



**Contra
Costa
County**

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: October 9, 2018

Subject: Contract with Community Housing & Development Corporation to Assist with Administering and Disbursing Funding Awarded to Selected Non-profits

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute a contract with Community Housing Development Corporation, in an amount not to exceed \$169,181, to administer and disburse City and County approved mitigation fees funding to non-profit entities for community-based projects in the North Richmond area, for the period July 1, 2018 through June 30, 2019.

FISCAL IMPACT:

There will be no impact to the General Fund. The contract with Community Housing Development Corporation (CHDC), is an amount not to exceed \$169,180.85. The work performed under this contract is funded using North Richmond Mitigation Fee (NRMF) funding that is jointly administered by both the City of Richmond and County.

BACKGROUND:

On June 26, 2018, the County Board of Supervisors approved a 2018/2019 North Richmond Mitigation Fee (NRMF) Expenditure Plan, which was subsequently approved by the Richmond City Council in early July 2018. The Expenditure Plan allocates a total of \$172,180.85 within Strategy 9 for the administration and disbursement of funding to six (6)

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **10/09/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: October 9, 2018

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Justin Sullivan,
925-674-7812

cc:

entities to complete seven (7) Community-Based Projects.

BACKGROUND: (CONT'D)

The organizations awarded funding are based on a Request for Proposals (RFP) solicitation process conducted in early 2017.

Pursuant to Strategy 9, the 2018/2019 NRMF Expenditure Plan allocates up to \$135,344.69 for disbursement to six (6) entities for seven (7) projects, up to \$3,000 for County administration (County staff time not part of this contract), and up to \$33,836.17 for CHDC to assist the County with the administration and disbursement of funds to selected non-profit entities. This contract would authorize CHDC to be paid up to \$169,180.85 to implement Strategy 9, including \$135,344.69 to be disbursed to six (6) organizations awarded funding for a total of seven (7) projects and \$33,836.17 to cover CHDC's costs to assist the County with the administration of disbursements.

CONSEQUENCE OF NEGATIVE ACTION:

The NRMF funding allocations approved by the County and City of Richmond could not be used as intended to pay the six (6) designated non-profit organizations or CHDC for the implementation of the selected Community Based Projects that would help address illegal dumping and blight in the North Richmond community.