Meeting of the North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee

Friday, July 8, 2011 2:00 pm - 4:00 pm

Richmond City Hall | 440 Civic Center Plaza | Richmond, CA 94804

Members:

Nathaniel Bates, **Chair -** Richmond City Councilmember
Dr. Henry Clark, **Vice Chair -** NRMAC Representative: Unincorporated Area
John Gioia, Member - Contra Costa County Supervisor
Gayle McLaughlin, Member - Richmond Mayor & Councilmember
Jovanka Beckles, Member - Richmond City Councilmember
Joe Wallace, Member - NRMAC Representative: Unincorporated Area
Johnny White, Member - Incorporated Area Resident

Meeting Agenda:

- 1. Welcome and Introductions
- 2. Public Comment on any item not on the agenda (not to exceed 2 minutes)
- 3. APPROVE the Meeting Minutes for March 28, 2011
- 4. *RECEIVE* the following reports
 - a. Summary of Expenditures to date 2010/2011 Expenditure Plan
 - b. Tonnage & Revenue Update
 - c. Expenditure Plan Implementation Update
- 5. DISCUSS and provide direction regarding changes to be addressed in the Third Amended 2010-2011 Expenditure Plan to be considered by the City and County:
 - a. APPROVE Ad Hoc Subcommittee's recommended allocation of Strategy 14 funding for proposed Community-Based Projects.
 - b. DIRECT staff to make any language and budget changes necessary to reflect the Committee's official actions taken on proposed changes to Strategies 5, 10 & 14 and submit for final approval by the City Council and Board of Supervisors.
- 6. SCHEDULE remaining meeting date(s) for 2011 (during the months of September & November)
- 7. ADJOURN to next meeting

Agendas, meeting notes and other information regarding this committee can be found online at: $\underline{\text{www.cccounty.us/nr}}$

Meeting materials will be made available for public inspection, during business hours at 450 Civic Center Plaza in Richmond, within 96 hours of meeting date and time.

The North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee's meeting. Please call or e-mail the following Committee staff person at least 72 hours before the meeting:

Lori Reese-Brown - City of Richmond, (510) 620-6869, lori_reese-brown@ci.richmond.ca.us

North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee

Meeting Minutes

Monday, March 28, 2011 3:00 pm – 5:00 pm Richmond City Hall 440 Civic Center Plaza Richmond, CA 94804

Members/Alternates in Attendance:

Nathaniel Bates, **Chair** – Richmond City Councilmember
Dr. Henry Clark, **Vice Chair** – NRMAC Representative: Unincorporated Area
John Gioia, Member – Contra Costa County Supervisor
Gayle McLaughlin, Member – City of Richmond Mayor
Joe Wallace, Member – NRMAC Representative: Unincorporated Area
Johnny White, Member – Incorporated Area Resident

Members Absent:

Jovanka Beckles, Member – Richmond City Councilmember

1. Welcome and Introductions

Chair Nathaniel Bates called the meeting to order.

2. Public Comment

No speakers.

3. Approve Meeting Minutes – October 25, 2010

Motion to approve minutes was made by Committee Member Wallace and seconded by Committee Member McLaughlin. *Motion was passed unanimously.*

4. Receive Reports

a. Summary of Actual Expenditures – 2010/2011 Expenditure Plan
Staff introduced and discussed the one-page Expenditure Plan Budget summary
highlighting actual amount expended and remaining balance for each Strategy. Staff
clarified that the amount allocated for the current two year period includes any
unexpended funds carried over from the prior two year cycle. Staff also summarized the
following actual percentage of funding allocated to Strategies in the three established
categories: Prevention and Education = 14%, Abatement & Enforcement = 45% and
Community Investment = 41%.

Mark Peterson, the District Attorney discussed his administration's commitment to prosecuting those charged with illegal dumping in the North Richmond area. Mr. Peterson introduced Bruce Flynn, the new Illegal Dumping Prosecutor assigned to North Richmond cases handled by dedicated law enforcement officers.

Robert Campbell, the County Auditor-Controller, discussed plans for conducting a review of the use of North Richmond Mitigation Fee funding. Review will involve going through City and County documentation pertaining to revenue and expenditures to assess consistency with intended purposes and budget amounts contained in the approved Expenditure Plan(s).

b. Tonnage & Revenue Update

Staff presented the report to the Committee. Staff noted that although the amount of funding actually received in 2010 slightly exceed the amount projected, the average monthly amount projected, the average monthly amount received for the 2010/11 is about \$3,000 less than average monthly amount projected for the entire two-year period ending in December 2011.

- c. Expenditure Plan Implementation Update March 2011 Staff presented the report to the Committee. Staff informed the Committee of the installation of the North Richmond banners and highlighted the Community Clean-up that resulted in the collection of 40 tons of debris (including assisting 13 senior citizens to move their debris onto the curb for pickup).
- 5. RECEIVE report regarding the North Richmond Abatement & Enforcement Plan being developed cooperatively by the City and County -and- CONSIDER approving recommendation to amend the 2010/2011 Expenditure Plan to reallocate \$35,000 in funding budgeted within several Abatement & Enforcement strategies.

Staff made a presentation about the North Richmond Abatement & Enforcement Plan being developed by a working group of City and County abatement and enforcement staff. The final Plan will focus on needs for 2012/2013 and would be presented to the Committee upon completion. Committee staff expects to use the Plan to guide the actual strategies and funding amounts to be recommended by staff in the next Expenditure Plan for 2012/2013.

Staff explained that initial working group efforts focused on assessing whether there were any critical gaps between existing funded strategies and current needs. The working group identified the need for supplemental code enforcement staff funding. The working group requested and staff recommended reallocation of \$35,000 from two existing Abatement & Enforcement strategies for this purpose. The Committee agreed to reallocate \$30,000 from Graffiti Abatement and \$5,000 from City/County Pick-up Right-of-Way to fund a part-time, non-benefited Code Enforcement Officer for the City of Richmond for the period of July - December 2011 to be covered under a new Strategy 7B. *The Committee voted unanimously to approve incorporation of an additional Strategy 7a and associated funding reallocation into a Second Amended 2010/2011 Expenditure Plan to be recommended for approval by the City Council and Board of Supervisors.*

6. DISCUSS and PROVIDE direction about the proposed process for considering reallocation of remaining funding and any new funding requests for this 2010/2011 Expenditure Plan Cycle.

Staff presented the report to the Committee outlining the proposed process for considering reallocation of remaining funding and any new funding requests for this 2010/2011 Expenditure Plan Cycle. The Committee voted unanimously to have the reallocation of \$105,000 from Strategy 13 to Strategy 14 incorporated into the Second Amended

2010/2011 Expenditure Plan to be recommended for approval by the City Council and Board of Supervisors.

The Committee directed staff to request proposals from non-profit organizations, consistent with the process used in 2010. Consistent with past practice, the same Ad Hoc Subcommittee was directed to conduct their preliminary review of proposals and develop preliminary funding allocation recommendations to be considered by the full Committee at the next meeting.

7. SCHEDULE remaining meeting dates for 2011 (possibly within the months of May, August & November)

The Committee agreed to rescheduling meetings earlier on Fridays, possibly starting at Noon or 1:00 pm to accommodate Committee Member Jovanka Beckles' schedule.

8. ADJOURN to next meeting

Meeting adjourned at 5:25 pm.

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North Richmond Waste and Recovery Mitigation Fee 2010-2011 Expenditure Plan Budget Summary

(as of June 2011)

	#	Strategy	20	Amount Allocated in 010-2011 Plan*		otal Actual xpenditures To-Date	Estimated Amount Remaining
Educatior	1	Bulky Item Pick-ups & Disposal Vouchers	\$	10,000	\$	807.73	\$ 9,192.27
Educ	2	Neighborhood Clean-up Events	\$	25,000	\$	5,474.00	\$ 19,526.00
Prevention &	3	Community Services Coordinator	\$	144,262	\$	76,322.07	\$ 67,939.93
/entic	4	Community Services Assistant	\$	56,000	\$	37,499.60	\$ 18,500.40
Pre	5	North Richmond Green Campaign *	\$	34,500	\$	12,477.60	\$ 22,022.40
¥	6	City/County Pick-up from Right-of-Way	\$	70,000	\$	16,834.75	\$ 53,165.25
emer	7A	Code Enforcement - County	\$	258,000	\$	143,627.30	\$ 114,372.70
Enforcement	7B	Code Enforcement - City	\$	35,000	\$	-	\$ 35,000.00
∞g ⊞	8	Graffiti Abatement	\$	-	\$	-	\$ -
Abatement &	9	Law Enforcement (Investigation & Patrols)	\$	375,000	\$	235,116.93	\$ 139,883.07
bate	10	Surveillance Camera System	\$	60,000	\$	-	\$ 60,000.00
٩	11	Illegal Dumping Prosecutor	\$	65,149	\$	-	\$ 65,149.00
	12	Parks Rehabilitation Initiative	\$	90,000	\$	-	\$ 90,000.00
	13	Capital Improvement Projects (Infrastructure & Creeks)	\$	-	\$	-	\$ -
Ħ	14	North Richmond Community-Based Projects ¹	\$	505,000	\$	138,312.23	\$ 366,687.77
stme	15	North Richmond Green Community Service Programs ²	\$	45,000	\$	17,905.84	\$ 27,094.16
Community Investment	Strate	egies and allocations being carried over from the 2008/200	09 E.	xpenditure Plan (\$13	8,000)	
unity	16A	Neighborhood Landscaping and Gardening Projects	\$	56,000	\$	13,410.44	\$ 42,589.56
шшо	16B	Servicing and Moving/Removal of Street Cans	\$	-			
Ö	17A	Stipends and Mentorship Program	\$	47,000	\$	-	\$ 47,000.00
	17G	West County Watershedz Program	\$	15,000	\$	14,872.71	\$ 127.29
	17H	Wildcat and San Pablo Creek Enhancements	\$	20,000	\$	20,000.00	\$ -
	Х	Committee Administration/Staffing	\$	111,131	\$	55,000.00	\$ 56,131.00
		Contigency	\$	185,000	\$	-	\$ 185,000.00

