful for any person or tobacco retailer to sell, permit to be sold, offer for sale, or display for sale any tobacco product or tobacco paraphernalia by means of self-service display, vending machine, rack, counter-top or shelf that allows self-service sales for any tobacco product or tobacco paraphernalia.
- (b) All tobacco products and tobacco paraphernalia shall be offered for sale exclusively by means of vendor or employee assistance. Tobacco products and tobacco paraphernalia shall be kept in a locked case that requires employee assistance to retrieve the tobacco products or tobacco paraphernalia.

(Ords. 2006-66 § 6, 98-43 § 2).

445-6.004 Distribution of free samples and coupons.

It is unlawful for any person, agent, or employee of a person in the business of selling or distributing cigarettes or other tobacco or smoking products to distribute, or direct, authorize, or permit any agent or employee to distribute, any of the following to any person on any public street or sidewalk or in any public park or playground or on any other public ground or in any public building:

- (a) Any tobacco product;
- (b) Coupons, certificates, or other written material that may be redeemed for tobacco products without charge.

(Ords. 2006-66 § 6, 91-44 § 2)

445-6.006 Flavored tobacco products.

It is a violation of this division for any tobacco retailer to sell or offer for sale any flavored tobacco product.

(Ord. 2017-01 § 4).

445-6.008 Packaging and labeling.

No tobacco retailer may sell any tobacco product to any consumer unless that product is sold in the original manufacturer's packaging intended for sale to consumers and conforms to all applicable federal labeling requirements.

(Ord. 2017-01 § 5).

445-6.010 Minimum package size for little cigars and cigars.

No tobacco retailer may sell to a consumer any of the following:

- (a) Any little cigar unless it is sold in a package of at least ten little cigars.
- (b) Any cigar unless it is sold in a package of at least ten cigars. This subsection does not apply to a cigar that has a price of at least \$5 per cigar, including all applicable taxes and fees.

(Ord. 2017-01 § 6).

445-6.012 Identification required.

No tobacco retailer may sell or transfer a tobacco product or tobacco paraphernalia to a person who reasonably appears to be under the age of 27 years without first examining the identification of the recipient to confirm that the recipient is at least the minimum age under state law to purchase the tobacco product or tobacco paraphernalia.

(Ord. 2017-01 § 7).

445-6.014 Menthol cigarettes.

It is a violation of this division for any tobacco retailer to sell or offer for sale menthol cigarettes.

(Ord. 2017-01 § 8).

**Chapter 445-8
ENFORCEMENT**

445-8.002 Compliance.

- (a) A person may not smoke in any place where smoking is prohibited by this division.
- (b) A person who owns, manages, operates or otherwise controls the use of any place where smoking is prohibited by this division may not knowingly or intentionally permit smoking in those places. For purposes of this subsection, a person has acted knowingly or

intentionally if he or she has not taken the following actions to prevent smoking by another person: (1) requested that a person who is smoking refrain from smoking; and (2) requested that a person who is smoking leave the place if the person refuses to stop smoking after being asked to stop. This section does not require physically ejecting a person from a place or taking steps to prevent smoking under circumstances that would involve risk of physical harm.

- (c) The presence or absence of the signs required by Section 445-4.008 is not a defense to the violation of any other provision of this division.

(Ords. 2009-26, § IV, 10-20-09, 2006-66 § 7, 91-44 § 2)

445-8.004 Remedies.

The county may seek compliance with this division by any remedy allowed under this code, including but not limited to administrative fines (Chapter 14-12), infraction citations (Section 14-8.008), and any other remedy allowed by law.

(Ords. 2006-66 § 7, 2003-01 § 4, 98-43 § 2, 91-44 § 2)

445-8.006 Initiation of enforcement.

Any person may initiate enforcement of this division by notifying the director of health services or his or her designee of any violation.

(Ords. 2006-66 § 7, 91-44 § 2)

445-8.008 Liability.

For purposes of determining liability of persons, firms, corporations, or controlling franchises with business operations in multiple locations, each individual business location shall be deemed a separate entity.

(Ords. 2006-66 § 7, 2003-01 § 4, 98-43 § 2).

445-8.010 No retaliation.

No person shall retaliate against any employee or applicant for employment because the employee or applicant exercises any rights afforded by this division.

(Ords. 2006-66 § 7, 91-44 § 2)

445-8.012 Other applicable laws.

This division shall not be interpreted or construed to permit smoking where it is otherwise restricted by other applicable laws.

(Ords. 2006-66 § 7, 91-44 § 2)

**Chapter 445-10
TOBACCO RETAILER'S LICENSE**

445-10.002 License requirement.

(a) It is unlawful for any retailer, individual, or entity to ~~sell or offer for sale any tobacco products~~ conduct tobacco retailing in the unincorporated area of the county without first obtaining and maintaining a valid tobacco retailer's license from Contra Costa County for each location where ~~these sales are~~ tobacco retailing is conducted. ~~Tobacco retailing by persons on foot and tobacco retailing from vehicles are prohibited. Each day that tobacco products are offered for sale by a tobacco retailer without a tobacco retailer's license is a separate violation.~~

(b) No tobacco retailer's license will be issued that:

(1) Authorizes tobacco retailing at any location other than a fixed location. Tobacco retailing by persons on foot and tobacco retailing from vehicles are prohibited.

(2) Authorizes tobacco retailing in a pharmacy.

(3) Results in the total number of tobacco retailer's licenses in the unincorporated area of the county exceeding 98.

(c) Each day that tobacco products are offered for sale by a tobacco retailer without a tobacco retailer's license is a separate violation.

(Ords. 2017-01 § 9, 2003-01 § 3, 98-50 § 2).

(Ords. 2003-01 § 3, 98-50 § 2).

445-10.004 Enforcement of state law.

If a clerk or employee sells a tobacco product or tobacco paraphernalia to ~~a minor~~ any person under the age of 21, the retailer shall immediately notify the appropriate local law enforcement agency of the violation of Penal Code Section 308 for enforcement under that statute.

(Ords. 2017-01 § 10, 2003-01 § 3, 98-50 § 2).

(Ords. 2003-01 § 3, 98-50 § 2).

445-10.006 Definitions.

For purposes of this chapter, the following words and phrases have the following meanings:

- (a) "Director" means the director of Contra Costa health services or his or her designee.
- (b) "Drug paraphernalia" has the meaning set forth in California Health & Safety Code section 11014.5.
- (c) "Licensee" means a tobacco retailer who has been issued a tobacco retailer's license in accordance with Section 445-10.010.
- (d) "Pharmacy" means any retail establishment where the profession of pharmacy is practiced by a pharmacist licensed by the State of California under the Business and Professions Code and where prescription pharmaceuticals are offered for sale, regardless of whether the retail establishment sells other retail goods in addition to prescription pharmaceuticals.
- (e) "Public health director" means the public health director of Contra Costa County.
- (f) "Tax collector" means the treasurer-tax collector of Contra Costa County.
- (g) "Tobacco retailer" has the definition set forth in Section 445-2.006~~means any retailer, individual, or entity who sells or offers for sale any tobacco products in the unincorporated area of the county.~~

(Ords. 2017-01 § 11, 2003-01 § 3, 98-50 § 2).

~~(Ords. 2003-01 § 3, 98-50 § 2).~~

445-10.008 Application, issuance and renewal procedure.

- (a) Application. An application for a tobacco retailer's license shall be submitted to the tax collector in the name of the retailer, individual, or entity proposing to conduct retail tobacco sales on the business premises. The application shall be signed by the retailer, individual or entity or agent with written authority to act for same. All applications shall be submitted on a form available from the tax collector and shall contain the following information:
 - (1) The name, address, and telephone number of the applicant;
 - (2) The business name, address, and telephone number of each establishment where tobacco is to be sold.
- (b) Issuance and Renewal. All tobacco retailer's licenses will be issued and due for renewal effective July 1st and will expire on the subsequent June 30. Licensees must apply for

renewal before the tobacco retailer's license expires. Applicants for renewal must follow the application procedures set forth in subdivision (a).

(Ords. 2003-01 § 3, 98-50 § 2).

445-10.010 Issuance, display, and transfer of license.

- (a) Upon receipt of a completed application for a tobacco retailer's license, including payment of a fee pursuant to Section 445-10.012, the tax collector will issue a tobacco retailer's license, unless any of the following grounds for denial exist:
 - (1) The application is incomplete or inaccurate;
 - (2) The application seeks authorization for tobacco retailing by a person or location for which a suspension is in effect under Section 445-10.018;
 - (3) The application seeks authorization for tobacco retailing that is an unlawful use of land, building or structure contrary to Divisions 82 or 84 of this code.
 - (4) Failure to pay an outstanding fine.
- (b) Each licensee must prominently display the tobacco retailer's license at the location where tobacco retail sales are conducted.
- (c) The tobacco retailer's license is nontransferable. If there is a change in location, a new tobacco retailer's license will be issued for the new address upon receipt of an application for change of location. The new tobacco retailer's license will retain the same expiration date as the previous one.

(Ords. 2003-01 § 3, 98-50 § 2).

445-10.012 License fee.

A tobacco retailer's license will not be issued unless a fee is paid. The fee for a tobacco retailer's license shall reflect the reasonable cost of providing services necessary to the licensing activities of this chapter. The fees prescribed by this section are regulatory permit fees and do not constitute a tax for revenue purposes. The fee shall be in the amount established annually by the board of supervisors in the Contra Costa County health services department's fee schedule.

(Ords. 2003-01 § 3, 98-50 § 2).

445-10.014 Business license.

If a tobacco retailer's license is denied, revoked, or suspended pursuant to this chapter, the holder of a valid business license issued pursuant to Chapter 64-14 of this code may nevertheless carry on all lawful aspects of his or her business, other than the sale or offering for sale of tobacco products, unless otherwise prohibited.

(Ords. 2003-01 § 3, 98-50 § 2).

445-10.016 License revocation.

- (a) Grounds for Revocation. A tobacco retailer's license may be revoked on any of the following grounds:
 - (1) One or more of the grounds for denial of a tobacco retailer's license under Section 445-10.010 existed either when a license application was made or before the tobacco retailer's license was issued;
 - (2) The tobacco retailer's license fee is unpaid;
 - (3) The tobacco retailer's license has been transferred in violation of Section 445-10.010.
- (b) Notice of Revocation Hearing. If any grounds for revocation exist, the director may issue a notice of revocation hearing. A notice of revocation hearing will be served to a tobacco retailer as specified in Section 445-10.022 and will include all of the following information:
 - (1) The address or a definite description of the location where the tobacco retailer's license is issued;
 - (2) The grounds for revocation;
 - (3) The date of the revocation hearing before the public health director. The notice of revocation hearing will set the hearing date no sooner than twenty days and no later than forty-five days following the date the notice of revocation hearing is served.
- (c) Revocation Hearing. A tobacco retailer's license may be revoked by the public health director after a tobacco retailer's license revocation hearing. At the hearing, the licensee will be given the opportunity to testify and to present evidence concerning the grounds set forth in the notice of revocation hearing. After considering the testimony and evidence submitted at the hearing, the public health director will issue a written decision to revoke or not revoke the license and will list in the decision the reason or reasons for that decision. The written decision will be served as specified in Section 445-10.022. A revocation is without prejudice to the filing of a new application for a tobacco retailer's license.
- (d) Revocation Appeal. The decision of the public health director to revoke a tobacco retailer's license is appealable to the board of supervisors and will be heard at a noticed public hearing as provided in Chapter 14-4 of this code.
- (e) Final Order. The tobacco retailer's license revocation becomes a final administrative order at one of the following times:
 - (1) On the date of the revocation hearing, if a tobacco retailer fails to appear at a scheduled revocation hearing;
 - (2) On the date the public health director's decision is served, if a tobacco retailer fails to file a written appeal to the board of supervisors within the time specified;
 - (3) On the date of the appeal hearing, if a tobacco retailer fails to appear at a scheduled appeal hearing before the board of supervisors;

- (4) On the date of the decision by the board of supervisors, if a tobacco retailer appears at a scheduled appeal hearing before the board of supervisors.

(Ords. 2003-01 § 3, 98-50 § 2).

445-10.018 License suspension.

- (a) Grounds for Suspension. A tobacco retailer's license may be suspended for any violation of this division, ~~Division 440 of this code, or~~ any state or federal tobacco-related laws, any state or federal law regulating controlled substances or drug paraphernalia, or any state or local law regulating advertising and signage on retailer's window space.
- (b) Notice of Suspension Hearing. If any grounds for suspension exist, the director may issue a notice of suspension hearing. The notice of suspension hearing will be served to a tobacco retailer as specified in Section 445-10.022 and will include all of the following information:
 - (1) The date of the violation;
 - (2) The address or other description of the location where the violation occurred;
 - (3) The code section(s) violated, or applicable state or federal law violated, and a description of the violation;
 - (4) The time period of the tobacco retailer's license suspension;
 - (5) The date of the suspension hearing before the public health director. The notice of suspension hearing will set the hearing date no sooner than twenty days and no later than forty-five days following the date the notice of suspension hearing is served.
- (c) Suspension Hearing. A tobacco retailer's license may be suspended by the public health director after a tobacco retailer's license suspension hearing. At the hearing, the licensee will be given the opportunity to testify and to present evidence concerning the notice of suspension hearing. After considering the testimony and evidence submitted at the hearing, the public health director will issue a written decision to suspend or not suspend the tobacco retailer's license. The public health director will list in the decision the reason or reasons for the decision and will list the time period of the tobacco retailer's license suspension, if applicable. The written decision will be served as specified in Section 445-10.022.
- (d) Time Period of License Suspension.
 - (1) A tobacco retailer's license suspension may be up to thirty days for a first violation;
 - (2) A tobacco retailer's license suspension may be up to ninety days for a second violation occurring within five years ~~twenty-four months~~ of the first violation;
 - (3) A tobacco retailer's license suspension may be up to one year for each subsequent violation occurring within five years ~~twenty-four months~~ of the most recent prior determination.

- (e) Suspension Appeal. The decision of the public health director to suspend a tobacco retailer's license is appealable to the board of supervisors and will be heard at a noticed public hearing as provided in Chapter 14-4 of this code.
- (f) Final Order. The tobacco retailer's license suspension becomes a final administrative order at one of the following times:
 - (1) On the date of the suspension hearing, if a tobacco retailer fails to appear at a scheduled suspension hearing;
 - (2) On the date the public health director's decision is served, if a tobacco retailer fails to file a written appeal to the board of supervisors within the time specified;
 - (3) On the date of the appeal hearing, if a tobacco retailer fails to appear at a scheduled appeal hearing before the board of supervisors;
 - (4) On the date of the decision by the board of supervisors, if a tobacco retailer appears at a scheduled appeal hearing before the board of supervisors.

~~(g) During a period of license suspension, the tobacco retailer must remove from public view all tobacco products.~~

~~(Ords. 2017-01 § 12, 2003-01 § 3, 98-50 § 2).~~

~~(Ords. 2003-01 § 3, 98-50 § 2).~~

445-10.020 Enforcement.

The county may seek compliance with this chapter by any remedy allowed under this code, including, but not limited to, revocation (Section 445-10.016), suspension (Section 445-10.018), administrative fines (Chapter 14-12), criminal citations (Section 14-8.008), and any other remedy allowed by law.

(Ords. 2003-01 § 3, 98-50 § 2).

445-10.022 Service.

All notices or decisions required to be served by this chapter will be served either by the method specified in subsection (a) or by the method specified in subsection (b). The failure of a person to receive a properly addressed service shall not affect the validity of the proceedings.

- (a) Certified mail. Certified mail will be addressed to the tobacco retailer at the address shown on the license application. Service is deemed complete upon the deposit of the notice or decision, postage pre-paid, in the United States mail. Simultaneously, the same notice or decision may be sent by regular mail. If a notice or decision sent by certified mail is returned unsigned, then service is deemed effective pursuant to regular mail on the date mailed.
- (b) Personal service. Personal service is deemed complete on the date the notice or decision is personally served.

(Ords. 2003-01 § 3, 98-50 § 2).

445-10.024 Display and advertisement without license.

