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


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***MEMORANDUM***

**DATE:** June 6, 2022

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

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

**SUBJECT:** Staff Recommendations for FY 2022/23, FY 2023/24, & FY 2024/25  
Community Development Block Grant - Economic Development and  
Infrastructure/Public Facilities Categories

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**RECOMMENDATIONS**

1. Approve recommendations for FY 2022/23, FY 2023/24, and FY 2024/25 Economic Development (ED) projects as recommended by staff or amended by the Committee.
2. Approve recommendations for FY 2022/23, FY 2023/24, and FY 2024/25 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 for the Board of Supervisors consideration on June 21, 2022 as a "Consent" item.

**BACKGROUND**

The purpose of this memorandum is to transmit staff recommendations for funding in the CDBG ED and IPF categories. Spreadsheets summarizing staff's recommendations and staff's analysis/evaluation are attached for both the CDBG ED category and the CDBG IPF category. The County's CDBG Program application became available on October 7, 2021, with County staff holding a "Kickoff Meeting" to provide information and technical assistance to prospective applicants on the overall

application process. Five applications in the ED category and three applications in the IPF category were submitted by the December 6, 2021 deadline.

**Available Funding:** The County, as an entitlement jurisdiction, receives an annual allocation of CDBG funds directly from the U.S. Department of Housing and Urban Development (HUD). HUD has a formula for the CDBG Program to determine the amount of CDBG funds that an entitlement jurisdiction will receive for the program year. The County’s FY 2022/23 CDBG grant amount is **\$4,543,847**, which is approximately four percent less than the County received this year.

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%	\$2,044,731
Public Services	*17%	\$ 772,454
Economic Development	10%	\$ 454,385
Infrastructure/Public Facility	8%	\$ 363,508
Administration	20%	\$ 908,769
<b>Total FY 2022/23 CDBG Grant</b>		<b>\$4,543,847</b>

\*If the amount does not exceed HUD’s statutory cap for Public Services

The CDBG Consolidated Plan operates under a five-year period. In October 2013, the Board 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 Consolidated Plan. The first cycle is a two-year funding cycle (FY 2020/21 and FY 2021/22) for programs/projects in the CDBG public service, economic development, and infrastructure/public facilities categories. The second cycle (FY 2022/23, FY 2023/24, and FY 2024/25) is a three-year funding cycle to conclude the final three years of the five-year Consolidated Plan period.

**Economic Development Category:** Pursuant to the Board’s guidelines, a total of **\$454,385** (10 percent of the County’s grant amount) is available for ED projects. A total of five applications were received requesting a total of **\$334,250**. Staff recommends all five projects be funded at the amounts requested. The summary of the ED recommendations is listed in **Attachment A-1**. Also included as an attachment is staff’s analysis/evaluation and recommendation table (**Attachment A-2**) to provide more information and details about each ED application.

Subsequently, a total of **\$120,135** is available from the ED category to fund projects in other categories. Staff recommends making the \$120,135 available to other CDBG categories, including housing, to ensure that all the available CDBG funds are allocated to eligible projects carried out during FY 2022/23.

Given that the ED category operates under a three-year funding cycle to conclude the final three years of the CDBG Consolidated Plan period, the recommended amounts reflected for each respective agency/program for FY 2022/23 are the recommended amounts for the same agencies/programs for FY

2023/24 and FY 2024/25, contingent on the satisfactory performance of each respective agency/program and the County receiving a similar allocation of CDBG funds from HUD.

**Infrastructure and Public Facility Category:** Pursuant to the Board’s guidelines, a total of **\$363,508** (eight percent of the County’s grant amount) is available for IPF projects. Three applications were received by the application deadline requesting a total of **\$264,141**. Staff recommends all three projects be funded at the amounts requested. The summary of the IPF recommendations is listed in **Attachment B-1**. Also included as an attachment is staff’s analysis/evaluation and recommendation table (**Attachment B-2**) to provide more information and details about each IPF application.

Subsequently, a total of **\$99,367** is available from the IPF category to fund projects in other categories. Staff recommends making the \$99,367 available to other CDBG categories, including housing, to ensure that all the available CDBG funds are allocated to eligible projects carried out during FY 2022/23.

