




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

**DATE:** June 5, 2018

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

**FROM:** Gabriel Lemus, CDBG Program Manager 

**SUBJECT:** FY 2018/19 (2nd Year) CDBG Funding Recommendations – Economic Development Category and Infrastructure/Public Facilities Category

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**RECOMMENDATIONS**

1. **APPROVE** recommendations for FY 2018/19 Economic Development (ED) projects as recommended by staff or amended by the Committee.
2. **APPROVE** recommendations for FY 2018/19 Infrastructure/Public Facilities (IPF) projects as recommended by staff or amended by the Committee.
3. **DIRECT** the Department of Conservation and Development to prepare a staff report on the Committee's recommendations. The staff report will be submitted together with funding recommendations for all other CDBG categories and considered by the Board of Supervisors on June 26, 2018 as a "Consent" item.

**BACKGROUND**

The purpose of this memorandum is to transmit staff recommendations for funding in the ED and IPF categories for the FY 2018/19 Community Development Block Grant (CDBG) Program. The proposed funding spreadsheets and project staff reports for both ED and IPF projects are attached.

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

public service, economic development, and infrastructure/public facilities categories. The second cycle is a three-year funding cycle to conclude the final three years of a five-year Consolidated Plan period. Consequently, in May 2017, the Board approved the allocation of FY 2017/18, FY 2018/19, and FY 2019/20 CDBG funds for the ED category. The allocation of FY 2018/19 CDBG funds for the ED category was contingent on the availability of funds and the satisfactory accomplishment of contract goals.

The IPF category also operates under a multi-year funding cycle; however, there was a lack of applications for IPF projects to be carried out in FY 18/19. Due to the limited number of viable applications of projects to be carried out in FY 2018/19, CDBG staff issued a Request for Proposal (RFP) in October 2017 for additional IPF projects to be carried out in FY 2018/19.

### **Available Funding**

On May 1, 2018, the U.S. Department of Housing and Urban Development (HUD) announced the FY 2018/19 CDBG Program entitlement allocations to all CDBG entitlement jurisdictions. The County's FY 2018/19 CDBG entitlement amount is \$4,651,189, which is approximately \$600,000 more than the County received in FY 2017/18.

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:

<b>Category of Use</b>	<b>Allocation Guidelines CDBG Program</b>	<b>Available Funding</b>
Affordable Housing	45%	\$2,093,035
Public Services	*17%	\$ 790,702
Economic Development	10%	\$ 465,119
Infrastructure/Public Facility	8%	\$ 372,095
Administration	20%	\$ 930,238
<b>Total FY 2018/19 CDBG Grant</b>		<b>\$4,651,189</b>

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

**ED Category:** Consistent with Board funding guidelines, 10 percent of the County's annual CDBG allocation may be used for ED projects. Consequently, \$465,119 is available for ED projects. A total of eight renewal applications were received requesting a total of **\$409,792**. Staff recommends all eight projects be funded at the amounts requested (**Attachment A-1**). Therefore, a total of \$55,327 is available from the ED category to fund projects in other categories. Staff recommends allocating the \$55,327 to the IPF category (see below). This will ensure that all of the available CDBG funds are allocated to eligible projects carried out during FY 2018/19.

**IPF Category:** Consistent with Board funding guidelines, 8 percent of the County's annual CDBG allocation may be used for IPF projects. Consequently, **\$372,095** is available for IPF projects. In addition, **\$197,703** is available from completed/closed/suspended projects. Plus, there is **\$55,327** available from the ED category that staff is recommending for FY 2018/19 IPF projects. Lastly, there is **\$68,747** left unallocated from the Public Services category that staff is recommending for FY 2018/19 IPF project. Therefore, a total of **\$693,872** is available for eligible IPF projects to be carried out in FY

2018/19.

### **Application Process and Evaluation Criteria:**

**ED Category:** For FY 2018/19, currently funded ED agencies were required to submit an abbreviated “renewal application” including a proposed FY 2018/19 budget, current audit, and confirmation of performance outcomes. This information was used to evaluate an agency’s continuing capacity to operate its program during the next fiscal year.

Staff’s funding recommendations for FY 2018/19 ED projects are listed in Attachment A-1. The attached staff reports (**Attachment A-2**) describe the individual projects and provide information on an agency’s performance during the first six or nine months of FY 2017/18. In general, most agencies are performing as proposed and are expected to meet or exceed performance outcomes contained in their CDBG agreements by the end of the year.

**IPF Category:** Because the County only initially received three IPF applications for projects to be undertaken in FY 2018/19, issued an RFP in October 2017 for IPF projects to be carried out in FY 2018/19. The RFP for FY 2018/19 CDBG funds under the IPF category was released at the kickoff meeting on October 20, 2017, and applications were due on December 11, 2017.

A total of nine applications were received by the December 11, 2017 deadline. Each applicant was required to submit an application describing the proposed project, need and target population, steps necessary to carry out the project, and proposed budget. Applications were reviewed by staff for completeness and eligibility against criteria listed below. Applicants are also interviewed by staff to respond to or clarify any issues related to the application. Staff’s funding recommendations for FY 2018/19 IPF projects are listed in **Attachment B-1**. The attached staff reports (**Attachment B-2**) describe the individual projects. The recommended projects will beneficially impact services that serve a variety of populations, such as youth, seniors, persons with disabilities, and those that are experiencing homelessness. Below are the general criteria used by staff in evaluating the IPF applications:

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

Consistency with Priorities Established in the Consolidated Plan and County Policy – The project meets goals and strategies of the Consolidated Plan. Secondarily, 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 June 26, 2018. Final recommendations must be forwarded to HUD within 60 days of HUD's announcement of the CDBG Program entitlement allocations, or by June 29, 2018, for review to ensure consistency with federal regulations.

Attachments

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

CCC Application No.	Applicant	Project Name	Outcome	Contra Costa County			Amount Requested (Other CDBG Jurisdictions)				Total CDBG Requested	Total Budget	% Budget (CDBG)
				Amount Requested	Amount Received FY 2017/18	County Staff Rec. for FY 2018/19	Antioch	Concord	Pittsburg	WC			
Economic Development Projects													
18-01-ED	Contra Costa Child Care Council	Road to Success	Microenterprise growth and assistance for 90 FCCH child care providers.	\$85,000	\$85,000	\$85,000	\$15,000	\$15,000	\$15,000	\$15,000	\$145,000	\$245,250	59%
18-02-ED	Multicultural Institute	Lifeskills/Day Labor Program	Provide job-matching, individualized assistance with health, legal, and educational needs to 300 poverty level and extremely-low income day laborers.	\$26,000	\$26,000	\$26,000	\$0	\$0	\$0	\$0	\$26,000	\$86,500	30%
18-03-ED	Open Opportunities, Inc.	Future Build Pre- Apprenticeship Training Program	Train 8 pre-apprentices in solar, energy, and construction trades.	\$9,640	\$9,640	\$9,640	\$15,000	\$4,802	\$19,280	\$0	\$48,722	\$481,444	10%
18-04-ED	Opportunity Junction	Job Training and Placement Program	Provide 10 participants with job training, support services and job placement.	\$100,000	\$100,000	\$100,000	\$60,000	\$0	\$30,000	\$0	\$190,000	\$947,003	20%
18-05-ED	Opportunity Junction	Bay Point Career Development Services	Provide intensive, individualized vocational services including assessment and development of employment plans, case management and service referrals to 30 low- income persons.	\$20,000	\$20,000	\$20,000	\$0	\$0	\$10,000	\$0	\$30,000	\$172,491	17%
18-06-ED	Renaissance Entrepreneurship Center	Renaissance Richmond	Intensive small business/ microenterprise training and technical assistance to 50 unduplicated lower-income individuals who own or wish to start a small business/ microenterprise	\$42,000	\$42,000	\$42,000	\$0	\$0	\$0	\$0	\$42,000	\$295,984	14%

CCC Application No.	Applicant	Project Name	Outcome	Contra Costa County			Amount Requested (Other CDBG Jurisdictions)				Total CDBG Requested	Total Budget	% Budget (CDBG)
				Amount Requested	Amount Received FY 2017/18	County Staff Rec. for FY 2018/19	Antioch	Concord	Pittsburg	WC			
18-07-ED	West Contra Costa Business Dev. Center, Inc.	Emerging Entrepreneurs Program	To provide technical assistance and support to 50 existing businesses or persons wishing to open a business as a way to create/retain jobs.	\$77,152	\$77,152	\$77,152	\$0	\$0	\$0	\$0	\$77,152	\$244,800	32%
18-08-ED	Workforce Development Board of Contra Costa County	Small Business Development Center (SBDC)	Small business training for 50 clients.	\$50,000	\$50,000	\$50,000	\$15,000	\$30,000	\$15,000	\$15,000	\$125,000	\$325,000	38%
Total				\$409,792	\$409,792	\$409,792	\$105,000	\$49,802	\$89,280	\$30,000	\$683,874	\$2,473,472	28%

