

FY 2026/2027 RFP

RNHS Rehab No. 6 Questions/Comments

Project and Timeline

- Please confirm the project scope. Are you requesting CDBG funds to rehabilitate 8 existing units in your portfolio?
 - **RNHS anticipates serving eight (8) individuals across five (5) households.**
 1. **137 South 6th Street- 1 Person Household**
 2. **144 South 6th Street- 2 People Household**
 3. **417 South 7th Street- 3 People Household**
 4. **561-565 South 29th Street, Richmond, CA**
 - **561 South 29th Street- Vacant**
 - **563 South 29th Street- 1 Person Household**
 - **565 South 29th Street- 1 Person Household**
 - **Our application includes three (3) single-family homes and one (1) triplex. This totals four (4) properties and six (6) units of housing.**

Per the "Target number rehabilitated units and affordability" table under Section 4 of the submitted application, it appears that 10 units are being rehabilitated. However, the "Budget Summary" in Section 1 indicates 8 units. Please explain.

- Where is each project site located? Please provide an address for each site, a description of the type of building(s) located on each site (e.g.: single-family home, duplex, townhomes, etc.), the total number of units on each site, and whether relocation is required to rehabilitate the project site.
 - **137 South 6th Street, Richmond, CA**
 1. **Single Family Home**
 2. **One Unit**
 3. **Relocation is required.**
 - **144 South 6th Street, Richmond, CA**
 1. **Single Family Home**
 2. **One Unit**
 3. **No relocation is anticipated.**
 - **417 South 7th Street, Richmond, CA**
 1. **Single Family Home**
 2. **One Unit**
 3. **No relocation is anticipated.**
 - **561-565 South 29th Street, Richmond, CA**
 1. **Triplex**
 2. **Three Units**
 3. **No relocation is anticipated.**

Please note that a relocation consultant will be required if awarded CDBG funds.

In addition, your project is subject to NEPA since CDBG funds are federal funds.

- What does the rehab of each site entail? Please list the work that needs to be done on each site.
 - **RNHS did not prepare a detailed scope of work for each site. Instead, rehabilitation cost estimates were developed using each property's square footage multiplied by a standardized rate per square foot. The full calculation used to determine these estimates is included at the end of this questionnaire to provide rationale and back-up for all budget line items.**
 - **Below is a list of the major rehabilitation items anticipated for each unit.**
 1. **137 South 6th Street**
 - **Roof Replacement**
 - **Window Replacement**
 - **Exterior Paint**
 - **Kitchen Buildout (Requires Relocation)**
 2. **144 South 6th Street**
 - **Roof Replacement**
 - **Window Replacement**
 - **Exterior Paint**
 3. **417 South 7th Street**
 - **Roof Replacement**
 - **Window Replacement**
 - **Exterior Paint**
 - **Bedroom Flooring**
 4. **561-565 South 29th Street**
 - **Roof Replacement**
 - **Exterior Paint**
- What is the timeline for rehabilitation of each proposed site? Will construction occur simultaneously at each site, or is there a specific order in which each site will be rehabbed?
 - **The estimated timeline for each site is 30-90 days.**
 - **The estimated rehab order:**
 1. **137 South 6th Street**
 2. **144 South 6th Street**
 3. **417 South 7th Street**
 4. **561-565 South 29th Street**
- Is each unit equipped with high-speed broadband capabilities?
 - **RNHS does not pay for internet services; this is the tenant's responsibility. However, tenants will be notified to keep their utilities active while work is being completed in their unit.**
 - **To prepare for this request, RNHS will confirm internet service availability during the annual unit inspections conducted in May 2026 and ensure this requirement is included in all communications to tenants regarding the rehabilitation process.**
- County Staff will need to monitor previous project files/sites prior to any potential funding award. County Staff will reach out with more information in the coming weeks.

- On June 16, 2025, a site visit was conducted at 403 South 7th Street in Richmond. The rehabilitation work for this unit was completed using CDBG funds in 2021, and the unit is currently serving as the relocation unit for the tenants from 624 Virginia while their primary residence undergoes rehabilitation.
- 624 Virginia Ave is estimated to be completed on February 22, 2026. I will follow up once the rehabilitation is finished to schedule a site visit.
- If County staff would like to review additional units, we welcome the opportunity and look forward to hearing from you about scheduling a visit.

Budget

- The minimum matching funds requirement, for nonprofit organizations funded with CDBG, is 10% of the County's award. Your application is indicative of a Project, rather than a program. Please submit a revised budget detailing all funding sources (including your match) and expenditures for the proposed rehabilitation project.

