



**CONTRA COSTA COUNTY
DEPARTMENT OF CONSERVATION AND
DEVELOPMENT
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MEMORANDUM

DATE: May 3, 2021

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

FROM: Gabriel Lemus, CDBG Program Manager

SUBJECT: FY 2021/22 (2nd Year) CDBG Funding Recommendations – Economic Development Category and Infrastructure/Public Facilities Category

RECOMMENDATIONS

1. **APPROVE** recommendations for FY 2021/22 Economic Development (ED) projects as recommended by staff or amended by the Committee.
2. **APPROVE** recommendations for FY 2021/22 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 May 11, 2021 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 2021/22 Community Development Block Grant (CDBG) Program. The proposed funding spreadsheets 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 2020, the Board approved the allocation of FY 2020/21 and FY 2021/22 CDBG funds for the ED category. The allocation of FY 2021/22 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 two-year funding cycle; however, there were no applications for IPF projects to be carried out in FY 2021/22. Therefore, CDBG staff issued a Request for Proposal (RFP) in October 2020 for IPF projects to be carried out in FY 2021/22.

Available Funding

On March 2, 2021, the U.S. Department of Housing and Urban Development (HUD) announced the FY 2021/22 CDBG Program entitlement allocations to all CDBG entitlement jurisdictions. The County’s FY 2021/22 CDBG entitlement amount is \$4,665,011, which is approximately \$27,000 more than the County received in FY 2020/21.

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

Category of Use	Allocation Guidelines CDBG Program	Available Funding
Affordable Housing	45%	\$2,099,255
Public Services	*17%	\$ 793,052
Economic Development	10%	\$ 466,501
Infrastructure/Public Facility	8%	\$ 373,201
Administration	20%	\$ 933,002
Total FY 2021/22 CDBG Grant		\$4,665,011

*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, \$466,501 is available for ED projects. A total of five renewal applications were received requesting a total of **\$335,400**. Staff recommends all five projects be funded at the amounts requested (**Attachment A**). Therefore, a total of **\$131,101** is available in the ED category to fund projects in other categories. Staff recommends allocating **\$48,476** of the \$131,101 to the IPF category (see below), and distributing the remaining \$82,625 to other CDBG categories, such as housing, to ensure that all the available CDBG funds are allocated to eligible projects carried out during FY 2021/22.

IPF Category: Consistent with Board funding guidelines, 8 percent of the County’s annual CDBG allocation may be used for IPF projects. Consequently, **\$373,201** is available for IPF projects. Plus, there is **\$48,476** available from the ED category that staff is recommending for FY 2021/22 IPF projects. Therefore, a total of **\$421,677** is available for eligible IPF projects to be carried out in FY 2021/22.

Application Process and Evaluation Criteria:

ED Category: For FY 2021/22, currently funded ED agencies were required to submit an abbreviated “renewal application” including a proposed FY 2021/22 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 2021/22 ED projects are listed in Attachment A. In general, most agencies are performing as proposed and are expected to meet or exceed performance outcomes contained in their CDBG program agreements by the end of the year. Many ED programs had to pivot their service models due to the pandemic and either operate virtually or at limited capacity for in-person services. Some have shifted functions altogether to better serve the community during this time.

IPF Category: Given that there were no IPF applications for projects to be undertaken in FY 2021/22 under the initial FY 2020/21 and FY 2021/22 RFP, staff issued an IPF-specific RFP in October 2020 for IPF projects to be carried out in FY 2021/22. The application for FY 2021/22 CDBG funds under the IPF category was released on October 15, 2020, and applications were due on December 14, 2020.

A total of six applications were received by the December 14, 2020 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 2021/22 IPF projects are listed in **Attachment B**. The recommended projects will beneficially impact services that serve a variety of populations, such as seniors, youth, persons experiencing homelessness, and persons with disabilities. 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. Secondly, the project meets goals of other plans such as Redevelopment Agency Plans, Capital Improvement Plans, community planning documents, etc.

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

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

Financial Analysis - Total project costs are reasonable and are adequate to carry out the project through the specified 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 to maximize the use of CDBG funds. Audits or other financial statements demonstrate success in securing funds through grant proposals or other fundraising 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. Project can be implemented and completed in a timely manner. Particular attention is given to these criteria due to specific HUD timeliness requirements.

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

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

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

Public Hearing and Transmittal of Recommendations: The Committee’s recommendations will be forwarded to the full Board of Supervisors prior to the public hearing that is scheduled for May 11, 2021. Final recommendations must be forwarded to HUD within 60 days of HUD’s announcement of the CDBG Program entitlement allocations, or by May 15, 2021, for review to ensure consistency with federal regulations.

Attachments:

Attachment A – FY 2021/22 ED Projects

Attachment B – FY 2021/22 IPF Projects

cc: Amalia Cunningham, Assistant Deputy Director, Department of Conservation and Development
John Kopchik, Director, Department of Conservation and Development