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

ATTACHMENT B-1

CCC Application No.	Applicant	Project Name/Location	Outcome	Amount Requested	FY 2018/19 Staff Recommendation	FY 2019/20 Staff Recommendation	Total CDBG	Total Budget	% Budget (CDBG)
IPF: Infrastructure/Public Facilities									
18-01-IPF	Ambrose Recreation & Park District	Auditorium Doors and Stage Curtain Replacement / Bay Point	Remove and replace the interior and exterior doors in the auditorium at the Ambrose facility at 3105 Willow Pass Rd, Bay Point.	\$33,973	\$18,575	\$0	\$18,575	\$33,973	55%
18-02-IPF	Bethel Island Municipal Improvement District	Bethel Island Flood Water Drainage Facility/ Bethel Island	Replace an existing pump that helps drive seepage and drainage water out of the watershed to prevent major flooding on Bethel Island, increase public safety, and provide vector control.	\$51,000	\$51,000	\$0	\$51,000	\$68,000	75%
18-03-IPF	Boys & Girls Clubs of Contra Costa	Martinez Clubhouse HVAC Project/Martinez	Remove and replace the HVAC system at the Martinez facility at 1301 Alhambra Ave.	\$78,414	\$78,414	\$0	\$78,414	\$78,414	100%
18-04-IPF	CocoKids, Inc.	Safety and Access Project / Concord	Installation of ADA compliant power-operated doors at the two primary entrances, two restrooms, and the entrance to the main conference at CocoKids main office at 1035 Detroit Ave #200, Concord	\$36,855	\$36,855	\$0	\$36,855	\$41,055	90%
18-05-IPF	Contra Costa County Health Services - Health, Housing and Homeless Services	Adult Shelter Improvements / Concord sites	Installation of ADA compliant power-operated doors and physical security improvements of the adult and youth homeless shelters in Richmond and Concord.	\$95,433	\$95,433	\$0	\$95,433	\$162,433	59%
18-06-IPF	Contra Costa County Health Services - Health, Housing and Homeless Services	Adult and Youth Shelter Improvements / Richmond sites	Installation of ADA compliant power-operated doors and physical security improvements of the adult and youth homeless shelters in Richmond and Concord.	\$95,165	\$95,165	\$0	\$95,165	\$95,165	100%
	Contra Costa Family Justice Alliance	West County Family Justice Center Roof Replacement Project / Richmond	Roof Replacement of the West County Family Justice Center located in the City of Richmond	This project was initially recommended FY 2018/19 CDBG funds; however, it was ultimately awarded during FY 2017/18 with a special round of CDBG funds that was approved by the Finance Committee on September 25, 2017 and subsequently approved by the Board of Supervisors on October 17, 2017. The project has completed construction and is currently in the close-out stage.					
18-07-IPF	Martinez Early Childhood Center, Inc.	Playground Re-Surfacing Project / Martinez	Replace the surfacing of an existing playground within the Martinez Early Childhood Center	\$27,630	\$27,630	\$0	\$27,630	\$30,719	90%
18-08-IPF	Pogo Park	Harbour-8 Park Shade Structure Project / Richmond	Install a new shade structure for an existing playground within Harbour-8 Park located in the City of Richmond	\$80,000	\$80,000	\$0	\$80,000	\$94,800	84%

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

ATTACHMENT B-1

18-09-IPF	RYSE, Inc.	RYSE Commons Door Replacement Project / Richmond	Remove and replace the interior and exterior doors in the auditorium at the RYSE facility at 205 41st St., Richmond.	\$70,550	\$70,550	\$0	\$70,550	\$78,389	90%
18-10-IPF	Reclamation District 799	Storm Drainage Pump Station No 1 & 2 Rehabilitation / Oakley-Bethel Island (Hotchkiss Tract)	Installation of manual transfer switches at Pump Station 1 & 2, allowing for mobile backup generators to be utilized in the event of a power outage. Additionally, electrical service at Pump Station 1 will be updated to meet current electrical standards. These pump stations protect the land within the Hotchkiss Tract (Oakley/Bethel Island) from becoming inundated by flood waters during times of heavy rainfall and elevated water stages; thereby preventing property damage, increasing public safety, and providing vector	\$56,250	\$56,250	\$0	\$56,250	\$75,225	75%
18-11-IPF	Reclamation District 799	Storm Drainage Pump Station Nos. 3 & 4 Rehabilitation / Oakley-Bethel Island (Hotchkiss Tract)	Installation of manual transfer switches at Pump Stations 3 & 4, allowing for mobile backup generators to be utilized in the event of a power outage. Additionally, pump efficiency tests will be performed, outlining operational efficiency. Finally, a dilapidated trash screen will be replaced at Pump Station 3. These pump stations protect the land within the Hotchkiss Tract (Oakley/Bethel Island) from becoming inundated by flood waters during times of heavy rainfall and elevated water stages; thereby preventing property damage, increasing public safety, and providing vector control.	\$84,000	\$84,000	\$0	\$84,000	\$112,225	75%
<b>Totals</b>				<b>\$709,270</b>	<b>\$693,872</b>	<b>\$0</b>	<b>\$693,872</b>	<b>\$870,398</b>	<b>80%</b>



# Attachment A-2

## Staff Reports

### Economic Development Category

**FY 2018/19 CDBG PROGRAM  
ECONOMIC DEVELOPMENT (ED) CATEGORY**

**APPLICANT:** CocoKids (formerly Child Care Council)

**PROJECT NAME/NUMBER:** Road to Success Family Day Care Project/  
18-01-ED

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

**PROJECT OUTCOME:** Provide recruitment, training, and ongoing support services to 85 low- and moderate income persons so they can sustain their licensed family day care business or receive a child care license to open and operate a new licensed family day care business (microenterprise).

**TOTAL PROJECT COST:** **\$230,250**

**AMOUNT ALLOCATED FY 2017/18:** **\$85,000**

**AMOUNT RECOMMENDED FY 2018/19:** **\$85,000**

**GOAL / PERFORMANCE AS OF 3/31/18:** **85 / 75**

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

**PROJECT DESCRIPTION:** CocoKids has over 40 years of experience developing and improving the quality of family child care in the County. Their mission is to provide leadership to promote and advance quality care and early education.

CocoKids will provide technical assistance and training opportunities including basic business skill training in marketing, bookkeeping, contracting, and business taxes to clients who are interested in developing micro-enterprises as a Family Day Care Provider. Business specific training including childcare licensing requirements, working effectively with parents and childcare curriculum is also provided. Post licensing technical assistance, a minimum of 12 hours, focuses on the business aspects of operating a family childcare business aimed at sustaining or expanding the micro-enterprise. Assistance will focus on marketing, record keeping, taxes, child development training workshops, and on-site visits. This program has received CDBG funding since FY 1997/98.

CocoKids focuses on the need for **sustaining** the existing family child care businesses

that were previously created while continuing efforts in assisting in the development of newly licensed family child care businesses. This approach will help protect the child care business's investment in their business start-up costs, work with and adjust to fewer resources, and maximize dollars to serve more clients in need of economic development and microenterprise assistance. CocoKids will assist 85 existing or new child care businesses/microenterprises to maintain or obtain their license to operate their childcare businesses/microenterprises.

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

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

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

CocoKids will recruit potential participants in the following ways:

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

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

**PERFORMANCE ISSUES:** None.

**FY 2018/19 CDBG PROGRAM  
ECONOMIC DEVELOPMENT (ED) CATEGORY**

**APPLICANT:** Multicultural Institute

**PROJECT NAME/NUMBER:** Life Skills/Day Labor Program  
18-02-ED

**PROJECT SERVICE AREA:** Richmond

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

**TOTAL PROJECT COST:** **\$86,500**

**AMOUNT ALLOCATED FY 2017/18:** **\$26,000**

**AMOUNT RECOMMENDED FY 2018/19:** **\$26,000**

**GOALS / PERFORMANCE AS OF 12/31/17:** **300/246**

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

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

- Job placements to 125 poverty level and extremely-low income individuals seeking work via daily street outreach;
- Minimum of two on the street health education/training workshops to a minimum of 100 participants;
- Minimum of three GED registration/exams through intensive six-week preparation courses;

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

**PERFORMANCE ISSUES:** None.

**FY 2018/19 CDBG PROGRAM  
PUBLIC SERVICE (PS) CATEGORY**

**APPLICANT:** Open Opportunities, Inc.

**PROGRAM NAME/NUMBER:** Future Build Pre-Apprenticeship Training Program  
18-03-ED

**PROGRAM SERVICE AREA:** East County

**PROGRAM OUTCOME:** Provide training and job placement in the solar, energy, and construction trades to 8 low-income persons that leads to economic self-sufficiency through careers in the construction/labor fields.