- (a) A tobacco retailer without a valid tobacco retailer's license, including a tobacco retailer whose license has been suspended or revoked, shall keep all tobacco products and tobacco paraphernalia out of public view. The public display of tobacco products or tobacco paraphernalia while a license is suspended or revoked is a violation of Section 445-10.002.
- (b) A tobacco retailer without a valid tobacco retailer's license, including a tobacco retailer whose license has been suspended or revoked, may not display any advertisement relating to tobacco products or tobacco paraphernalia that promotes the sale or distribution of these products from the tobacco retailer's location or that could lead a reasonable consumer to believe that these products can be obtained at that location.

(Ord. 2017-01 § 13).

ORDINANCE NO. 2016-____ **DRAFT**

TOBACCO RETAILING BUSINESSES

The Contra Costa County Board of Supervisors ordains as follows (omitting the parenthetical footnotes from the official text of the enacted or amended provisions of the County Ordinance Code):

SECTION I. SUMMARY. This ordinance adds Chapter 88-26 to the County Ordinance Code to regulate the location of tobacco retailing businesses and to prohibit the establishment of hookah lounges, vapor lounges, and significant tobacco retailing businesses.

SECTION II. Chapter 88-26 is added to the County Ordinance Code, to read:

Chapter 88-26
TOBACCO RETAILING BUSINESSES

Article 88-26.2
General

88-26.202 Purpose. The primary purposes of this chapter are to restrict the concentration of tobacco retailing businesses in any one area; to minimize the availability of tobacco products to minors by prohibiting tobacco retailing businesses from locating near schools and other youth-sensitive areas; and to prohibit hookah lounges, vapor lounges, and significant tobacco retailing businesses, which have a deleterious effect upon adjacent areas. (Ord. 2016- ____ § 2).

88-26.204 Definitions. For the purposes of this chapter, the following words and phrases have the following meanings:

- (a) "Hookah lounge," also referred to as a "hookah bar," means any facility, building, structure, or location where customers smoke tobacco or other substances through one or more hookah pipes (also commonly referred to as a hookah or waterpipe).
- (b) "Significant tobacco retailing business" means any tobacco retailing business for which 20 percent or more of floor or display area is devoted to tobacco products, tobacco paraphernalia, or both.
- (c) "Tobacco paraphernalia" and "tobacco product" have the definitions set forth in Section 445-2.006.
- (d) "Tobacco retailing" means selling, offering for sale, or exchanging or offering to exchange for any form of consideration, tobacco, tobacco products, or tobacco

ORDINANCE NO. 2016-____ **DRAFT**

paraphernalia. This definition is without regard to the quantity of tobacco products or tobacco paraphernalia sold, offered for sale, exchanged, or offered for exchange.

- (e) "Tobacco retailing business" means any facility, building, structure, or location that is used, whether as a primary use or as an ancillary use, for tobacco retailing.
- (f) "Tobacco retailer's license" means a license issued in accordance with Section 445-10.010.
- (g) "Vapor lounge," also referred to as a "vape lounge," "vapor bar," "electronic smoking device bar," or "electronic smoking device lounge," means any facility, building, structure, or location where customers use one or more electronic smoking devices, as defined in Section 445-2.006, to deliver an inhaled dose of nicotine or other substance within the establishment. (Ord. 2016- ___ § 2).

Article 88-26.4 Tobacco Retailing Business Locations

88-26.402 Restrictions. In land use districts where tobacco retailing regulated by this chapter would otherwise be a permitted use, it is unlawful to establish or maintain a tobacco retailing business if the location of the business is:

- (a) Within 500 feet of any parcel occupied by any other tobacco retailing business; or
- (b) Within 1,000 feet of any parcel occupied by a public or private school, playground, park, or library.

For the purposes of this section, distance is measured by the shortest line connecting any point on the property line of the parcel on which the tobacco retailing business will be established or maintained to any point on the property line of the other parcel. (Ord. 2016- ___ § 2).

88-26.404 Establishment. For the purposes of this article, the establishment of a tobacco retailing business includes the opening of a tobacco retailing business as a new business, the relocation of an existing tobacco retailing business to a different location, or the conversion of an existing retail business location to a tobacco retailing business. (Ord. 2016- ___ § 2).

88-26.406 Nonconforming tobacco retailing use.

- (a) For the purposes of this chapter, each of the following is a nonconforming tobacco retailing use:
 - (1) Any lawful use of any land or building for tobacco retailing, existing at the time

ORDINANCE NO. 2016- _____ **DRAFT**

this chapter becomes effective, that does not conform to the provisions of Section 88-26.402.

- (2) Any lawful use of any land or building for tobacco retailing that, after this chapter becomes effective, does not conform to the provisions of Section 88-26.402(b) due to the lawful establishment of a public or private school, playground, park, or library.
- (b) A nonconforming tobacco retailing use is not a violation of this chapter, except as otherwise provided in subsection (c). If a nonconforming tobacco retailing use is continued after the effective date of this chapter, all applicable permits and licenses, including a tobacco retailer's license, must be maintained in full force and effect, and the nonconforming tobacco retailing use may not be increased, enlarged, or expanded.
- (c) A nonconforming tobacco retailing use must be discontinued if a change of ownership occurs 10 years or more after the date this chapter becomes effective, or 10 years or more after the date the use becomes nonconforming, whichever date is later. For the purposes of this subsection, a "change of ownership" occurs when: 50 percent or more of the ownership interest in the tobacco retailing business is transferred to another person or entity within a 12-month period; or, if the owner of the tobacco retailing business is a corporation, 25 percent or more of the stock interest in the corporate owner of the tobacco retailing business is transferred to another person or entity within a 12-month period. (Ord. 2016- ___ § 2).

88-26.408 Compliance with code provisions. A tobacco retailing business allowed under this chapter may only be established and maintained in full compliance with Division 445 of this code. (Ord. 2016- ___ § 2).

Article 88-26.6

Hookah Lounges, Vapor Lounges, and Significant Tobacco Retailing Businesses

88-26.602 Hookah lounges prohibited. A hookah lounge may not be established in any land use district. (Ord. 2016- ___ § 2).

88-26.604 Vapor lounges prohibited. A vapor lounge may not be established in any land use district. (Ord. 2016- ___ § 2).

88-26.606 Significant tobacco retailing businesses prohibited. A significant tobacco retailing business may not be established in any land use district. (Ord. 2016- ___ § 2).

SECTION III. EFFECTIVE DATE. This ordinance becomes effective 30 days after passage, and within 15 days after passage shall be published once with the names of supervisors voting for

ORDINANCE NO. 2016- ___ **DRAFT**

or against it in the Contra Costa Times, a newspaper published in this County.

PASSED on _____, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: DAVID J. TWA,
Clerk of the Board of Supervisors
and County Administrator

Board Chair

By: _____
Deputy

[SEAL]

KCK:

H:\HS\Smoking Zoning Ord - draft10.wpd

ORDINANCE NO. 2016- _____ **DRAFT**

**SUMMARY OF NEW PROVISIONS UNDER THE CHANGES TO THE COUNTY'S
SECONDHAND SMOKE AND TOBACCO PRODUCT CONTROL ORDINANCE and
ZONING CODE AMENDMENTS**

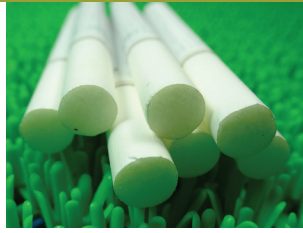
**Contra Costa Health Services, Public Health Division
For Presentation to Family and Human Services Committee of the
Contra Costa Board of Supervisors, April 24, 2017**

Tobacco Product and Retail Sales Control Ordinance (Amendments to Division 445, Secondhand Smoke and Tobacco Product Control)		
Provision	Description	CA Jurisdictions with Similar Protection
a. Require a Tobacco Retailer License for all retailers selling traditional and/or emerging tobacco products.	Revises definition of “Tobacco Product” to include all “emerging products” including all electronic smoking devices (whether or not they contain nicotine). The new definition covers all electronic devices that can be used to deliver a dose of nicotine or other substances, and all components, parts or accessory of a “tobacco product”.	El Cerrito, Richmond, Albany, Oakland, San Jose and Santa Clara County for a total of close to 100 jurisdictions in CA.
b. Prohibit the sale of flavored (non-cigarette) tobacco products	Prohibits the sale of flavored (non-cigarette) tobacco products within the entire unincorporated County. The Food and Drug Administration has banned candy, fruit and spice as characterizing flavors for cigarettes only. Other tobacco products (smokeless, little cigars, hookah tobacco, and dissolvable tobacco products) with these flavors are exempt from the federal ban.	El Cerrito, Berkeley (within 600 feet of schools), Santa Clara County (except adult-only shops), Hayward, Manhattan Beach, Sonoma, and Yolo County (Also New York City; Providence Rhode Island, and Chicago.) Under consideration in Oakland (citywide).
c. Prohibit the sale of menthol flavored cigarettes	Would prohibit the sale of menthol flavored cigarettes within the entire unincorporated jurisdiction. The Food and Drug Administration has exempted “menthol” flavor from its ban on “characterizing flavors” in cigarettes.	Yolo County (county-wide). Santa Clara County (County-wide, except adult-only shops). Berkeley (within 600 feet of schools) and Chicago (within 500 feet of high schools). Under consideration in Oakland (citywide).
d. Require minimum pack size for cigars	Require minimum pack size of 10 (current regulation for cigarettes is 20). Although federal and state law ban the sale of individual cigarettes, neither restrict the sale of individual cigars, including cigarillos and little cigars that are the same size as cigarettes. Exempts premium cigars that cost \$5 or more.	El Cerrito, Hayward, Sonoma, Huntington Park, Gardena, Union City. Under consideration in Oakland.
e. Prohibit sale of tobacco products in pharmacies	Prohibits the sale of tobacco products in pharmacies, consistent with the public’s perception of pharmacies as a place to go for health-related service and advice. Of the 9 pharmacies in the unincorporated county, three have already made corporate decisions to not sell tobacco products (2 CVS stores and Park Rexall).	Richmond, San Francisco, Santa Clara County, Sonoma County , Berkeley, Healdsburg, Daly City, Hollister, Marin County, Novato . Under consideration in Oakland.
f. Require tobacco retailers to comply with storefront signage laws	Allows for suspension of retailer’s license if a retailer violates the state law or local law setting a maximum percentage of window space that can be covered by signs at retail locations. These laws exist for safety purposes, as they provide for more visibility into stores for law enforcement. This provides a means to bring retailers into compliance with health and safety laws.	Santa Clara County and Yolo County .

g. Require tobacco retailers to comply with drug paraphernalia sales laws	Makes violations of state laws regarding drug paraphernalia or controlled substances a violation of a tobacco retailer license. Definition of what constitutes drug paraphernalia will be consistent with state law.	Oakland, Richmond, Union City plus 8 other cities and counties (Firebaugh, Grass Valley, Huntington Park, Montebello, Parlier, Riverbank, Santa Cruz County, and Watsonville) (as of June, 2012)
h. Require tobacco retailers to check ID of customers who appear younger than 27	Requires retailers to check the age of purchasers who appear to be under the age of 27. This measure helps insure that tobacco is not sold to youth and is even more relevant since the State advanced the legal age to purchase tobacco from 18 to 21 years of age.	Concord, Richmond, Albany, Oakland, Santa Clara (age 30) plus 35 other jurisdictions
i. Limit or “cap” the number of retailers that can sell tobacco products.	This density measure limits the total number of County Tobacco Retailer Licenses that are issued to the current number of licenses.	Sonoma, Orville, Lynwood, Huntington Park, San Francisco
j. Remove tobacco advertising during license suspension	Requires retailers to remove or cover all tobacco product-related advertising, in addition to tobacco products, during the period that their tobacco retailer license is suspended.	Berkeley (remove products), Richmond, Concord, Albany, Oakland, Pacifica, Santa Clara plus 56 other jurisdictions
k. Expand time period reviewed for prior violations of license	Expands time period reviewed for prior violations of license from 24 months (2 years) to 60 months (5 years) when considering length of license suspension.	Berkeley, El Cerrito, Richmond, Albany, Oakland plus 64 other jurisdictions

Tobacco Retailing Businesses (Amendments to Zoning Code Chapter 88-26)

l. Prohibit location of a <u>new</u> tobacco retailer near schools, parks, playgrounds and libraries.	Prohibits a license to new tobacco retailers if located within a 1000 feet of a school, park, playground, or library. Existing tobacco retailing businesses that do not meet the location standards will become nonconforming uses. A nonconforming use will be allowed to continue operating under the ordinance. However, if a change in ownership in the business occurs more than 10 years after the effective date of the ordinance, or more than 10 years after the date the use becomes nonconforming, then the use (tobacco retailing) must be discontinued.	Near Schools and other Youth Sensitive Areas: El Cerrito, Antioch, Dublin, Hayward, Union City, Vallejo, Albany, Oakland, Marin County, and San Rafael (plus 14 other jurisdictions). Near schools only: Berkeley, San Francisco, Santa Barbara County, Sacramento, Santa Clara County, Manhattan Beach, plus 5 other jurisdictions.
m. Prohibit new tobacco retailers from locating within certain proximity of other retailers	Requires that no new tobacco retailers locate within a certain distance 500 feet of another tobacco retailer. Existing tobacco retailing businesses that do not meet the location standards will become nonconforming uses. A nonconforming use will be allowed to continue operating under the ordinance. However, if a change in ownership in the business occurs more than 10 years after the effective date of the ordinance then the use (tobacco retailing) must be discontinued.	El Cerrito, San Francisco, Santa Cruz, Hayward, Dublin, Santa Clara County, Union City, Vallejo, Fairfield, Saratoga, Rohnert Park, Temple City, Westminster, Selma, El Cajon
n. Prohibit new “Significant Tobacco Retailers”	Prohibits a new “Significant Tobacco Retailer” – a business that primarily sells tobacco products – from obtaining a tobacco retailer license. “Significant Tobacco Retailer” means any tobacco retailing business for which 20 percent or more of floor or display area is devoted to tobacco products, tobacco paraphernalia, or both. Prohibits any new ‘vape’ shops, hookah bars, or tobacco shops.	El Cerrito; Huntington Park; Richmond; Carpinteria; Concord (no new hookah shops); Dublin (no vapor lounges or hookah bars); Hayward (no vapor lounges); Union City (no vapor lounges or hookah bars); and Pittsburg (moratorium on any new “smoke shops”)



What is Menthol and How is it Used?

- Menthol is a naturally occurring compound derived from mint plants and is also synthetically produced. [1] Because of its cool, minty candy-like flavor and fresh odor, it is used as an additive in many products including tobacco, lip balm, cough medication, mouthwash, toothpaste, chewing gum, and candy, as well as in beauty products and perfumes. [2]
- Menthol's anesthetizing effect makes the smoke "smooth" and easier to inhale while masking the harshness of tobacco, making menthol cigarettes more appealing to young and beginner smokers. [1]
- Menthol allows smokers to inhale more deeply and for harmful particles to settle deeper inside the lungs. [2] By reducing airway pain and irritation, continuous menthol smoking can mask the early warning symptoms of smoking-induced respiratory problems. [3]
- Menthol decreases the metabolism of nicotine and increases the amount of the addictive substance in the blood, making cigarettes even more dangerous and difficult to quit. [4]
- Many menthol-only smokers underestimate the dangers of menthol in cigarettes and believe that menthol cigarettes are less harmful than regular cigarettes as compared to non-menthol-only smokers. [5]
- Menthol cigarettes are not safer than regular cigarettes. Menthol cigarettes only mask the harshness of tobacco smoke, making it easier for new smokers to start and more challenging to quit. [6]
- Menthol smokers show greater signs of nicotine dependence and have higher rates of quit attempts, [7] but are less likely to successfully quit smoking than other smokers. [8]
- Menthol cigarettes are not safer than regular cigarettes. Menthol cigarettes have been shown to increase youth initiation, inhibit cessation, and promote relapse. [9] Scientific studies have shown that because of its sensory effects and flavor, menthol may enhance the addictiveness of cigarettes. [10]
- Menthol cigarettes account for approximately 25 percent of all cigarette sales in the U.S. [11] Moreover, more than 90 percent of all tobacco cigarettes contain menthol, regardless of being marketed as a mentholated cigarette. [12]

Menthol smokers

show greater signs of nicotine dependence



[7, 8]

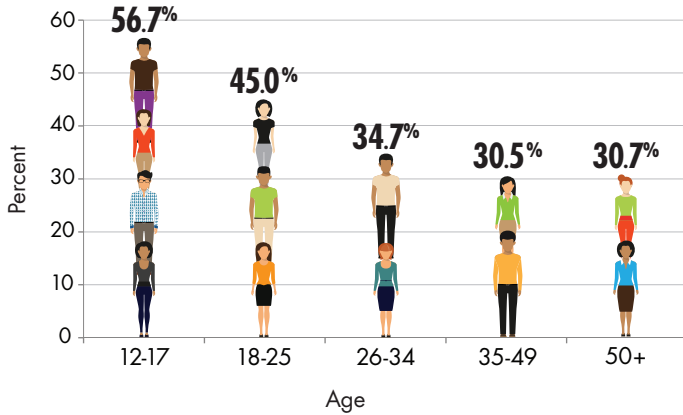


90%

of all tobacco cigarettes contain some menthol, regardless of being marketed as a mentholated cigarette [12]

Who Smokes Menthol Cigarettes?