Total Expenditure Plan Budget ³	\$ 2,207,042	\$ 787,661.20	\$ 1,419,380.80
Total Projected Revenue ³	\$ 2,207,042		

¹ See attached table for breakdown of actual expenditures for each approved Community-Based Project

² The Phase I funding in the amount of \$8,000 was originally allocated under Strategy 5 and allowed to be used for Little League related expenses, these type of NR Green programs are now being proposed to fal under new Strategy 15.

³ Total 2010/2011 projected revenue (\$2,207,042) based upon the amount of funding projected to be received in 2010/2011 (\$1,177,661) + actual funding received and not spent under the 2008/2009 Expenditure Plan (\$1,029,381).

Actual Expenditures for Strategy 14 - Community Based Projects

Organization	Project Title	Amount Awarded	Ar	nount Paid	F	Amount Remaining
Verde Partnership Garden (Urban Tilth)	Verde Elementary School Garden	\$ 14,000.00	\$	-	\$	14,000.00
Center for Human Development	Carbon Footprint Tree Planting and Trash Abatement Project	\$ 100,000.00	\$	36,677.92	\$	63,322.08
Harold Beaulieu (CHDC)	Popsicle Project (Phase II) Tile Art & Mural Painting	\$ 30,000.00	\$	8,033.58	\$	21,966.42
The Watershed Project	North Richmond Clean and Green	\$ 40,000.00	\$	25,709.00	\$	14,291.00
Communities United Restoring Mother Earth (Urban Tilth / Downtown Assoc.)	Lots of Crops	\$ 100,000.00	\$	59,891.73	\$	40,108.27
Athletes United for Peace	North Richmond Digital Technology Academy	\$ 30,000.00	\$	_	\$	30,000.00
Social Progress Inc.	Trash Removal/Lawn Mowing/Blight Reduction	\$ 8,000.00	\$	8,000.00	\$	_
Golden Gate Audubon Society	ECO - Richmond Environmental Stewardship	\$ 8,000.00	\$	2,330.00	•	8,000.00
Total		\$ 330,000.00		138,312.23	\$	191,687.77

North Richmond Waste & Recovery Mitigation Fee Payments

Date Received	Time Period		Amount Received	Processible Tons	MSW Tons
2/24/2010	Jan-10	\$	41,898.12	2,262	12,603
3/15/2010	Feb-10	\$	41,406.60	2,531	12,375
4/19/2010	Mar-10	\$	48,627.91	3,686	14,340
5/27/2010	Apr-10	\$	46,050.63	3,725	13,517
6/21/2010	May-10	\$	44,457.39	3,681	13,026
7/19/2010	Jun-10		47,181.98	3,621	13,901
8/24/2010	Jul-10		44,485.38	3,210	13,162
9/20/2010	Aug-10		46,246.34	3,451	13,653
10/28/2010	Sep-10		45,505.57	3,338	13,450
11/22/2010	Oct-10		43,815.26	2,983	13,013
12/29/2010	Nov-10		45,322.89	3,084	13,461
2/1/2011	Dec-10	\$	43,597.38	2,727	13,013
2/22/2011	Jan-11	\$	43,056.37	3,511	12,462
3/22/2011	Feb-11	\$	40,151.46	3,895	11,453
4/26/2011	Mar-11	\$	45,679.40	3,413	13,305
6/1/2011	Apr-11	\$	44,664.09	5,164	12,515
TBD	May-11	\$	47,421.83	6,833	12,921
	Jun-11				
	Jul-11				
	Aug-11				
	Sep-11				
	Oct-11				
	Nov-11				
	Dec-11				
Total - Actual YTD (20		\$	581,651.82	41,810	171,975
Total - Actual YTD (2011)		\$	220,973.15	22,815	62,655
Total - Actual YTD (2010/2011)		\$	759,568.60	61,114	222,169
Monthly Average - Actual		\$	44,680.51	3,595	13,069
Total - Projected (2010)			573,429.73	43,730	169,029
Total - Projected (2011)			604,231.41	48,393	177,480
Total - Projected (201	0 + 2011)	\$	1,177,661.14	92,123	346,509
Monthly Average - Pr	ojected	\$	47,785.81	3,644	14,086

IMPLEMENTATION UPDATE

North Richmond Waste & Recovery Mitigation Fee 2010/2011 Expenditure Plan - July 2011 -

PREVENTION & EDUCATION

Strategy 1 - Bulky Clean-ups & Disposal Vouchers

Bulky Clean-ups are available to residents with an active residential account with Richmond Sanitary Service (RSS), are limited to one per household per year, and will be disbursed on a first come first served basis. Eligible residents can request up to twelve \$5 vouchers for disposal at Republic's transfer station on Parr Blvd. per calendar year (vouchers expire after six months, Mitigation Fees only pay for vouchers that are actually redeemed). Due to limited usage of these programs, the Bulky Clean-ups and the Voucher program were combined in order to increase effectives and program promotion and the allocated funding available in the current Expenditure Plan cycle was reduced by a substantial amount.

The Community Services Assistant at CHDC distributed 160 disposal vouchers in 2010 through June 2011. The number actually redeemed can only be determined based upon invoices submitted by RSS which City staff only receives a few times per year.

Strategy 2 - Neighborhood Clean-up Events

On December 4, 2010, a community-wide neighborhood clean-up took place in which 40 tons of household trash was collected. A total of 14 loads (40.34 tons of debris) were taken to Republic Services' Golden Bear Transfer Station located at the Foot of Parr Boulevard. The City of Richmond assisted 13 seniors with trash removal/curbside pick-up from their homes. The next scheduled Community-wide Clean-up is scheduled for November 5, 2011.

Strategy 3 – Community Services Coordinator

The Community Services Coordinator (CSC) shall serve as a link between the community of North Richmond, the City of Richmond, and Contra Costa County for issues related to beautification, illegal dumping, and blight; assist the City and County in implementing specified strategies from the Expenditure Plan; and coordinate specified activities related to illegal dumping and beautification within the North Richmond Primary Mitigation Funding area.

The CSC is responsible for and has accomplished the following tasks (information is based in part on the CSC's most recent progress report):

 Submitted referrals related to illegal dumping and blight to the Community Services Assistant at the Community Housing Development Corporation (CHDC) in spreadsheet format via email. The referrals were based on resident input,

- community feedback, or CSC's personal observation when driving or walking around the Mitigation Funding Area.
- Attended various regularly scheduled community meetings including the Shields-Reid Neighborhood meeting and the NRMAC, Guardian Circle Club meetings (guardians from children who attend the Verde Elementary). Made presentations about the mitigation related issues facing North Richmond. Meeting attendees were informed about the need for resident input to help combat these issues and encouraged to provide feedback. Feedback was documented in a spreadsheet and provided to CHDC, Richmond Sanitary, City/County Code Enforcement and the County Sheriff Depts. Provided attendees with information about the various roles of mitigation related agencies and positions to ensure residents were aware of who to contact for certain issues. Outreach material was developed and communicated to all individuals who attended these meetings to inform them of available services and programs regarding vouchers, little league program and clean-up, and the street light-pole banner project. Distributed mitigation outreach material to inform individuals of various resources available in addition to upcoming events and current programs, and to encourage community input for mitigation related issues pertaining to illegal dumping and blight.
- Developed educational and public outreach materials and presentations regarding trash, illegal dumping, beautification and code enforcement targeting residents and businesses within the Funding Area, including Verde Elementary School. Ensured the distribution of educational and public outreach materials at meetings and other community events.
- Provided input regarding changes and/or additions to the North Richmond Green website (NRGreen.org).
- Organized and led monthly "North Richmond Green Meetings" to discuss related issues affecting North Richmond, to develop ideas of prevention, and to provide updates and get input on current North Richmond Green programs/events.

