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


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***MEMORANDUM***

**DATE:** May 1, 2023

**TO:** Finance Committee  
Supervisor John Gioia, Chair  
Supervisor Federal Glover, Vice Chair

**FROM:** Gabriel Lemus, Assistant Deputy Director  
**By:** Jaclyn Tummings, Senior Planner 

**SUBJECT:** FY 2023/24 (2nd Year) Community Development Block Grant (CDBG) Funding Recommendations – Economic Development Category

FY 2023/24 (2nd Year) Community Development Block Grant (CDBG) Funding Recommendations – Infrastructure Public Facilities Category

**RECOMMENDATIONS**

1. Approve recommendations for FY 2023/24 Economic Development (ED) projects as recommended by staff or amended by the Committee.
2. Approve recommendations for FY 2023/24 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 May 9, 2023, 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 2023/24 CDBG Program. Spreadsheets summarizing staff's recommendations and

staff’s analysis/evaluation are attached for both the ED and IPF program categories.

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. Consequently, in June 2022, the Board approved the allocation of FY 2022/23, FY 2023/24, and FY 2024/25 CDBG funds. The allocation of FY 2023/24 CDBG funds was contingent on the availability of funds and the satisfactory accomplishment of contract goals.

The County’s CDBG Program application became available on October 20, 2022, 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 four applications in the IPF category were submitted by the December 19, 2022, 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 2023/24 CDBG grant amount is **\$4,541,383**, which is approximately \$2,464 less than the County received this year (FY 2022/23).

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%	\$2,043,622
Public Services	*17%	\$ 772,035
Economic Development	10%	\$ 454,138
Infrastructure/Public Facility	8%	\$ 363,311
Administration	20%	\$ 908,277
<b>Total FY 2023/24 CDBG Grant</b>		<b>\$4,541,383</b>

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

**Economic Development Category:** Pursuant to the Board’s guidelines, a total of **\$454,138** (10 percent of the County’s grant amount) is available for ED projects. A total of five applications were received requesting a total of \$368,200. Staff recommends four of the five projects be funded at the amounts requested. COCOKIDs applied for \$112,500, but Staff is recommending that they receive an allocation of \$90,000, as this is consistent with the amount that they received in prior years. The summary of the ED recommendations is listed in **Attachment A-1** and equates to **\$345,700**. 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 **\$108,438** is available from the ED category to fund projects in other categories. Staff recommends making the \$108,438 available to other CDBG categories, including housing, to ensure that all the available CDBG funds are allocated to eligible projects carried out during FY 2023/24.

**Infrastructure and Public Facility Category:** Pursuant to the Board’s guidelines, a total of **\$363,311** (eight percent of the County’s grant amount) is available for IPF projects. Four applications were received by the application deadline, requesting a total of **\$313,785**. Staff recommends all four 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 **\$49,526** is available from the IPF category to fund projects in other categories. Staff recommends making the \$49,526 available to other CDBG categories, including housing, to ensure that all the available CDBG funds are allocated to eligible projects carried out during FY 2023/24.

**Application Process and Evaluation Criteria:**

**ED Category:** For FY 2023/24, currently funded ED agencies were required to submit an abbreviated “renewal application” including a proposed FY 2023/24 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 2023/24 ED projects are listed in Attachment A-1. The attached staff analysis/evaluation and recommendation table (**Attachment A-2**) provide additional details on the individual projects and provide information on an agency’s performance during the first six or nine months of FY 2022/23. 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:** The RFP for FY 2023/24 CDBG funds under the IPF category was released at the kickoff meeting on October 20, 2022, and applications were due on December 19, 2022.

A total of four applications were received by the December 19, 2022 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 2023/24 IPF projects are listed in **Attachment B-1**. The attached staff analysis/evaluation and recommendation table (**Attachment B-2**) provide additional details on 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.

**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 May 9, 2023. Final recommendations must be forwarded to HUD by May 15, 2023, for review to ensure consistency with federal regulations and to ensure recommended projects/activities can incur expenses starting July 1, 2023.