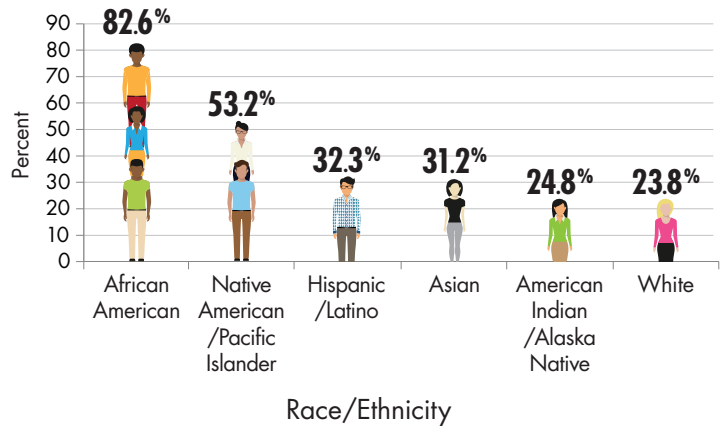
Menthol Cigarette Smoker Use by Age [13]



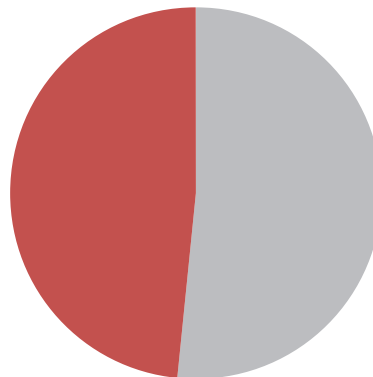
- A 2013 study found that, among cigarette smokers, menthol cigarette use was more common among 12-17 year olds (56.7 percent) and 18-25 year olds (45 percent) than among older persons (30.5-34.7 percent). [13]
- Approximately 19 million Americans smoke menthol cigarettes, including 1.1 million adolescents. [14]
- More than 50 percent of menthol cigarette smokers are female (52.2 percent) and nearly 30 percent of all menthol smokers are African American (29.4 percent). [15]
- Although the use of cigarettes is declining in the United States (U.S.), sales of menthol cigarettes have steadily increased in recent years, especially among young people and new smokers. [14]

- In a national study conducted in 2009-10, 71 percent of lesbian, gay, bisexual, and transgender young adult smokers (18-25) reported smoking menthol cigarettes. [16]
- Generally, menthol smokers tend to be female, younger, members of ethnic minorities, have only a high school education, and buy packs rather than cartons. [17]
- Menthol cigarettes are used disproportionately in communities of color. In combined 2004 to 2008 data, 82.6 percent of African American, 53.2 percent of Native Hawaiian/Pacific Islander, 32.3 percent of Hispanic/Latino, 31.2 percent of Asian, 24.8 percent of American Indian/Alaska Native, and 23.8 percent of white smokers aged 12 years and older reported using menthol cigarettes in the past month. [14]

Menthol Cigarette Smoker Use by Race/Ethnicity [14]



54.5%
of high school
current tobacco users smoked menthol cigarettes. [18]

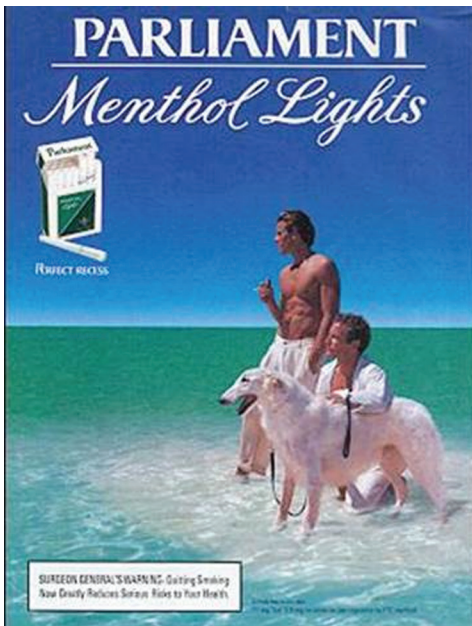


48.4%
of middle school
current tobacco users smoked menthol cigarettes. [18]

and

Predatory Marketing Tactics Target Young, Female, and Minority Populations

- Menthol cigarettes were originally developed for and promoted to women. [20] In order to appeal to women, menthol cigarette advertisements often contain images of romantic couples, flowers, and springtime. [20]
- Cigarette packaging design and color are carefully chosen by the tobacco industry to create specific associations. An example of this is the green packages for mentholated cigarettes which suggest coolness and freshness. [19]
- Tobacco retailers in low income, urban communities having high menthol sales are more likely to place larger exterior tobacco advertisements and have more menthol advertisements on their store fronts. [1]
- Tobacco retailers in low income, urban communities offer higher discount rates on mentholated cigarette brands, including between \$1.00 and \$1.50 off per pack or buy one (1) get one (1) free promotions, while more affluent white neighborhoods see discounts on menthols of only about \$0.50 off per pack or buy two (2) get one (1) free offers. [9]
- Camel brand smokers and menthol smokers (Newport and KOOL), who are more often young adults and African Americans, are much more likely to use promotional offers than those who smoke other brands. [21]
- Young adults and African Americans are also less likely to switch from menthol to non-menthol cigarettes regardless of higher product price. [22]

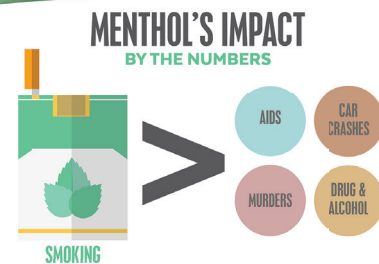
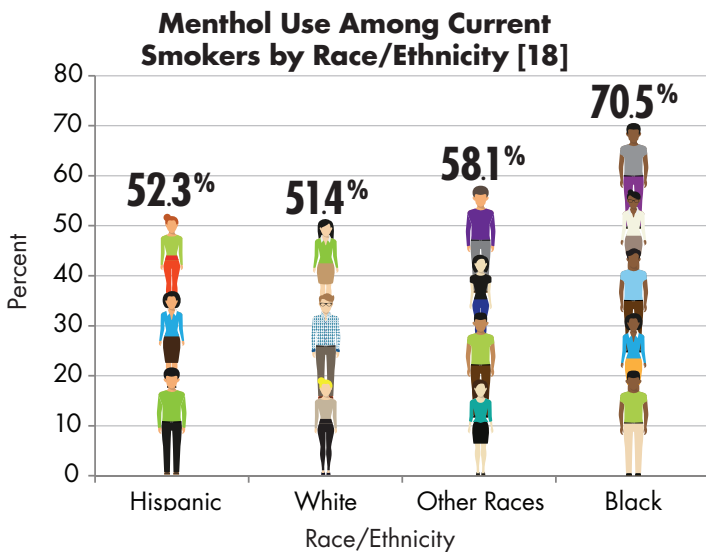


“Menthol brands like Newport have specifically targeted adolescents and young adults with their marketing messages^[20], through “youthful imagery, messages promoting an appealing sensory experience, and peer group acceptance.”^[6]”

Why Mentholated Tobacco Products Matter to the Health of the African American Community

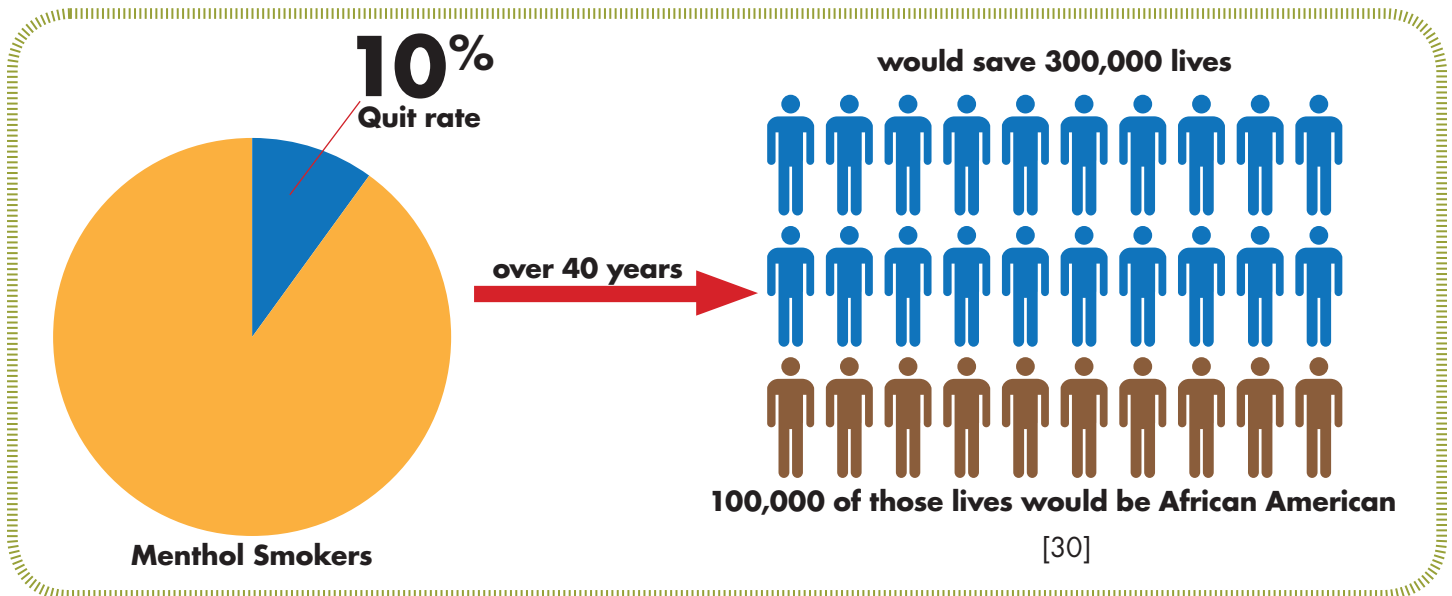
“According to the Food and Drug Administration’s (FDA) Tobacco Products Scientific Advisory Committee, by 2020 the African American population will have suffered more than 4,700 excess deaths due to menthol in cigarettes, and more than 460,000 more African Americans will have started smoking due to the impact of menthol.” [23]

- African Americans have been one of the main target groups of menthol cigarette advertising. [24] Tobacco industry documents reveal aggressive menthol tobacco product marketing in urban, low-income, African American neighborhoods through marketing; such as advertising more desirable menthol promotions; dedicating a greater store display space for menthol products; and allowing more menthol interior and exterior signage in stores. [25]
- Historically, African Americans have been exposed to hundreds of tobacco advertisements and the tobacco industry has placed proportionately more menthol cigarette advertisements in African American magazines than in mainstream magazines. [26] Many of these targeted advertisements incorporate elements of African American culture, music, and messages related to racial identity and urban nightlife. [32]
- Today, menthol cigarettes are the overwhelming favorite tobacco product among African Americans. A 2015 CDC report found that among current cigarette smokers, 70.5 percent of African Americans reported menthol cigarette use; about 20 percentage points higher than whites and Hispanics. [18]
- The tobacco industry has been highly influential in the African American community for decades, providing funding and other resources to community leaders and emphasizing publicly its support for civil rights causes and groups, while ignoring the negative health effects of its products on those it claims to support. Tobacco industry support for African American communities is estimated to be as high as \$25 million per year. [27]
- For decades, the tobacco industry has donated generous amounts of money to members of the Congressional Black Caucus Foundation, the National Urban League, the National Association for the Advancement of Colored people and the United Negro College Fund. [28]
- Many African American organizations opposing the ban on menthol in tobacco products continue to receive money from the tobacco industry. In 2014, Lorillard Tobacco donated campaign cash to half of all African American members of Congress, making African American lawmakers (all but one of whom are Democrats) 19 times as likely as their Democratic peers to get a donation. [29]



ACCORDING TO THE CENTERS FOR DISEASE CONTROL AND PREVENTION, smoking-related illnesses kill more Black Americans than AIDS, car crashes, murders and drug and alcohol abuse combined.¹

Menthol and Cessation



- A leading model of smoking in the U.S. predicts that a 10 percent quit rate among menthol smokers would save thousands of lives, preventing more than 4,000 smoking-attributable deaths in the first ten years, and that more than 300,000 lives would be saved in over 40 years. Approximately 100,000 of those lives saved would be African American. [30]
- Another model predicts that if menthol were prohibited, between 2010 and 2020, over 2.2 million people would not start smoking. By 2050, the number of people who would not start smoking would reach 9 million. [6]
- Among African American smokers, menthol cigarette smoking is negatively associated with successful smoking cessation. [31]
- Quitting menthol cigarettes is particularly difficult, because menthol smokers have to get over their dependence on nicotine as well as positive associations with menthol itself such as the minty taste, cooling sensation, and sensory excitation. [9]
- Youth who initiate smoking with menthol cigarettes are more likely to become regular, addicted smokers and are more likely to show higher measures of dependence than youth who initiate with non-menthol cigarettes. [32]
- Menthol smokers in the U.S. who report consuming 6-10 cigarettes per day show greater signs of nicotine dependence (i.e., shorter time to first cigarette in the day) than comparable non-menthol smokers. [33]
- Menthol smokers in general and African American smokers in particular, have a difficult time quitting despite smoking significantly fewer cigarettes per day compared to non-menthol smokers. [26], [34] Compared to non-menthol African American light smokers, menthol smokers are younger and have less confidence to quit smoking. [35]

“More than half of Americans support a ban on menthol [36], and a national study found that 44.5 percent of African Americans and 44 percent of females would quit smoking if menthol cigarettes were prohibited. [23]”

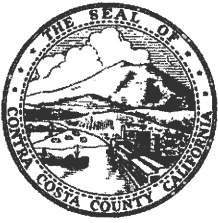
Food and Drug Administration Regulation of Menthol Tobacco Products

- In 2009, Congress passed the Family Smoking Prevention and Tobacco Control Act (FSPTCA) granting the FDA with regulatory authority over tobacco products. [37]
- Effective September 22, 2009, the FSPTCA banned artificial or natural flavorings, as well as herbs or spices, which produce characterizing flavors in cigarettes. This included flavors such as strawberry, grape, orange, clove, cinnamon, pineapple, vanilla, coconut, licorice, cocoa, chocolate, cherry, and coffee. Menthol, however, was exempt from the ban. [38]
- The FDA has the ability to prohibit menthol as an ingredient in cigarettes and other tobacco products. Tobacco Products Scientific Advisory Committee (TPSAC) was established and charged with developing a report assessing the impact of the use of menthol in cigarettes on public health and proposing recommendations to the FDA on whether menthol should be regulated or not. [37]
- The TPSAC report and recommendations were submitted to the FDA on March 23, 2011. The TPSAC report found that the availability of menthol cigarettes has an adverse impact on public health in the U.S. and recommended removal of menthol cigarettes from the marketplace. [37]
- On April 12, 2013, 20 leading national organizations and advocates filed a formal Citizen Petition urging the FDA to prohibit menthol as a characterizing flavoring in cigarettes. More than 1,000 public comments were submitted to the FDA. [37]
- In July of 2013, the FDA released a preliminary scientific review that found that menthol made it easier to start smoking and allowed for a faster progression to regular use of cigarette smoking; it also found that menthol made it harder to quit smoking, especially among African American menthol smokers. The FDA solicited public comment on the "potential regulation" of menthol cigarettes. [39]
- In July of 2014, a Federal District Court Judge, Justice Richard Leon, issued a decision requiring the FDA to appoint new members to the TPSAC and to prohibit the agency from using the 2013 scientific review prepared by the TPSAC. The judge ruled that the new TPSAC members must be unbiased and impartial, following a 2011 lawsuit by Lorillard Tobacco Company and R.J. Reynolds Tobacco Company against the FDA. The lawsuit sought a court order to require the FDA to reconstitute the TPSAC's membership, alleging that three TPSAC members had conflicts of interest because of their ongoing work as expert witnesses against tobacco companies in tobacco litigation and due to their consulting fees paid by pharmaceutical companies in connection with certain smoking cessation products. The FDA was ordered to reconstitute the advisory panel's membership and refrain from using the prior advisory panel's report on menthol cigarettes. [39]
- In September of 2014, the U.S. Department of Justice filed an appeals motion on behalf of the FDA in response to Circuit Court Justice Leon's ruling in favor of the Tobacco Industry. [40]
- In January 2016, a panel for the U.S. Court of Appeals for the District of Columbia Circuit overturned the lower Federal District Court ruling, holding that Lorillard and R.J. Reynolds Tobacco Companies lacked standing to bring the case to the courts. The court found that the injuries alleged by the plaintiffs were "too remote and uncertain...insufficiently imminent" and that the inclusion of the three members of the TPSAC committee with an alleged conflict of interest "by no means rendered the risk of eventual adverse FDA action substantially probable or imminent." [41]
- The FDA has still not made a recommendation on whether to ban or limit menthol cigarettes. [39]