Strategy 4 - Community Services Assistant

The Bilingual Outreach Worker (now called the Community Services Assistant) resigned from the Community Housing Development Corporation (CHDC) in December 2009 and accepted a position with Neighborhood House of North Richmond as the Community Services Coordinator. CHDC posted the position and an initial screening was conducted by CHDC's Resident Services/Community Organizer. However, an administrative decision was made to have existing CHDC staff assume the responsibilities in the interim, as authorized in CHDC's contract.

CHDC receives referrals from Richmond Sanitary Services and the Community Services Coordinator for input into Comcate and the illegal dumping database system (including date, location, type and amount of illegally dumped materials), receives information, complaints and concerns from community residents, and handles English and Spanish speaking incoming calls and walk-ins regarding illegal dumping.

Staff reviewed Comcate daily and followed up with departments as necessary to ensure that complaints resolved. Letters were sent to offenders based on evidence collected by Richmond Sanitary. No repeat offenders identified during this report period.

Month	Reported occurrences noted in database	Evidence Letters Mailed
January 2010	260	3
February 2010	262	1
March 2010	303	3
April 2010	275	3
May 2010	297	2
June 2010	296	4
July 2010	332	3
August 2010	300	2
September 2010	321	3
October 2010	264	3
November 2010	290	2
December 2010	336	2
January 2011	337	N/A
February 2011	315	N/A
March 2011	343	N/A
TOTAL	4,531	30

Staff conducted outreach/participated in several events providing information/materials on the mitigation program, City, County, Richmond Sanitary and other community recycling resources available to the community to reduce illegal dumping. An information table was held at the following events: Earth Day, Juneteenth Festival and Cinco De Mayo Festival and the North Richmond Green Festival.

Presentations on recycling, illegal dumping, Richmond Sanitary extra pick ups days made to tenant resident councils at Community Heritage Senior Housing and Chesley Mutual Housing. Additionally, residents were encouraged to use North Richmond Voucher Program and discouraged from illegal dumping on the streets.

Strategy 5 – North Richmond Green Outreach

City staff worked with the CSC on implementation of the following activities through June 2011:

- Printed and installed banners on City-owned light pole banners along Filbert and 3rd Ave.
- Organized the NR Green parade and two clean-up projects in partnership with Richmond Sanitary Service (Community pick up project & NR volunteers).
 Organized the East Bay Regional Parks project and Watershed Project to engage volunteers in cleaning up the Wildcat Creek.

City and/or County staff are currently working with the CSC to ensure successful implementation of the following public outreach activities before December 2011:

- Providing stipends for community members (youth and adults) for door-to-door outreach to promote mitigation-funded strategies
- Design and printing of staff approved banners, signage and/or t-shirts which may include NR Green website and local phone number for Community members to learn more about Mitigation funded programs/efforts

ABATEMENT & ENFORCEMENT

Strategy 6 – City/County Pick-up from Right-of-Way

The City of Richmond's Code Enforcement abatement team currently picks-up illegal dumping in the public right-of-way located within the unincorporated & incorporated Mitigation Fee Primary Funding Area to remove items not collected by the designated RSS Hot Spot Route crew. Code Enforcement responds to information/requests submitted into the City's COMCATE system and tracks the materials collected. Code Enforcement is reimbursed for personnel, mileage, administrative costs, and equipment rental as needed. Code Enforcement staff worked between 16 and 42 hours per month on illegal dumping abatement.

Strategy 7a - Code Enforcement - County

Effective June 1, 2011, Louis Reinthaler has been assigned to replace Mark Alford as the County's official dedicated Code Enforcement Officer for North Richmond. Status reports submitted by the County Code Enforcement Officers covering the period since the previous Implementation Update (March 28, 2011) through June 30, 2011, identified the following:

- 12 new cases were opened;
- 18 cases were closed; and
- 37 cases are active.

The County Code Enforcement Officer continues to work with the Illegal Dumping Officer, City Code Enforcement and Contra Costa County Environmental Health staff to help facilitate effective collaboration within a comprehensive code enforcement framework to address the illegal dumping problem in the North Richmond community.

Strategy 7b - Code Enforcement - City

The City Council and Board of Supervisors approved the recommended Second Amended 2010/2011 Expenditure Plan in May 2011 incorporating changes to Strategy 7 and associated reallocation of funding pursuant to the City and County Working Group recommendations approved by the Committee in March. The Code Enforcement responsibilities will be handled by both the City and County (for their respective jurisdictional areas) effective July 1, 2011, rather than having one County staff person enforce codes in the City and County portions of the Mitigation Funding Area.

Approval of the Working Group recommendation is expected to increase the effectiveness of code enforcement efforts in North Richmond by providing additional staff needed to address noncompliance and blight, securing vacant/foreclosed properties, issuing residential foreclosure/vacant property notices, conducting weed abatement, investigating illegal dumping on private property and issuing administrative citations for noncompliance. The new dedicated staffing at the City will focus on handle the overwhelming amount of vacant/ foreclosed properties and blight that plagues the "city side" of the mitigation area. The cost of the City's temporary nonbenefited Code Enforcement Officer, for a period of approximately 6 months, will be funded with the reallocation of \$35,000 from two existing strategies (\$30,000 from Graffiti Abatement - Strategy 8 and \$5,000 from Right-of-Way Clean Up - Strategy 6).

Strategy 8 - Graffiti Abatement

The City of Richmond's Code Enforcement Graffiti Abatement team currently abates graffiti in the public right-of-way located within the unincorporated & incorporated Mitigation Fee Primary Funding Area. The graffiti abatement team responds to requests submitted into the City's CRW system and also via observation. Due to the reallocation of funding to support the part time code enforcement officer, Code Enforcement has not requested to be reimbursed for personnel, mileage, administrative costs and equipment/materials associated with graffiti abatement.

Strategy 9 – Law Enforcement (*Investigation & Patrols*)

The Sheriff's Office remains committed to providing excellent service to the community and is actively implementing changes recommended by Supervisor Gioia intended to maximize law enforcement resources in North Richmond using a new Resident Deputy Team approach. The Resident Deputy Team approach was officially launched in North Richmond on April 27, 2009. The Team consists of three pairs of deputies assigned to one of three shifts, either the Day Shift, Swing Shift or Weekends. All 6 deputies will have the same overall "Roles & Responsibilities" which include but are not limited to:

- ✓ Conduct illegal dumping surveillance and investigations.
- ✓ Build & file cases specific to instances of commercial dumping which are suitable for prosecution.
- Conduct sting operations to catch illegal dumpers.
- ✓ Target specific locations and/or time frames where illegal dumping occurs most regularly.
- ✓ Attend and/or participate in community meetings and events.
- ✓ Exchange accurate information with residents about crime, the community and the goals of policing.
- ✓ Develop and/or assist in youth programs and activities.
- ✓ Work with the Richmond Police Department to monitor surveillance cameras to assist in illegal dumping, graffiti and other criminal cases.
- ✓ Develop operations to combat crime in North Richmond.

Monthly Activity Logs have since been routinely submitted for the six Deputies working in North Richmond. The Deputy Logs provide various statistics including the number of

reports written, citations issued, persons arrested and various other law enforcement activities conducted by each Deputy. These Logs include statistics for potential violations/investigations related to littering and illegal dumping. In May 2011. Deputy Felipe Monroe took over for Deputy Justin Varady as the lead Deputy for illegal dumping issues in North Richmond. Deputy Monroe is continuing to work on investigating an ongoing case related to illegal dumping of potentially contaminated soil on multiple different pieces of property in North Richmond.

Strategy 10 - Surveillance Camera System

There are currently eight (8) surveillance cameras located throughout the Mitigation Area. The Richmond Police Department (RPD) has captured a significant amount of criminal activity directly attributable to the camera system and assisted the Sheriff's office on numerous video related investigations.

Below is a sampling of the type of crimes captured with the current video investment:

- Homicides:
- Stolen Vehicles;
- Probation violations;
- Illegal dumping;
- Assaults:
- Public Intoxication;
- Illegal drug possession / sale;
- Body dumping;
- Weapons discharge; and
- Stabbings

Flash Cam Update

City and County staff are in the final process of selecting and purchasing an additional five (5) cameras and associated equipment. Camera equipment is expected to be purchased sometime this month (July 2011). City and County personnel will then work with appropriate staff to determine the specific locations for cameras to be installed.

Strategy 11 – Illegal Dumping Prosecutor

The Illegal Dumping Prosecutor works closely with the City Police Department and the North Richmond Illegal Dumping Officer to discuss various strategies and important information needed to prosecute illegal dumping cases. The allocated funds cover 15% of the full-time salary for 2 years. The Illegal Dumping Prosecutor has filed cases on individuals found guilty of violating codes related to illegal dumping which have resulted in fines, jail time, and community service (details regarding some cases are included under Strategy 9). District Attorney Mark Peterson introduced Bruce Flynn, the new Illegal Dumping Prosecutor assigned to illegal dumping in North Richmond.

County staff is in communication with the District Attorney's Office regarding need to receive any invoices from their office requesting reimbursement for the Prosecutor's

staff time associated with the specific crimes/cases intended to be paid for with Mitigation Fee funding allocation.

