



CONTRA COSTA COUNTY

AGENDA

Finance Committee

Supervisor Candace Andersen, Chair
Supervisor Diane Burgis, Vice Chair

Monday, April 7, 2025

9:00 AM

**309 Diablo Rd, Danville |
13361 Walnut Blvd, Ste 140, Brentwood**

Zoom Link:

<https://cccouny-us.zoom.us/j/87103964704>

Call In:

(888) 278-0254 Conference code: 894519

1. The public may attend this meeting in person at either above location. The public may also attend this meeting remotely via Zoom or call-in.
2. Agenda items may be taken out of order based on the business of the day and preference of the Committee.
3. Introductions
4. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two (2) minutes).
5. RECEIVE and APPROVE the Record of Action for the February 18, 2024 Finance Committee meeting **[25-1259](#)**
Attachments: **[Draft Record of Action 2.18.25](#)**
6. CONSIDER Fiscal Year 2025/2026 (1st Year) Community Development Block Grant (CDBG) Funding Recommendations (Daniel Davis, Conservation and Development) **[25-1260](#)**
Attachments: **[CDBG FY25-26 Funding Recommendations Memo](#)**
7. The next meeting is currently scheduled for May 5, 2025.
8. Adjourn

General Information

This meeting provides reasonable accommodations for persons with disabilities planning to attend a the meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar St., 4th Floor, Martinez, during normal business hours. Staff reports related to items on the agenda are also accessible on line at www.co.contra-costa.ca.us.

HOW TO PROVIDE PUBLIC COMMENT:

Persons who wish to address the Committee during public comment on matters within the jurisdiction of the Committee that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should offer comments when invited by the Committee Chair. Those participating via Zoom should indicate they wish to speak by using the “raise your hand” feature in the Zoom app. Those calling in should indicate they wish to speak by pushing *9 on their phones.

Public comments generally will be limited to two (2) minutes per speaker. In the interest of facilitating the business of the Board Committee, the total amount of time that a member of the public may use in addressing the Board Committee on all agenda items is 10 minutes. Your patience is appreciated.

Public comments may also be submitted to Committee staff before the meeting by email or by voicemail. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting.

For Additional Information Contact:

Adam Nguyen
925-655-2048



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-1259

Agenda Date: 4/7/2025

Agenda #: 5.

FINANCE COMMITTEE

Meeting Date: April 7, 2025

Subject: Receive the Record of Action for the Finance Committee

Submitted For: Finance Committee

Department: County Administrator

Referral No: N/A

Referral Name: Record of Action

Contact: Adam Nguyen, (925) 655-2048

Referral History:

County Ordinance requires that each County body keep a record of its meetings. Though the record need not be verbatim, it must accurately reflect the agenda and the decisions made in the meeting.

Referral Update:

Attached is the draft Record of Action for the February 18, 2025 Finance Committee meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the February 18, 2025 Finance Committee meeting.

Fiscal Impact (if any):

None



Meeting Minutes

CONTRA COSTA COUNTY Finance Committee

Supervisor Candace Andersen, Chair
Supervisor Diane Burgis, Vice Chair

Tuesday, February 18, 2025 **4:00 PM** **SPECIAL MEETING |**
309 Diablo Rd, Danville |
13361 Walnut Blvd, Suite 140, Brentwood

Zoom Link:
<https://cccounty-us.zoom.us/j/88490291697?>

Call In:
(888) 278-0254 Conference code: 894519

3. Introductions
4. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two (2) minutes).

Public comment was received from one member of the public.

5. RECEIVE and APPROVE the Record of Action for the December 2, 2024 Finance Committee meeting [25-450](#)

Attachments: [Record of Action_Draft_12.2.24](#)

The Record of Action was approved as received.

6. CONSIDER staff recommendations for the reallocation of Community Development Block Grant (CDBG) funds (Gabriel Lemus, Assistant Deputy Director, Department of Conservation and Development) [25-449](#)

Attachments: [FY24-25 CDBG Reallocations Memo](#)

Daniel Davis, Department of Conservation and Development staff, presented the department's recommendations for reallocations of Community Development Block Grant funds, including \$72,000 to the Lions Center for the Visually Impaired (LCVI) for bathroom renovations to address ADA accessibility at 175 Alvarado Avenue, Pittsburg; and reallocating \$60,000 of recaptured CDBG funds to Nurturing Independence through Artistic Development (NIAD) for the modernization of the fire alarm system at 551 23rd Street, Richmond. The Finance Committee approved the department's recommendations and directed staff to prepare a related consent item for the Board of Supervisors meeting on February 25, 2025.