**TOTAL PROGRAM COST:** \$546,135

**AMOUNT ALLOCATED FY 2017/18:** \$9,640

**AMOUNT RECOMMENDED FY 2018/19:** \$9,640

**GOAL / PERFORMANCE AS OF 12/31/17:** 8 / 4

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

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

Future Build maintains relationships with local unions that provide additional apprentice-level training to program graduates. In addition, the program monitors graduates of the

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

Open Opportunities proposes to train and place 4 Urban County trainees per cohort per year into the construction/solar/energy trades for a total of 8 Urban County participants per year.

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

The proposed program is eligible, feasible, cost effective and timely. Requested funding will be allocated to staff salary/taxes and pupil training.

**PERFORMANCE ISSUES:** None.

**FY 2018/19 CDBG PROGRAM  
PUBLIC SERVICE (PS) CATEGORY**

**APPLICANT:** Opportunity Junction

**PROGRAM NAME/NUMBER:** Bay Point Career Development Services /  
18-04-ED

**PROGRAM SERVICE AREA:** East County (primarily Bay Point)

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

**TOTAL PROGRAM COST:** \$165,786

**AMOUNT ALLOCATED FY 2017/18:** \$20,000

**AMOUNT RECOMMENDED FY 2018/19:** \$20,000

**GOAL / PERFORMANCE AS OF 12/31/18:** 30 / 24

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

The program is unique because it provides services that extend beyond traditional vocational services. These services commonly include transit passes or gas cards to attend interviews, gift cards for groceries to ensure good nutrition and energy, free interview and working wardrobes, vouchers for eye exams and glasses, and reimbursement for job-search related expenses like background checks. Opportunity Junction also offers free weekly classes in computer basics. Program staff members include a bi-cultural and bilingual Career Development Case Manager. This is critical to providing culturally appropriate services to the large proportion of Bay Point and Pittsburg residents who identify as Latino. Often, clients receive services for up to three years to help them achieve their goals. In addition to career development, clients are provided credit and financial counseling and education, benefits enrollment, and information on Individual Development Accounts (matched savings accounts).

The proposed program is eligible, feasible, and timely.

**PERFORMANCE ISSUES:** None.



**FY 2018/19 CDBG PROGRAM  
PUBLIC SERVICE (PS) CATEGORY**

**APPLICANT:** Opportunity Junction

**PROGRAM NAME/NUMBER:** Job Training and Placement Program  
18-05-ED

**PROGRAM SERVICE AREA:** Primarily East County

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

**TOTAL PROGRAM COST:** \$880,105

**AMOUNT ALLOCATED FY 2017/18:** \$100,000

**AMOUNT RECOMMENDED FY 2018/19:** \$100,000

**GOAL / PERFORMANCE AS OF 3/31/18:** 3 / 2

**PROGRAM DESCRIPTION:** Opportunity Junction's job training and placement program will expand economic opportunities for 10 low-income persons through training and career development in the field of information technology. Opportunity Junction proposes to provide a 12-week program that has two components – Life Skills and Hard Skills. Life Skills training includes many team-building exercises and covering goal-setting, overcoming obstacles, managing change, self-care, business and workplace skills (including a half-unit college credit class taught in partnership with Los Medanos College), and public speaking. Hard Skills training includes keyboarding, word processing, spreadsheet applications, database design and management, business writing and math, desktop publishing, and internet design. Much of the hard skills training leads to Microsoft Office Specialist certifications in various Microsoft software applications.

After training is complete, participants receive up to four months of paid on-site training on the Opportunity Junction work floor to gain real world job experience. Once participants are ready to leave the work floor, they are provided with job placement assistance. In order to ensure that students acquire on-the-job experience, Opportunity Junction has established partnership agreements with some local agencies and companies to create employment opportunities for students and program alumni. Participants are also provided case management and retention services to assist them in maintaining employment. Follow-up services include mentoring, assistance with transitional issues, and an alumni club. Participants are tracked and supported for up to 18 months.

There is a strong need for training and placement services in East County.

The program is eligible, feasible, timely, and consistent with the Consolidated Plan goals to provide job training and economic opportunities to lower-income persons. Requested funding will be allocated to staff salary.

**PERFORMANCE ISSUES:** None.

**FY 2018/19 CDBG PROGRAM  
ECONOMIC DEVELOPMENT (ED) CATEGORY**

**APPLICANT:** Renaissance Entrepreneurship Center

**PROJECT NAME/NUMBER:** Renaissance Richmond  
18-06-ED

**PROJECT SERVICE AREA:** Richmond

**PROJECT OUTCOME:** Intensive small business/microenterprise training and technical assistance to 42 unduplicated lower-income individuals who own a small business/microenterprise or wish to start-up a small business/microenterprise.

**TOTAL PROJECT COST:** \$387,853

**AMOUNT ALLOCATED FY 2017/18:** \$42,000

**AMOUNT RECOMMENDED FY 2018/19:** \$42,000

**GOAL / PERFORMANCE AS OF 3/31/18:** 42 / 39

**PROJECT DESCRIPTION:** Renaissance Richmond of Contra Costa County will deliver comprehensive training and support services to assist 42 unduplicated low-income residents of Richmond and Contra Costa County to develop the technical and “soft” skills, confidence, and networks needed to succeed in small business ownership. Clients will, in turn, start and grow sustainable small businesses, creating and retaining jobs for themselves and other residents, supporting them to achieve economic mobility, build assets, and create better futures. Specifically, Renaissance Richmond will deliver:

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

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

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

The program is provided at no or low cost to the participant. Ongoing networking and support is also available during business startup and long-term business operations.

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

**PERFORMANCE ISSUES:** None.

**FY 2018/19 CDBG PROGRAM  
ECONOMIC DEVELOPMENT (ED) CATEGORY**

**APPLICANT:** West Contra Costa County Business Development Center

**PROJECT NAME/NUMBER:** Emerging Entrepreneurs Program/  
18-07-ED

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

**PROJECT OUTCOME:** To provide technical assistance and support to 48 existing businesses or persons wishing to open a business as a way to create/retain jobs.

**TOTAL PROJECT COST:** **\$240,400**

**AMOUNT ALLOCATED FY 2017/18:** **\$77,152**

**AMOUNT RECOMMENDED FY 2018/19:** **\$77,152**

**GOAL / PERFORMANCE AS OF 3/31/18:** **48 / 35**

**CONDITIONS OF APPROVAL:** The BDC's CDBG contract will be a "pay per accomplishment" contract, in which most of the CDBG funds will be contingent with the BDC's performance for meeting their contractual goal.

**PROJECT DESCRIPTION/ANALYSIS:** The West Contra Costa Business Development Center (BDC) is a nonprofit corporation with a proven track record of successfully fostering entrepreneurship, particularly within communities striving for economic revitalization. The BDC's goal is to help businesses grow, create job opportunities, and generate a renewed sense of economic activity in the communities of West Contra County. The BDC, through its "Emerging Entrepreneurs Program" proposes to provide comprehensive business assistance to at least 50 existing and prospective small businesses/micro-enterprises located in West County with emphasis in the Richmond/North Richmond, San Pablo, Rodeo communities. The BDC's Emerging Entrepreneurs Program provides the platform and the necessary support to help individuals formalize and grow their food ventures. The Emerging Entrepreneurs Program offerings will include:

- Food Business Incubator: Offers clients a shared-use commercial kitchen space with access to cooking equipment, storage space and critical business support.
- Business Assistance: Individualized support at the start-up and growth stages, including business feasibility, strategic planning, regulatory guidance, marketing

assistance, and access to capital.