COMMUNITY INVESTMENT

Strategy 12 – Parks Rehabilitation Initiative

The City of Richmond Parks Division has conducted the following tasks between January 1, 2010 and June 30, 2010 at the North Richmond Ball field:

- Infield lighting repaired
- Electrical security enclosure installed.
- Various electrical vandal resistant devise install in progress.
- 30 Redwood trees planted on south side of park
- Vandal resistant devices placed on five remaining trees

Although strides were made to rehabilitate the park during the time period, there were a few set-backs. 25 of the 30 trees planted were removed by thieves and two irrigation valves and several sprinkler heads were vandalized.

The Parks Division plans to do the following tasks prior to the end of this Expenditure Plan cycle:

- Install security cameras and building alarm
- Repair vandalized bathrooms.
- Install new fencing
- Install park lighting
- Re-landscape front of park.
- Install new vandal resistant score board

Strategy 13 – Capital Improvement Projects (Infrastructure & Creeks)

No funding is currently allocated to this Strategy. The City Council and Board of Supervisors approved the Second Amended 2010/2011 Expenditure Plan in May 2011 incorporating reallocation of the \$105,000 funding previously allocated to this Strategy to Strategy 14 pursuant to the Committee's recommendation approved in March.

Strategy 14 – North Richmond Community-Based Projects

All but two of the contracts for the Community-Based projects have been issued. County staff is awaiting feedback on proposed finalized Service Plan for the Verde Partnership Garden which will be attached to the contract between the County and their new non-profit fiscal agent, Urban Tilth. The County and Golden Gate Audubon Society have established mutually acceptable service plan (project scope) which adequately addresses complications with aligning established funding priorities with the reduced budget amount authorized. The following table briefly summarizes the status of each approved Community-Based Project.

Entity	Status Updates
Athletes United for Peace	Contract Completed. No invoices or progress reports received.
Center For Human Development	Contract completed. Project in progress. Invoices have been received/paid (37% of Funding Awarded).
Communities United Restoring Mother Earth / Urban Tilth	Contract completed. Project in progress. Invoices have been received/paid (60% of Funding Awarded).
Golden Gate Audubon Society	Finalizing Contract
Harold Beaulieu / CHDC	Project completed at the end of the 2011 school year. Progress report submitted. Invoices have been received/paid (27% of Funding Awarded).
Social progress Inc.	Project completed. Progress report submitted. Invoice has been received/paid (100% of Funding Awarded).
Verde Partnership Garden / Tides Center	Preparing Contract with new Fiscal Sponsor
The Watershed Project	Contract Completed. Progress Report Received. Invoice has been received/paid (64% of Funding Awarded).
TOTAL	\$330,000

Strategy 15 – North Richmond Green Community Service Programs

City staff is working with the CSC, in consultation with County staff, to ensure successful implementation of the following North Richmond Green programs which were included in the Expenditure Plan:

- North Richmond Little League Baseball Program -The program was designed to increase the community support and involvement in beautification efforts, and blight reduction. The parents and community members who are apart of the "Guardian Circle" club, which was formed from support for the North Richmond Green Little League Teams, have learned the significance of North Richmond Green, and have set an example for the youth players of maintaining a clean environment, through the picking up of trash, and recyclable items at games and practices. The coaches, whom are also community members, have also encouraged sporadic cleanups at baseball games and practices amongst the youth players to remind them of the significance of North Richmond Green, and about their responsibility to improve the environment of North Richmond. (Information provided by the CSC)
- North Richmond Youth Eco Academy The goal of the Academy is to serve as a
 environmental, hands on learning center for community members, especially for
 the youth in North Richmond. It will include education about recycling, creek
 restoration, and teach participants how to contribute to a cleaner, and healthier

environment in North Richmond. It is planned for the North Richmond Green Little League players, which includes about 50 participants, to be the targeted group to participate in the Academy, although other youth and community members of all ages will be welcome from North Richmond. (Information provided by the CSC)

North Richmond Adult Softball program

STRATEGY DESCRIPTIONS AND NUMBERING CARRIED FORWARD FROM THE 2008/2009 EXPENDITURE PLAN

Strategy 16A - Community Gardening Project - Lots of Crops

Lots of Crops is a community-oriented program designed to assist in the production of healthy food and medicine/native plants to residents of North Richmond by converting vacant lots to healing garden sites over a period of time. In addition, to the Lots of Crops project is intended to provide potential volunteer/employment opportunities for residents.

Prior to expending all of the funding previously allocated, the original Contract issued by the City expired at the end of June 2010. Remaining funding in the amount of \$42,589.56 can not be expended until new/amended Contract is finalized. Below is an example of tasks that have been accomplished between October 2009 and June 2010:

- Met with different community-based organizations, residents, and other entities regarding involvement with the Lots of Crops program
- Discussions with private property owners regarding additional potential garden sites – 10 property owners in all – five (5) in all
- o Received mulch for all gardens as needed
- Met with five stipend applicants for orientation meeting
- Trained/ worked with five stipend participants
- o Between March and June lost two (2) participants, gained another two (2)
- o Re-mulched garden sites where weeds have grown through (continuous)
- Conducted community outreach and education (continuous)
- Created a policy and procedures packet for garden site participants (revised)
- Harvested winter vegetables
- Harvested spring vegetables and fruit
- Community members harvest when necessary to keep the plants producing
- Worked on designing layout for 217 Vernon Site
- Dedicated 217 Vernon Street site to Ervin Coley III, stipend participant, murdered March 20, 2011
- Planted apple, biloba, fig, plum, orange, olive trees at 217 Vernon
- Planted watermelon, squash, strawberries, various herbs, passionflower vines, seasoning herbs, broccoli, lavender, various native plants at 217 Vernon
- Worked with interested community members to reserve garden beds for planting at all gardens
- Supervised volunteers and work various organizations came out to give their support – reference past progress reports

- Discussed financial planning for stipends received by participants financial planning still a part of the program
- Have encourage three (3) participants to open up savings accounts at a Richmond credit union
- o Held a field trip to the Greenway Medicinal Garden
- Field trips to Stribing Arboretum in San Francisco to check out all the various gardens representing all parts of the world
- o Field trip to Wildcat Canyon in Richmond to identify wildflowers/herbs
- Field trip to Keller Beach in Point Richmond to identity trees
- Bi-monthly field trip to Greenway Medicinal Garden created by CURME and maintained by George Washington Carver Plant Savers of Lots of Crops
- Weekly plant identification participants can identify 75 100 medicine plants, food plants, native plants, wildflowers, poisonous plants, etc.
- Tabling events at Richmond Main Street Initiative, International Women's Day, the Latina Center Health Fair, Peace Garden monthly Community Day where the George Washington Carver Plant Savers made sure all "green" waste was collected so CURME could compost it for all our gardens
- Weekly soil science/composting workshops to remind participants NOT to throw away "green" waste
- Vermicomposting (composting with worms) classes and basic (yard waste) composting techniques so participants can teach to community
- Prepared medicine from plants growing in our gardens medicine bags, oils, tinctures, lotions, healing salve, lip balm, plant hydrosol
- At all gardens, have planted plants to attract wildlife (butterflies, dragonflies, ladybugs, hummingbirds, etc
- At all gardens, planted strawberries, squash, herbs, corn, tomatoes, all types of peppers, sunflowers, amaranth, roses (edible), other edible flowers for their vitamin C, plants for making herbal household products and products for animal care, medicine plants, watermelon, cantaloupe, okra, all kinds of greens, etc.
- A garden blessing event was held on April 19, 2010.

Strategy 17A - Mentorship Project - YAEC

Funding to implement a Mentorship Program at the Young Adult Empowerment Center (\$47,000). As reported to the Committee in October 2009, a draft proposal was submitted by the County Housing Authority to establish a Mentorship Program at the Young Adult Empowerment Center (YAEC). At that time, staff reported potential need for an extension through June 2010 the Mentorship Program. Staff from the YAEC and Supervisor Gioia's office may request that the Committee extend the timeframe beyond June 2010 because unfortunately staffing and workload issues have hindered YAEC staff from finalizing changes to their proposal, suggested by County staff. Staff identified changes were necessary in order to ensure the program design incorporates efforts to address and combat illegal dumping and blight in the community consistent with the language in the Expenditure Plan and the overall purpose for the mitigation fee.

Strategy 17G – West County Watershedz Program

Urban Creeks Council completed all proposed vegetation clearing efforts on the levees along Wildcat Creek in February 2010. UCC was able to clear all vegetation necessary to all the County Flood Control District to complete its survey work. UCC cleared vegetation from 20 survey transects between Giaramita Street and the Richmond Parkway, as well as the bridges at Giaramita and the Richmond Parkway. UCC utilized local Civicorps youth to help with the vegetation clearing efforts.

Strategy 17H – Wildcat and San Pablo Creek Enhancements

The Contra Costa County Flood Control District completed its topographic survey work and hydrological model in March of 2010. The FCD had planned to have its work completed in the Fall of 2009, however, due to the winter rains, that work was delayed. Thanks to the efforts of UCC, County Surveyors were able to conduct a topographic survey of each of the cross sections of the levees and the areas around each of the bridges. FCD was then able to take this information and develop a detailed hydrologic analysis to determine how much vegetation that could be allowed to grow within the overall stream channel and near the brides. This information was also used to convey the 100-year flood areas as required by the US Army Corps of Engineers for levee recertification.