Given that there were no projects that requested or recommended funding for FY 2023/24 or FY 2024/25 funds, CDBG staff recommends issuing a Request for Proposal (RFP) later this year for IPF projects to be carried out in FY 2023/24 and in FY 2024/25 provided that the County receives CDBG funds for FY 2023/24 and FY 2024/25.

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

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

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

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

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

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

within normal standards. Volunteer or in-kind services are attainable and realistic. The project cost is within normal range of similar projects. Projects are required to supply matching funds in order to maximize the use of CDBG funds. Audits or other financial statements demonstrate success in securing funds through grant proposals or other 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 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 Meeting and Transmittal of Recommendations:** The Committee’s recommendations will be forwarded to the full Board of Supervisors to be considered at its public meeting scheduled for June 21, 2022. Final recommendations must be forwarded to HUD by June 30, 2022, for review to ensure consistency with federal regulations and to ensure recommended projects/activities can incur expenses starting July 1, 2022.

Attachments

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

FY22/23 CDBG Request & Recommendation Table Economic Development Category				
Application Number	Applicant	Program Name	Requested Funding	Recommended Funding
Economic Development				
22-01-ED	CoCoKids Inc.	Road to Success	\$78,550	\$78,550
22-02-ED	Loaves and Fishes of Contra Costa	Loaves and Fishes of Contra Costa Culinary Arts Training	\$15,000	\$15,000
22-03-ED	Opportunity Junction	Administrative Careers Training Program	\$100,000	\$100,000
22-04-ED	Renaissance Entrepreneurship Center	Using the Power of Entrepreneurship to Build Economically Vibrant Families and Communities	\$45,000	\$45,000
22-05-ED	West Contra Costa Business Dev. Center, Inc.	Emerging Entrepreneurs Program	\$95,700	\$95,700
Total Economic Development			\$334,250	\$334,250

**Community Development Block Grant Program  
Economic Developme Category  
FY 2022/23, FY 2023/24, FY 2024/25  
Analysis, Evaluation, and Recommendation Table**