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

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

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

**FY 2018/19 CDBG PROGRAM  
ECONOMIC DEVELOPMENT (ED) CATEGORY**

**APPLICANT:** Workforce Development Board

**PROJECT NAME/NUMBER:** Small Business Development Center/  
18-08-ED

**PROJECT SERVICE AREA:** Urban County

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

**TOTAL PROJECT COST:** **\$325,000**

**AMOUNT ALLOCATED FY 2017/18:** **\$50,000**

**AMOUNT RECOMMENDED FY 2018/19:** **\$50,000**

**GOAL / PERFORMANCE AS OF 3/31/18:** **33 / 31**

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

**PROJECT DESCRIPTION:** The Workforce Development Board (WDB) of Contra Costa County is a 41-member business-led public body responsible for coordinating workforce development policy in the County. The WDB’s mission is to promote a workforce development system responding to the needs of the business community, job seekers, workers, and youth. The Small Business Development Center (SBDC) facilitates economic development by assisting business owners to start and expand businesses, create and retain jobs, increase sales and make other economic impacts. The SBDC will provide in-depth technical assistance to 33 Urban County new or existing microenterprises by providing assistance through business management training and consulting. The SBDC is part of a national network of organizations that is dedicated to assisting people start a business and assisting existing businesses expand.

According to SBDC, many persons wanting to start a business lack the basic business knowledge and business skills that can make the difference between success and failure. SBDC’s training covers topics including executive skill enhancement (goal setting and time management), strategic planning (including business concept development or refinement, planning for financing), market research (industry, target market, trade area, and competition) mission statement development, sales forecast, marketing plan and strategies, general management, pricing, and financial management. This training will result in the development of a sound business plan for, which is the finished product

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

The program is provided at no or low cost to the participant. Ongoing networking and support is also available during business startup and long-term business operations.

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

**PERFORMANCE ISSUES:** None.



# Attachment B-2

## Staff Reports

### Infrastructure/Public Facilities Category

**FY 2018/19 CDBG PROGRAM  
INFRASTRUCTURE/PUBLIC FACILITIES (IPF) CATEGORY**

**APPLICANT:** Ambrose Recreation & Park District

**PROJECT NAME/NUMBER:** Auditorium Door Replacement  
18-01-IPF

**PROJECT LOCATION:** 3105 Willow Pass Road, Bay Point, CA

**PROJECT OUTCOME:** Remove and replace the interior and exterior doors in the auditorium.

**TOTAL PROJECT COST:** **\$45,298 Original**

**AMOUNT REQUESTED:** **\$33,973**

**AMOUNT RECOMMENDED FY 2018/19:** **\$18,575**

**CONDITIONS OF APPROVAL:**

1. NEPA clearance
2. At least 25% match provided by Ambrose Recreation & Park District or other funding source.
3. CDBG funds are only for hard/construction costs

**PROJECT ANALYSIS:** Ambrose Recreation and Park District (Ambrose) was formed in 1946 and now provides a variety of recreation, parks, youth and adult programs, senior nutrition, holiday activities, classes, and special events for the Bay Point community. The Ambrose Community Center (Center), located at 3105 Willow Pass Road, has been in operation since 1979. As well as serving as Ambrose's district offices, the Center currently provides a senior nutrition program; indoor recreational facilities such as a computer lab, weight room, classrooms, and auditorium with stage; conference rooms; kitchen and dining room; and is the site for the County's Service Integration Team offices, including Spark Point. The auditorium and multipurpose room are used for a wide variety of recreational, cultural and social activities such as movie and game nights, dances, sports activities, weddings and celebrations and is the most utilized space in the Center.

The removal and replacement of the auditorium doors will improve the auditorium as the existing doors have reached the end of their useful life and are not ADA compliant. Installation of new ADA compliant doors will promote greater community use. The project also includes a proposal to replace the existing stage curtain in the auditorium, however, staff has determined that the request to replace the stage curtain is ineligible since the stage curtain is considered a furnishing and is not an integral structural fixture. Therefore, staff's recommendation is solely for the replacement of the auditorium doors.

The project budget is based on an estimate provided by Ambrose's Facilities Assessment that took into account federal prevailing wage rates. The project timeline estimates that once the project is approved and once a contractor is selected, the work will take approximately two weeks to complete. This project is eligible, feasible, and timely.

## **EVALUATION CRITERIA**

1. **CONSOLIDATION PLAN PRIORITY:** Infrastructure/Public Facilities. The proposed project is consistent with the County's Consolidated Plan to maintain quality public facilities and adequate infrastructure, and ensure access for the mobility-impaired by addressing physical access to public facilities [CD-6].
2. **CDBG ELIGIBLE ACTIVITY:** Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201(c)].
3. **NATIONAL OBJECTIVE:** Area of Benefit [24 CFR 570.208(a)(1)(i)]. – 66% Low/Moderate Income (Which is above the 47.88% requirement for Contra Costa County.)
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The target population benefiting from this project are families living in Bay Point. The Center is located in unincorporated Bay Point and meets the criteria for "Area of Benefit".
5. **FINANCIAL ANALYSIS:** Ambrose Recreation and Park District has requested CDBG funds from the County (\$33,973) to cover 74 percent of the total project budget. With a project estimate of \$45,298, elimination of replacing the stage curtains will bring the total project estimate to \$23,575. Staff recommends the County funding 78 percent of the total project estimate (\$18,575) to replace the auditorium doors. The Ambrose Recreation & Park District will provide the remaining \$5,000 required to complete the project, to meet the 25 percent match requirement. The project budget is based on an estimate provided by the Ambrose Facilities Assessment, who is familiar with prevailing wages.
6. **EXPERIENCE AND CAPACITY:** Ambrose staff will have the day-to-day responsibility and oversight for this project. Ambrose staff has received County CDBG IPF funds in the past and is very familiar with the County's requirements to comply with federal procurements and labor standards.
7. **PROJECT READINESS AND TIMELINESS:** This project has the remaining funding needed to complete the project and proposes a feasible timeline for completion. The County must meet federal requirements for the timely expenditure of funds. Therefore, the allocation may be rescinded and reprogrammed to other timely CDBG eligible projects if Ambrose cannot meet the conditions of approval listed above.
8. **PAST PERFORMANCE:** Ambrose has received County CDBG funds in the Infrastructure/Public Facilities and Public Service categories in the past and has been timely in the submission of required reports and have met stated goals.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** All projects are subject to review under the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA). No environmental issues are anticipated. The project will require compliance with federal procurement and labor standards.

**FY 2018/19 CDBG PROGRAM  
INFRASTRUCTURE/PUBLIC FACILITIES (IPF) CATEGORY**

**APPLICANT:** Bethel Island Municipal Improvement District (BIMID)

**PROJECT NAME/NUMBER:** Pump Replacement / 18-02-IPF

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

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

**TOTAL PROJECT COST:** \$ 68,000

**AMOUNT REQUESTED:** \$ 51,000

**AMOUNT RECOMMENDED:** \$ 51,000

**CONDITIONS OF APPROVAL:**

1. NEPA clearance
2. Project completion by June 2019
3. CDBG funds are only for hard/construction costs

**PROJECT ANALYSIS:** The Bethel Island Municipal Improvement District (BIMID) was created by the State Legislature in 1960. In addition to maintaining the levee that surrounds and protects Bethel Island, BIMID is also responsible for the “distribution of water for public and private purposes; parks and playgrounds; airports and works to provide for drainage.” Because Bethel Island is below sea level, rain water run-off and levee seepage need to be consistently pumped over the levees to drain the island. To accomplish this, BIMID operates and maintains four pumps that service the entire Bethel Island community.

The main pump station for Bethel Island features a 20-40-year-old, 60HP pump that is no longer operating efficiently. The pump is one of three at the pump station, and is currently operating below 65 percent efficiency, which is the benchmark for acceptable operation. The pump is the last of the three pumps, within the main pump station, that needs to be replaced. The pump station is an essential asset to the island, as all island seepage and drainage flows through it. Once the project is complete, BIMID does not anticipate having to replace any pumps on the island for decades.

If funded, this will be the fourth CDBG-funded project that BIMID has undertaken. Most recently, BIMID was awarded CDBG funds to replace a dilapidated drainage pipe and a 40HP pump at the same pump station. They were also awarded CDBG funds to purchase an emergency response trailer.

The project budget is based on an estimate of costs, performed by BIMID engineers, including a 10 percent contingency, and accounted for Federal prevailing wages. Matching funds in the amount of \$17,000 or 25 percent of the total cost of the project will be provided by BIMID. This project is eligible, feasible, and timely.