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STAFF REPORT North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee

MEETING DATE: July 8, 2011

AGENDA ITEM: 5

SUBJECT: Recommended Changes to be included in Third

Amended 2010/2011 Expenditure Plan, including Funding Allocations for Community-Based Projects

RECOMMENDATION(S):

- 1. DISCUSS and APPROVE Ad Hoc Subcommittee recommended allocation of Strategy 14 funding in the amount of \$175,000 based upon the eligible Community-Based Project proposals submitted.
- 2. AUTHORIZE staff to update the Strategy 14 NR Community-Based Projects table in the Expenditure Plan to reflect the amount of funding that is recommended to be allocated to each entity.
- 3. DIRECT staff to incorporate "Reporting and Invoicing" requirements specified in Attachment 2 into any future Agreements (Contracts) issued by the City and County for Community-Based Projects to be funded under Strategy 14.
- 4. AUTHORIZE staff to modify Strategy 14 language to indicate that the contracts to be issued by the City or County would provide a five month period from each effective date in which each entity will be expected to fully expend their share of the \$175,000 allocated to implement approved Community-Based Projects.
- 5. AUTHORIZE staff to modify Strategy 10 language to include costs of surveillance camera signage and warranties.
- 6. AUTHORIZE staff to modify Strategy 5 language to remove requirements to include certain text on light pole banners and T-shirts.
- 7. DIRECT staff to make text and budget changes necessary to reflect the Committee's official action on all above recommendations in the form of a Third Amended 2010-2011 Expenditure Plan to be recommended for approval by the City Council and County Board of Supervisors.

BACKGROUND:

On May 19, 2011, Committee staff distributed the "North Richmond Community Based Project Proposal Guidelines & Application For Mitigation Fee Funding" to interested parties as well as each of the Committee members/alternates (Attachment 1). The deadline for submitting completed applications/proposals was 5:00pm on June 13, 2011. Committee staff conducted preliminary review for completeness and to assess whether each proposal is eligible for funding based upon the requirements in the attached Guidelines.

Strategy 14 -- Ad Hoc Subcommittee Funding Allocation Recommendation

On June 16, 2011, the Ad Hoc Subcommittee of the Joint Expenditure Planning Committee convened to review proposals received from non-profit organizations to determine relative merit of each proposal, based upon the Evaluation Criteria in the attached Guidelines. The Subcommittee then reconvened via telephone conference on June 20, 2011 at which time they developed final funding allocation recommendations for the Committee's consideration for the \$175,000 available under Strategy 14 (North Richmond Community-Based Projects). After review of the eleven (11) non-profit proposals submitted by the specified deadline, the Ad Hoc Subcommittee recommended that seven (7) of the proposals be funded under Strategy 14.

Attached is a table (Attachment 2) that lists all the non-profit organizations that submitted proposals, the date proposals were received, and the amount of funding each non-profit requested. The spreadsheet also specifies the amount of funding recommended by the Ad Hoc Subcommittee for each proposal, as well as the percentage of funding requested that the Subcommittee is recommending be awarded to each. The notes section of the spreadsheet provides additional context based upon feedback from City/County staff and Ad Hoc Subcommittee as a result of their review of each proposal.

Additional Strategy 14 Issue Proposed for Discussion by the Ad Hoc Subcommittee

During the Ad Hoc Subcommittee meeting, City/County staff were asked about means for helping ensure accountability for those entities receiving Strategy 14 funding. Staff suggested incorporating consistent reporting requirements into future City and County Agreements in order to establish the desired accountability framework. The Ad Hoc Subcommittee identified this as being an item worth including for discussion by the full Committee.

Staff recommends the Committee direct incorporation of consistent Reporting & Invoicing Requirements (as generally shown in Attachment 3) into future City and County Agreements/Amendments for Community-Based Projects being funded under Strategy 14.

Revision to Strategy 5 - North Richmond Green Campaign

Staff recommends that Strategy 5 language related to Banners installed on light-poles and T-shirts be revised to remove requirement that they include "jointly funded by City of Richmond and Contra Costa County", the NR Green website and/or local phone number (as shown below). These items do not have enough space to ensure visibility of required text in addition to the pictures/graphics. If approved by the Committee, the four existing bullets in Strategy 5 would be replaced with the below revised language and included as a part of the Third Amended 2010/2011 Expenditure Plan document to be recommended for approval by the City and County.

5. North Richmond Green Campaign

Fund public outreach activities of the below specified types upon where the specific details related to each activity has been submitted to staff and determined to align with the purpose of the Mitigation Fee and Expenditure Plan:

- <u>Light Pole</u> Banners <u>– Design subject to committee staff approval and (light pole banners, which may include pictures of native flowers, nrgreen.org website, <u>local phone number</u>, pictures or names of North Richmond churches/organizations/_institutions, and will include "jointly funded by City of Richmond and Contra Costa County")
 </u>
- T-Shirts t-sShirts will include with NRGreen.org website and local phone number for Community members to learn more about Mitigation funded programs/efforts (which will include "jointly funded by City or Richmond and Contra Costa County" and design subject to committee staff approval)
- Signage <u>Printed or manufactured signage</u>, <u>which includes all</u> other <u>types of</u> banners, for educational purposes (<u>which willshall</u> include "jointly funded by City or Richmond and Contra Costa County", <u>NRGreen.org website and local phone number for Community members to learn more about Mitigation funded programs/efforts (and design subject to committee staff approval)
 </u>
- Design and printing of staff approved Banners, Signage and/or T-Shirts which include NRGreen website and local phone number for Community membersto learn more about Mitigation funded programs/efforts

Revision to Strategy 10 - Surveillance Cameras

Staff recommends that Strategy 10 language be revised to include cost for camera signage and warranties (as shown below) and included as a part of the Third Amended 2010/2011 Expenditure Plan document to be recommended for approval by the City and County:

Strategy 10 – Surveillance Cameras: Fund the purchase of cameras, camera infrastructure, <u>camera signage</u> and costs related to maintenance,

<u>warranty</u>, repair & relocation of surveillance camera program equipment within the Mitigation Fee Primary Funding Area to target specific locations where illegal dumping occurs most regularly.

Attachment:

- North Richmond Community Based Project Proposal Guidelines & Application For Mitigation Fee Funding – May 19, 2011
- 2. Subcommittee Funding Allocation Table June 2011
- 3. Proposed Community-Based Project Reporting and Invoicing Requirements

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NORTH RICHMOND COMMUNITY BASED PROJECT PROPOSAL GUIDELINES & APPLICATION FOR MITIGATION FEE FUNDING

THIS FUNDING IS JOINTLY ADMINISTERED BY THE CITY OF RICHMOND AND CONTRA COSTA COUNTY

MAY 19, 2011

2010-2011 NORTH RICHMOND MITIGATION FEE FUNDING REQUEST PROPOSALS

PROPOSAL APPLICATION AND GUIDELINES

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2010-2011 NORTH RICHMOND MITIGATION FEE FUNDING REQUEST PROPOSALS

PROPOSAL APPLICATION AND GUIDELINES

BACKGROUND

North Richmond Waste and Recovery Mitigation Fee and Committee

The Waste & Recovery Mitigation Fee (Mitigation Fee) was established as a condition of the use permits issued by the City of Richmond (City) and County of Contra Costa (County) for the West Contra Costa Sanitary Landfill Bulk Materials Processing Center (Transfer Station) and is to be used "to defray annual costs associated with collection and disposal of illegally dumped waste and associated impacts in North Richmond and adjacent areas."

In order to facilitate joint administration of the Mitigation Fee funding, the City and the County entered into a Memorandum of Understanding (MOU) forming the North Richmond Waste and Recovery Mitigation Fee Joint Expenditure Planning Committee (Committee)¹, which is charged with preparing recommended two-year Expenditure Plan(s) that are subject to the approval by the Richmond City Council and the County Board of Supervisors. The Expenditure Plans dictate how Mitigation Fees are allocated amongst a variety of strategies for the benefit of the North Richmond Community. Each time the Committee desires to change the language in the Expenditure Plan, it must be incorporated into a recommended Amended Expenditure Plan which would be subject to approval by both the City and County.

More information about the Committee and Mitigation Fee can be found at the following websites: http://www.nrgreen.org and http://www.cccounty.us/nr

2010-2011 Expenditure Plan

The current 2010-2011 Expenditure Plan allocates Mitigation Fees to strategies that include neighborhood clean-ups, free disposal vouchers for residents, a variety of dedicated mitigation-related staff positions, surveillance cameras, park projects, and other community-based programs and projects (which may include environmental stewardship and community garden projects). Proposals accepted for funding will come out of the amount allocated to Strategy #14 in the 2010-2011 Expenditure Plan.