8. Adjourn



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-1260

Agenda Date: 4/7/2025

Agenda #: 6.

FINANCE COMMITTEE

Meeting Date: April 7, 2025

Subject: CDBG FY25-26 Funding Recommendations

Department: Conservation and Development

Referral No: CDBG Policy

Referral Name: CDBG Funding

Presenter: Gabriel Lemus, CDBG Program Manager; Daniel Davis, Senior Planner

Contact: Gabriel Lemus (925) 674-7882; Daniel Davis (925) 655-2884

Referral History:

It is standard policy that Community Development Block Grant (CDBG) funding decisions and policies be reviewed by the Finance Committee prior to consideration by the full Board of Supervisors.

Referral Update:

See attached memorandum providing staff recommendations regarding projects.

Recommendation(s)/Next Step(s):

1. **APPROVE** recommendations for FY 2025/26 Economic Development projects as recommended by staff or amended by the Committee.
2. **APPROVE** recommendations for FY 2025/26 Infrastructure/Public Facilities 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, as a "Consent" item.

Fiscal Impact (if any):

No general fund impact.



**CONTRA COSTA COUNTY
DEPARTMENT OF CONSERVATION AND
DEVELOPMENT**
30 Muir Road
Martinez, CA 94553
Telephone: (925) 655-2885

MEMORANDUM

DATE: April 7, 2025

TO: Finance Committee
Supervisor Candace Andersen, Chair
Supervisor Diane Burgis, Vice Chair

FROM: Gabriel Lemus, Assistant Deputy Director
By: Daniel Davis, Senior Planner

SUBJECT: FY 2025/26 (1st Year) Community Development Block Grant (CDBG) Funding Recommendations – Economic Development (ED) Category

FY 2025/26 (1st Year) Community Development Block Grant (CDBG) Funding Recommendations – Infrastructure Public Facilities (IPF) Category

RECOMMENDATIONS

1. Approve recommendations for FY 2025/26 Economic Development projects as recommended by staff or amended by the Committee.
2. Approve recommendations for FY 2025/26 Infrastructure/Public Facilities 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, 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 2025/26 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 2025/26 and FY 2026/27) for programs/projects in the CDBG public service, economic development, and infrastructure/public facilities categories. The second cycle (FY 2027/28, FY 2028/29, and FY 2029/30) is a three-year funding cycle to conclude the final three years of the five-year Consolidated Plan period.

The County’s CDBG Program application became available on October 17, 2024, with County staff holding a “Kickoff Meeting” to provide information and technical assistance to prospective applicants on the overall application process. Six applications in the ED category, and one application in the IPF category were submitted by the December 5, 2024 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.

However, this year’s funding allocation has been delayed, due to Congress’ failure to pass a new federal budget in a timely fashion. Fortunately, on March 15, 2025, Congress passed, and the President signed, a full-year Continuing Resolution (CR) that funds the federal government through the rest of the fiscal year at funding levels similar to last year (FY 2024/25). It is anticipated that HUD will run its formula for the CDBG Program and notify entitlement jurisdictions of their annual allocation sometime in May or June 2025.

In the meantime, staff has elected to make FY 2025/26 recommendations based on the County’s FY 2024/25 CDBG entitlement grant amount of **\$4,614,953**. This decision was based on the need to conform to our Citizen Participation Plan, which outlines public noticing requirements. Moreover, making these preliminary recommendations will better enable us and the awarded organizations/agencies to begin programming and incur costs as of July 1, 2025, the start of the County’s CDBG program 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%	\$2,076,729
Public Services	*17%	\$ 784,542
Economic Development	10%	\$ 461,495
Infrastructure/Public Facility	8%	\$ 369,196
Administration	20%	\$ 922,991
Total FY 2025/26 Estimated CDBG Grant		\$4,614,953

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

Economic Development Category: Pursuant to the Board’s guidelines, an estimated total of **\$461,495** (10 percent of the County’s grant amount) is available for ED projects. A total of six applications were received, requesting a total of \$634,500. Staff recommends that five of these projects be funded. The summary with the amounts 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 **\$39,995** is available from the ED category. County CDBG staff recommends distributing the remaining amount to other CDBG categories to ensure that all available CDBG funds are allocated to eligible projects carried out during FY 2025/26.

Infrastructure and Public Facility Category: Pursuant to the Board’s guidelines, an estimated total of **\$369,196** (eight percent of the County’s grant amount) is available for IPF projects. One application was received by the application deadline, requesting a total of **\$35,000**. Staff recommends that this application be funded at its requested amount. The summary of the IPF recommendation 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 the IPF application.