## **EVALUATION CRITERIA**

1. **CONSOLIDATED PLAN PRIORITY INFRASTRUCTURE PUBLIC FACILITIES:** The proposed project is consistent with the County's Consolidated Plan to maintain quality public facilities and adequate infrastructure, and ensure access for the mobility-impaired by addressing physical access to public facilities. [CD-6].
2. **CDBG ELIGIBLE ACTIVITY:** Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201(c)].
3. **NATIONAL OBJECTIVE:** Area Benefit [24 CFR 570.208 (a)(1)(i)(B)] – 53.02% Low/Moderate Income (which is above the 47.88% requirement for Contra Costa County).
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The target population benefiting from this project are the residents of Bethel Island by ensuring their safety from flooding, and vector diseases.
5. **FINANCIAL ANALYSIS:** BIMID has requested CDBG funds to cover 75 percent of the total project budget. The remaining \$17,000 required to complete the project will be provided by BIMID and meets the 25 percent match requirement for the project. The project budget is based on an estimate provided by BIMID engineers.
6. **EXPERIENCE AND CAPACITY:** This will be BIMID's fourth CDBG-funded project, and staff is confident that they will ensure CDBG program requirements are met, including compliance with federal procurement and labor standards.
7. **PROJECT READINESS AND TIMELINESS:** BIMID has the remaining funding needed to complete the project and proposes a feasible timeline for completion. The County must meet federal requirements for the timely expenditure of funds. Therefore, the allocation will be rescinded and reprogrammed for other timely CDBG eligible projects if BIMID cannot meet the conditions of approval listed above.
8. **PAST PERFORMANCE:** See #6 above.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** All projects are subject to review under the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA). This project is located in a flood zone area but because the pump and pipe are not considered "structures," flood insurance will not be required to be attained and maintained over the life of the project. No other environmental issues are anticipated. The project will require compliance with federal procurement and labor standards.

**FY 2018/19 CDBG PROGRAM  
INFRASTRUCTURE/PUBLIC FACILITIES (IPF) CATEGORY**

<b>APPLICANT:</b>	Boys & Girls Club of Contra Costa
<b>PROJECT NAME/NUMBER:</b>	Martinez Clubhouse HVAC Replacement 18-03-IPF
<b>PROJECT LOCATION:</b>	1301 Alhambra Avenue Martinez, CA
<b>PROJECT OUTCOME:</b>	Replace existing HVAC to properly heat and cool the Martinez Clubhouse
<b>TOTAL PROJECT COST:</b>	<b>\$78,414</b>
<b>AMOUNT REQUESTED:</b>	<b>\$78,414</b>
<b>AMOUNT RECOMMENDED:</b>	<b>\$78,414</b>
<b>CONDITIONS OF APPROVAL:</b>	1. NEPA clearance 2. At least 10% match provided by the Boys & Girls Club of Contra Costa or other funding source. 3. CDBG funds are only for hard/construction costs

**PROJECT ANALYSIS:** The Boys & Girls Club (the Club) of Martinez has existed for over 60 years. The club provides very popular after-school programs for boys and girls between the ages of seven and eighteen years old, from Central, East and West County communities, however the majority of participants during the school year are Martinez residents who live near the vicinity of the Club.

The subject building houses the administrative offices for the Club and includes classrooms, an activity room, a gymnasium and kitchen for a variety of teen activities. The existing HVAC system has failed and the building needs a new HVAC system in order for it to be properly heated in the winter and cooled in the summer. The program areas facilitated at the Club include Character, Leadership & Service; Health & Wellness; Performing/Visual Arts; Sports & Recreation; and Education, Stem & Career Development. The Club operates Monday through Friday from 2:30 pm until 6:30 pm, with an average of 88 youth using the space daily.

The project budget is based on an estimate provided by a licensed contractor. The total project is estimated at \$78,414 and due to the ongoing reductions in grant allocations and the limited amount within the Infrastructure/Public Facilities category, the CDBG program is unable to fully fund this project at the requested amount. The \$50,000 allocated will cover nearly 60 percent of the costs to complete the entire project. Although CDBG funds are unable to fund the project at the requested amount, the Club is fully committed to providing the rest of the necessary funding to complete the project. The Club has

experience with federally funded projects. The project timeline estimates that once the project is approved and a contractor is selected, the work will take approximately one month to complete. This project is eligible, feasible, and timely.

## **EVALUATION CRITERIA**

1. **CONSOLIDATION PLAN PRIORITY:** Infrastructure/Public Facilities. The proposed project is consistent with the County's Consolidated Plan to maintain quality public facilities and adequate infrastructure, and ensure access for the mobility-impaired by addressing physical access to public facilities [CD-6].
2. **CDBG ELIGIBLE ACTIVITY:** Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201(c)].
3. **NATIONAL OBJECTIVE:** Low and Moderate Income Benefit [24 CFR 570.208(a)(2)(i)(B)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The target population benefiting from this project are youth from primarily low income communities served by the Club. Services provided help foster the youth's social, educational, health and character development.
5. **FINANCIAL ANALYSIS:** As proposed, CDBG funding represents 60 percent of the \$78,414 project budget. The remaining \$28,414 in funds meets the 10 percent match requirement and will be provided by the Club through other funding sources. The County will be funding only the hard/construction costs for the project.
6. **EXPERIENCE AND CAPACITY:** The Club's staff will have the day-to-day responsibility and oversight for this project. The Club has received County CDBG IPF funds in the past and is very familiar with the County's requirements to comply with federal procurements and labor standards.
7. **PROJECT READINESS AND TIMELINESS:** This project has the remaining funding needed to complete the project and proposes a feasible timeline for completion. The County must meet federal requirements for the timely expenditure of funds. Therefore, the allocation will be rescinded and reprogrammed to other timely CDBG eligible projects if the Club cannot meet the conditions of approval listed above.
8. **PAST PERFORMANCE:** The Club has received County CDBG funds in the Infrastructure/Public Facilities and Public Service categories in the past and has been timely in the submission of required reports and have met stated goals.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** All projects are subject to review under the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA). No environmental issues are anticipated. The project will require compliance with federal procurement and labor standards.



**FY 2018/19 CDBG PROGRAM  
INFRASTRUCTURE/PUBLIC FACILITIES (IPF) CATEGORY**

**APPLICANT:** CocoKids (formerly Contra Costa Child Care Council)

**PROJECT NAME/NUMBER:** COCOKIDS Safety and Access Project  
18-04-IPF

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

**PROJECT OUTCOME:** Installation of American with Disabilities Act compliant power-operated doors at the two primary entrances, two restrooms, and the entrance to the main conference room at CocoKids main office in Concord.

**TOTAL PROJECT COST:** **\$41,055**

**AMOUNT REQUESTED:** **\$36,855**

**AMOUNT RECOMMENDED:** **\$36,855**

**CONDITIONS OF APPROVAL:**

1. NEPA clearance
2. CDBG funds are only for hard/construction costs

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

CocoKids is a non-profit community-based organization that provides services to targeted low-income and moderate-income clients, including children and their families and childcare providers in Contra Costa County. The proposed project is for the installation of American with Disabilities Act (ADA) compliant power-operated doors at their main office in Concord. The installation of these power-operated doors will enable CocoKids to successfully and safely support its vital programs and services for children, families, child care providers, businesses, and community members in Contra Costa County. Installing new power-operated doors that can be opened with a push of a button at two primary office entrances, two restrooms, and the entrance to the main conference room, will improve access to the facility.

The project budget is based on an estimate provided by a contractor company. CocoKids is requesting the County CDBG Program to provide funding for \$36,855 (90 percent) of the project budget, with the remaining \$4,200 (10 percent) provided by a private donor.

According to the applicant, the project can be completed by March 2019. This project is eligible and feasible.

## **EVALUATION CRITERIA**

1. **CONSOLIDATION PLAN PRIORITY:** Infrastructure/Public Facilities. The proposed project is consistent with the County's Consolidated Plan to maintain quality public facilities and adequate infrastructure, and ensure access for the mobility-impaired by addressing physical access to public facilities [CD-6].
2. **CDBG ELIGIBLE ACTIVITY:** Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201(c)].
3. **NATIONAL OBJECTIVE:** Low/Moderate Income Benefit [24 CFR 570.208(a)(2)(i)(A)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The target population benefiting from this project are primarily very low-, low-to moderate income children ages 0-12, their families and childcare providers living throughout Contra Costa County. Many of the families that use the services of CocoKids are in need of financial assistance with childcare costs so that they can stay employed or in job training. CocoKids assist families through the Child Care Subsidy Fund, which helps very low and low-income families access child care so they can work. CocoKids meets the needs of working parents to find licensed childcare and preschools through its free childcare and preschool referral service. The Road to Success program that they also manage provides assistance to low to moderate-income Contra Costa residents to start or maintain licensed childcare businesses. In addition to the economic microenterprise assistance for targeted populations, the organization works to meet the needs of underserved populations, vulnerable children, families and caregivers to help break the cycle of poverty.
5. **FINANCIAL ANALYSIS:** The project budget is based on an estimate provided by a licensed contractor and federal prevailing wages were taken into account when completing the estimate. CocoKids is requesting the County CDBG provide funding for \$36,855 (90 percent) of the project budget, while Centerspot, Inc. has committed \$4,200 (10 percent) of the project budget.
6. **EXPERIENCE AND CAPACITY:** CocoKids staff will have the day-to-day responsibility and oversight for this project. This is the second infrastructure/public facilities project filed by the applicant.
7. **PROJECT READINESS AND TIMELINESS:** The project has all other funding in place and has a feasible timeline for completion. The applicant has indicated that the project is ready to move forward and will be completed by March 2019.
8. **PAST PERFORMANCE:** This is the second year CocoKids has applied for CDBG funding for an infrastructure/public facilities project. They have a current project under construction for the installation of solar panels at their Concord office that has completed construction and CDBG staff is underway with the close-out process for the project. In addition, CocoKids has received CDBG funds in the Economic Development category

and has met their goals with no performance issues.