Application Number	Applicant	Program Service Area	Eligibility		Funding Request & Recommended			Program Description / Outcome	Experience & Capacity	Financial Analysis				Environmental/Historic Preservation
22-01-ED	CoCoKids Inc.	County-wide	Consolidated Plan Priority	CD-5: Economic Development	FY	Requested Funds	Recommended Funding	Provide recruitment, training, and ongoing support services to 90 low- and moderate-income persons so they can sustain their licensed family day care business or receive a childcare license to open and operate a new licensed family daycare business (microenterprise)	CoCoKids has been in operation since 1976 and first received CDBG funds in FY 1997/98.  <b>Readiness/Timeliness &amp; Past Performance:</b> This is an ongoing program that is fully staffed and has consistently met or exceeded their goals and have been timely in meeting reporting requirements.			# clients proposed	\$ Per Client Served	Exempt
			National Objective	Low and Moderate Income [24 CFR 570.208(a)(2)(iii)]						CDBG Funds Recommended	\$78,550	90	\$872.78	
	Program Name		Eligible Activity	Microenterprise and small business assistance [24CFR 570.201(o)]	22/23	\$78,550	\$78,550			Total Program Amount	\$252,950	155	\$1,631.94	
	Road to Success		Target Population	Low- and moderate-income persons with an opportunity to maintain or start a microenterprise as a licensed in-home childcare provider.	23/24	\$78,550	\$78,550			CDBG % of Total Budget	31%			
					24/25	\$78,550	\$78,550					Required Match - 50%	\$39,275	
							Amount Secured			\$0				
							Leverage*			2.22				
										*Does not include other CDBG funds from other jurisdictions				
22-02-ED	Loaves and Fishes of Contra Costa (LFCC)	County-wide	Consolidated Plan Priority	CD-5: Economic Development	FY	Requested Funds	Recommended Funding	Offer a free 2, 12-week introductory Culinary program for 20 individuals (10 each session) interested in the culinary industry and experiencing barriers to employment to provide better preparation opportunities fo students to obtain jobs that will lead to careers and financial independence. Program has a Memorandum of Understanding (MOU) with employer (Pacific Catch) to hire 2 part-time employes, euivalent to 1 FTE.	The Culinary program has been running since 2016 while LFCC has been providing meals to the homeless and low-income families since 1983, receiving CDBG funding for the Martinez dining room since 1995.  <b>Readiness/Timeliness &amp; Past Performance:</b> The program was awarded funds for FY20-21; however, due to the pandemic and no executed MOU, the program was unable to move-forward. LFCC receives CDBG funds for their Nourishing Lives program so they are familiar with the programmatic requirements.			# clients proposed	\$ Per Client Served	Exempt
			National Objective	Benefitting very low-and low-income persons [24 CFR 570.208(a)(2)(iii)]						CDBG Funds Recommended	\$15,000	20	\$750.00	
	Program Name		Eligible Activity	Special Economic Development Activities [24CFR 570.203(c)]	22/23	\$15,000	\$15,000			Total Program Amount	\$44,645	20	\$2,232.25	
	Loaves and Fishes of Contra Costa Culinary Arts Training		Target Population	Is very low to low income individuals experiencing barriers to employment.	23/24	\$15,000	\$15,000			CDBG % of Total Budget	34%			
					24/25	\$15,000	\$15,000					Required Match - 10%	\$1,500.0	
							Amount Secured			\$29,645				
							Leverage*			1.98				
										*Does not include other CDBG funds from other jurisdictions				
22-03-ED	Opportunity Junction	County-wide	Consolidated Plan Priority	CD-5: Economic Development	FY	Requested Funds	Recommended Funding	To provide training and job placement assistance to 3 low-income persons, leading to economic self-sufficiency through careers in the administrative field.	Opportunity Junction was established in 1999 (as Opportunities for Technology Information Careers) by a consortium of private businesses, local government agencies, and community-based organizations. The program has placed many Urban County participants into permanent employment. Program staff has been with the organization for many years and have exhibited exemplary performance in operating this program.  <b>Readiness/Timeliness &amp; Past Performance:</b> This is an ongoing program that is fully staffed and has consistently met or exceeded their goals and have been timely in meeting reporting requirements.			# clients proposed	\$ Per Client Served	
			National Objective	Benefitting very low- and low-income persons [24 CFR 570.208(a)(2)(i)(B)]						CDBG Funds Recommended	\$100,000	3	\$33,333.33	
	Program Name		Eligible Activity	Job training and placement assistance [24 CFR 570.201(e)]	22/23	\$100,000	\$100,000			Total Program Amount	\$961,268	6	\$160,211.33	
	Administrative Careers Training (ACT) Program		Target Population	The program will expand economic opportunities for Low-income persons through administrative job training and career development.	23/24	\$100,000	\$100,000			CDBG % of Total Budget	10%			
					24/25	\$100,000	\$100,000					Required Match - 10%	\$10,000.0	
							Amount Secured			\$771,268				
							Leverage*			8.61				
										*Does not include other CDBG funds from other jurisdictions				

**Community Development Block Grant Program  
Economic Developme Category  
FY 2022/23, FY 2023/24, FY 2024/25  
Analysis, Evaluation, and Recommendation Table**