References

1. Kreslake, J.M., et al., *Tobacco industry control of menthol in cigarettes and targeting of adolescents and young adults*. American Journal of Public Health, 2008. **98**(9): p. 1685.
2. Kreslake, J.M. and V.B. Yerger, *Tobacco industry knowledge of the role of menthol in chemosensory perception of tobacco smoke*. Nicotine & Tobacco Research, 2010. **12**: p. 98-101.
3. Garten, S. and R.V. Falkner, *Continual smoking of mentholated cigarettes may mask the early warning symptoms of respiratory disease*. Preventive Medicine, 2003. **37**(4): p. 291-296.
4. Benowitz, N.L., B. Herrera, and P. Jacob, *Mentholated cigarette smoking inhibits nicotine metabolism*. Journal of Pharmacology and Experimental Therapeutics, 2004. **310**(3): p. 1208-1215.
5. Unger, J.B., et al., *Menthol and non-menthol cigarette use among Black smokers in Southern California*. Nicotine & Tobacco Research, 2010.
6. Tobacco Product Scientific Advisory Committee (TPSAC), *Menthol cigarettes and the public health: Review of the scientific evidence and recommendations.*, US Department of Health and Human Services Food and Drug Administration, Editor. 2011: Rockville, MD.
7. Levy, D.T., et al., *Quit attempts and quit rates among menthol and nonmenthol smokers in the United States*. 2011.
8. U.S. Food and Drug Administration, *Preliminary scientific evaluation of the possible public health effects of menthol versus nonmenthol cigarettes*. July 2013.
9. Gardiner, P. and P.I. Clark, *Menthol cigarettes: moving toward a broader definition of harm*. Nicotine & Tobacco Research, 2010. **12**: p. 85-93.
10. Henningfield, J.E., et al., *Does menthol enhance the addictiveness of cigarettes? An agenda for research*. Nicotine & Tobacco Research, 2003.
11. Giovino, G.A., et al., *Epidemiology of menthol cigarette use*. Nicotine & Tobacco Research, 2004. **6**: p. 67-81.
12. Wickham, R., *Focus: Addiction: How Menthol Alters Tobacco-Smoking Behavior: A Biological Perspective*. The Yale Journal of Biology and Medicine, 2015. **88**(3): p. 279.
13. Giovino, G.A., et al., *Differential trends in cigarette smoking in the USA: is menthol slowing progress?* Tobacco Control, 2013.
14. Substance Abuse and Mental Health Services Administration, *The NSDU Report: Use of Menthol Cigarettes*. 2009: Rockville, MD.
15. Rock, V.J., et al., *Menthol cigarette use among racial and ethnic groups in the United States, 2004–2008*. Nicotine & Tobacco Research, 2010. **12**: p. 117-124.
16. National Youth Advocacy Coalition, *Coming Out about Smoking: A Report from the National LGBTQ Young Adult Tobacco Project 2010*: Washington, DC.
17. Fernander, A., et al., *Are age of smoking initiation and purchasing patterns associated with menthol smoking?* Addiction, 2010. **105**(1): p. 39-45.
18. Corey, C.G., et al., *Flavored tobacco product use among middle and high school students—United States, 2014*. Morbidity Mortality Weekly Report, 2015. **64**(38): p. 1066-1070.
19. Davis, R.M., et al., *The role of the media in promoting and reducing tobacco use*. 2008.
20. Sutton, C.D. and R.G. Robinson, *The marketing of menthol cigarettes in the United States: populations, messages, and channels*. Nicotine & Tobacco Research, 2004. **6**(1): p. 83-91.
21. White, V.M., et al., *Cigarette promotional offers: who takes advantage?* American Journal of Preventive Medicine, 2006. **30**(3): p. 225-231.
22. Tauras, J.A., et al., *Menthol and non-menthol smoking: the impact of prices and smoke-free air laws*. Addiction, 2010. **105**(1): p. 115-123.
23. Tobacco Control Legal Consortium et al., *Citizen Petition to Food and Drug Administration, Prohibiting Menthol As A Characterizing Flavor in Cigarettes* (April 12, 2013).
24. Gardiner, P.S., *The African Americanization of menthol cigarette use in the United States*. Nicotine & Tobacco Research, 2004. **6**(1): p. 55-65.
25. Cruz, T.B., L.T. Wright, and G. Crawford, *The menthol marketing mix: targeted promotions for focus communities in the United States*. Nicotine & Tobacco Research, 2010. **12**(suppl 2): p. S147-S153.
26. American Heart Association, *Tobacco industry's targeting of youth, minorities and women*.
27. Yerger, V.B. and R.E. Malone, *African American leadership groups: smoking with the enemy*. Tobacco Control, 2002. **11**(4): p. 336-345.
28. Myron Levin, *Lorillard, other tobacco companies use politics to protect menthol brands*, in *Fairwarning*. November 18, 2015, News and Record: Greensboro, North Carolina.
29. Levin, M., *Racial Politics Flavor Debate Over Banning Menthol Cigarettes*, in *Fair Warning* November 17, 2015.
30. Pearson, J.L. and K. Blackman, *Modeling the future effects of a menthol ban on smoking prevalence and smoking-attributable deaths in the United States*. American Journal of Public Health, 2011. **101**(7): p. 1236.
31. Stahre, M., et al., *Racial/ethnic differences in menthol cigarette smoking, population quit ratios and utilization of evidence-based tobacco cessation treatments*. Addiction, 2010. **105**(1): p. 75-83.
32. Nonnemaker, J., et al., *Initiation with menthol cigarettes and youth smoking uptake*. Addiction, 2013. **108**(1): p. 171-178.
33. Fagan, P., et al., *Nicotine dependence and quitting behaviors among menthol and non-menthol smokers with similar consumptive patterns*. Addiction, 2010. **105**(1): p. 55-74.
34. Trinidad, D.R., et al., *Menthol cigarettes and smoking cessation among racial/ethnic groups in the United States*. Addiction, 2010. **105**(1): p. 84-94.
35. Okuyemi, K.S., et al., *Relationship between menthol cigarettes and smoking cessation among African American light smokers*. Addiction, 2007. **102**(12): p. 1979-1986.
36. Hartman, A.M. *What menthol smokers report they would do if menthol cigarettes were no longer sold*. in *FDA Tobacco Products Scientific Advisory Committee Meeting*. 2011.
37. Public Health Law Center. *Federal Regulation of Menthol Tobacco Products*.
38. *Family Smoking Prevention And Tobacco Control Act.*, in *Public Law No. 111-31, 123 Stat. 1776 (codified, in relevant part, at 15 U.S.C.A. §§ 1333-34 and 21 U.S.C.A. § 301 et seq.)*. 2009.
39. Sabrina Tavernise, *F.D.A. Closer to Decision About Menthol Cigarettes*, in *The New York Times*. July 23, 2013.
40. *FDA Appeals Court Ruling on TPSAC Conflict of Interest*, in *American Thoracic Society News*. September 22, 2014.
41. Stern, M.B., et al., *R.J. Reynolds Tobacco Company, et al. v. United States Food and Drug Administration, et al.*, in *14-5226*, United States Court of Appeals for the District of Columbia Circuit, Editor. January 15, 2016.



Department of Conservation and Development

County Planning Commission

Wednesday, February 8, 2017 – 7:00 P.M.

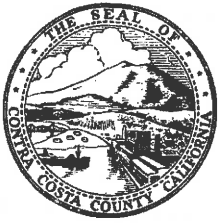
STAFF REPORT

Agenda Item # _____

Project Title:	Adoption of Zoning Text Amendment for Tobacco Retailing Businesses Ordinance
County File:	#ZT16-0003
Applicant/Owner:	County Initiated
Project Location:	Countywide
California Environmental Quality Act (CEQA) Status:	The proposed zoning text amendment is exempt from CEQA per Section 15061(b)(3)
Project Planner:	Ruben Hernandez, Principal Planner (925) 674-7785
Staff Recommendation:	Recommend Approval to the Board of Supervisors (See Section II of December 6, 2016 Staff Report for Complete Recommendation)

I. CONTINUED PUBLIC HEARING

This item was continued from the December 6, 2016 hearing date. At that hearing the Planning Commission continued the public hearing in order to provide staff with additional time to conduct outreach to existing tobacco retailers in the County.



Department of Conservation and Development

County Planning Commission

Tuesday, December 6, 2016 – 7:00 .P.M.

STAFF REPORT

Agenda Item # _____

Project Title:	Adoption of Zoning Text Amendment for Tobacco Retailing Businesses Ordinance
County File:	#ZT16-0003
Applicant/Owner:	County Initiated
Project Location:	Countywide
California Environmental Quality Act (CEQA) Status:	The proposed zoning text amendment is exempt from CEQA per Section 15061(b)(3)
Project Planner:	Ruben Hernandez, Principal Planner (925) 674-7785
Staff Recommendation:	Recommend Approval to the Board of Supervisors (See Section II for Complete Recommendation)

I. INTRODUCTION

This is a hearing on a County initiated zoning text amendment for the adoption of a *Tobacco Retailing Businesses Ordinance* that would restrict the concentration of tobacco retailing businesses in any one area, minimize the availability of tobacco products to minors by prohibiting tobacco retailing businesses from location near schools and other youth-sensitive areas, and prohibit the establishment of hookah lounges, vapor lounges and significant tobacco retailing businesses. The proposed zoning text amendment is part of a larger Tobacco prevention program approved by the County Board of Supervisors and developed by the Public Health Department of Contra Costa County addressing youth tobacco influences in the retail environment.

II. RECOMMENDATION

Staff recommends that the County Planning Commission adopt a motion recommending that the Board of Supervisors:

- A. FIND, for the purposes of compliance with the California Environmental Act (CEQA) and State and County CEQA Guidelines that the proposed zoning text amendment is exempt from CEQA per Section 15061(b)(3);
- B. FIND that the proposed zoning text amendment does not conflict with the County 2005-2020 General Plan;
- C. ADOPT the Tobacco Retailing Businesses Ordinance; and
- D. DIRECT the Department of Conservation and Development to file a Notice of Exemption with the County Clerk.

III. EXECUTIVE SUMMARY

At the direction of the Board of Supervisors and in conjunction with the County Health Services Department, the Department of Conservation and Development has prepared a zoning text amendment for establishment of a *Tobacco Retailing Businesses* ordinance. Because the proposed ordinance involves new land use regulations, the Department of Conservation and Development would be responsible for implementation of the ordinance through the County Zoning Code (Title 8).

The proposed ordinance would restrict the concentration of tobacco retailing businesses in any one area, minimize the availability and influence of tobacco products to minors by prohibiting tobacco retailing businesses from locating near schools and other youth-sensitive areas, as well as prohibit hookah lounges, vapor lounges and significant tobacco retailers within the unincorporated areas of the County.

Adoption of the Tobacco Retailing Businesses ordinance is one of a number of policy options being pursued by Health Services Department in accordance with the "*...policy options for protecting youth from tobacco influence in the retail environment*" as accepted by the Board of Supervisors on May 24, 2016. The ordinance would include definitions, distance restrictions for the establishment of tobacco retailing businesses, define nonconforming tobacco retailing uses and prohibit the establishment of hookah lounges, vapor lounges and significant tobacco retailers as defined in the attached ordinance.

IV. TOBACCO RETAILING ORDINANCE

In order to implement specific land use policy options meant to protect youth from tobacco influences in the retail environment, as adopted by the Board of Supervisors on May 24, 2016, the County Zoning Code (Title 8) will be modified to incorporate the attached Tobacco Retailing Businesses ordinance. The pertinent sections of the proposed ordinance are summarized below:

Definitions: The attached Tobacco Retailing Businesses ordinance provides definitions for the following tobacco related terms:

- *“Hookah lounge”;*
- *“Significant tobacco retailing business”;*
- *“Tobacco paraphernalia”;*
- *“Tobacco retailing”;* “
- *Tobacco retailing business”;*
- *“Tobacco retailers license”;* and
- *“Vapor lounge”*

Location Restrictions: The tobacco retailing businesses ordinance will prohibit the establishment of new tobacco retailing businesses in the following locations:

Within 500 feet of any parcel occupied by any other tobacco retailing business;

Within 1,000 feet of any parcel occupied by a public or private school, playground, park, or library.

Nonconforming Tobacco Use: Included in the Tobacco Retailing Businesses ordinance are provisions for addressing existing tobacco retailing businesses which will not conform with the location restrictions of the ordinance. The tobacco retailing businesses in operation at the time the ordinance takes effect which do not meet the location requirements of the ordinance will be considered a “nonconforming tobacco retailing use”.

Prohibited Uses: The ordinance will prohibit the establishment of hookah lounges, vapor lounges and significant tobacco retailers within the unincorporated areas of the County.

V. IMPLEMENTATION

In order to implement the Tobacco Retailing Businesses Ordinance the current licensing process for establishment of new tobacco retailers in the unincorporated areas of the County will have to be modified. The modified process will be created through coordination between the Public Health Division of the County Health Services Department and the Community Development Division of the Department of Conservation of Development.

Since the proposed Tobacco Retailing Businesses ordinance regulates land use, and will be part of the County Zoning Code, a process where the Department of Conservation and Development confirms compliance with the ordinance *prior* to issuance of a Tobacco Retailing License by the Public Health Division of the Health Services Department will need to be established. It is anticipated that business licenses applicants for new tobacco retailers will be required to obtain zoning verification from the Department of Conservation and Development prior to securing approval for a Tobacco Retailing License from the County Health Services Department. Conformance with the location restrictions for new tobacco retailers will be verified using County GIS data and mapping and may include a site analysis. A small fee may be required by the Department of Conservation and Development to cover the verification process.

VI. ENVIRONMENTAL REVIEW

Staff has determined that there is no possibility that adoption of the proposed Tobacco Retailing Businesses Ordinance will have a significant impact on the environment and is therefore exempt from the provisions of the California Environmental Quality Act (CEQA) per Section 15061(b)(3) of CEQA.

VII. STAFF ANALYSIS

The proposed Tobacco Retailing Business Ordinance has been prepared in cooperation with the County Health Services Department and was crafted in accordance with direction from the Board of Supervisors. On May 24, 2016 the Board of Supervisors accepted a report from the Health Services Department and approved a series of policy options meant to protect youth from tobacco influences in the retail environment. The policy options will be implemented by making changes to various portions of the County Code including changes to the County's Tobacco Retailer Licensing Ordinance Chapter 445, if needed, and the County Zoning Ordinance Code (Title 8).

Utilizing the County Zoning Code the attached Tobacco Retailing Businesses Ordinance will implement a number of land use policy options as directed by the Board including prohibiting the establishment of new tobacco retailing businesses near schools, playgrounds and other youth-sensitive areas as well as prohibiting the establishment of new retailers near existing tobacco retailers. The ordinance would also prohibit the establishment of "hookah lounges", "vapor lounges" and "significant tobacco retailing businesses". The restrictions and limitations on tobacco retailing provided in the ordinance will reduce exposure of tobacco retailing to County youth with the intent of reducing youth and teenage smoking.