9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** All projects are subject to review under the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA). No environmental issues are anticipated. The project will require compliance with federal procurement and labor standards.

**FY 2018/19 CDBG PROGRAM  
INFRASTRUCTURE/PUBLIC FACILITY (IPF) CATEGORY**

**APPLICANT:** Contra Costa County Health Services Department

**PROJECT NAME/NUMBER:** Adult and Youth Shelter Improvements  
18-05-IPF (Phase I: Concord Shelters)  
18-06-IPF (Phase II: Calli House & Brookside Shelters)

**PROJECT LOCATIONS:** Brookside Shelter: 847 C Brookside Drive, Richmond  
Care/Warming Center: 2047 Arnold Industrial Way #A, Concord  
Concord Shelter: 2047 Arnold Industrial Way #C, Concord  
Respite Center: 2047 Arnold Industrial Way #D, Concord  
Calli House Youth Shelter: 845B Brookside Drive, Richmond

**PROJECT OUTCOME:** Installation of American with Disabilities Act compliant power-operated doors and security improvements of the adult and youth emergency shelters in Richmond and Concord.

**TOTAL PROJECT COST:** **\$257,598**

**AMOUNT REQUESTED:** **\$190,598**

**AMOUNT RECOMMENDED:** **\$190,598 (\$95,433 for Concord Shelters & \$95,165 for the Richmond Shelters)**

**CONDITIONS OF APPROVAL:** 1. NEPA Clearance  
2. CDBG funds are only for hard cost of construction

**PROJECT ANALYSIS:** Contra Costa County Health Services Department (HSD) is requesting CDBG funds for the accessibility and safety improvements at the adult emergency shelters in Concord and Richmond, the Philip Dorn Respite Center in Concord, the Coordinated Assessment Referral and Engagement (CARE)/Warming Center in Concord, and the Calli House Youth Shelter in Richmond.

As proposed, the project will be phased between the Concord and Richmond sites with the Concord sites completing work first in the first 6 months of FY 2018/19 and the Richmond sites completing work in the latter half of FY 2018/19. The proposed scope of work includes the installation of American with Disabilities Act (ADA) compliant power operated door at the main entrance at the Brookside Adult Shelter, at the Concord Adult Shelter, the Concord Respite Center and two interior restroom doors at the Concord Adult Shelter. In addition, the scope of work includes improving physical security at all sites in Concord and Richmond by installing Aiphone intercoms, panic buttons, and security cameras. Lastly, the proposal includes exterior painting at the Concord sites.

The proposal of installing security devices is wholly for the safety of staff and clients. At both locations (Richmond and Concord), staff is increasingly serving a more challenging service population with active and most times untreated mental health and substance use issues. While staff receives excellent training in working with potentially difficult populations, installing 21st century security technology will help to ensure the safety of staff and clients at these sites. This is particularly important as the programs operate 24 hours each day, and staff needs the capacity and ability to instantly shut down access to the different facilities should an incident be threatened or occur.

The County owns the emergency shelter sites in Concord and in Richmond. The project is eligible, feasible, and timely.

## **EVALUATION CRITERIA**

1. **CONSOLIDATED PLAN PRIORITY:** Infrastructure/Public Facilities. The proposed project is consistent with the County's Consolidated Plan to maintain quality public facilities and adequate infrastructure, and ensure access for the mobility-impaired by addressing physical access to public facilities [CD-6].
2. **CDBG ELIGIBLE ACTIVITY:** Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201 (c)].
3. **NATIONAL OBJECTIVE:** Presumed Beneficiary/Homeless Persons [24 CFR 570.208 (a)(2)(i)(A)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The County Homeless Program emergency shelter programs serve individuals experiencing homelessness in Contra Costa County. The Calli House Youth Shelter target population is unaccompanied transitional age youth 18-24. The adult shelter programs in Concord and Richmond target population is single adult men and women. The Philip Dorn Respite Center in Concord target population is homeless adults who are discharged from local hospitals and require medical stabilization services; and Care/Warming Center target population is homeless adults who seek assistance with various items, such as showers, housing search assistance, and case management. In FY 2016/17, the County Homeless Program provided shelter and respite to 911 unduplicated single adult men and women (466 from the Urban County) and 113 unduplicated transition age youth (46 from the Urban County).
5. **FINANCIAL ANALYSIS:** As proposed, CDBG funding represents 73 percent of the total budget, with the remaining funds will be provided by HSD (\$67,000 committed).. The proposed budget includes the cost for construction and project management. The CDBG funds will be utilized for the hard cost of construction.
6. **EXPERIENCE AND CAPACITY:** HSD has experience with the CDBG program and other federal funding. They have completed similar projects with CDBG funds and have demonstrated the ability to comply with federal requirements. The construction

work will be planned and supervised by Public Works, Capitals Projects and Facilities staff.

7. **PROJECT READINESS AND TIMELINESS:** The current timeline has the project being phased during FY 2018/19 with work being first completed in Concord in the first 6 months of FY 2018/19 and then in Richmond in the latter half of FY 2018/19. The project is eligible, feasible, and timely.
8. **PAST PERFORMANCE:** HSD has received CDBG funds to complete similar projects in the past. Previous projects were completed in compliance with federal requirements.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** All projects are subject to review under the National Environmental Policy Act and California Environmental Quality Act (CEQA). No environmental issues are anticipated on this project. The project requires compliance with federal labor standards.

**FY 2018/19 CDBG PROGRAM  
INFRASTRUCTURE/PUBLIC FACILITIES (IPF) CATEGORY**

<b>APPLICANT:</b>	Martinez Early Childhood Center (MECC)
<b>PROJECT NAME/NUMBER:</b>	Preschool Playground Surfacing / 18-07-IPF
<b>PROJECT LOCATION:</b>	615 Arch Street, Martinez, CA 94553
<b>PROJECT OUTCOME:</b>	Replace the playground surfacing with Pour-In-Place rubber safety surfacing to be compliant with state licensing requirements.
<b>TOTAL PROJECT COST:</b>	<b>\$ 30,719</b>
<b>AMOUNT REQUESTED:</b>	<b>\$ 27,630</b>
<b>AMOUNT RECOMMENDED:</b>	<b>\$ 27,630</b>
<b>CONDITIONS OF APPROVAL:</b>	<ol style="list-style-type: none"><li>1. NEPA clearance.</li><li>2. Project completed during FY 2018/19</li><li>3. CDBG funds are only for hard/construction costs</li></ol>

**PROJECT ANALYSIS:** Martinez Early Childhood Center (MECC) is a private, non-profit agency dedicated to offering subsidized high quality toddler and preschool education and full-time care for children up to age 5, from low income families. In doing so, guardians/parents are afforded the opportunity to work, look for work, or receive vocational training that will lead to employment. MECC has been providing services since 1974. Currently, a total of 150 children are provided services; most of these children reside in the Urban County, with the majority living in Martinez, CA.

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

Staff requested that MECC prioritize the two applications submitted for FY 2017/18 funding. This project was listed #2 in priority; therefore, staff is requesting that the applicant complete the project during FY2018/19. The project budget is based on a quote provided by a qualified contractor. However, federal prevailing wage rates may not have been considered at the time of execution. The project timeline estimates that the entire project will be completed in two weeks. This project is eligible, feasible, and timely.