Subsequently, a total of **\$334,196** is estimated to be available from the IPF category. For these estimated remaining funds, County CDBG staff recommends issuing an additional RFP that will solely solicit applications for IPF activities that can indicate being “shovel-ready” to start construction by January 2026. If the Committee approves this recommendation, the IPF-specific RFP would be issued and released in late Spring or early Summer of this calendar year. The recommendations for the IPF-specific RFP would then be presented by County CDBG staff to this Committee later this Fall.

Application Process and Evaluation Criteria:

ED Category: For FY 2025/26, ED agencies were required to submit an application describing the proposed program, need and/or target population, a proposed FY 2025/26 budget, current financial audit, and description of performance outcomes. This information was used to evaluate an agency’s capacity and ability to operate its program during the upcoming fiscal year. Furthermore, staff conducted interviews on new agencies or programs that have not received County CDBG funds previously.

Staff’s funding recommendations for FY 2025/26 ED projects are listed in **Attachment A-1**. The attached staff analysis/evaluation and recommendation table (**Attachment A-2**) provides additional details on the individual projects and provides information on an agency’s experience and capacity.

IPF Category: The RFP for FY 2025/26 CDBG funds under the IPF category was released at the kickoff meeting that took place on October 17, 2024, and applications were due on December 5, 2024.

One application was received by the December 5, 2024 deadline. Applicants were 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, eligibility, and the

priority need(s) addressed. The applicant was also interviewed by staff to respond to and clarify any issues related to the application. Staff's funding recommendation for the FY 2025/26 IPF project is listed in **Attachment B-1**. The attached staff analysis/evaluation and recommendation table (**Attachment B-2**) provides additional details on the individual project. The recommended project will beneficially impact youth services in West Contra Costa County.

Public Meeting and Transmittal of Recommendations: The Committee's recommendations will be forwarded to the full Board of Supervisors to be considered at the Board of Supervisors Meeting scheduled for June 24, 2025. Final recommendations are based on estimates. If there is at least a 10% change in the County's final FY 2025/26 CDBG allocation and it requires changes to any of the recommendations before the Finance Committee today, staff will come back to the Committee and the Board of Supervisors with revised recommendations, in accordance with the County's CDBG Citizen Participation Plan.

Attachments

Attachment A-1 – FY 2025/26 ED Projects

Attachment A-2 – ED Staff Report Table

Attachment B-1 – FY 2025/26 IPF Projects

Attachment B-2 – IPF Staff Report Table

cc: John Kopchik, Conservation and Development Director

FY 2025/26 CDBG Request & Recommendation Table Economic Development Category				
Application Number	Applicant	Program Name	Requested Funding	Recommended Funding
Economic Development				
25-01-ED	CoCoKids, Inc.	Road to Success	\$105,000	\$105,000
25-02-ED	Monument Impact	Emerging Business Support Program	\$68,000	\$55,000
25-03-ED	Opportunity Junction, Inc.	Administrative Careers Training Program	\$100,000	\$100,000
25-04-ED	Renaissance Entrepreneurship Center	Using the Power of Entrepreneurship to Build Economically Vibrant Families and Communities	\$60,000	\$60,000
25-05-ED	Upwards Care, Inc. (formerly WeeCare Inc.)	BOOST Program	\$200,000	\$0
25-06-ED	West Contra Costa Business Development Center, Inc.	Emerging Entrepreneurs Program	\$101,500	\$101,500
Total Economic Development			\$634,500	\$421,500