VIII. CONCLUSION

The attached Tobacco Retailing Businesses Ordinance will implement specific land use policy options which will *"...protect youth from tobacco influences in the retail environment"* as directed by the Board of Supervisors. Adoption of the Zoning Text amendment will place specific land use restrictions on the location and density of future tobacco retailing businesses and will prohibit the establishment of specific types of businesses such as hookah lounges, vapor lounges and significant tobacco retailing businesses, all with the intent of reducing youth exposure to tobacco retailing and use. By incorporating the tobacco retailing restrictions into the County Zoning Ordinance (Title 8) the specific land use restrictions for new tobacco retailing businesses will be enforced by the Community Development Division (CDD) of the Department of Conservation and Development and will require CDD verification prior to issuance of a tobacco retailers license from the Business License Office after Health Services Department application approval.

Therefore, staff is recommending that the County Planning Commission adopt a motion recommending that the Board of Supervisors adopt the attached Tobacco Retailing Businesses Ordinance.

G:\Current Planning\curr-plan\Staff Reports\Zoning Text Amendments (ZT)\ZT16-0003 Tobacco Ord\ZT16-0003 Tobacco Ord Staff.docx
RLH

RESOLUTION NO. 7-2017

RESOLUTION OF COUNTY PLANNING COMMISSION OF THE COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, INCORPORATING FINDINGS AND RECOMMENDATIONS FOR THE TOBACCO RETAILING BUSINESS ORDINANCE.

WHEREAS, The Contra Costa County Department of Conservation and Development in conjunction with the Health Services Department prepared a Tobacco Retailing Business Ordinance for review by the County Planning Commission; and

WHEREAS, for purposes of compliance with the provisions of the California Environmental Quality Act (CEQA) and State and County CEQA Guidelines, the zoning text amendment is Categorically Exempt, per Section 15061 (b)(3) of CEQA; and

WHEREAS, after notice having been lawfully given, a public hearing was scheduled before the County Planning Commission on Tuesday December 6, 2016, where all persons interested therein appear and be heard; and

WHEREAS, based on testimony provided at the December 6, 2016 hearing, the Planning Commission continued the hearing to the February 8, 2017 hearing date and directed the Health Services Department to provide additional outreach to tobacco retailers prior to the next Planning Commission hearing; and

WHEREAS, after having fully reviewed, considered and evaluated all the public correspondence, testimony, and evidence submitted in this matter;

NOW, THEREFORE, BE IT RESOLVED, that the County Planning Commission:

1. FINDS that the proposed Tobacco Retailing Businesses Ordinance is not necessary and places an undue burden on existing tobacco retailing businesses; and
2. RECOMMENDS to the Board of Supervisors that the proposed Tobacco Retailing Businesses Ordinance be DENIED

NOW BE IT RESOLVED that the secretary of this Commission will sign and attest the certified copy of this resolution and deliver the same to the Board of Supervisors, all in accordance with the Government Code of the State of California.

This Resolution was approved upon motion of the County Planning Commission on Wednesday, February 8, 2017 by the following vote:

AYES: Steele, Terrell, and Wright

NOES: Swenson

ABSENT: Clark and Allen

ABSTAIN: None

DUANE STEELE
Chairman of the County Planning Commission,
County of Contra Costa, State of California

ATTEST:



ARUNA BHAT, Secretary
County Planning Commission,
County of Contra Costa,
State of California

Tobacco Retailer 3/2/17 Educational and Input Session: Comment Summary and Public Health Department Responses

Background.

A notice of the tobacco retailer educational and input session was mailed out to licensed tobacco retailers in the unincorporated County on 2/16/17. The session was held on 3/2/17 from 1:00pm to 2:30pm at 597 Center Ave, Room 120, Martinez. Contra Costa Tobacco Prevention Project staff, Denice Dennis and Jennifer Grand, led the session. Staff presented an overview of youth tobacco influences in the retail environment and draft revisions to the County Tobacco Retailer Licensing Ordinance and Zoning Code that staff had been directed to prepare by the Contra Costa County Board of Supervisors.

- a) Revise the definition of “tobacco products” in the Tobacco Retailer License Ordinance to be inclusive of newer electronic smoking devices and “liquids” that currently fall outside of the definition
- b) Prohibit the sale of flavored (non-cigarette) tobacco products
- c) Prohibit the sale of menthol flavored cigarettes within at least 1000 feet of schools
- d) Require a minimum pack size of ten (10) for little cigars and cigarillos
- e) Prohibit new tobacco retailers from operating within 1000 feet of schools, parks, playgrounds and libraries
- f) Prohibit new tobacco retailers from operating within 500 feet of new or existing tobacco retailers
- g) Prohibit the sale of tobacco products in pharmacies
- j) Prohibit new “Significant Tobacco Retailers”, including “vape” shops, hookah bars or smoke shops
- k) Require tobacco retailers to comply with state and local storefront signage laws
- l) Require tobacco retailers to comply with drug paraphernalia sales laws
- m) Require tobacco retailers to check ID of customers who appear younger than 27
- n) Cap the number of retailers that can sell tobacco products at current number of licenses issued by the County
- h) Require tobacco retailers who have their license suspended to remove tobacco advertising during license suspension periods
- i) Expand the time period reviewed for prior violations of the license (the “look-back” period) from 24 months (2 years) to 60 months (5 years) when considering the length of a license suspension for retailers found to be in violation of the law

Staff described the process for review of the proposed changes to county ordinances, and that the Family and Human Services Committee would discuss the proposed ordinances at the April 24, 2017 public meeting. The meeting was then opened up for input from the tobacco retailers. In an effort to delineate concerns from tobacco retailers in the unincorporated County, Staff asked tobacco retailers with businesses in the unincorporated county speak first, and others in attendance save their comments until after all local retailers had spoken. It became clear later on that many individuals who were from outside of the County spoke during the time set aside for local retailers, so it was not possible to separate the input and concerns.

Thirty-seven people signed in on the sign-in sheet, however many people in attendance did not sign-in. Staff estimated over 50 people in attendance. The following individuals signed in at the meeting:

- Thirteen individuals representing 8 tobacco retailing businesses in the unincorporated county.
- Ten other individuals representing tobacco retailers and vape shops from Contra Costa cities.
- Six tobacco retailers and vape shops from other Counties, including 7-Eleven Corporate.
- Representatives from Log Cabin Republicans, other Industry groups (R Street Institute and Not Blowing Smoke), and the Greater Bay Franchise Owners Association.

Overview of Concerns.

Several themes emerged from the concerns voiced by meeting attendees. These are summarized below with responses from Health Services staff.

1) Why is the County restricting sale of flavored electronic smoking devices which the tobacco and vape industry have stated are “safer products”?

Research demonstrates that electronic smoking devices are not safe products, and are now known to be a “gateway” product to a lifetime of addiction among youth.^{i,ii,iii,iv} A large national study found that the odds of a heart attack increased by 42% among people who used e-cigarettes.^v Vape liquids contain nicotine and chemicals known to cause cancer and produce an aerosol that can harm the lungs.^{vi} Vaping causes as much short-term inflammation in the lungs as regular cigarettes,^{vii} and nicotine-free vapor may cause even more.^{viii} The proposed prohibition on the sale of flavored tobacco products applies to flavored electronic smoking devices and flavored vape liquids that are used in electronic smoking devices because these flavored products are very attractive to youth. These flavors (e.g., strawberry, chocolate, licorice) are currently banned in cigarettes in the U.S. due to their appeal to youth.^{ix} Sale of “tobacco” flavored electronic smoking devices and vape liquids would still be allowed for sale. Electronic smoking devices are the most common tobacco product used among high school and middle school students.^x Teens that vape are three times more likely than their peers to smoke cigarettes one year later,^{xi} and eighth graders who vape are 10 times more likely than their peers to eventually smoke cigarettes.^{xii}

In 2013, the Contra Costa Board of Supervisors voted to prohibit the use of electronic smoking devices in areas where smoking of conventional tobacco products is prohibited, because these products were (and still are) unregulated, and have been demonstrated to lead young people to try other tobacco products, including conventional cigarettes, which are known to cause disease and lead to premature death. In addition to the possible health risk associated with these products, the Board of Supervisors were concerned that use of e-cigarettes in public places and places of employment could increase social acceptance of smoking.

2) Why is the County restricting a product that people use for smoking cessation?

Electronic smoking devices are not approved by the Federal Drug Administration (FDA) as a smoking cessation product. FDA-approved smoking cessation products are available, and the proposed revisions to this ordinance do not impact sale of those products. While there is anecdotal evidence that some people have successfully used electronic smoking devices to quit smoking cigarettes, research has found that many people who attempt to quit smoking by using electronic smoking devices end up with dual use of both traditional tobacco and electronic smoking devices.^{xiii} Recent declines in the prevalence of cigarette smoking among youth have coincided with an increased use of e-cigarettes and hookah tobacco.^{xiv}

3) Minimum pack size of 10 little cigars and cigarillos is unreasonable.

Although the sale of individual cigarettes is banned by federal and state law,^{xv} neither federal nor state laws restrict the sale of small packs of cigars. While cigarette use is decreasing, the use of other tobacco products is increasing.^{xvi} Little cigars and cigarillos are sold individually and in small packs for as little as 5 for 99 cents, making them more affordable and appealing to youth.^{xvii} 50% of Contra Costa retailers sell these products as singles.^{xviii} This proposed ordinance would exempt premium cigars costing \$5 or more.

4) Tobacco 21 already passed, why does the County need new laws?

The California state Tobacco 21 law addresses *tobacco sales* to youth, while the proposed County ordinance changes address a more comprehensive approach to reducing youth smoking by addressing youth *tobacco influences* in the retail environment. Research shows that teens are more likely to be influenced to use tobacco products by tobacco marketing than by peer pressure,^{xix} and the U.S.

Surgeon General reports that “tobacco industry advertising and promotion cause youth and young adults to start smoking, and nicotine addiction keeps people smoking past those ages.”^{xx} The reasons for prohibiting sale of flavored tobacco products and small packs of little cigars and cigarillos are delineated above. Prohibiting new tobacco retailers from locating near schools, parks, playgrounds and libraries, and close to existing retailers helps reduce the amount of tobacco product marketing and promotions that youth are exposed to throughout our communities.

5) Why is the County putting the burden on (regulating/penalizing) tobacco retailers when youth are getting tobacco from other sources?

The intent of the proposed ordinances is to reduce youth tobacco product use through changes in the retail environment. The County Board of Supervisors has the authority to adopt regulations that protect the health and safety of residents in its jurisdiction. Ninety percent of adult smokers begin smoking while in their teens, or earlier; and two-thirds become regular, daily smokers before the age of 19.^{xxi} Tobacco advertising and products that youth see in the retail environment have a greater effect on influencing youth to start smoking than peer pressure.^{xxii} A study evaluating the effect of the ban on flavored tobacco products in New York City showed a 37% reduction in teens having tried flavored tobacco and a 28% lower chance of teens use of any type of tobacco product, even when surrounding jurisdictions do not also ban flavored tobacco.^{xxiii}

6) The 5-year look-back period for violations of tobacco retailer license is too long, and some corporations may penalize local franchise owners for previous tobacco retailer license violations.

The term “look-back period” refers to the time period reviewed for prior violations of the *existing* Tobacco Retailer License when considering length of license suspension for a current violation. The draft ordinance increases this period from 2 years to 5 years. A five-year look-back period is well established as the current best practice for tobacco retailer licensing in California. El Cerrito, Richmond, Albany, Berkeley Oakland, and 64 other jurisdictions in California have this provision included in their tobacco retailer licensing ordinance.

7) The 10-year “sunset” clause affects retirement, hurts tobacco retailers.

The County’s *existing* Tobacco Retailer Licensing Ordinance requires retailers that sell tobacco products to renew their license on an annual basis, and prohibits transfer of the license to any other owner or location. The *draft* Tobacco Retailing Businesses Ordinance that is in the Zoning Code allows existing tobacco retailers that are located within 1000 feet of schools, parks, playgrounds and libraries, (or within 500 feet of an existing retailer) to renew their tobacco retailer license annually into perpetuity, as long as they comply with the County’s Tobacco Retailer Licensing Ordinance. Existing retailers, within 1000 feet of schools, parks, playgrounds and libraries (or within 500 feet of another retailer), who wish to sell their business as eligible to apply for a new County tobacco retailer license, must sell within ten years of adoption of the Tobacco Retailing Businesses Ordinance. If a new school, park, playground or library is established within 1000 feet of an existing tobacco retailer, and that existing retailer wishes to sell their business as eligible to apply for a new County Tobacco Retailer License, the business must be sold within ten years of the establishment of the new school, park, playground or library.

Some jurisdictions in the state with similar laws do not allow existing store sites within 1000 feet of schools, parks, playgrounds and/or libraries that are sold to be eligible for a Tobacco Retailer License at all. According to the American Lung Association, nine California jurisdictions enacted similar tobacco retailing density provisions between 2011 and 2015. Three of these jurisdictions prohibit tobacco retailing at the locations after the business is sold (no matter when the sale occurs); one “sunset” the provision at 5 years; and one has a similar 10-year sunset provision. The other 4 jurisdictions allow the location to be sold as eligible to apply for a tobacco retailer license at any time. The 10-year “sunset” clause in the draft ordinance allows retailers the time to develop an alternative

business plan, and the County Tobacco Prevention Program has developed a list of resources to help with this.

8) Distance restrictions should be state law, not local county law.

Local jurisdictions have the authority to create local land use regulations. Additionally, California's successes in reducing youth smoking rates and overall community tobacco use over the past three decades have been built on local tobacco control laws. The Contra Costa Board of Supervisors have been leaders in local tobacco control laws for some 30 years, from smoke-free restaurant sections, to comprehensive outdoor secondhand smoke protections, to requiring a tobacco retailer license for those who sell tobacco products.

9) Adults use these products, not just youth.

Ninety percent of adult smokers begin while in their teens, or earlier; and two-thirds become regular, daily smokers before the age of 19.^{xxiv} Young people are much more likely to use candy-and-fruit-flavored tobacco products than adults.^{xxv} In 2015, 80% of youth age 12-17 who ever-reported experimenting with tobacco started with a flavored tobacco product.^{xxvi} The tobacco industry has strategically used flavored little cigars and cigarillos to replace the banned flavored cigarette market, which are the same size and shape as cigarettes and packaged as cheaply as 5 for 99 cents.^{xxvii}

10) Chicago recently rolled back buffer zones for sale of flavored tobacco products because it hurt retailers. Why is the County doing this?

Chicago was the first city in the country to regulate the sale of flavored tobacco products, and prohibited the sale of these products, including menthol cigarettes, within 500 feet of all schools. Recently, the city decided to change the law to include only high schools, due to pressures from retailers. California has learned a great deal from Chicago's experience, and best practice is now jurisdiction-wide regulations. A study conducted by the Centers for Disease Control and Prevention (CDC) found that 42% of middle and high school students who smoke reported either using flavored little cigars or flavored cigarettes.^{xxviii} Prohibiting the sale of flavored tobacco products jurisdiction-wide not only protects all youth from tobacco influences in the retail environment, it provides a level playing field for retailers who choose to sell tobacco products.

11) Why is the County proposing more restrictions on tobacco retailers when the state has tobacco control laws already?

The California Board of Equalization requires all tobacco retailers in the state to purchase a license to sell cigarettes and other tobacco products. This license was established to ensure compliance with cigarette and other tobacco product tax laws and the Board of Equalization is only charged with enforcing tax laws.

The State also prohibits the sale of tobacco products to anyone under the age of 21. Local jurisdictions have authority to enact stronger laws in order to protect the health and safety of their residents. The County Board of Supervisors have been leaders in tobacco control for over thirty years, and the draft ordinances apply a comprehensive approach to address youth tobacco influences in the retail environment.

12) Why is the County proposing more regulations when the FDA already regulates tobacco products including electronic nicotine delivery systems (ENDS), hookah, dissolvables, cigars, and future tobacco products?

After considerable pressure from national tobacco control advocates across the country, the FDA issued a rule, effective August 2016, to include these non-cigarette products in the definition of "tobacco products" under the Family Smoking Prevention and Tobacco Control Act (Tobacco Control Act of 2009). The FDA expects that manufacturers will continue selling their products for up to two years while they submit a new tobacco product application and review is expected to be at

least an additional year.^{xxix} However, there is still a backlog for regulations enacted in 2009, making any real change in FDA regulation based on the new rule still many years out. The draft ordinances provide the opportunity to protect youth from tobacco influences in the community now, rather than waiting for an unsure future with FDA regulations.