## **EVALUATION CRITERIA**

1. **CONSOLIDATED PLAN PRIORITY:** The proposed project is consistent with the County's Consolidated Plan to maintain quality public facilities and adequate infrastructure, and ensure access for the mobility-impaired by addressing physical access to public facilities. [CD-6].
2. **CDBG ELIGIBLE ACTIVITY:** Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201(c)].
3. **NATIONAL OBJECTIVE:** Low and Moderate Income Benefit [24 CFR 570.208(a)(2)(i)(B)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The population benefiting from this project are children and their lower income families being provided subsidized childcare and preschool education at MECC. The project will ensure that the children are able to enjoy their recreational time in a safe environment with minimal hazards.
5. **FINANCIAL ANALYSIS:** MECC has requested CDBG funds to cover about 90 percent of the total project budget. The remaining \$3,089 required to complete the project will be provided by MECC and meets the 10 percent match requirement. The project budget is based on a quote provided by a contractor that may not have taken prevailing wages into account. Given that this project is recommended for FY 2018/19, MECC will be able to update the project budget with federal prevailing wages taken into account.
6. **EXPERIENCE AND CAPACITY:** MECC staff will have the day to day responsibility and oversight for this project. MECC staff has received County CDBG IPF funds in the past and is very familiar with the County's requirements to comply with federal procurement and labor standards.
7. **PROJECT READINESS AND TIMELINESS:** MECC has the remaining funding needed to complete the project and proposes a feasible timeline for completion. The County must meet federal requirements for the timely expenditure of funds.
8. **PAST PERFORMANCE:** MECC has received County CDBG funds, in the IPF category, in previous years. MECC has been timely in the submission of required reports, and has met stated goals.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** All projects are subject to review under the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA). No environmental issues are anticipated. The project requires compliance with federal procurement and labor standards.



**FY 2018/19 CDBG PROGRAM  
INFRASTRUCTURE/PUBLIC FACILITIES (IPF) CATEGORY**

**APPLICANT:** Pogo Park

**PROJECT NAME/NUMBER:** Harbour-8 Park Shade Structure / 18-08-IPF

**PROJECT LOCATION:** 1 Harbour Way, Richmond

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

**TOTAL PROJECT COST:** \$ 129,800

**AMOUNT REQUESTED:** \$ 80,000

**AMOUNT RECOMMENDED:** \$ 80,000

**CONDITIONS OF APPROVAL:**

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

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

Harbour-8 Park is located within a two-block section of the Richmond Greenway, between 8th Street and Harbour Way, in the Iron Triangle neighborhood of the City of Richmond. = Pogo Park has been involved with the overall improvement and development of Harbour-8 Park since it partnered with The Trust for Public Land to design and build a children's play area, a community garden, bio-swale and plant trees for the park. Pogo Park intends to install a shade structure to the existing playground within Harbour-8 Park. The primary issue from parents visiting the park is that the playground and sandbox area is that they are too hot to use in the warm weather months. The addition of a shade structure will further improve Harbour-8 Park by serving the play needs of approximately 11,800 at-risk children and youth of the neighborhood. Pogo Park is requesting \$80,000 of CDBG funds to carry out the proposed project.

The project is located within the Iron Triangle neighborhood of the City of Richmond. The Iron Triangle neighborhood is primarily a low-income area, and residents of neighborhood tend to suffer disproportionately from chronic poor health. There is an urgent need to reduce health disparities among this population by expanding access to services and promoting community-based prevention. Pogo Park's objective is to reduce chronic

disease rates and reduce health disparities in Richmond through community prevention activities. Due to social factors (such as high crime rate, high poverty rate, unemployment) and environmental factors (such as low access to healthy foods, low access to safe outdoor play spaces, little opportunity for healthy eating and healthy activities), children in the Iron Triangle disproportionately exhibit health problems (obesity, malnutrition, asthma, lethargy).

Pogo Park empowers community residents through community prevention activities that include building and fostering community-wide collaborations on community prevention strategies, increasing access to nutritious foods and fresh drinking water, and supporting local residents in planning and implementing opportunities for increased physical activity for children that is safe, health promoting, and engaging. Although Harbour-8 Park is intended to serve children and their families, a wide range of local residents including seniors, and those who are disabled enjoy the park.

## **EVALUATION CRITERIA**

1. **CONSOLIDATION PLAN PRIORITY:** The proposed project is consistent with the County's Consolidated Plan to maintain quality public facilities and adequate infrastructure, and ensure access for the mobility-impaired by addressing physical access to public facilities [CD-6].
2. **CDBG ELIGIBLE ACTIVITY:** Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201(c)].
3. **NATIONAL OBJECTIVE:** Area Benefit [24 CFR 570.208(a)(1)(i) (Census Tracts 3770.00 and 3790.00 – 73.8% Low/Moderate Income)].
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The target population benefiting from this project are children and families living within the Iron Triangle neighborhood of the City of Richmond.
5. **FINANCIAL ANALYSIS:** Pogo Park has requested County CDBG funds to cover approximately 62 percent of the project cost. The remaining \$49,800 is proposed to be provided by private foundations and is more than the 10 percent match requirement for the recommended amount. The project budget is \$129,800, which is the cost for construction, design/architectural/engineering, local permits, and fees, and other associated soft costs. The CDBG funds will be utilized for construction and construction related costs.
6. **EXPERIENCE AND CAPACITY:** Pogo has extensive experience in park improvement projects. It has completed various park projects within the City of Richmond. If funded, this will be the second time Pogo Park has received CDBG funds from the County. Currently, Pogo Park is completing the design plans of the first project (creation of new sports field and picnic amenities to Harbour-8 Park) and intends to start that project in October 2017

The construction work will be planned and supervised by Pogo Park staff; however,

County CDBG staff will provide assistance with procuring the project plus with ensuring compliance with the other federal requirements, such as payment of prevailing wages.

7. **PROJECT READINESS AND TIMELINESS:** Because insufficient funds are available to finance this project in FY 2017/18, staff is recommending funding in FY 2018/19. Furthermore, Pogo Park's first CDBG funded project for Harbour-8 Park (creation of new sports field and picnic amenities to Harbour-8 Park) is not intended to start until October 2017, therefore, this project is suited for FY 2018/19.
8. **PAST PERFORMANCE:** This is the second year Pogo Park has applied for CDBG funding from the County. Pogo Park is currently completing the design of the first project that was awarded CDBG funds.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** All projects are subject to review under the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA). No environmental issues are anticipated. The project will require compliance with federal procurement and labor standards. The applicant will be required to submit all documentation necessary to ensure compliance with procurement and federal labor standards.

**FY 2018/19 CDBG PROGRAM  
INFRASTRUCTURE/PUBLIC FACILITIES (IPF) CATEGORY**

<b>APPLICANT:</b>	The RYSE Center
<b>PROJECT NAME/NUMBER:</b>	RYSE Commons Door Replacement 18-09-IPF
<b>PROJECT LOCATION:</b>	205 41 <sup>st</sup> Street, Richmond, CA
<b>PROJECT OUTCOME:</b>	Remove and replace of 30 doors within the RYSE Center.
<b>TOTAL PROJECT COST:</b>	<b>\$78,389</b>
<b>AMOUNT REQUESTED:</b>	<b>\$70,550</b>
<b>AMOUNT RECOMMENDED:</b>	<b>\$70,550</b>
<b>CONDITIONS OF APPROVAL:</b>	1. NEPA clearance 2. At least 10% match provided by the RYSE Center or other funding source. 3. CDBG funds are only for hard/construction costs

**PROJECT ANALYSIS:** RYSE serves young people in west Contra Costa County, primarily from the City of Richmond, ages 13 to 21. RYSE Center has been in operation for 9 years and is located at 205 41<sup>st</sup> Street in Richmond. RYSE members include youth who are in and out of school, college bound, homeless, LBGT, and some that have been incarcerated. RYSE has been in operation

The project includes removal and replacement of 30 doors within the RYSE center, 23 doors leading to classrooms, studios and offices, and 7 doors for restrooms and utility closets. The existing doors at RYSE do not provide visibility from outside the doors and are heavy older doors that slam quickly and loudly. The removal and replacement of 30 doors within the RYSE center will improve the room visibility, light and transparency, atmospheric sounds, and encourage program engagement for youth members and staff.

The project budget is based on an estimate provided by a license contractor. This project is eligible and feasible, and timely.

**EVALUATION CRITERIA**

1. **CONSOLIDATION PLAN PRIORITY:** Infrastructure/Public Facilities. The proposed project is consistent with the County's Consolidated Plan to maintain quality public facilities and adequate infrastructure, and ensure access for the mobility-impaired by addressing physical access to public facilities [CD-6].