**Attachments**

Attachment A-1 – FY 2023/24 ED Projects

Attachment A-2 – ED Staff Report Table

Attachment B-1 – FY 2023/24 IPF Projects

Attachment B-2 – IPF Staff Report Table

cc: John Kopchik, Conservation and Development Director

FY23/24 CDBG Request & Recommendation Table Economic Development Category				
Application Number	Applicant	Program Name	Requested Funding	Recommended Funding
Economic Development				
23-01-ED	CoCoKids Inc.	Road to Success	\$112,500	\$90,000
23-02-ED	Loaves and Fishes of Contra Costa	Loaves and Fishes of Contra Costa Culinary Arts Training	\$15,000	\$15,000
23-03-ED	Opportunity Junction	Administrative Careers Training Program	\$100,000	\$100,000
23-04-ED	Renaissance Entrepreneurship Center	Using the Power of Entrepreneurship to Build Economically Vibrant Families and Communities	\$45,000	\$45,000
23-05-ED	West Contra Costa Business Dev. Center, Inc.	Emerging Entrepreneurs Program	\$95,700	\$95,700
Total Economic Development			\$368,200	\$345,700

**Community Development Block Grant Program  
Economic Development 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	Performance (as of 12/31/22)
23-01-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 Inc. is performing well ahead of pace (85%) in meeting their goal of serving 78 clients for the fiscal year. They are timely on submitting their quarterly reports and demands.
			National Objective	Low and Moderate Income [24 CFR 570.208(a)(2)(iii)]					
	Program Name		Eligible Activity	Microenterprise and small business assistance [24CFR 570.201(o)]	22/23	\$78,550	\$78,550		
	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	\$112,500	\$90,000		
					24/25	\$78,550	\$78,550		
Application Number	Applicant	Program Service Area	Eligibility		Funding Request & Recommended			Program Description / Outcome	Performance (as of 12/31/22)
23-02-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 for 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 employees, equivalent to 1 FTE.	Loaves and Fishes of Contra Costa is behind (29%) in meeting their annual goal of serving 14 clients. Their first quarter numbers were marred by a transition to a new program director. However, they are timely in submitting their reports and demands.
			National Objective	Benefitting very low- and low-income persons [24 CFR 570.208(a)(2)(iii)]					
	Program Name		Eligible Activity	Special Economic Development Activities [24CFR 570.203(c)]	22/23	\$15,000	\$15,000		
	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		
					24/25	\$15,000	\$15,000		
Application Number	Applicant	Program Service Area	Eligibility		Funding Request & Recommended			Program Description / Outcome	Performance (as of 12/31/22)
23-03-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 Knocks is slightly ahead of pace (67%) on meeting their annual goal of placing 3 job seekers. They are timely in submitting their reports and demands.
			National Objective	Benefitting very low- and low-income persons [24 CFR 570.208(a)(2)(i)(B)]					
	Program Name		Eligible Activity	Job training and placement assistance [24 CFR 570.201(e)]	22/23	\$100,000	\$100,000		
	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		
					24/25	\$100,000	\$100,000		

**Community Development Block Grant Program  
Economic Development 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	Performance (as of 12/31/22)
23-04-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 or wish to start-up a small business/microenterprise.	Renaissance Richmond is performing well ahead of their goal (89%) of serving 45 for the fiscal year. They are timely on submitting their quarterly reports and demands.
			National Objective	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)]					
	Program Name		Eligible Activity	22/23	\$45,000	<b>\$45,000</b>			
	Using the Power of Entrepreneurship to Build Economically Vibrant Families and Communities		Target Population	23/24	\$45,000	<b>\$45,000</b>			
				24/25	\$45,000	<b>\$45,000</b>			
Application Number	Applicant	Program Service Area	Eligibility		Funding Request & Recommended			Program Description / Outcome	Performance (as of 12/31/22)
23-05-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.	West Contra Costa Business Development Center is slightly behind (47%) of meeting their annual goal of serving 60 clients. However, they are timely in submitting their reports and demands.
			National Objective	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)]					
	Program Name		Eligible Activity	22/23	\$95,700	<b>\$95,700</b>			
	Emerging Entrepreneurs Program		Target Population	23/24	\$95,700	<b>\$95,700</b>			
				24/25	\$95,700	<b>\$95,700</b>			