**Community Development Block Grant Program
Economic Development Category
FY 2025/26 FY 2026/27
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	Notes/Rationale for non-funding recommendation
25-01-ED	CoCoKids Inc.	County-wide	Consolidated Plan Priority	CD-5: Economic Development	FY	Requested Funds	Recommended Funding	Provision of training and ongoing support services to 88 low- and moderate-income persons so they can sustain their licensed family day care business or obtain a childcare license to open and operate a new family daycare business.	CoCoKids has been in operation since 1976. It first received CDBG funds in FY 1997/98 and has consistently been awarded. Readiness/Timeliness & Past Performance: 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	Benefitting low-and moderate-income persons [24 CFR 570.208(a)(2)(iii)]						CDBG Funds Recommended	\$105,000	88			\$1,193.18
	Program Name		Eligible Activity	Microenterprise and small business assistance [24 CFR 570.201(o)]	25/26	\$105,000	\$105,000			Total Program Amount	\$270,149	132			\$2,046.58
	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.	26/27	\$105,000	\$105,000			CDBG % of Total Budget	39%				
			Required Match - 50%	\$52,500			Amount Secured			\$116,350					
			Leverage*	1.57			*Does not include other CDBG funds from other jurisdictions								
25-02-ED	Monument Impact	County-wide	Consolidated Plan Priority	CD-5: Economic Development	FY	Requested Funds	Recommended Funding	Individualized microenterprise technical assistance, support, case management, and referrals for 29 low-income residents to formalize their own small businesses.	Monument Impact has been providing microenterprise services since 2008 and has received CDBG funds from another Contra Costa County jurisdiction for over a decade. Readiness/Timeliness & Past Performance: This is an ongoing program that is fully staffed, but currently is only receiving CDBG funds from the City of Concord. A 2022 monitoring of this program found no significant findings.		# clients proposed	\$ Per Client Served	Exempt		
			National Objective	Benefitting low-and moderate-income persons [24 CFR 570.208(a)(2)(iii)]						CDBG Funds Recommended	\$55,000	10			\$5,500.00
	Program Name		Eligible Activity	Microenterprise and small business assistance [24CFR 570.201(o)]	25/26	\$68,000	\$55,000			Total Program Amount	\$205,000	29			\$7,068.97
	Emerging Business Support Program		Target Population	Low- and moderate-income persons developing small, family-owned businesses microenterprises.	26/27	\$68,000	\$55,000			CDBG % of Total Budget	27%				
			Required Match - 10%	\$5,500.0			Amount Secured			\$67,000					
			Leverage*	2.73			*Does not include other CDBG funds from other jurisdictions								
25-03-ED	Opportunity Junction	County-wide	Consolidated Plan Priority	CD-5: Economic Development	FY	Requested Funds	Recommended Funding	Provision of 12 weeks of intensive job 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. Lead program staff have been with the organization for many years and have exhibited exemplary performance in operating this program. Readiness/Timeliness & Past Performance: 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	Benefitting low- and moderate-income persons [24 CFR 570.208(a)(2)(iv)]						CDBG Funds Recommended	\$100,000	3			\$33,333.33
	Program Name		Eligible Activity	Job training and placement assistance [24 CFR 570.201(o)]	25/26	\$100,000	\$100,000			Total Program Amount	\$987,046	6			\$164,507.67
	Administrative Careers Training (ACT) Program		Target Population	Low- and moderate-income persons seeking administrative job training and career development.	26/27	\$100,000	\$100,000			CDBG % of Total Budget	10%				
			Required Match - 50%	\$50,000.0			Amount Secured			\$797,046					
			Leverage*	8.87			*Does not include other CDBG funds from other jurisdictions								

**Community Development Block Grant Program
Economic Development Category
FY 2025/26 FY 2026/27
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	Notes/Rationale for non-funding recommendation
25-04-ED	Renaissance Entrepreneurship Center	County-wide	Consolidated Plan Priority	CD-5: Economic Development	FY	Requested Funds	Recommended Funding	Intensive small business/microenterprise training and technical assistance to 60 unduplicated individuals who own a small business/microenterprise or are developing a small business/microenterprise.	Readiness/Timeliness & Past Performance: 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	Benefitting low- and moderate-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	60	\$750.00		
	Program Name		Eligible Activity	Microenterprise and small business assistance [24CFR 570.201(o)]	25/26	\$60,000	\$60,000			Total Program Amount	\$377,062	105	\$3,591.07		
	Using the Power of Entrepreneurship to Build Economically Vibrant Families and Communities		Target Population	Low- and moderate-income persons who own or wish to own a small business/microenterprise.	26/27	\$60,000	\$60,000			CDBG % of Total Budget	12%				
										Required Match - 50%	\$22,500				
					Amount Secured	\$ 267,062									
Leverage*		7.38													
										*Does not include other CDBG funds from other jurisdictions					
25-05-ED	Upwards Care, Inc. (formerly WeeCare, Inc.)	County-wide	Consolidated Plan Priority	CD-5: Economic Development	FY	Requested Funds	Recommended Funding	Upwards Care, Inc. will empower 25 family childcare providers to build and strengthen their businesses through a one-year program that includes coaching, operational tools, and ongoing support. The BOOST Program enables providers to stabilize and grow, thereby expanding access to quality childcare in Contra Costa County.	Readiness/Timeliness & Past Performance: This is an ongoing program that is fully staffed, without CDBG funding.			# clients proposed	\$ Per Client Served	Exempt	Rationale 1) Duplicative service (CoCoKids). 2) No physical community ties. 3) Services are primarily application based. 4) Not enough funding for full request. \$50k would fund 6 persons,
			National Objective	Benefitting low-and moderate-income persons [24 CFR 570.208(a)(2)(iii)]						CDBG Funds Recommended	\$0	25	\$0.00		
	Program Name		Eligible Activity	Microenterprise and small business assistance [24 CFR 570.201(o)]	25/26	\$200,000	\$0			Total Program Amount	\$692,813	70	\$9,897.33		
	BOOST Program		Target Population	Low- and moderate-income family childcare providers.						26/27	\$200,000	\$0	CDBG % of Total Budget		
					Required Match - 100% (For-Profit Entity)	N/A									
					Amount Secured	\$132,813									
Leverage*		N/A													
										*Does not include other CDBG funds from other jurisdictions					
25-06-ED	West Contra Costa Business Dev. Center, Inc.	County-wide	Consolidated Plan Priority	CD-5: Economic Development	FY	Requested Funds	Recommended Funding	West Contra Costa Business Development Center (BDC) provides technical assistance and support to 60 existing businesses or persons wishing to open a business as a way to create/retain jobs.	Readiness/Timeliness & Past Performance: This is an ongoing program that is fully staffed and has consistently meets or exceeds their goals and has been timely in meeting reporting requirements.			# clients proposed	\$ Per Client Served	Exempt	
			National Objective	Benefitting low-and moderate-income persons/microenterprise assistance [24 CFR 570.208(a)(2)(iii)] and job creation [24 CFR 570.208(a)(4)(i)]						CDBG Funds Recommended	\$101,500	60	\$1,691.67		
	Program Name		Eligible Activity	Microenterprise and small business assistance [24CFR 570.201(o)]	25/26	\$101,500	\$101,500			Total Program Amount	\$329,500	60	\$5,491.67		
	Emerging Entrepreneurs Program		Target Population	Low- and moderate-income small business owners looking to expand their economic opportunities.	26/27	\$101,500	\$101,500			CDBG % of Total Budget	31%				
										Required Match - 50%	\$50,750				
					Amount Secured	\$228,000									
Leverage*		2.25													
										*Does not include other CDBG funds from other jurisdictions					