Application Number	Applicant	Program Service Area	Eligibility		Funding Request & Recommended			Program Description / Outcome	Experience & Capacity	Financial Analysis				Environmental/Historic Preservation
22-04-ED	<b>Renaissance Entrepreneurship Center</b>	County-wide	Consolidated Plan Priority	CD-5: Economic Development	FY	Requested Funds	<b>Recommended Funding</b>	Intensive small business/microenterprise training and technical assistance to 45 unduplicated individuals who own a small business/microenterprise ow wish to start-up a small business/microenterprise.	Renaissance Richmond has been providing microenterprise services since 2008 and has received CDBG funds for the last 5 years.  <b>Readiness/Timeliness &amp; Past Performance:</b> This is an ongoing program that is fully staffed and has consistently met or exceeded their goals and have been timely in meeting reporting requirements.			# clients proposed	\$ Per Client Served	Exempt
			<b>National Objective</b>	Very low- and low-income persons/microenterprise assistance [24 CFR 570.208(a)(2)(iii)] and job creation [24 CFR 570.208(a)(4)(i)]						CDBG Funds Recommended	\$45,000	45	\$1,000.00	
	<b>Program Name</b>		<b>Eligible Activity</b>	Microenterprise and small business assistance [24CFR 570.201(o)]	22/23	\$45,000	<b>\$45,000</b>			Total Program Amount	\$230,000	110	\$2,090.91	
	Using the Power of Entrepreneurship to Build Economically Vibrant Families and Communities		Target Population	Low-income residents of Richmond and Contra Costa County who own or wish to own a small business/microenterprise. Clinets will be men and woman, with services provided in both English and Spanish.	23/24	\$45,000	<b>\$45,000</b>			CDBG % of Total Budget	20%			
					24/25	\$45,000	<b>\$45,000</b>			Required Match - 50%	\$22,500			
										Amount Secured	0			
										Leverage*	4.11			
										*Does not include other CDBG funds from other jurisdictions				
22-05-ED	<b>West Contra Costa Business Dev. Center, Inc.</b>	County-wide	Consolidated Plan Priority	CD-5: Economic Development	FY	Requested Funds	<b>Recommended Funding</b>	West Contra Costa Business Development Center (BDC) provide technical assistance and support to 60 existing businesses or persons wishing to open a business as a way to create/retain jobs.	The BDC has been in operation since 1995 and has bee funded with CDBG funds for over ten years.  <b>Readiness/Timeliness &amp; Past Performance:</b> This is an ongoing program that is fully staffed and has consistently met or exceeded their goals and have been timely in meeting reporting requirments.			# clients proposed	\$ Per Client Served	Exempt
			<b>National Objective</b>	Very low- and low-income persons/microenterprise assistance [24 CFR 570.208(a)(2)(iii)] and job creation [24 CFR 570.208(a)(4)(i)]						CDBG Funds Recommended	\$95,700	60	\$1,595.00	
	<b>Program Name</b>		<b>Eligible Activity</b>	Microenterprise and small business assistance [24CFR 570.201(o)]	22/23	\$95,700	<b>\$95,700</b>			Total Program Amount	\$288,100	60	\$4,801.67	
	Emerging Entrpreneurs Program		Target Population	50 low-income persons who have started or are planning to start a business located in West County.	23/24	\$95,700	<b>\$95,700</b>			CDBG % of Total Budget	30%			
					24/25	\$95,700	<b>\$95,700</b>			Required Match - 50%	\$42,700			
										Amount Secured	\$192,400			
										Leverage*	2.01			
										*Does not include other CDBG funds from other jurisdictions				

FY22/23 CDBG IRequest & Recommendation Table Infrastructure/Public Facilities Category				
Application Number	Applicant	Program Name	Requested Funding	Recommended Funding
Infrastructure / Public Facilities				
22-01-IPF	Greater Richmond Interfaith Program	Shelter Solar	\$94,141	\$94,141
22-02-IPF	Nurturing Independence through Artistic Development	NIAD Community Accessibility Improvement Plan	\$90,000	\$90,000
22-04-IPF	Urban Tilth	Urban Tilth	\$80,000	\$80,000
Total Infrastructure/Public Facilities			\$264,141	\$264,141



**Community Development Block Grant Program  
Infrastructure/Public Facilities Category  
FY 2022/23, FY 2023/24, FY 2024/25  
Analysis, Evaluation, and Recommendation Table**