FY23/24 CDBG Request & Recommendation Table Infrastructure/Public Facilities Category				
Application Number	Applicant	Program Name	Requested Funding	Recommended Funding
Infrastructure / Public Facilities				
23-01-IPF	Ambrose Recreation & Park District	Ambrose Community Center Floor Replacement	\$45,905	\$45,905
23-02-IPF	Contra Costa County Health Services-H3	Brookside Shelter Security and Grounds Improvement	\$50,000	\$50,000
23-03-IPF	Lions Center for the Visually Impaired	Interior & Exterior Upgrades & ADA Improvements	\$95,000	\$95,000
23-04-IPF	Martinez Early Childhood Center Inc.	LED Lighting / Energy Efficient Dual Pane Windows	\$122,880	\$122,880
Total Infrastructure/Public Facilities			\$313,785	\$313,785



**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	
23-01-IPF	<b>Ambrose Recreation &amp; Park District</b>	3105 Willow Pass Road, Bay Point, CA 94565	Consolidated Plan Priority	CD-6: Infrastructure/Public Facilities	FY	Requested	Recommended	Replacement of existing community center hallway carpet with ADA-compliant flooring to improve accessibility and facility maintenance.	1. NEPA Clearance 2. CDBG funds are only for hard cost of construction	Ambrose Recreation & Park District (ARPD) has previous experience with the CDBG program, having recently completed a door replacement project with these federal funds. They've demonstrated their ability to comply with federal requirements. Staff will oversee the project to ensure that interference with ongoing programming is minimal.  <b>Readiness/Timeliness &amp; Past Performance:</b> The current timeline has the project completed during FY23/24. The project is eligible, feasible and timely. ARPD has submitted reports in a timely fashion and complied with all federal requirements.	CDBG Funds Recommended	\$45,905	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		Limited Clientele: Accessibility [24 CFR 570.208 (a)(2)(i)(A)]	4,000											
	Program Name		Eligible Activity	Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201(c)]	23/24	\$45,905	\$45,905						Total Program Budget		\$61,206
	Ambrose Community Center Floor Replacement		Target Population	The Ambrose Community Center primarily serves the community of Bay Point and includes people of all ages.	CDBG % of Total Budget	75%	Financial Analysis						ARPD will provide remaining funds.		
										Required Match - 25%	\$11,476.25				
										Amount Secured	\$15,301				
										Leverage*	0.333318811				
										*Does not include other CDBG funds from other jurisdictions					
23-02-IPF	<b>Contra Costa County Health Services - Health, Housing &amp; Homelessness (H3)</b>	847C & 845B Brookside Dr. Richmond, CA 94801	Consolidated Plan Priority	CD-6: Infrastructure/Public Facilities	FY	Requested	Recommended	The project will provide security to the site by adding and replacing security fencing so that the perimeter of the property. A pedestrian and vehicle gates will also be installed and equipped with Alphone security to allow staff to buzz people onto the site from inside the shelter, providing controlled access to the property and security for residents and staff.	1. NEPA Clearance 2. CDBG funds are only for hard cost of construction	H3 has received CDBG fundign in the past and has various program and administrative staff to demonstrate capacity to manage the logistics of the project and ensuring compliance with federal requirements.  <b>Readiness/Timeliness &amp; Past Performance:</b> The current timeline has project being completed during FY2023/2024. The project is eligible, feasible, and timely.	CDBG Funds Recommended	\$50,000	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)	204											
	Program Name		Eligible Activity	Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201(c)]	23/24	\$50,000	\$50,000						Total Program Budget		\$93,500
	Brookside Shelter Security and Ground Improvements		Target Population	People experiencing homelessness	CDBG % of Total Budget	53%	Financial Analysis								
										Required Match - 25%	\$12,500.0				
										Amount Secured	\$43,500				
										Leverage*	0.87				
										*Does not include other CDBG funds from other jurisdictions					
23-03-IPF	<b>Lions Center for the Visually Impaired</b>	175 Alvarado Ave. Pittsburg, CA 94565	Consolidated Plan Priority	CD-6: Infrastructure/Public Facilities	FY	Requested	Recommended	The project will upgrade the interior and exterior of the property including providing ADA improvements. The interior upgrades including making the bathrooms ADA accessible reconfiguring one bathroom to make ADA accessible and install a bidet. Both bathrooms will have new self flushing toilets and self starting/stop sinks installed. Cabinets, countertops, sinks and the flooring will be replaced in the kitchen. Exterior work includes, removal and replacement of fence, installation of automatic gates, tree removal, landscaping, new pavement, redesign of of patio/side area and re-painting of exterior.	1. NEPA Clearance 2. CDBG funds are only for hard cost of construction 3. Completion of Phase II work.	Lions Center has received CDBG funds in the past for public service and IPF and is familiar with the grant structure. The have completed previous IPF projects with CDBG funds. 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 FY2023/2024. The project is eligible, feasible, and timely.	CDBG Funds Recommended	\$95,000	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/Adults with Disabilities [24 CFR 570.208(a)(2)(i)(A)]	350											
	Program Name		Eligible Activity	Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201(c)]	23/24	\$95,000	\$95,000						Total Program Budget		\$124,300
	Interior & Exterior Upgrades & ADA Improvements		Target Population	Visually impaired and blind adults throughout the Urban County.	CDBG % of Total Budget	76%	Financial Analysis								
										Required Match - 10%	\$9,500				
										Amount Secured	\$29,300				
										Leverage*	0.31				
										*Does not include other CDBG funds from other jurisdictions					