FY 2025/26 CDBG Request & Recommendation Table Infrastructure/Public Facilities Category				
Application Number	Applicant	Program Name	Requested Funding	Recommended Funding
Infrastructure / Public Facilities				
25-01-IPF	East Bay Center for the Performing Arts	Carpet Replacement	\$35,000	\$35,000
Total Infrastructure/Public Facilities			\$35,000	\$35,000

**Community Development Block Grant Program
Infrastructure/Public Facilities Category
FY 2025/26
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	Notes
			Consolidated Plan Priority	CD-6: Infrastructure/Public Facilities	FY	Requested	Recommended				CDBG Funds Recommended		Annual # of Clients Served		
25-01-IPF	East Bay Center for the Performing Arts	339 - 11th Street , Richmond, CA 94801	National Objective	Area Benefit [24 CFR 570.208 (a)(1)(i)]				East Bay Center for the Performing Arts will replace heavily worn carpet in its theater, classrooms and office spaces, to improve safety, functionality, and aesthetics of its historic facility (Winters Building). Installed in 2011, the existing carpet has exceeded its useful lifespan and currently presents tripping hazards, cleanliness concerns, and maintenance challenges. This project will ensure the facility remains welcoming and professional for students, artists, and community members.	1. NEPA Clearance 2. CDBG funds are only to be used for hard costs of construction 3. Completion of FY 2024/25 Lighting Project	East Bay Center for Performing Arts is very familiar with the Community Development Block Grant (CDBG), as they currently receive funding for an ongoing public service program and are simultaneously completing an ongoing public facilities project. They have also completed a number of rehabilitation projects on-site over the past couple years, including roof repairs and the replacement of historic windows. Their administrative staff has also demonstrated capacity to manage the logistics of the project and ensuring compliance with federal requirements. Readiness/Timeliness & Past Performance: The current timeline has this project being completed during FY 2025/26. The project is eligible, feasible, and timely.	CDBG Funds Recommended	\$35,000	5000	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.	The Financial Analysis section of this staff report is predicated on a revised proposal, submitted to staff on December 6, 2024. The applicant's initial estimate did not consider prevailing wages.
			Eligible Activity	Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements [24 CFR 570.201(c)]							Total Program Budget	\$40,232			
	Target Population		West Contra Costa County youth and their families.	25/26	\$35,000	\$35,000	CDBG % of Total Budget				87%				
							Financial Analysis				Match requirement will be met via Building Reserve Fund.				
							Required Match - 10%				\$3,500.0				
							Amount Secured				\$10,000				
							Leverage*				0.15				
							*Does not include other CDBG funds from other jurisdictions								