¹ North Richmond Waste and Recovery Mitigation Fee Joint Expenditure Planning Committee consists of Richmond Mayor Gayle McLaughlin; City Councilmembers Nathaniel Bates and Jovanka Beckles; Contra Costa County Supervisor John Gioia; Richmond incorporated area resident, Johnny White - Alternate and North Richmond Municipal Advisory Committee Members Dr. Henry Clark - Unincorporated Area and Joseph Wallace - Unincorporated Area.

ELIGIBLE USES OF FUNDS

Proposed projects may address issues such as anti-littering, environmental stewardship, blight reduction, beautification and/or other improvements that contribute to the quality of life in the specified Mitigation Funding Area (shown in the attached map). Projects must be aligned with the intended uses of the Mitigation Fee and details listed within Strategy #14 as described below.

"Strategy 14. North Richmond Community-Based Projects

Fund the development, implementation and oversight of a variety of community-based projects with specific focuses on anti-littering, environmental stewardship, blight reduction and/or beautification (including personnel/labor, administrative oversight, materials, equipment and related maintenance costs). Rather than funding stipend programs separately (including stipends, administrative oversight and related materials/equipment), new community-based projects/programs should include component for stipends, where appropriate, to pay local youth and/or other community members for assisting with illegal dumping prevention/abatement or beautification activities within the Mitigation Fee Primary Funding Area."

INELIGIBLE USES OF FUNDS

Regardless of proposed project's degree of alignment with the intended uses specified on the previous page, North Richmond Mitigation Fee funding may <u>not</u> be used for the following:

- Repayment of existing debt or pre-existing tax liens or obligations
- Legal fees
- Loan or bank fees
- Subsidization of existing contracts
- Political lobbying
- Advancement of certain sectarian, politically partisan, or religious projects (grant funds should be used for specific projects and not to advance the causes of any of the stated groups)

ELIGIBLE APPLICANTS

Organizations must meet the criteria below in order to be eligible to apply for a grant:

• This program is open to all not-for-profit entities (includes non-profits, community-based organizations, governmental agencies, etc.) providing services benefiting the North Richmond community (includes both the incorporated and unincorporated portions shown in the attached map). These entities should propose programs and/or projects that align with Strategy #14 of the 2010-2011 Expenditure Plan (see above).

• Non-governmental entities must have either a 501(c)(3) tax status or must apply using a fiscal sponsor (an organization with a 501(c)(3) tax status). The agreement between the organization and the fiscal sponsor must be submitted with the application. The fiscal sponsor will enter into the contract with either the City of Richmond or Contra Costa County and the organization actually performing the services will act as the sub-contractor.

FUNDING AMOUNT AND CYCLE

There is no maximum funding amount that organizations can request during this 2010-2011 cycle; however, the total amount of funding available during this funding cycle is anticipated to be approximately \$175,000². Keep in mind when developing proposals that if selected for funding, that the amount allocated may be less than requested, in which case you will be asked to submit a revised proposal and budget.

There was one proposal funding cycle earlier in the 2010-2011 Expenditure Plan cycle and amounts allocated per project are attached. Dependant upon the amount of funding requests received, revenue available, and the number and amount of awards made.

Organizations are allowed to submit multiple proposals per Community-Based projects funding cycle if proposing more than one program or project. Proposed activities or projects that could be funded and implemented independently of one another should be contained in separate applications.

There is no established policy prohibiting consideration of proposals submitted requesting supplemental funding allocation to enhance Community-Based Projects approved in the earlier proposal funding cycle. The funding allocated must be used by December 31, 2011 regardless of when the funding agreements are approved and fully executed, unless otherwise allowed in writing based upon approval by the City or County.

GENERAL CONDITIONS

- 1. Although not required, priority for grant funding will be given to organizations that hire or already employ local residents including youth.
- 2. A panel will review submitted proposals and applications. Upon review, an applicant interview may be required by the Panel.
- 3. After funding allocation approval, a contract with specific deliverables regarding the proposed project/program will be required. All organizations are expected to refrain from initiating until execution of the contract and complete proposed projects or activities shall be completed by December 31, 2011.
- 4. Payments are awarded on a reimbursement basis only; start-up funds will not be available during this funding cycle; and the funding recipient will not receive the

² The total funding amount provided is an estimate. If not selected for funding at this time, proposals maybe considered for funding in the next Expenditure Plan cycle (2012/2013).

total amount awarded at one time (unless determined necessary based on individual proposals).

Award recipients will be required to submit detailed progress reports with each payment request. In order to receive the funding allotment, the progress reports must provide detailed information about the services provided, and overall progress achieved, as well as accounting data so the total cost of the portion of the project can be readily determined. The recipient should retain original documents such as receipts, progress payments, invoices, time cards, etc. A final report at the conclusion of the project is also required. Progress report templates attached.

- 5. After the Committees funding allocation recommendations are approved by the City and County, the City or County reserve the right, at their sole discretion, to modify the funding awards or to stop the award if the funds are not used in the manner described and agreed upon in the contract.
- 6. All materials submitted with the proposal become the property of the North Richmond Mitigation Fee Committee, the City of Richmond, and Contra Costa County and will not be returned. Funds awarded are public funds and any information submitted or generated is subject to public disclosure requirements.
- 7. The Committee, City and County reserves the right, at their sole discretion to modify the guidelines and application, to request modifications of the proposal, to accept or reject any or all proposals received, to grant full or partial funding of any request, and/or to cancel all or part of this solicitation at any time prior to awards.

SUBMISSION REQUIREMENTS

The following materials must be submitted by 5:00pm on Monday, June 13, 2011, in order to be considered for funding (this section can be used as a check-list):

- ✓ Proof of 501c3 tax status
- ✓ Completed application including program budget and project schedule
- ✓ An agreement between the organization and the fiscal sponsor, if applicant is using a fiscal sponsor
- ✓ Strongly encouraged but not required One (1) letter of recommendation or support from a community member or other organization that serves the North Richmond community. The purpose of this letter is to exhibit to the Committee the need and support for the proposed project/program.
- ✓ Strongly encouraged but not required One (1) letter from a past funder (in a written statement, please let us know if you have never received funding). The purpose of this letter is to demonstrate to the Committee your organization's reputation and integrity in managing finances and successfully delivering services.

When submitting your application, please submit three (3) copies of the completed application and all relevant documents in an envelope. All printed materials should be printed on white 8 1/2" x 11" papers with easy to read font size and style. All costs incurred in the preparation of an application are the applicant's responsibility. Proposals must be easily reproducible on a standard copying machine. Please do not staple pages or use spiral or gum bindings.

Submit an electronic copy of the application in Word and scanned copies of all supporting documents by the deadline to lori_reese-brown@ci.richmond.ca.us.

If awarded funding, organizations will be required to complete and submit additional documentation including but limited to:

- Fill out a W-9 form
- Obtain applicable business license (organizations are responsible for all associated fees)
- Meet City or County insurance requirements. Fiscal sponsors, serving as the contractor, must have insurance that covers all actions of the entity acting as the sub-contractor. Organizations may use funding awards to cover added insurance costs to meet City or County requirements

EVALUATION CRITERIA

All submitted proposals that comply with the funding proposal application requirements will be evaluated and rated according to the following criteria:

- 1. Project Description and Concept Proposal is aligned with the intended purpose of the mitigation fee; clear and comprehensible with a practical timeline; project activities are well defined and technically feasible.
- 2. Outcomes Goals and objectives are clearly stated, specific and measurable.
- 3. Organizational Capacity Management and staff are qualified to implement the project and achieve stated objectives.
- 4. *Impact* Project is positively contributing to the North Richmond community and its residents.
- 5. Financial Viability Organization demonstrates sound fiscal management and project budget is realistic and cost effective. In the event that the total project budget is greater than the request award amount, the applicant is required to submit appropriate documentation from the other funding sources regarding the existence or availability of those funds (grant awards, in-kind contributions, etc.)
- 6. Assessment of proposals may also include: Consideration of such issues such as demographic diversity, extent of collaboration, community support, employment of local residents including youth, and public education potential.

PROCESS OVERVIEW *

Application Available May 19, 2011

Application Deadline June 13, 2011

Proposal Review Process June - July 2011

Award Recommendations July - August 2011

Funds must be spent by December 31, 2011

APPLICATION DEADLINE

The <u>deadline to submit an application and all relevant attachments is Monday, June 13, 2011 at 5:00 pm</u> (postmarked on or before 6/13/2011). There are no exceptions for applications and/or required documentation postmarked or delivered after the deadline. Late and incomplete applications will not be considered. It is recommended that a "Delivery/Mailing Receipt" be obtained for those mailing via the U.S. Postal Service to show proof of mailing date. Applicants assume responsibility for timely submission of applications and all required documents.

Materials can be submitted in printed form via the U.S. Postal Service or in person to:

Richmond City Hall Attn: Lori Reese-Brown North Richmond Mitigation Funding Request Proposals 450 Civic Center Plaza Richmond, CA 94804

TECHNICAL ASSISTANCE

For inquiries or clarification on this program or application, please contact: Matthew Kelley at (925) 335-1238 or via email at matthew.kelley@dcd.cccounty.us or Lori Reese-Brown at (510) 620-6869 or via e-mail at lori_reese-brown@ci.richmond.ca.us.