13) We need education for children, not more restrictions on business.

Education programs for children about the dangers of tobacco already exist in the statewide Tobacco Use Prevention Education (TUPE) program. Education alone is not enough, and both the Centers for Disease Control and the Tobacco Education and Research and Oversight Committee of California recommend comprehensive approaches for tobacco prevention efforts that include both education and local policy.^{xxx,xxxi} The draft provisions are best practices to reduce youth tobacco influences in the retail environment.

14) Tobacco Retailers are doing a good job complying with the no-sales-to-minors law.

The ordinances under consideration were written to address a comprehensive approach to addressing youth tobacco influences in our communities, which are linked to youth uptake of smoking, including use of electronic smoking devices. No-sales-to-minors laws are one part of this comprehensive approach. One of the Retailer Association representatives presented information from the American Lung Association that the County's illegal sales rates were very low. Sales rates vary greatly year by year, with sales rates over a 5 year period for the unincorporated county ranging from 7% in 2004 to 16% in 2015. The proposed ordinances are intended to supplement no-sales-to-minors laws with a more comprehensive approach to addressing youth tobacco influences in the community.

Some individual comments included:

- Concern regarding distance being calculated "as the crow flies."
- The provision banning pharmacies from selling tobacco was welcome.
- Tobacco products should be taxed instead of regulated in the ways the proposed provisions suggested.
- Will tobacco retailers be able to sell marijuana?

Note: California law states that a business cannot sell alcohol or tobacco as well as marijuana^{xxxii}

ⁱ Cardenas, V. M., Evans, V. L., Balamurugan, A., Faramawi, M. F., Delongchamp, R. R., Wheeler, J. G.. (2016). Use of electronic nicotine delivery systems and recent initiation of smoking among US youth. *International Journal of Public Health*.

ⁱⁱ Wills, T. A., Knight, R., Sargent, J. D., Gibbons, F. X., Pagano, I., and Williams, R. J. Longitudinal study of e-cigarette use and onset of cigarette smoking among high school students in Hawaii. *Tobacco Control*, 2016.

ⁱⁱⁱ Leventhal, A. M., Strong, D. R., Kirkpatrick, M. G., Unger, J. B., Sussman, S., Riggs, N. R., Stone, M. D., et al. (2015). Association of Electronic Cigarette Use with Initiation of Combustible Tobacco Product Smoking in Early Adolescence. *The Journal of the American Medical Association*, 314(7):700-707. doi:10.1001/jama.2015.8950.

^{iv} Primack, B. A., Soneji, S., Stoolmiller, M. Fine, M. J., and Sargent, J. D. (2015). Progression to Traditional Cigarette Smoking After Electronic Cigarette Use Among US Adolescents and Young Adults. *JAMA Pediatrics*, 169 (11): 1018-1023. doi:10.1001/jamapediatrics.2015.1742.

^v Temesgen, N, et al., *A cross sectional study reveals an association between electronic cigarette use and myocardial infarction*. Poster. George Washington University School of Medicine and Health Sciences Poster Presentations. Spring 2017.

^{vi} Goniewicz, M. L., et al., *Levels of selected carcinogens and toxicants in vapour from electronic cigarettes*. *Tobacco Control*, 2014. 23(2): p. 133-139.

^{vii} Vardavas, C.I.; Anagnostopoulos, N.; Kougias, M.; Evangelopoulou, V.; Connolly, G.N.; Behrakis, P.K. "Short-term Pulmonary Effects of Using an Electronic Cigarette: Impact on Respiratory Flow Resistance, Impedance, and Exhaled Nitric Oxide." *CHEST*, June 2012

-
- ^{viii} Grana, Rachel, et al. "E-Cigarettes: A scientific Review." *Circulation* (2014): 1,2,5,7,12. US National Library of Medicine.
- ^{ix} US Department of Health and Human Services, US Food and Drug Administration, Family Smoking Prevention and Tobacco Control Act, Section 2 Findings, June 22, 2009, *available at*: <https://www.fda.gov/TobaccoProducts/Labeling?RulesRegulationsGuidance?ucm261832.htm>.
- ^x US Department of Health and Human Services. "E-Cigarette Use Among Youth and Young Adults, A Report of the Surgeon General, 2016" https://e-cigarettes.surgeongeneral.gov/documents/2016_SGR_Fact_Sheet_508.pdf. Accessed March 2017.
- ^{xi} Cardenas, V. M., Evans, V. L., Balamurugan, A., Faramawi, M. F., Delongchamp, R. R., Wheeler, J. G. (2016). Use of electronic nicotine delivery systems and recent initiation of smoking among US youth. *International Journal of Public Health*.
- ^{xii} Miech, R. A., et al., *E-cigarettes and the drug use patterns of adolescents*, *Nicotine and Tobacco Research*, 18(5), 654-659 (2016).
- ^{xiii} Borderud, S. P., Li, Y., Burkhalter, J. E., Sheffer, C. E. and Ostroff, J. S. (2014), Electronic cigarette use among patients with cancer: Characteristics of electronic cigarette users and their smoking cessation outcomes. *Cancer*, 120: 3527–3535. doi:10.1002/cncr.28811. See Also: Center for Disease Control and Prevention, "Dual Use of Tobacco Products". <https://www.cdc.gov/tobacco/campaign/tips/diseases/dual-tobacco-use.html>. Accessed March 2017.
- ^{xiv} Arrazola, R. A., et al., *Tobacco use among middle and high school students – United States, 2011-2014*. MMWR Morbidity and Mortality Weekly Report, 2015. 64(14): p. 381-5.
- ^{xv} 21 C.F.R. § 1140.14(d); Cal. Penal Code § 308.2
- ^{xvi} Cullen J, Mowery P, Delnevo C, et al. 2011. "Seven-Year Patterns in US Cigar Use Epidemiology Among Young Adults Aged 18-25 Years: A Focus on Race/Ethnicity and Brand." *American Journal of Public Health* 101(10): 1955-1962.
- ^{xvii} California Department of Public Health. 2012. *Tobacco in the Retail Environment*, www.cdph.ca.gov/programs/tobacco/Documents/Tobacco%20Retail%20Environment%20Fact%20Sheet_Easy%20Print.pdf
- ^{xviii} Healthy Stores for a Healthy Community. 2016 Contra Costa County Local Data.
- ^{xix} Evans, N, et al., "Influence of Tobacco Marketing and Exposure to Smokers on Adolescent Susceptibility to Smoking." *Journal of the National Cancer Institute*, October 1995.
- ^{xx} HHS, *The Health Consequences of Smoking – 50 Years of Progress: A Report of the Surgeon General*, 2014. <http://www.surgeongeneral.gov/library/reports/50-years-of-progress/>.
- ^{xxi} SAMHSA. Center for Behavioral Health Statistics and Quality. National Survey on Drug Use and Health (NSDUH), 2014.ICPSR36361-v1. Ann Arbor, MI: Inter-university Consortium for Political and Social Research [distributor], 2016-03-22. <http://doi.org/10.3886/ICPSR36361.v1>; See also, HHS, Preventing Tobacco Use Among Youth and Young Adults, A Report of the Surgeon General, 2012. HHS, Youth and Tobacco: Preventing Tobacco Use among Young People: A Report of the Surgeon General, 1994. http://profiles.nlm.nih.gov/NN/B/C/F/T/_/nnbcft.pdf
- ^{xxii} Pollay, R. et al., "The Last Straw? Cigarette Advertising and Realized Market Shares Among Youths and Adults," *Journal of Marketing* 60(2): 1-16, April 1996.
- ^{xxiii} Farley and Johns, *Tobacco Control*, "New York City flavored tobacco product sales ban evaluation," Jan 26, 2017. 78-84.
- ^{xxiv} SAMHSA. Center for Behavioral Health Statistics and Quality. National Survey on Drug Use and Health (NSDUH), 2014.ICPSR36361-v1. Ann Arbor, MI: Inter-university Consortium for Political and Social Research [distributor], 2016-03-22. <http://doi.org/10.3886/ICPSR36361.v1>; See also, HHS, Preventing Tobacco Use Among Youth and Young Adults, A Report of the Surgeon General, 2012. HHS, Youth and Tobacco: Preventing Tobacco Use among Young People: A Report of the Surgeon General, 1994. http://profiles.nlm.nih.gov/NN/B/C/F/T/_/nnbcft.pdf
- ^{xxv} King, B.A., et al., *Flavored Cigar Smoking among US Adults; Findings from the 2009-2010 National Adult Tobacco Survey*. *Nicotine and Tobacco Research*, 2013. 15(2): p. 608-614.
- ^{xxvi} Ambrose, B. K., et al., *Flavored Tobacco Product Use Among US Youth Aged 12-17 Years, 2013-2014*. *JAMA*, 2015: p 1-3.

^{xxvii} Kostygina et al., *MBJ Journals Tobacco Control*, Tobacco industry use of flavours to recruit new users of little cigars and cigarillos, 2014, 25(1), abstract available at: <http://tobaccocontrol.bmj.com/content/25/1/66>.

^{xxviii} King, B.A., et al., *Flavored little cigar and flavored cigarette use among US middle and high school students*. *Journal of Adolescent Health*, 2014. 54(1): p. 40-46.

^{xxix} US Food and Drug Administration, 2016. "FDA takes significant steps to protect Americans from dangers of tobacco through new regulation"
<https://www.fda.gov/NewsEvents/Newsroom/PressAnnouncements/ucm499234.htm>. Accessed March 2017.

^{xxx} Centers for Disease Control and Prevention. *Best Practices for Comprehensive Tobacco Control Programs—2014*. Atlanta: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2014.

^{xxxi} Tobacco Education and Research Oversight Committee. *Changing Landscape: Countering New Threats, 2015-2017. Toward a Tobacco-Free California Master Plan*. Sacramento, CA: Tobacco Education and Research Oversight Committee. 2014.

^{xxxii} California Health and Safety Code Division 10, Uniform Controlled Substances Act Chapter 6, Article 2. Marijuana (11357-11362.9)

Prepared by the Tobacco Prevention Program, Contra Costa Public Health
4/13/17



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE

10.

Meeting Date: 04/24/2017

Subject: Laura's Law - AOT Workgroup Proposal

Submitted For: FAMILY & HUMAN SERVICES COMMITTEE,

Department: County Administrator

Referral No.: 107

Referral Name: Laura's Law

Presenter: Cynthia Belon, Behavioral Health Director;
Warren Hayes, MHSA Program Manager

Contact: Enid Mendoza,
(925) 335-1039

Referral History:

The Assisted Outpatient Treatment Demonstration Project Act (AB 1421), known as Laura's Law, was signed into California law in 2002 and is authorized until January 1, 2017. Laura's Law is named after a 19 year old woman working at a Nevada County mental health clinic. She was one of three individuals who died after a shooting by a psychotic individual who had not engaged in treatment.

AB 1421 allows court-ordered intensive outpatient treatment called Assisted Outpatient Treatment (AOT) for a clearly defined set of individuals that must meet specific criteria. AB 1421 also specifies which individuals may request the County Mental Health Director to file a petition with the superior court for a hearing to determine if the person should be court ordered to receive the services specified under the law. The County Mental Health Director or his licensed designee is required to perform a clinical investigation, and if the request is confirmed, to file a petition to the Court for AOT.

If the court finds that the individual meets the statutory criteria, the recipient will be provided intensive community treatment services and supervision by a multidisciplinary team of mental health professionals with staff-to-client ratios of not more than 1 to 10. Treatment is to be client-directed and employ psychosocial rehabilitation and recovery principles. The law specifies various rights of the person who is subject of a Laura's Law petition as well as due process hearing rights.

If a person refuses treatment under AOT, treatment cannot be forced. The Court orders meeting with the treatment team to gain cooperation and can authorize a 72 hour hospitalization to gain cooperation. A Laura's Law petition does not allow for involuntary medication.

AB 1421 requires that a county Board of Supervisors adopt Laura's Law by resolution to authorize the legislation within that county. AB 1421 also requires the Board of Supervisors to make a finding that no voluntary mental health program serving adults or children would be

reduced as a result of implementation.

At its June 3, 2013 meeting, the Legislation Committee requested that this matter be referred to the Family and Human Services Committee (F&HS) for consideration of whether to develop a program in the Behavioral Health Division of the Health Services Department that would implement assisted outpatient treatment options here in Contra Costa County.

On July 9, 2013, the Board of Supervisors referred the matter to F&HS for consideration. F&HS received reports on the implementation of Laura's Law on October 16, 2013 and March 10, 2014, and on February 3, 2015 the Board accepted the recommendations to implement Laura's Law. In February 2016, Laura's Law was implemented and the Department provided F&HS with a 6-month implementation report on September 12, 2016 and a data report on the 6-month implementation on December 12, 2016. Both reports were accepted by the Board on September 27, 2016 and December 20, 2016, respectively.

At the December 20, 2016 Board meeting, direction was given to staff to return to F&HS with a recommendation on incorporating community input within the implementation model to provide a forum for the Department and members of the community to maintain communications and for the community to express their concerns regarding emergent issues.

Referral Update:

Please see the attached AOT Workgroup Plan as recommended by the Health Services Department.

Recommendation(s)/Next Step(s):

ACCEPT the Health Services Department's recommendation to reconvene the initial Assisted Outpatient Treatment (AOT) Workgroup with structural changes as developed in collaboration with the Mental Health Commission and outlined in the attached memo and report, and direct staff to forward to the Board of Supervisors for approval.

Fiscal Impact (if any):

There is no fiscal impact; the report and recommendations are informational.

Attachments

AOT Workgroup Recommendation Memo

AOT Workgroup Plan



Recommendation:

The Behavioral Health Division recommends reconvening the initial Assisted Outpatient Treatment (AOT) Work Group with structural changes. This recommendation from the Division was developed in partnership with the Mental Health Commission who unanimously supported the developed framework.

Background:

Beginning in June 2013 the Board of Supervisors began consideration of whether to develop a program in the Behavioral Health Division of the Health Services Department that would implement assisted outpatient treatment options in Contra Costa County. This item was referred to the Family and Human Services Committee who accepted the report and recommendation from the Department to pilot an Assisted Outpatient Treatment program for a period of three years. The Board of Supervisors considered the item on October 7, 2014; February 3, 2015 and, on December 15, 2015 the Board approved continuing implementation and authorized the use \$2.25 million per year and directed the Department to report back to the Board after six months of full implementation.

In keeping with this requirement, the Department contracted with Research Development Associates (RDA) to provide on-going evaluation of the newly implemented program. In December of 2016 RDA delivered the 6-month evaluation report through presentations to the Family and Human Services Committee December 12th, the Mental Health Commission on December 14th, and was placed on the consent calendar for the December 20th meeting of the Board of Supervisors. During, and subsequent to, these presentations, members of the Mental Health Commission identified the need to provide an opportunity for stake holder feedback and quality improvement during the implementation of the program. In light of this request, Supervisor Andersen requested the department develop a recommendation for an ongoing outlet for community concerns and quality review and return that recommendation to the Family and Human Services Committee.

Assisted Outpatient Treatment Work Group:

From the beginning of the County's consideration of AOT, the Assisted Outpatient Treatment Work Group has played an important role in facilitating stakeholder input through the various stages of implementation. This work group was developed by the Behavioral Health Division and consists of stakeholders including Health Services staff, judicial and public safety partners, community based organizations as well as members of the community. As the concept matured, the role of the Work Group changed as well. Initially, the Work Group was a source of advocacy to demonstrate the need for the AOT program in Contra Costa County. After authorization from the Board of Supervisors, the Work Group was instrumental as the vehicle to allow stakeholder input with regard to program design and the



early stages of implementation. This Work Group last met in April 2016.

The absence of an outlet for stakeholder feedback was of concern to a majority of the Mental Health Commission, who advanced and approved a proposal to create a Task Force in accordance with the Mental Health Commission By-laws. However the Behavioral Health Director provided an alternate recommendation that would build on the existing AOT Work Group structure.

Seeking to bridge the gap in these strategies, the Chair and Vice-Chair of the Mental Health Commission met with the Behavioral Health Division leadership and formed, in partnership, an agreement as to the structure and format of a reconstituted AOT Work Group. This agreement is attached and is supported by the Behavioral Health Department and was unanimously approved by the Mental Health Commission on March 1, 2017.