**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
			Consolidated Plan Priority	CD-6: Infrastructure/Public Facilities	FY	Requested	Recommended				CDBG Funds Recommended		Annual # of Clients Served	
23-04-IPF	<b>Martinez Early Childhood Center, Inc.</b>	615 Arch St, Martinez, CA 94553	National Objective	Limited Clientele Activities: Income eligibility requirements [24 CFR 570.208 (a)(2)(i)(C)]	23/24	\$122,880	\$122,880	The project will replace outdated fluorescent lighting with energy-efficient, LED light fixtures in all buildings and single-pane windows, original to the building in 1980, with energy-efficient dual-pane windows in the Infant-Toddler Building. The new lighting fixtures will provide increased cost-savings, provide greater safety through brighter illumination, and will incur lower maintenance costs. The new windows will provide increased cost-savings, greater insulation and have improved durability.	1. NEPA Clearance 2. CDBG funds are only for hard cost of construction 3. Completion of current CDBG project.	MECC staff will oversee the day-to-day responsibility and oversight for this project. They have received County CDBG IPF funds on several occasions in the past and currently have a project underway. They are very familiar with the County's requirements to comply with federal procurement and labor and have demonstrated capacity to manage the logistics of the project.  <b>Readiness/Timeliness &amp; Past Performance:</b> The current timeline has the project completed during FY2022/2023. The project is eligible, feasible, and timely, with completion anticipated in FY 2023/2024.	CDBG Funds Recommended	\$122,880	130	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.
			Eligible Activity	Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201(c)]							Total Program Budget	\$137,645		
	Target Population		Children, ages 0-5 years, and their low-income families living and working in Contra Costa County.	CDBG % of Total Budget	89%									
	Energy Efficient Dual Pane Windows and LED Lighting Improvements			Required Match - 10%	\$12,288									
											Amount Secured	\$14,765		
											Leverage*	0.120157878		
											*Does not include other CDBG funds from other jurisdictions			