^{*} These dates (except for the application deadline) are subject to change without notice. If not selected for funding at this time, proposals maybe considered for funding in the next Expenditure Plan cycle (2012/2013).

2010-2011 NORTH RICHMOND MITIGATION FEE

FUNDING REQUEST APPLICATION

<u>SECTION I – ORGANIZATION INFORMATION</u>

<u>Ar</u>	oplicant Contact Information:
Na	me of Organization:
Or	ganization Address:
Ex	ecutive Director Name:
Pro	oject Manager Name (name of person applying for the grant for a specific project):
	le:
Ph	one Number: Fax Number:
En	nail Address:
	ote: If applicable, please provide updates in writing on any changes to staff identified in plication.
Ba	ckground Information:
a.	Provide a description of your organization's mission statement.
b.	State the length of time your organization has been in operation.
c.	List the services that your organization provides to the North Richmond neighborhood.

<u>SECTION II – PROJECT OVERVIEW</u>

Project Description and Concept

- a. Describe the project your organization is proposing to implement with mitigation funds (include list of activities, proposed location(s) for programs, community involvement, etc.). State if this is a new project or a continuing one.
- b. Identify the issue or need your project seeks to address. Describe how your proposed project is anticipated to address anti-littering, environmental stewardship, blight reduction, beautification and/or other improvements that contribute to the quality of life in the specified Mitigation Funding Area.
- c. Describe the goals and objectives of the proposed project.
- d. Describe the steps you will follow to accomplish your objectives (plan of action, staff/volunteer roles and responsibilities, etc.).
- e. How, if at all, does your organization propose to sustain this program after mitigation funding is expended?

Project Schedule

f. Provide a timeline for project implementation, including start and completion dates.

Project Outcomes, Evaluation and Accountability

g. Describe how your organization will measure and evaluate your success in meeting your identified goals and objectives.

Organizational Capacity

- h. List the staff members responsible for the implementation of project-related tasks; include their qualifications and any prior relevant experience (resumes may be attached).
- i. Describe the organization's financial management system used to maintain control over current operations and to ensure budgets are monitored and complied with?
- j. Provide one (1) letter of recommendation or letter of support from community members or other organizations and one (1) letter from a past funder regarding your organization and/or project.

Other

Provide any additional information that your organization believes will assist the k. Committee in considering the merits of your proposal.

SECTION III – BUDGET INFORMATION

Financial Viability

Total Amount of Grant Requested:	

Complete Table 1 with your organization's budget for the proposed project. Items that can be included in the budget should fall under the following expense categories: staff costs, equipment, supplies/materials and project-related administration/overhead. Please itemize total proposed funding requested for each expense category and provide as much detail as possible, including the number of units (e.g. staff hours, equipment quantities, etc.) and per unit costs (e.g. hourly rates for staff or stipends, price of equipment, etc.). Add additional rows or use additional pages if needed. Please note stipends included in prior Community-Based Projects proposals selected for funding were all required to pay at least \$10/hour.

Table 1

Item	Cost	Funding Request
Staff Time & Stipends		
Stipends for 10 youth	\$10/per youth x 40 hours/youth	\$4,000
Equipment		
Supplies/Materials		
Administration/Overhead		
TOTAL		

Total Project Budget

If the requested amount does not fully cover the cost of the proposed project, then please complete the following table to show all funds anticipated to be received by your organization for this proposed project.

Table 2

Total Budget	Funding Amount	% of Project Budget
	Requested	
\$100,000	\$25,000	25%

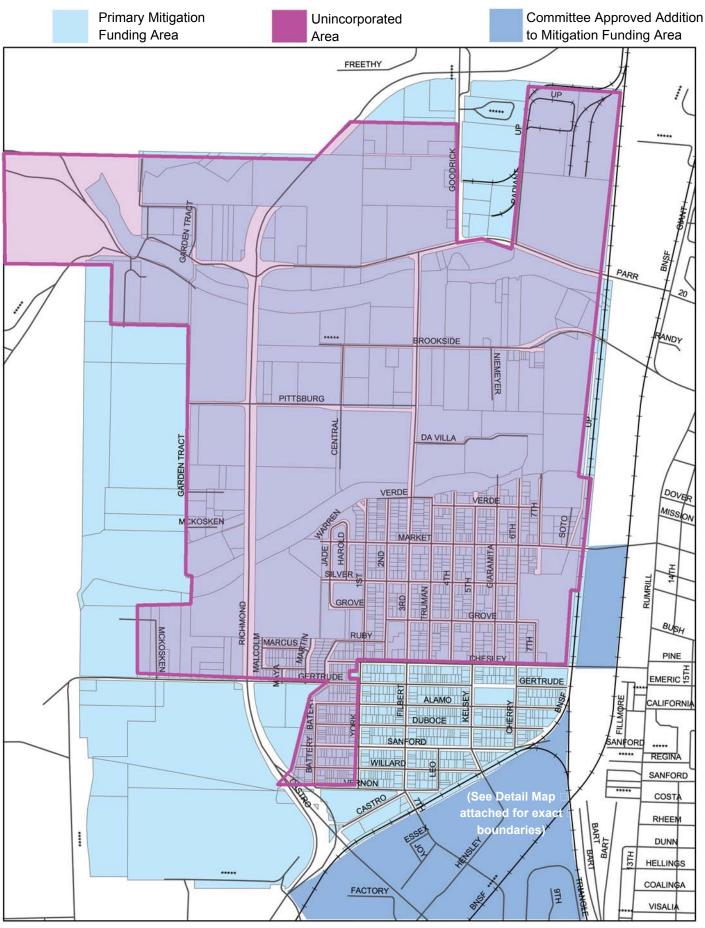
In Table 3, include other grants, federal/state funds, individual and corporate donations, volunteer and in-kind services, etc. which will provide the necessary funding to cover the full cost of your proposed project. For example, if Table 2 states that your organization is requesting 25% of the project budget from the Mitigation Fees then Table 3 should provide information about the remaining 75% of funds. When completing the table, indicate the status of the funding sources as follows: P = Proposed; S = Application Submitted; and A = Approved. Add additional rows or use additional pages if needed.

Table 3

Potential Funding Sources	Status	Amount (\$)	Date Funds are Available
TOTAL			

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North Richmond (Incorporated & Unincorporated Areas)



Community Based Projects (Strategy 14 - NRMF Expenditure Plan 2010/2011)

Organization	Project Title	Requested Amount	Amount Recommended
	·		
Verde Partnership Garden/ Tides Center	Verde Elementary School Garden	\$14,000	\$14,000
Center for Human Development	Carbon Footprint Tree Planting and Trash Abatement Project	\$133,400	\$100,000
Harold Beaulieu / CHDC	Popsicle Project (Phase II) Tile Art & Mural Painting	\$38,947	\$30,000
The Watershed Project	North Richmond Clean and Green	\$42,124	\$40,000
Communities United Restoring Mother Earth/ Urban Tilth	Lots of Crops	\$307,023	\$100,000
Athletes United for Peace	North Richmond Digital Technology Academy	\$47,175	\$30,000
Social Progress Inc.	Trash Removal/Lawn Mowing/Blight Reduction	\$143,100	\$8,000
Golden Gate Audubon Society	ECO - Richmond Environmental Stewardship	\$40,000	\$8,000
Remainder To Be Allocated			\$175,000
Total Amount Requested/ Recommended		\$765,769	\$505,000