Agreement Outline:

The agreement reached in partnership between the Behavioral Health Division and the Mental Health Commission makes several structural changes. Key aspects of the agreement include:

- Agreement to using a “steering committee” approach towards agenda setting. In this model any member of the community may come to a steering committee prior to the convening of the full Work Group and propose an agenda item for the next meeting of the Work Group.
- Agreement to co-facilitate. The first meeting of the work group will be chaired by the Behavioral Health Director and the Chair of the Mental Health Commission. This model will continue with a member of the Behavioral Health staff and a member of the Commission acting as co-facilitators for each meeting.
- Agreement to hold quarterly meetings.
- Agreement to allow for the creation of sub-work groups should an issue be identified that requires extra attention.
- Maintain existing membership with service provider partners

Conclusion:

The Behavioral Health Division is recommending that the AOT Work Group reconvene under the framework outlined in the attached document. This document is a product of the partnership between the Behavioral Health Division and the Mental Health Commission. The Division is pleased with this partnership and to work under this framework that allows for meaningful exchange of ideas between service providers, partners and members of the community while allowing for maximum community participation.

AOT Workgroup Plan

On February 3, 2017, the Contra Costa Behavioral Health Services (CCBHS) staff and Chair and Vice-Chair of the Mental Health Commission (MHC) met to work together to define key aspects of the Assisted Outpatient Treatment (AOT) Workgroup. Those present: MHC Chair Duane Chapman and Vice-Chair Barbara Serwin, CCBHS Director Cynthia Belon, Deputy Director Matthew Luu, MHSA Program Manager Warren Hayes, Administrative Services Assistant III Adam Down and MHC Executive Secretary Liza Molina-Huntley.

The AOT Workgroup was created to provide input to the AOT Program during its initial design phase. The Workgroup is now evolving as the AOT Program moves into its implementation phase. This document outlines how the Workgroup will be structured and operate during this next phase.

This plan will be submitted to the MHC for approval at the full Commission meeting in March. Upon approval from the MHC, the agreement will be submitted to the Board of Supervisor's Family and Human Services Committee for consideration.

Objectives

The purpose of the AOT Workgroup is to provide an open forum to enable Workgroup members and the public to voice and address issues pertaining to the AOT Program. This includes problem solving, supporting transparency and accountability, and providing input to major policies and strategies.

Constituencies

- The broad set of stakeholders from the first phase AOT Workgroup will continue to participate. An inclusive list of stakeholder groups will be provided by CCBHS staff.
- Members will be determined by and in accordance with representation of stakeholder bodies. The MHC Chair and CCBHS Director will define the maximum number of members.

Meetings

- The first meeting will be facilitated by the MHC Chair and CCBHS Director. It will tentatively be held in April, 2017 at 50 Douglas Drive in Martinez.
- The first agenda will be set by the MHC Chair and the CCBHS Director.
- At the first AOT Workgroup meeting, the MHC Chair and CCBHS Director will solicit input and participation from stakeholders as to protocol for setting future meeting agendas. Input will also be solicited for the selection of person(s) to co-facilitate meetings on a rotation basis, along with the MHC Chair.
- Meetings will be held on a quarterly basis.
- Sub-committees may be formed to study and/or problem-solve specific issues or challenges that arise from the AOT Program. Input from Workgroup stakeholders will be solicited for determining guidelines for subcommittees.

In Addition

- Administrative CCBHS staff will be assigned to provide continuity and support for organizing the meeting, agenda, minutes, postings and copies.
- CCBHS will provide a report by Research Development Associates with a summary and evaluation of the AOT Program's first year of operation; the report is due this spring.
- The AOT Workgroup will adhere to the provisions of Better Government Ordinances and the Brown Act.



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE

11.

Meeting Date: 04/24/2017

Subject: Children's Mental Health Services

Submitted For: FAMILY & HUMAN SERVICES COMMITTEE,

Department: County Administrator

Referral No.: 115

Referral Name: Child and Teen Psychiatric Services

Presenter: Cynthia Belon, Behavioral Health Director; Vern Wallace, MH Program Chief

Contact: Enid Mendoza, (925) 335-1039

Referral History:

At the April 26, 2016 Board of Supervisors meeting the topic of child and teen psychiatric services and the utilization planning of the 4-D Unit was referred to the Family and Human Services Committee (F&HS) for follow up.

On February 22, 2017, the Health Services Department provided the first report to F&HS on this referral. At this meeting, the Department was asked to return to the next F&HS meeting with additional information regarding current children's mental health services provided at County operated clinics; contracts providing Early and Periodic Screening, Diagnostic and Treatment (EPSDT) services; an overview of the MHSA plan; and EPSDT revenues and billing rates.

Referral Update:

Please see the attached report from the Health Services Department detailing the additional information on children's mental health services, as requested by F&HS at their February 22, 2017 meeting.

Recommendation(s)/Next Step(s):

Attachments

Follow Up Report on Children's Mental Health Services

Report to the Family and Human Services Committee

March 27, 2017

Contra Costa County
Mental Health Services

Children's Mental Health
Program Chief
Vern Wallace, LMFT

RESPONSE TO FOLLOW-UP QUESTIONS FROM THE

FAMILY AND HUMAN SERVICES COMMITTEE

MEETING OF FEBRUARY 22, 2017



(1) What services are currently provided at our County operated clinics for children’s mental health?

Answer: Please see Attachment A.

(2) What CBO contracts/contractors do we have providing EPSDT services?

(a) How much are those contracts?

(b) What population are those contracts serving?

Answer: Please see Attachment B.

(3) Provide an overview of what is included in the draft MHSa plan for expanded EPSDT services and the MHSa planning process.

(a) General description.

Answer: Please see Attachment C.

(b) What is the MHSa Budgeted amount?

Answer: The total budgeted amount for Fiscal Year 2016/17 is \$43,114,745. The total pending budgeted amount for Fiscal Year 2017/18 is \$51,574,566.

(4) How much EPSDT revenue does Mental Health receive?

Answer: The projected collection amount for Fiscal Year 2016/17 is \$61,788,182. The total pending budgeted amount for Fiscal Year 2017/18 is \$66,894,032. Fifty percent of these amounts are Federally funded.

(5) What is the process to increase funding/billing rates for EPSDT services?

Answer: EPSDT is a Medi-Cal service that is paid based on the County Maximum Allowance (CMA) rates. The CMA establishes the unit price the Behavioral Health Division will pay for services provided by all contracted Community Based Organizations (CBO).

The CMA applies to services rendered to the entire client population (Adult and Children's services). No age distinction and no distinction by funding source exists within the CMA.

The Behavioral Health Division can increase the CMA rates as service demand and finances allow.

The Recommended Budget includes a 3% COLA for the CBO's. Below are the CMA rates before and after the COLA.

Service Function	Time Base	FY 16/17 CMA with 3% COLA	FY 17/18 Proposed 3% CMA Rate Increase
Day Treatment Intensive Half Day	Client Half Day	\$148.45	\$152.90
Day Treatment Intensive Full Day	Client Full Day	\$208.50	\$214.75
Day Treatment Rehabilitation Half Day	Client Half Day	\$86.60	\$89.19
Day Treatment Rehabilitation Full Day	Client Full Day	\$135.18	\$139.23
Case Management, Brokerage	Staff Minute	\$2.08	\$2.14
Mental Health Services	Staff Minute	\$2.69	\$2.77
Medication Support	Staff Minute	\$4.96	\$5.10
Crisis Intervention	Staff Minute	\$4.00	\$4.12
Therapeutic Behavioral Services (TBS) - various	Staff Minute	\$0.44, \$1.66, \$1.81, \$1.99, \$2.06, \$2.69	\$0.45, \$1.70, \$1.86, \$2.04, \$2.12, \$2.77

(6) Are the EPSDT Rates the maximum we can claim?

Answer: The CMA rates are established at the maximum amount the Division can afford to fund across all service lines (Adult and Child). The CMA rates are not established by funding source; the Division does not charge or pay for services differently based on the payor (note: this is a consistent practice throughout the Health Services Department).

(7) Would more general purpose revenues allow for greater Federal match draw down?

Answer: Yes. Similar to other operating divisions of the Health Services Department payment for Medi-Cal services requires the County to provide the match to receive the Federal Funding. The more match available the larger the Federal draw down. Potential changes at the Federal level concerning the movement to a Medicaid block grant may alter this process in the future.

**Children's Behavioral Health
Service by Clinic**

Service Type	West County Children's Mental Health Clinic	Antioch Children's Behavioral Health	Central County Children's Mental Health Clinic
Approximate Number of Active Charts	1112	832	808
Psychiatric Services	x	x	x
Outpatient Service	x	x	x
Individual	x	x	x
Family	x	x	x
Group	x	x	x
Crisis	x	x	x
Collateral	x	x	x
School Service and Consultation	x	x	x
Parent Partners	x	x	x
PIP Program			x
Wrap Around Services	x	x	x
Dialectical Behavior Therapy	x	x	x
Triple P Parenting	x	x	x
Head Start Program	x	x	x
Parent Project		x	
Wrap Around Services	x	x	x
Cognitive Behavioral Therapy	x	x	x
Trauma Focused Cognitive Behavioral Therap	x	x	x
Family Based Therapy Eating Disorder	x	x	x
NA/AA	x		
Dialectic Behavioral Therapy	x		x

The target population for each of the three Regional Clinics is the same. All serve the moderate to severe Seriously Emotionally Disturbed child and youth population 0 to 18/21 years old.

CHILDREN SYSTEM OF CARE CONTRACTS								
CONTRACT NUMBER	# of Prgms	CONTRACTOR	CONTRACT TYPE and Service Description	Population Served:	LOCATION	16-17 CPL	REALIGNMENT	MHSA
74-317	1	Alternative Family Services	EPSDT: MTFC & ITFC	EBP: Foster Care Population	Santa Rosa	\$976,087	\$488,044	
74-402	1	Aspiranet	EPSDT: TBS	Adolescent Population 12-18 yrs.	Turlock	\$250,000	\$125,000	
74-321	2	Bay Area Community Resources	EPSDT: School-Based OP	Adolescent population 12-18 yrs	Richmond	\$1,640,148	\$820,074	
74-399	1	CCC Interfaith Housing	EPSDT: Residential	Homeless Families	Pleasant Hill	\$206,963	\$103,482	
24-927	5	CHAA	EPSDT: WA; School Based; CoOccuring	Adolescents 12-18 yrs. East&West County	Richmond	\$1,585,124	815,737	
74-526	1	Community Options for Families	EPSDT: Functional Family Therapy (FFT)	EBP: Incarcerated Youth, Juvenile Hall, Ranch	Walnut Creek	\$551,362	-	
74-315	2	Community Options for Families	EPSDT TBS/Multi Systemic Therapy/ (MST)	EBP: Incarcerated Youth, Juvenile Hall, Ranch	Walnut Creek	\$2,353,912	\$674,831	\$ 669,500.00
74-495	1	Berkeley Youth Alternatives	EPSDT: School-Based OP	Adolescent population 12-18 yrs	Berkeley	\$100,066	\$50,033	
24-707	4	CCARC	EPSDT: Katie A; W/A; Substance Abuse;OP	0-5 Population	Pittsburg	\$2,045,722	\$1,022,861	
74-525	1	Center for Psychotherapy	EPSDT: Outpatient	Latency Age population East County	Antioch	\$400,000	\$200,000	
74-182	1	Chamberlain Children's Center	EPSDT: Group Home	Adolescent Group Home Population	Hollister	\$86,520	\$43,260	
74-128	2	Charis Youth Center	EPSDT: Group Home	Adolescent Group Home Population	Auburn	\$309,000	\$154,500	
74-517	1	Child Theraphy Institute	EPSDT: Outpatient Svcs.	Options/ MDFT/IHBS	San Rafael	\$325,000	\$162,500	
74-218	1	Desarrollo Familias	EPSDT: Outpatient Svcs.	Outpatient Services West County	Richmond	\$365,342	\$182,671	
24-308	3	Early Childhood Mental Health	EPSDT: Katie A; Wraparound	0-5 Population East County	Richmond	\$2,746,654	\$1,373,327	
24-859	2	Edgewood Childrens Center	EPSDT: Group Home	Crisis Residential for latency age population	San Francisco	\$123,600	\$61,800	
24-928	3	Fred Finch Youth Center	EPSDT: DD Res; School Based Svc.; TBS	County wide Res; Adolescent population 12-18	Oakland	\$1,256,714	\$623,357	
74-452	1	La Clinica	EPSDT; Outpatient Clinic	Spanish Speaking adolescent population	Antioch	\$412,000	\$206,000	
24-133	3	LaCheim School, Inc.	EPSDT: Group Home; School Based	Adolescents 12-18 yrs. East&West County	Richmond	\$2,347,052	\$1,173,526	
24-925	4	Lincoln Child Center	EPSDT MHSA: Katie A./MDFT/SEP	EBP: MDFT/Options/IHBS	East County	\$7,032,087	\$2,688,823	\$ 540,751
24-773	2	Mountain Valley (formerly Milhous)	EPSDT Group Home	Adolescent Group Home Population	Nevada City	\$839,450	\$419,725	
74-371	2	Mount Diablo Unified School District	EPSDT: School-Based OP	Mt. D Collaborative Alliance/Sunrise	Concord	\$2,922,491	\$1,396,475	
74-058	8	Seneca Center	EPSDT MHSA: MRT; School Based; W/A;	Adolescents 12-18 yrs. All County	Concord	\$7,732,518	\$3,770,606	\$ 360,123
74-249	2	St. Vincent's Home for Boys	EPSDT: Group Home; TBS	Adolescent 12-18 hrs.	San Rafael	\$333,720	\$166,860	
74-051	1	STAND Against Domestic Violence	EPSDT: Respite & Mentoring	Adolescents 12-18 yrs. All County	Concord	\$1,421,400	\$710,700	
74-031	1	Summitview Child Treatment Center	EPSDT: Group Home	Adolescents 12-18 yrs.	Placerville	\$154,500	\$77,250	
24-941	1	TLC Child & Family Services	EPSDT: Group Home	Adolescents 12-18 yrs.	Sebastopol	\$75,000	\$37,500	
24-778	2	UPLIFT (Families First)	EPSDT: School Based	Adolescents 12-18 yrs.	Solara	\$462,382	\$228,691	
74-345	1	Victor Community Support Svcs	EPSDT: TBS	Adolescents in Group Home 12-18	Shasta County	\$20,600	\$10,300	
24-682	2	Victor Treatment	EPSDT: Group Home	Adolescents 12-18 yrs.	Chico/Redding	\$347,800	\$173,900	
74-191	1	West Contra Costa Unified School	EPSDT: School-Based; W/A Clinic	Adolescents 12-18 yrs.	Richmond	\$578,710	\$286,855	
24-705	3	We Care	EPSDT: W/A; OP; Katie A	0-5 Population Central County	Concord	\$1,779,635	\$889,818	
24-409	2	West CC Youth Services Bureau	EPSDT: W/A; School Based Svcs.	Adolescents 12-18/ West County population	Richmond	\$3,135,384	\$1,567,692	
24-315	4	YMCA Collaborative	EPSDT: School Based	Adolescents 12-18/ West County population	Richmond	\$984,464	\$511,759	
74-322	3	Youth Homes, Inc.	EPSDT: Group Home;TBS; KatieA	Adolescents 12-18/ All County population	Concord	\$3,737,320	\$1,868,660	
Total:	75					\$49,638,727	\$23,086,616	\$1,570,374

SED	Seriously emotionally disturbed
0-5	0 to 5 years old
DD	Dual Diagnosis
EBP	Evidence Based Practice Model
EPSDT	Early Periodic Screening & Diagnostic Treatment
FFT	Functional Family Therapy
IHBS	In Home Behavioral Services
ITFC	Intensive Treatment Foster Care
MHSA	Mental Health Services Act
MTFC	Multi Treatment Foster Care
SEP	School Engagement Program
TBS	Therapeutic Behavioral Health
W/A	Wrap Around

Note: Population consists of multi-cultural population
Contracts funded with MHSA highlighted in yellow

**Presentation – Proposed EPSDT Expansion Funded by MHSA Three Year Plan
Board of Supervisors’ Family and Human Services Committee - March 27, 2017**

The FY 17-20 MHSA Three Year Program and Expenditure Plan proposes to increase budget authority in total from \$43.1 million in current year to \$51.5 million annually for the three year period. New proposed programming includes \$3.7 million in MHSA funding for Children’s services to supplement the required expansion of the Early and Periodic Screening, Diagnosis and Treatment (EPSDT) program. (Note: \$3.7 million in matching federal funds included in the Mental Health operational budget.)