**Community Development Block Grant
Economic Development Category
FY 2021/22**

		Project Name		Eligible Activity/ National Objective	Amount Requested	Amount Received FY 2020/21	Amount Recommended FY 2021/22	Total Budget
Economic Development Projects								
21-01-ED	CoCoKids	Road to Success	Microenterprise growth and assistance for 90 FCCH child care providers.	Microenterprise Assistance (technical assistance) - 24 CFR 570.201(o) Limited Clientele: Very low- and low-income persons - 24 CFR 570.208(a)(2)(iii)	\$90,000	\$90,000	\$90,000	\$303,350
21-02-ED	Loaves and Fishes	Culinary Job Training and Placement Program	Provide a free 12-week introductory culinary program for individuals interested in the culinary industry and experiencing barriers to employment to 30 homeless and low-income Urban County residents at the Loaves & Fishes Martinez Dining Room.	Special Economic Development Activities - 24CFR 570.203(c) Limited Clientele: Low/Mod Job Creation or Retention - 24 CFR 570.208(a)(2)(iv)(A)(B)	\$15,000	\$30,000	\$15,000	\$47,260
21-03-ED	Opportunity Junction	Administrative Careers Training and Placement Program	Provide 10 participants with job training, support services and job placement in Administrative office positions.	Special Economic Development Activities - 24CFR 570.203(c) Limited Clientele: Low/Mod Job Creation or Retention - 24 CFR 570.208(a)(2)(iv)(A)(B)	\$100,000	\$100,000	\$100,000	\$797,161
21-04-ED	Renaissance Entrepreneurship Center	Igniting Power Entrepreneurship Program - 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	Microenterprise Assistance (technical assistance) - 24 CFR 570.201(o) Limited Clientele: Very low- and low-income persons - - 24 CFR 570.208(a)(2)(iii)	\$45,000	\$45,000	\$45,000	\$265,000
21-05-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.	Microenterprise Assistance (technical assistance) - 24 CFR 570.201(o) Limited Clientele: Very low- and low-income persons - - 24 CFR 570.208(a)(2)(iii)	\$85,400	\$85,400	\$85,400	\$275,600
Total					\$335,400	\$350,400	\$335,400	\$1,688,371

**Community Development Block Grant Program
Infrastructure/Public Facilities Category
FY 2021/22**

Application No.	Applicant	Project Name	Project Location	Project Description/Outcome	Eligible Activity/ National Objective	Amount Requested	Amount Recommended FY 2021/22	Total Budget
I/PF-1 Infrastructure/Public Facilities								
21-01-IPF	City of Richmond, Community Services	Senior Center ADA improvements	2525 Macdonald Avenue, Richmond	To improve the accessibility of the Richmond Senior Center by rehabilitating the following features: replacement of bathroom counters; modifications to the existing bathroom stalls; and upgrades to the rear entry doors to be power operated with new automatic door openers. The improvements will be compliant with the Americans with Disabilities Act (ADA).	Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201 (c)] Limited Clientele Activities: Accessibility of "severely disabled"/removal of mobility barriers [24 CFR 570.208 (a)(2)(D)(ii)(A)].	\$44,000	\$44,000	\$58,666
21-02-IPF	CC Health Services - H3 Division	Brookside/Calli House Emergency Shelter Security and Grounds Improvements	Brookside/Calli House Emergency Shelter Campus: 847 C Brookside Drive, Richmond	Installation of new fence along Brookside Drive and a section at the corner of Brookside Drive and Giant Road; and installation of new electronic vehicle gate equipped with Aiphone security system to improve security of the Brookside/Calli House Emergency Shelter campus grounds.	Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201 (c)] Presumed Beneficiary/Homeless Persons [24 CFR 570.208 (a)(2)(i)(A)]	\$66,677	\$66,677	\$91,791
21-03-IPF	Contra Costa County Public Works Department	Montalvin Park ADA Parking	Montalvin Park: Denise Drive and Lettia Road, San Pablo (Montalvin Manor)	To improve accessibility within Montalvin Park by creating an additional accessible parking area and accessible pathways within the upper level of Montalvin Park that are compliant with the Americans with Disabilities Act (ADA).	Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201 (c)]. Limited Clientele Activities: Accessibility of "severely disabled"/Removal of mobility barriers [24 CFR 570.208 (a)(2)(D)(ii)(A)]	\$65,000	\$65,000	\$92,452
21-04-IPF	Lions Center for the Visually Impaired	Lions Center - Site Renovations Phase 2	175 Alvarado Avenue, Pittsburg	Phase 2 renovations include removal and repaving of the existing parking lot and entryway, re-striping parking stalls, removal of 7-10 trees and a new curb cut. The Phase 2 rehabilitation will improve the accessibility to the Lions Center site and will be compliant with Americans with Disabilities Act (ADA).	Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201 (c)] Presumed Beneficiary/ Adults with Disabilities [24 CFR 570.208(a)(2)(i)(A)]	\$107,114	\$95,000	\$139,040
21-05-IPF	Nurturing Independence through Artistic Development (NIAD)	NIAD Community Accessibility Improvement Plan (NIAD-CAP) Phase 2	551 23rd Street, Richmond	Rehabilitation of the NIAD Art Center to improve accessibility and meet compliance with current code under the American with Disabilities Act (ADA). Phase 2 will improve and install new flooring to be ADA compliant and compliant with Community Care Licensing requirements.	Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201 (c)] Presumed Beneficiary/ Adults with Disabilities [24 CFR 570.208(a)(2)(i)(A)]	\$71,000	\$71,000	\$87,068
21-06-IPF	Town of Moraga	Hacienda de las Flores Phase 2: ADA Pathway Improvements	Hacienda de las Flores: 2100 Donald Drive, Moraga	Phase 2 of accessibility improvements to the community center to create an American with Disabilities Act (ADA)-compliant pathway leading from handicapped parking spaces to the southernmost entrance of the Hacienda del las Flores Community Center.	Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201 (c)] Limited Clientele Activities: Accessibility of "severely disabled"/Removal of mobility barriers [24 CFR 570.208 (a)(2)(D)(ii)(A)]	\$80,000	\$80,000	\$162,750
Total						\$433,791	\$421,677	\$631,767