Organization	Project Title	Electronic Copies?	# of copies submitted	Date Rec'd (Email/Hardco py)	Time Rec'd (Email/Hardco py)	Postmark Date (if rec'd after 5pm on 6/13)	Requested Amount	Proposed Budget (verifiable amount based upon line item detail provided)	Amount Recommended by SubCommittee (6/20/2011)	Notes	% Recommended (SubCte)
Center for Human Development	Carbon Footprint Project – Expansion Phase	Yes	4	6/13/2011	3:44pm		\$75,000	\$75,360	\$35,000.00	Budget in proposal covered 6 month period (inconsistent with Proposal Guidelines & Application). Supportive of the strong youth stipend component, request that as much of the recommended \$35,000 be used to fund youth stipends as possible. Train, mentor & pay youth to remove litter & reusable items and plant trees.	46.44%
Eco-Village	Eco-Stewardship Ambassadors Project	No	3	6/16/2011	АМ	6/13/2011	\$83,860	\$83,860	\$35,000.00	Roles and accountability for the three collaborating entities should be more clearly defined. Regulatory requirements/standards for selling food are not addressed adequately in narrative or noted as line item in budget/schedule.	41.74%
Golden Gate Audubon Society	Eco-Richmond Program - Expansion/Continuation	Yes	3	6/13/2011	11:06am		\$23,644	\$23,643.60	\$18,509.15	Well defined project with specific goals/objectives expected to positively impact local residents/community. Spanish component, educ/outreach and support letters.	78.28%
Healing Circles of Hope (DBA) MASK	Garden of Angels - Community Healing Garden Project	Partial	3	6/13/2011	4:46pm	6/13/2011	\$40,000	\$40,000	\$29,985.00	Project activities and goals/objectives should be better defined. Locations not yet certain, only tentative so contract language needs to include specifics mandating means of demonstarting geographic eligibility. Need a revised budget that specifies hourly rates and hours for all proposed labor/stipend expenses. Advocate maximizing amount of recommended funding to be used to fund youth stipends (minimum of \$10/hour).	74.96%
Reach Fellowship International	North Richmond Women's Campus Day Center	No	8	6/9/2011	3:25pm		\$70,400	\$71,300	\$29,708.33	Budget reduced to \$29,708.33 for consistency with time period identified in the Proposal Guidelines & Application, because budget in proposal covered a 12 month period. Need revised budget to specify hours/hourly rates for personnel. Identify proposed use of funding listed under Administration line item and determine whether the proportion of rent and similar operating expenses proposed to be funded is in line with the proportion of the facility needed to support the activities described in the proposal.	41.67%
Social Progress	Community Blight Reduction	No	4	6/13/2011	4:46pm		\$58,800	\$58,080	\$25,556.67	Maximize amount of reduced allocation to be used to pay for youth stipends (minimum of \$10/hour). Description of measurable goals should be improved upon so the Contract clearly states how to verify anticipated outcomes. Need revised budget to specify hours/hourly rates for personnel. Project budget should be revised to eliminate purchasing Vouchers and Clean-up Boxes since these are already available and funded under Strategies 1 & 2.	44.00%
The Watershed Project	Verde Elementary	Yes	3	6/13/2011	4:59pm		\$10,029	\$10,029	\$1,240.85	Majority not recommended for funding because of problems with previously funded street can project and lack of funding commitment to service/maintain street cans	12.37%
Harold Beaulieu	Garden in a Day Project	No	1	6/14/2011	10:43am	6/13/2011	\$24,781.24		\$0.00	Ineligible because Application form missing (does not reflect all required information contained in the Application). Budget line items actually total \$5,512 less. Budget amount would have to be prorated since funding to be used in 5 months rather than 7 months / Schedule says Dec-Jun which is not correct.	0.00%
McGlothen Education Community Center	Youth Garden Project	No	3	6/13/2011	4:51pm		\$10,000		\$0.00	Ineligible due to location. Project activities and goals/objectives not clearly defined. Inadequate budget detail.	0.00%
The Watershed Project	Cul de Sac	Yes	3	6/13/2011	4:58pm		\$12,104		\$0.00	Recommend they apply for funding next year when there is more time and money available so that they can include actual installation as part of project to be funded, as well as commitment from owner of property(ies).	0.00%
The Watershed Project	Stakeholder Action Plan	Yes	3	6/13/2011	5:03pm	6/13/2011	\$7,950		\$0.00	Coordinated public involvement about needs and lessons learned. Not expected to result in tangible community benefits, seems somewhat duplicative.	0.00%
Total Amount Requested/ Recommended							\$416,568	\$362,273	\$175,000.00		48.31%

<u>Community-Based Project Reporting and Invoicing Requirements</u> Proposed to be included in future City & County Agreements/Amendments

Contractor shall submit Progress Reports, using attached City/County provided template, in conjunction with each invoice covering the period since last report/invoice submitted, consistent with the Payment Provisions (Specify the Section of the Service Plan of the Agreement). Contractor shall monitor, document, and report all Participants activities and other costs for which reimbursement will be requested. Upon completion of work, Contractor shall submit a Final Report, using attached City/County provided template, in conjunction with the final invoice.

Contractor shall submit invoices and required supporting documentation requesting reimbursement for allowed costs in the Budget contained in the "Eligible Costs" Section, which together may not total more than \$ (enter applicable contract amount).

- Invoices: Invoices shall contain the following information in sufficient detail and be submitted in a form which adequately demonstrates consistency with this Service Plan. Invoices shall be accompanied by the applicable Required Supporting Documentation described in the following subsection.
 - a. Number of hours per staff member being billed for which stipends have been paid,
 - b. Number of hours Contractor staff performed work per Task described herein at the rates allowed in the Eligible Costs Section, and
 - c. Itemization of any other direct costs (e.g. supplies, travel, operating expenses, etc.) incurred for which reimbursement is being requested within that invoice period.
- 2. **Required Supporting Documentation**: The following Required Supporting Documentation must be submitted with invoices when applicable as described below.
 - a. Every invoice must be accompanied by a Progress Report, with the exception of the final invoice which must be accompanied by a Final Report. Both types of Reports must contain all of the information specified in the City/County provided Report templates.
 - b. If stipends are included in an invoice, such invoice must be accompanied by copies of Interns daily logs or timesheets covering all stipend hours for which reimbursement is being requested.
 - c. If staff time is included in an invoice, such invoice must be accompanied by copies of timesheets covering all staff hours for which reimbursement is being requested.
 - d. If an invoice is requesting reimbursement of any other direct costs (any costs other than staff time or stipends), such invoice must be accompanied by copies of actual itemized invoices or receipts for all applicable direct costs (bus transportation or curriculum materials). If an invoice is requesting reimbursement for copying or printing, at least one copy of the printed item should accompany the invoice.

City/County shall review submitted invoices and supporting documentation within a reasonable period of time and remit payment to Contractor promptly upon determining the purpose and amount of payment requested are authorized under this Agreement.

2010/2011 North Richmond Waste & Recovery Mitigation Fee Community-Based Project Progress Report

Organization:	 	
Fiscal Sponsor:	 	
Contact Person:		
Progress Report Period:		

Brief Description of the Program:

Provide a brief description of the services/programs that are being provided with the North Richmond Mitigation Fee funding awarded. This information should be consistent with information in the Service Plan attached to your City/County Agreement

Tasks accomplished to date:

Provide narrative information (can be bullet points) about the various tasks that your organization has completed in whole or in part during the progress report period.

Number of clients/students/individuals served:

Provide total number served

<u>Number of clients/students/individuals served from the North Richmond Mitigation</u> <u>Funding Area:</u>

Provide total number served

Challenges:

Specify whether your organization has identified any issue or problem that may impact potential achievement of one or more of the expected goals/outcomes identified in your proposal. What challenges/obstacles/barriers may inhibit your ability to reach specified goals (e.g. personnel issues, lack of funding and/or supplies, awareness/outreach?

Lessons Learned:

Share any lessons learned during the progress report period. These lessons could have come from participants, staff and/or the community.

Feedback from Participants/Community:

Provide any feedback obtained participants and/or community regarding the program during the progress report period - including but not necessarily limited to copies of quotes; emails/letters received; completed surveys/evaluations; summary of survey/evaluation findings.

Other Important Information:

Provide any additional information about your organization's work that you felt could not fit in any of the other sections. This is where to describe additional services or enhanced activities provided that have not been described in prior documents submitted. Provide a listing of any materials/documents produced as a part of the program (e.g. pictures, surveys, handouts, work products, etc.) during the progress report period and attach copies of each.

Expense Summary:

Attach Invoice for any reimbursable costs incurred during the progress report period.

2010/2011 North Richmond Waste & Recovery Mitigation Fee Community-Based Project Final Progress Report

Organization:	 	
Fiscal Sponsor:	 	
Contact Person:	 	
Progress Report Period:		

Brief Description of the Program:

Provide a brief description of the services/programs that were provided with the North Richmond Mitigation Fee funding awarded. This information should be consistent with information in the Service Plan attached to your City/County Agreement.

Tasks accomplished to date:

Provide narrative information (can be bullet points) about the various tasks that your organization completed during the Contract period (should consolidate/update the information included in prior Progress Reports as well as any additional work completed since last report submitted).

Number of persons served from the North Richmond Mitigation Funding Area:

Provide total number served from each area during the Contract period.

Successes:

Identify extent to which your organization's program achieved the anticipated goals/outcomes identified in your proposal (be specific). Specify any other beneficial outcomes/success stories resulting from your program/activities that were not identified in your original proposal.

Challenges:

Explain why your organization was not able to achieve expected goals/outcomes identified in your proposal, if applicable. What challenges/obstacles/barriers inhibited your ability to reach specified goals (e.g. personnel issues, lack of funding and/or supplies, awareness/outreach?

Lessons Learned:

Share any lessons learned during the Contract period. These lessons could have come from participants, staff and/or the community.

Feedback from Participants/Community:

Provide any feedback obtained participants and/or community regarding the program - including but necessarily limited to copies of quotes; emails/letters received; completed surveys/evaluations; summary of survey/evaluation findings.

Other Important Information:

Provide any additional information about your organization's work that you felt could not fit in any of the other sections. This is where to describe additional services or enhanced activities provided that have not been described in prior documents submitted. Provide a listing of any materials/documents produced as a part of the program (e.g. pictures, surveys, handouts, work products, etc.) and attach copies of any that were not included as attachments to any prior Progress Reports submitted.

Expense Summary:

Attach Final Invoice for any reimbursable costs not included on invoice(s) submitted in the prior progress report period(s).