Recently the Department of Health Care Services has clarified that the continuum of EPSDT services are to be provided to any specialty mental health service beneficiary who needs it. In addition, newly enacted Assembly Bill 403 mandates statewide reform for care provided to foster care children, to include the County’s responsibility to provide Therapeutic Foster Care (TFC) services. This significant expansion of care responsibility, entitled Continuing Care Reform (CCR), proposes to utilize MHSA funds as the up-front match for the subsequent federal reimbursement that enables the County to provide the full scope of services, and includes adding County mental health clinicians, family partners and administrative support.

The total increase in MHSA budget authority, to include the EPSDT expansion, is to be paid for by a combination of anticipated increases in revenue from the state Mental Health Services Act Trust Fund, projected Medi-Cal reimbursements, and spending down a portion of the County’s unspent MHSA fund balance.

Sufficient MHSA funds are available to fully fund all proposed new and existing programs for the duration of this three year period. The estimated unspent MHSA Fund balance is forecasted to be needed at the end of this three year period in order to ensure sustainability of programs in the event of changes in the economy, federal financial participation, and/or emerging programming, such as the No Place Like Home Initiative.

Prior to MHSA Three Year Plan development a comprehensive quantitative needs assessment as well as a robust community program planning process was conducted. The needs assessment indicated that there was an equitable distribution of mental health services and funding for each of the three regions of the county, as well as self-identified race/ethnicities, age groups and gender. Across all three regions services to children ages 0-5 were slightly underrepresented. Stakeholders and interested community members came together in three community forums in East, Central and West County, where input was discussed and heard, and service needs prioritized. Services to young children remain a high priority.

As per statute this MHSA Three Year Program and Expenditure Plan is posted for public comment for 30 days until April 21. The Mental Health Commission will host a Public Hearing on May 3, with Contra Costa Behavioral Health Services responding to all significant public and Commission input. Board of Supervisor consideration of the Three Year Plan is anticipated for some time in June.

Mental Health Services Act (MHSA) FY 2017-20 Three Year Program and Expenditure Plan

OUTLINE OF DRAFT PLAN

FY 2017-20 Plan Summary

- The Three Year Plan proposes to set aside \$51.6 million for fiscal year 2017-18 to fund 85 programs and plan elements. This is a proposed \$8.5 million annual increase in budget authority from the previous Three Year Plan.
- This increase will be offset by estimated additional Medical reimbursement, increase in state MHSA Trust Fund revenue, and use of unspent funds from previous years.
- It is anticipated that current total budget spending authority will not need to be reduced in order to fully fund MHSA programs and plan elements in the foreseeable future.

Plan Outline Summary

- Introduction
- Table of Contents
- Vision
- Community Program Planning Process
- The Plan
- The Budget
- Evaluating the Plan
- Acknowledgements
- Appendices
 - Mental Health Service Maps
 - Program and Plan Element Profiles
 - Glossary
 - Certifications, Funding Summaries
 - Public Comment and Hearing
 - Board Resolution

Introduction

- Describes MHSA, MHSA values, statutory and regulatory requirements
- Outlines changes to the current Three Year Plan
 - A description of this year's Needs Assessment and Community Program Planning Process
 - Addition of outcome indicators for FSP programs and PEI categories
 - Planning for re-purposing the County's Oak Grove facility
 - Introduces the "No Place Like Home Initiative"
 - Adds the Special Needs Housing Program
 - Funds the EPSDT expansion requirements
 - Expands children and adult mobile crisis response capacity
 - PEI programs are aligned with new required PEI categories
 - First Hope is adding a first psychotic break program
 - Two new innovative projects are introduced
 - A Family Support Program is added to the WET component
 - Mental Health First Aid is linked to community first responders
 - A Loan Forgiveness Program added to address workforce shortages
 - Funds added to allow for programs' increased cost of doing business

Vision

We intend to utilize MHSa funding to assist Behavioral Health Services in addressing three key areas:

- Access – improve assistance with eligibility, transportation, shorten wait times, increase availability after hours, provide services that are culturally and linguistically competent
- Capacity – take the time to partner with the individual and his/her family to determine the level and type of care needed, coordinate necessary health, mental health and other needed resources, and then successfully work through challenging mental health issues
- Integration – work with our health, behavioral health and community partners as a team to provide multiple services coordinated to a successful resolution.

We need to continually challenge ourselves to improve our response to individuals and their families who need us the most, and may have the most difficult time accessing care.

Needs Assessment

- In 2016 CCBHS conducted a data driven assessment of public mental health needs to complement the planning process.
- Prevalence and penetration rates were used to determine that the County is proportionally serving all three regions as well as by race/ethnicity, age group and identified gender. Asian/Pacific Islanders, Latina/os, children ages 0-5 and the elderly are slightly underrepresented. All service rates exceed state averages.
- Expenditure data indicate significant services available at all levels of care, with an oversubscription of funds paying for locked facilities.
- Workforce analysis indicate a critical shortage of psychiatry time, with an underrepresentation of Latina/os in the CCBHS workforce.

Community Program Planning Process

- Describes the process
- Describes the Consolidated Planning and Advisory Workgroup and ongoing stakeholder participation
- Describes and summarizes results of the recently completed Community Program Planning Process for FY 2017-18
- Links prioritized needs to MHSA funded programs, projects and plan elements contained in the Three Year Plan

Community Program Planning Process

Highlights (1)

- CPAW planned and hosted three community forums
- Over 300 individuals attended forums in San Pablo (West), Pleasant Hill (Central), and Bay Point (East)
- Attendees self identified:
 - 23% as a consumer
 - 32% as a family member
 - 39% as a service provider
 - 14% as a community member
- Small group discussions addressed topical questions developed by consumer, family member and service provider representatives
- Attendees prioritized identified mental health needs

Community Program Planning Process

Highlights (2)

Prioritized Needs:

1. More housing and homeless services
2. More support for family members
3. Better coordination of care
4. Children and youth in-patient and residential beds
5. Finding the right services when you need it
6. Improved response to crisis and trauma
7. Support for peer and family partners
8. Intervening early in psychosis
9. Getting care in my community, my culture, my language
10. Assistance with meaningful activity
11. Getting to and from services
12. Care for homebound frail and elderly
13. Serve those who need it the most
14. Help moving to a lower level of care as one gets better
15. Better program and fiscal accountability

The Plan

- Community Services and Supports (CSS)
- Prevention and Early Intervention (PEI)
- Innovation (INN)
- Workforce Education and Training (WET)
- Capital Facilities and Technology (CF/TN)

Each component leads with a short description of the component and categories within the component, and then lists and describes each program or plan element, cost allocated, and number to be served.

Community Services and Supports

\$37.6 million to fund programs and plan elements that provide services to approximately 2,000 individuals - children who are seriously emotionally disturbed, transition age youth (TAY), adults and older adults who are seriously mentally ill.

- **Full Service Partnerships** (\$23.7m):
 - 9 Full Service Partnership Programs serving all age groups and all county regions
 - Assisted Outpatient Treatment
 - FSP support staff at all children and adult clinics
 - 3 Wellness and Recovery Centers
 - Hope House (transitional residential center)
 - Oak Grove Youth Residential Center (in planning)
 - MHSA funded housing services (temporary, supported or permanent)
- **General System Development** (\$13.8m):
 - Children's Wraparound and EPSDT expansion
 - Older Adult Program
 - Clinical staff at the Miller Wellness Center, Concord Health Center
 - Clinic support and liaison staff to PES and CCRMC
 - Administrative support and quality assurance staff

Prevention and Early Intervention

\$8.7 million to fund 25 MHSAs programs that provide prevention and early intervention services to approximately 13,000 individuals. All are designed to prevent mental illness from becoming severe and debilitating, and 1) creates access and linkage to mental health services, 2) reduces stigma and discrimination, and 3) provides outreach and engagement to underserved populations. All programs are in the following 7 categories:

1. Seven programs provide Outreach for Increasing Recognition of Early Signs of Mental Illness (\$1m)
2. Five programs provide Prevention Services that reduce risk factors and increase protective factors (\$1.6m)
3. The First Hope program provides Early Intervention Services for youth at risk of or who are experiencing early onset of psychosis (\$2.6m)
4. Four programs provide Access and Linkage to Mental Health Services (\$1.1m)
5. Six programs Improve Timely Access to Mental Health Services for Underserved Populations (\$1.5m)
6. The Office for Consumer Empowerment (OCE) provides leadership and staff support that addresses efforts to Reduce Stigma and Discrimination (\$.3m)
7. Contra Costa Crisis Center and County staff address Suicide Prevention (\$.6m)

Innovation

\$2.1 million in FY 2017-18 to fund new or different patterns of service that contribute to informing the mental health system of care as to best or promising practices that can be subsequently added or incorporated into the system.

- 4 projects are approved and will be in operation for FY 17-18 (\$1.4m):
 - **Recovery Through Employment Readiness.** Contra Costa Vocational Services adding pre-vocational services for consumers as part of their mental health treatment plan
 - **Coaching to Wellness.** Adding peer wellness coaches to the adult clinics
 - **Partners in Aging.** Support for frail, homebound older adults
 - **Overcoming Transportation Barriers.** Assisting consumers overcome transportation barriers to accessing services
- 2 projects are in development, and are expected to be in operation during the Three Year Plan (\$.7m – estimated):
 - **CORE** – multi-disciplinary treatment team to serve youth with mental health and substance use disorders
 - **CBSST** – bringing cognitive behavioral social skills training to clients living in augmented board and care facilities

Workforce Education and Training

\$2.6 million annually from Contra Costa's MHSAs unspent funds to recruit, support and retain a diverse, qualified paid and volunteer workforce. The five WET categories are:

1. **Workforce Staffing Support.** (\$1.23m) Funds the county operated senior peer counseling program, a new contract operated family support volunteer program, and WET administrative staff
2. **Training and Technical Assistance.** (\$.23 m) Funds Mental Health First Aid, Crisis Intervention Training, NAMI Basics/Faith Net/Familia de Familia and various county and contract staff trainings
3. **Mental Health Career Pathway Programs.** (\$.44m) Funds the college accredited SPIRIT course where approximately 50 individuals yearly are trained as peer providers and family partners
4. **Internship Programs.** (\$.35m) Provides approximately 75 graduate level clinical intern placements in county and contract operated community mental health programs to increase workforce diversity
5. **Financial Incentive Programs.** (\$.3m) Establishes a locally administered loan forgiveness program to address critical workforce shortages, such as psychiatrists, and supports upward mobility of community support workers

Capital Facilities and Information Technology

This component enables counties to utilize MHSA funds on a one-time basis for major infrastructure costs necessary to implement MHSA services and supports, and to generally improve support to the County's community mental health service system. For FY 17-20:

- \$696,00 remaining of MHSA funds to complete and integrate Behavioral Health Services' electronic records system with the Epic system currently in use by the County's Health Services
 - Completion forecasted for FY 18-19
 - As per the provisions of the 2010 proposal any costs that exceed the originally approved \$6 million will be born by the County's Health Services Department

Program Component Changes

Due to component fidelity the following programs and plan elements have changed component funding from current (FY 14-17) to proposed (FY 17-20) Three Year Plan:

- The Older Adult Senior Peer Counseling program has moved from CSS to WET
- Funding for the mental health clinicians at the Concord Health Center have moved from PEI to CSS
- Rainbow Community Center has moved from INN to PEI
- The Perinatal Depression (WELL) Project has moved from INN to PEI
- OCE staff supporting the SPIRIT program has moved from PEI to the WET component

The Budget

- Provides estimated available funds, revenues, expenditures and projected fund balances by component for Fiscal Years 2017-18, 18-19 and 19-20
- Projected fund balances will be updated in subsequent FY 18-19 and 19-20 MHSAs Plan Updates as revenues and expenditures actualize
- Projected revenues include state MHSAs Trust Fund distribution, interest earned, and federal financial participation (Medi-Cal reimbursement)
- The County maintains a prudent reserve of \$7,125,250 to ensure that services do not have to be significantly reduced in years in which revenues are below the average of previous years. This is in addition to available unspent funds from previous years.

NOTE: This current draft version contains dollar amounts that are approximate. This is because Finance is in the process of finalizing the Funding Summaries that will be included as Appendix E. The Budget in the Plan needs to match the Funding Summaries, and will be adjusted accordingly.

The Budget (2)

- \$7.8m in unspent CSS funds from previous years is transferred to the WET component in order to finance the proposed WET category expenditures for the three year period
- The \$1.7m received in 2016 for the Special Needs Housing Program has been added to the CSS budget for FY 17-18. Any of these funds not spent during FY 17-18 will be added to the FY 18-19 budget when the Three Year Plan is updated in 2018
- A collective increase in budget authority for FY 18-19 and 19-20 allows for an increase in the cost of doing business. Subsequent Three Year Plan annual budget authority will be reviewed based upon actual costs and adjusted, if appropriate, for Board of Supervisor review and approval
- It is projected that the requested total budget authority for the Three Year Plan period enables the County to fully fund all proposed programs and plan elements while maintaining sufficient funding reserves (prudent reserve plus unspent funds from previous years) to offset any reduction in state MHSA Trust Fund distribution or federal financial participation (Medi-Cal reimbursement)

Evaluating the Plan

- Describes a program and fiscal review process with written report to determine whether MHSA funded programs:
 - Meet the letter and intent of MHSA
 - Support the needs, priorities and strategies identified in the community program planning process
 - Meet agreed upon outcomes and objectives
 - Are cost effective
- Includes a quarterly MHSA financial report to enable ongoing fiscal accountability.

Acknowledgements

A thank you to individuals who shared their stories, provided input, and who are working to make the system better.

Appendix A - Mental Health Service Maps

Provides six one page pictorial of all Contra Costa Mental Health's services broken down by the following:

- East County adult, older adult and transitional age youth
- East County Children's
- Central County adult, older adult and transitional age youth
- Central County Children's
- West County adult, older adult and transitional age youth
- West County Children's

Appendix B - Program Profiles

Provides a profile of each MHSA funded program or plan element according to the following outline:

- Organization contact information
- Brief organization description
- Title(s) and brief description(s) of MHSA funded program or plan element
 - Total MHSA funds allocated
 - FY 15-16 outcomes
- Contains an alphabetized Program and Plan Element Profile Table of Contents

Appendix C - Glossary

Provides an alphabetical listing and definition of terms and acronyms used in the document.

Appendix D – Certifications

Appendix E - Funding Summaries

- County Behavioral/Mental Health Director Certification
- County Fiscal Accountability Certification
- MHSOAC required funding summaries

Appendix F - Public Comment, Hearing

Appendix G – Board Resolution

- Will include evidence of Public Comment period and Hearing, and summary of public comments.
- Mental Health Commission’s review of draft plan and recommendations.
- Contra Costa Behavioral Health Service’s response to public comments and Mental Health Commission recommendations.
- Board of Supervisor Resolution

Timeline

- **MAR 2** - 1st DRAFT Three Year Plan shared with CPAW/MHC for input
- **MAR 20** - 2D DRAFT Three Year Plan posted for 30 day public comment period
- **MAY 3** - Mental Health Commission (MHC) hosts Public Hearing on Three Year Plan
- **MAY (early)** – Public Comment, Hearing and MHC recommendations addressed
- **MAY (late)** - Three Year Plan submitted to County Administrator for inclusion on Board of Supervisors' (BOS) agenda
- **JUNE** – BOS considers Three Year Plan

Issues for MHSA FY 17-20 Three Year Program and Expenditure Plan

- Any additional uses for MHSA funds that is not currently depicted in the Three Year Plan will eventually deplete the County's unspent reserve and potentially trigger a contraction of programs
- The County's level of participation in the "No Place Like Home" initiative is currently unknown
- Level of future federal financial participation for California is unknown
- Full budget impact of new initiatives is unknown
 - Re-purposing of Oak Grove facility
 - Full impact of Continuum of Care reform requirements for Children's System of Care
 - mobile crisis response teams

Your Input Is Most Welcome!

Point of Contact:

Warren Hayes

MHSA Program Manager

1340 Arnold Drive

925-957-5154

warren.hayes@hsd.cccounty.us



CONTRA COSTA
F&HS Agenda Packet Page 340
HEALTH SERVICES