2. **CDBG ELIGIBLE ACTIVITY:** Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201(c)].
3. **NATIONAL OBJECTIVE:** Area of Benefit [24 CFR 570.208(a)(1)(i)]. – 66% Low/Moderate Income
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 within the City of Richmond. 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. According to numerous reports, young people from west Contra Costa County face a myriad of challenges that hinder academic success and acquisition of meaningful employment opportunities and financial stability. A marginalized community needs adequate support from the community to offer its young adults access to opportunities that provide long-term stability and support transition to adulthood.
5. **FINANCIAL ANALYSIS:** The RYSE Center has requested CDBG funds to cover 90 percent of the total project budget. The remaining funds required to complete the project will be provided by the William and Flora Hewlett Foundation and meets the minimum 10 percent match requirement. The project budget was based on an estimate provided by a licensed contractor that took into account prevailing wage rates.
6. **EXPERIENCE AND CAPACITY:** The RYSE Center staff will have day-to-day responsibility and oversight for this project. Although this is the first infrastructure/public facilities project filed by the applicant, staff has construction experience and County staff has discussed the required federal procurement and labor standards that will apply to the project.
7. **PROJECT READINESS AND TIMELINESS:** This project has the remaining funding needed to complete the project and proposes a feasible timeline for completion. The County must meet federal requirements for the timely expenditure of funds. Therefore, the allocation may be rescinded and reprogrammed to other timely CDBG eligible projects if RYSE cannot meet the conditions of approval listed above.
8. **PAST PERFORMANCE:** This is the first year RYSE Center has applied for CDBG funding for an infrastructure/public facilities project. However, RYSE Center has received CDBG funds in the Public Service category and has consistently met its goals.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** All projects are subject to review under the National Environmental Policy Act

(NEPA) and California Environmental Quality Act (CEQA). No environmental issues are anticipated. The project will require compliance with federal procurement and labor standards.

**FY 2018/19 CDBG PROGRAM  
INFRASTRUCTURE/PUBLIC FACILITIES (IPF) CATEGORY**

**APPLICANT:** Reclamation District No. 799 (RD799)

**PROJECT NAME/NUMBER:** Pump Station Improvements (PS #1 – PS #4)/  
18-10-IPF (for PS#1 and PS#2)  
18-11-IPF (for PS#3 and PS#4)

**PROJECT LOCATION:** Oakley, CA 94561 (Hotchkiss Tract)

**PROJECT OUTCOME:** Installation of manual transfer switches at Pump Stations 1, 2, 3 & 4, allowing for mobile backup generators to be utilized in the event of a power outage. Additionally, electrical service at Pump Station 1 will be updated to meet current electrical standards. Finally, a dilapidated trash screen will be replaced at Pump Station 3. These pump stations protect the land within the Hotchkiss Tract from becoming inundated by flood waters during times of heavy rainfall and elevated water stages; thereby preventing property damage, increasing public safety, and providing vector control.

**TOTAL PROJECT COST:** \$75,000 (for PS#1 and PS#2)  
\$109,000 (for PS#3 and PS#4)

**AMOUNT REQUESTED:** \$56,250 (for PS#1 and PS#2)  
\$84,000 (for PS#3 and PS#4)

**AMOUNT RECOMMENDED:** \$56,250 (for PS#1 and PS#2)  
\$84,000 (for PS#3 and PS#4)

**CONDITIONS OF APPROVAL:**

1. NEPA clearance
2. Project completion by June 2019
3. CDBG funds are only for hard/construction costs

**PROJECT ANALYSIS:** Reclamation District No. 799 – Hotchkiss Tract and Sphere of Influence (RD799) was created by a Special Act of the California State Legislature (Statutes 1911:342, CA Water Code §50300 et seq.) in 1901 and operates under the authority of the State of California's Central Valley Flood Protection Board and the Department of Water Resources. RD799's primary duty is to maintain the integrity of the district's levee and drainage facilities, including four pump stations, within the Hotchkiss Tract (approximately 3,100 acres and 8.9 miles) in Oakley, CA. RD799 is also responsible for fighting floods and patrolling the levee system that surrounds and protects the

Hotchkiss Tract, during times of high water. Approximately 1,250 residents reside in the Hotchkiss Tract and some are more than 10 feet below sea level. The four pump stations, that service the area, require retrofitting and rehabilitation to maintain their viability.

During power outages, any combination of the four pump stations can be rendered inoperable until Pacific Gas & Electric (PG&E) can come out to de-energize the surrounding lines, allowing RD799 to switch the electrical source to a backup generator. With the installation of manual transfer switches at the pump stations, RD799 will be able to quickly and safely switch the electrical source for the pumps without the need to wait for PG&E, which can take multiple days during a large event. Though power outages are infrequent, their effects can be devastating during times of heavy rainfall and elevated flood water stages, as RD799 would be unable to evacuate flood flows, threatening the growing number of residents.

RD799 also proposes to rehabilitate Pump Station 3 (PS3) by replacing a dilapidated wooden trash screen. The trash screen at PS3 serves as a blockade to the pump at PS3. It prevents debris from entering the pump, which could lead to damage and possible inoperability. One panel, at the northernmost section of the trash screen, is already showing imminent signs of waning. In addition to trash carried over via drainage pipes, rodents (e.g. beavers, squirrels, etc.) have been known to introduce debris into the drainage area. On rare occasions, RD799 has been forced to procure the services of divers to remove such debris. The trash screen is very important, because if foreign material enters the pump and renders it nonfunctional, severe flooding is possible, endangering public safety, property and agricultural production; not to mention, RD799 would need to repair or replace the pump with money that may not be readily available. While this rehabilitation will help to protect the PS3, RD799 is also seeking to upgrade safety at another pump station.

RD799 also proposes to upgrade/update the electrical service at Pump Station 1 (PS1). In order to bring the station into compliance with current electrical standards, PS1 requires electrical upgrades. As it stands, PS1 poses a safety hazard to anyone that must perform electrical duties, such as those tasked with switching the pump's electrical source during a power outage. With these electrical upgrades, emergency responders and servicers will be able to safely operate the pump station without the pump or themselves incurring damage or injury.

Once the entire project is complete, we anticipate that future projects may include the installation of redundant pumps at three of the four pump stations or possible pump repair/replacement, depending on the results of future efficiency tests. Should there be a need to repair or replace any of the pumps at the pump stations, none of the current proposed work will be affected. In 2012, it was estimated that it would cost approximately \$81 million to pump out water and restore the Hotchkiss Tract in the event of levee failure or breach. Therefore, work such as what is being proposed, is essential to the community.

If funded, this will be the first CDBG-funded projects that RD799 has undertaken. Though this will be RD799's first CDBG-funded project they have been maintaining the levee system for over a century, and will work within the constraints and requirements of the CDBG program. Furthermore, RD799's Office Manager also serves as a financial



consultant for another local governmental agency that has received CDBG funding on three separate occasions during her tenure; the most recent being this past fiscal year.

The project budget is based on an estimate of costs, performed by RD799 engineers, including a 10 percent contingency, and accounting for Federal prevailing wages. Matching funds in the amount of \$27,250 or 25 percent of the total cost of the projects will be provided by RD799. The projects are eligible, feasible, and timely.

## **EVALUATION CRITERIA**

1. **CONSOLIDATED PLAN PRIORITY:** The proposed projects are consistent with the County's Consolidated Plan to maintain quality public facilities and adequate infrastructure, and ensure access for the mobility-impaired by addressing physical access to public facilities. [CD-6].
2. **CDBG ELIGIBLE ACTIVITY:** Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201(c)].
3. **NATIONAL OBJECTIVE:** Area Benefit [24 CFR 570.208 (a)(1)(i)(B)] – 52.73% Low/Moderate Income (which is above the 47.88% requirement for Contra Costa County).
4. **TARGET POPULATION AND DEMONSTRATED NEED:** The target population benefiting from this project are the residents of the Hotchkiss Tract in Oakley, CA by ensuring their safety from flooding, and vector diseases.
5. **FINANCIAL ANALYSIS:** RD799 has requested CDBG funds to cover 75 percent of the total project budgets. The remaining \$27,250 required to complete the projects will be provided by RD799 and meets the 25 percent match requirement for the project. The project budgets are based on estimates provided by RD799 engineers.
6. **EXPERIENCE AND CAPACITY:** This will be RD799's first CDBG-funded projects, but staff is confident that RD799 will ensure CDBG program requirements are met, including compliance with federal procurement and labor standards.
7. **PROJECT READINESS AND TIMELINESS:** RD799 has the remaining funding needed to complete the projects and proposes a feasible timeline for completion. The County must meet federal requirements for the timely expenditure of funds. Therefore, the allocation may be rescinded and reprogrammed for other timely CDBG eligible projects if RD799 cannot meet the conditions of approval listed above.
8. **PAST PERFORMANCE:** See #6 above.
9. **ENVIRONMENTAL/HISTORIC PRESERVATION/RELOCATION/PREVAILING WAGE ISSUES:** All projects are subject to review under the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA). This project is located in a flood zone area but because the pump and pipe are not considered "structures," flood insurance will not be required to be attained and maintained over the life of the project.

No other environmental issues are anticipated. The project will require compliance with federal procurement and labor standards.