SOURCE OF FUNDS		Contra Costa CDBG	RNHS Reserve	Total Budget
Total expected each source		\$612,909	\$61,291	\$674,199
USE OF FUNDS		Budget for FY 2026-27		
Staff Salaries				
Executive Director	(%FTE)15%	\$0	\$0	\$0
Project/Prog. Mgr.	(%FTE)70%	\$0	\$0	\$0
Finance Director	(%FTE)15%	\$0	\$0	\$0
Case Manager	(%FTE)	\$0	\$0	\$0

Additional Salaries? (Qty) 2				
Property Manager	(%FTE)			\$0
Finance Manager	(%FTE)			\$0
Employee Benefits		\$0	\$0	\$0
Employee Taxes		\$0	\$0	\$0
Subtotal		\$0	\$0	\$0
Other Expenses				
Direct Client Assistance		\$0		\$0
Rent		\$0	\$0	\$0
Office Supplies			\$0	\$0
Telephone			\$0	\$0
Utilities			\$0	\$0
Insurance			\$0	\$0
Travel			\$0	\$0
Equipment Maintenance			\$0	\$0
Audit			\$0	\$0
Client Transportation			\$0	\$0
Additional Expenses? (Qty) 5				
Rehabilitation		\$421,800		\$421,800
Relocation		\$11,500		\$11,500
Management		\$65,000		\$65,000
Hard Cost (15%)		\$74,745		\$74,745
Soft Cost (8%)		\$39,864		\$39,864
RNHS Match (10%)			\$61,291	\$61,291
Subtotal		\$612,909	\$61,291	\$674,199
TOTAL:		\$612,909	\$61,291	\$674,199

Also, please include both a contingency for soft costs (8% required) and a contingency for hard costs (15% required) in your budget.

- What does the Management line item (\$65,000), provided in your submitted

application, include/consist of? *As a reminder, you may be responsible for lead, asbestos, or radon abatement, etc.*

- **Administer and track project milestones, budget, and the work schedule for the property.**
 - **Serve as the liaison between RNHS and the General Contractor to maintain alignment and communication.**
 - **Review and approve work completed at each phase, including electrical, mechanical, plumbing, roofing, concrete replacement, flooring, painting, and garage repair.**
 - **Provide oversight to keep the project on track and deliver timely progress reports**
- Please provide rationale/back-up for all budget line items (e.g.: submit estimates and back-up documentation for proposed expenditures).

Property Details

Property Name	Sq. Ft.	Rate per Sq. Ft.	Rehab Cost	Relocation
137 South 6 th Street	812	\$111	\$90,100	\$11,500
144 South 6 th Street	812	\$111	\$90,100	None
417 South 7 th Street	806	\$115	\$92,000	None
561-565 South 29 th Street	N/A	Modified	\$149,600	None

Project Overview

- Rehabilitation- \$421,800.00
- Relocation- \$11,500.00
- Project Management- \$65,000.00
- 15% Hard Cost- \$74,745.00
- 8% Soft Cost- \$39,864.00
- Total- \$612,909.00

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Friday, March 6, 2026 2:01:42 PM

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Good Afternoon, Susan

Please see my notes below in **bold**:

1. It appears that the County funded a rehab of the triplex approximately 6/7 years ago.
Why is the triplex being renovated again?
 - a. **To clarify, the residential units themselves are not being renovated; only the exterior of the triplex would undergo improvements.**
2. What does the Management line-item in your budget include? In house RNHS paid staff costs? And/or hired consultant costs?
 - a. **The Management line-item is for Project Administration Support from an external consultant:**
 - b. **Duties Include:**
 - i. **Administer and track project milestones, budget, and the work schedule for the property.**
 - ii. **Serve as the liaison between RNHS and the General Contractor to maintain alignment and communication.**
 - iii. **Review and approve work completed at each phase, including electrical, mechanical, plumbing, roofing, concrete replacement, flooring, painting, and garage repair.**
 - iv. **Provide oversight to keep the project on track and deliver timely progress reports.**
3. The "Relocation" estimate in your budget seems low. Does this estimate cover the cost of a Relocation Consultant?
 - a. **Yes, it does include the Relocation Consultant.**
4. How did you come up with the estimates in the budget (e.g.: did you receive quotes from

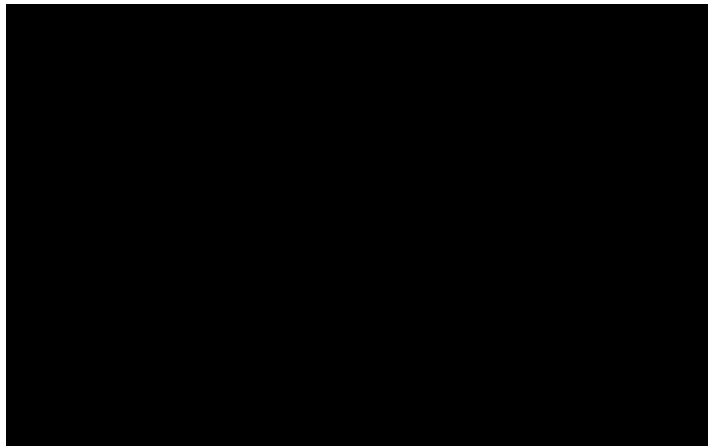
contractors)?

- a. **We estimated the amounts based on the property's total square footage and an estimated rate per square foot. This breakdown is included on the last page for your review.**

I would like to schedule the site visit at 167 South 3rd Street on Wednesday, March 25, 2026, at 10:00 AM. It sounds like we'll be conducting both the site visit and the office file review on the same day. Please let me know where you would prefer to begin so I can ensure the tenant and I are both prepared.

Feel free to contact me with any additional questions or concerns.

Have a great weekend



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Hi Cymone,