Application Number	Applicant	Project Location	Eligibility		Funding Request & Recommended			Project Description / Outcome	Conditions of Approval	Experience & Capacity	Financial Analysis			Environmental/Historic Preservation
22-01-IPF	Greater Richmond Interfaith Program	165 22nd Street, Richmond, CA 94801	Consolidated Plan Priority	CD-6: Infrastructure/Public Facilities	FY	Requested	Recommended	Remove and replace existing rooftop solar system that generates less than 10% of the shelter's electrical usage with a new efficient solar system that will help to significantly reduce operating costs.	1. NEPA Clearance 2. CDBG funds are only for hard cost of construction 3. Completion of eplacing existing roof	GRIP has previous experience with the CDBG program and with other federal grant awards, demonstrating their ability to comply with federal requirements. GRIP staff will oversee the construction work and schedule around their current programming services.  <b>Readiness/Timeliness &amp; Past Performance:</b> The current timeline has the project completed during FY22/23. The project is eligible, feasible and timely. GRIP has submitted reports in a timely fashion and complied with all federal requirements.	Annual # of Clients Served		All projects are subject to review under the National Environmental Policy Act and California Quality Act (CEQA). No environmental issues are anticipated on this project. The project requires compliance with federal labor standards	
			National Objective	Presumed Beneficiary Homeless- 24 CFR 570.208(a)(2)(i)(A)							CDBG Funds Recommended	\$94,141		15,500
	Program Name		Eligible Activity	Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201(c)]	22/23	\$94,141	\$94,141				Total Program Budget	\$108,262		
	Shelter Solar		Target Population	Greater Richmond Interfaith Program's homeless shelter serves families experiencing homelessness or are at severe risk of homelessness in Contra Costa County.							CDBG % of Total Budget	87%		
			Financial Analysis	CDBG funding represents 87 percent of the total budget. GRIP will provide		Required Match - 10%	\$9,414.10							
			Amount Secured	\$14,121		Leverage*	0.149998407							
			*Does not include other CDBG funds from other jurisdictions											
			22-02-IPF	Nurturing Independence through Artistic Development (NIAD)	551 23rd Street, Richmond, CA	Consolidated Plan Priority	CD-6: Infrastructure/Public Facilities				FY	Requested		Recommended
National Objective	Presumed Beneficiary/Adults with Disabilities [24 CFR 570.208(a)(2)(i)(A)]	CDBG Funds Recommended				\$90,000	70							
Program Name	Eligible Activity	Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201(c)]		22/23		\$90,000	\$90,000	Total Program Budget	\$125,000					
NIAD Community Accessibility Improvement Plan (NIAD-CAP) Phase 2	Target Population	NIAD serves adult individuals with Intellectual/Development Disabilities by providing arts program that promote creative expression, independence, dignity and community integration.						CDBG % of Total Budget	72%					
	Financial Analysis			Required Match - 10%		\$9,000.0								
	Amount Secured	\$35,000		Leverage*	0.39									
*Does not include other CDBG funds from other jurisdictions														
22-03-IPF	Urban Tilth	Richmond	Consolidated Plan Priority	CD-6: Infrastructure/Public Facilities	FY	Requested	Recommended	The project will create an accessible garden on the Richmond Greenway that will include new and enlarged pathways for ADA accessibility, special garden beds that are wheelchair accessible, new seating, shade structures, a drinking fountain, mural, fencing and signage that designates space for seniors and those with disabilities. The project will not only make the site ADA accessible, but will also eliminate blight in an area that is consistently plagued by illegal dumping, transforming it into a community asset.	1. NEPA Clearance 2. CDBG funds are only for hard cost of construction	Urban Tilth has received CDBG funds in the past for a public service program and is familiar with the grant structure. The program has various administrative staff that have demonstrated capacity to manage the logistics of the project, ensuring compliance with federal requirements. They have also completed other projects along the Richmond Greenway.  <b>Readiness/Timeliness &amp; Past Performance:</b> The current timeline has the project completed during FY2022/2023. The project is eligible, feasible, and timely.	Annual # of Clients Served		All projects are subject to review under the National Environmental Policy Act and California Quality Act (CEQA). No environmental issues are anticipated on this project. The project requires compliance with federal labor standards.	
			National Objective	Area Benefit [24 CFR 570.208 (a)(1)(i)]							CDBG Funds Recommended	\$80,000		200
	Program Name		Eligible Activity	Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201(c)]	22/23	\$80,000	\$80,000				Total Program Budget	\$466,400		
	Urban Tilth		Target Population	Low-income City of Richmond residents including seniors and disabled persons.							CDBG % of Total Budget	17%		
			Required Match - 10%	\$46,640		Amount Secured	\$385,721							
			Leverage*	4.83		*Does not include other CDBG funds from other jurisdictions								