North Richmond Waste & Recovery Mitigation Fee Amended 2014/15 Expenditure Plan

The Waste & Recovery Mitigation Fee was established as a result of the Environmental Impact Report (EIR) dated November 2003 for the WCCSL Bulk Materials Processing Center (BMPC) and Related Actions (Project). The Project involved new and expanded processing and resource recovery operations on both the incorporated and unincorporated area of the Project site, which the EIR concluded would impact the host community. To mitigate this impact Mitigation Measure 4-5 called for a Mitigation Fee to benefit the host community, described as follows:

> "Mitigation Fee. The facility operator shall pay a Mitigation Fee of an amount to be determined by the applicable permitting authority(ies) ***to defray annual costs associated with collection and disposal of illegally dumped waste and associated impacts in North Richmond and adjacent areas*.** The mitigation fee should be subject to the joint-control of the City and County and should be collected on all solid waste and processible materials received at the facility consistent with the existing mitigation fee collected at the Central IRRF."

In July 2004, the City of Richmond and Contra Costa County entered into a Memorandum of Understanding (MOU) agreeing to jointly administer Mitigation Fee monies collected from the BMPC for the benefit of the incorporated and unincorporated North Richmond area. This North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee (Committee) was formed pursuant to the terms of the MOU for the specific purpose of preparing a recommended Expenditure Plan. This Expenditure Plan provides a means to jointly administer the Mitigation Fee funding for the benefit of the host community, as described in the EIR. The Expenditure Plan is subject to final approval of the Richmond City Council and the Contra Costa County Board of Supervisors.

By approving this Expenditure Plan, the City Council and Board of Supervisors authorize the use of Mitigation Fee funding for only the purposes and in the amounts specified herein. The City and County have each designated their respective staff persons responsible for administering the development and implementation of the approved Expenditure Plan, which includes responsibility for drafting and interpreting Expenditure Plan language. However, the City and County have not delegated to the Committee or to staff the authority to expend funding for purposes not clearly identified in the Expenditure Plan document officially approved by their respective decision-making bodies.

Activities which can be funded in this Expenditure Plan period with the Mitigation Fee amounts specified within this Expenditure Plan are described herein as "Strategies" or "Staff Costs". Strategies are categorized as either "Core Services" or "Supplemental Enhancements". Core Services includes the higher funding priority strategies that most directly address the intended purpose of this City/County approved Mitigation Fee*, "to defray annual costs associated with collection and disposal of illegally dumped waste and associated impacts in North Richmond"*.

All references to the "Mitigation Fee Primary Funding Area" or "Mitigation Fee Funding Area" pertain to the geographic area shown in the attached map (Attachment 5).

Expenditure Plan Period:	July 1, 2014 - June 30, 2015 *(unless otherwise specified herein)*

BUDGET

The funding allocation amounts included in this document apply to the Expenditure Plan Period specified on the first page unless otherwise specified herein. The total amount of funding allocated in the Expenditure Plan Budget is based on revenue projections provided by the BMPC operator, Republic Service, which are dependant upon multiple variables (e.g. number of tons of recovered materials vs. solid waste, per ton gate rate charged and amount of CPI-adjusted per ton Mitigation Fee). Actual Mitigation Fee revenue may deviate from revenue projections provided by Republic and used to prepare this Budget. A “Contingency” line item is included in the Budget to help accommodate variations between projected and actual revenue. Excess funding allocated to strategies and not expended by the end of each Expenditure Plan period is treated as “roll-over” funding for reallocation in a subsequent Expenditure Plan period.

The Budget includes some line items that are based on fixed costs, however there are other line items which are scalable and/or dependant on utilization thereby providing flexibility to reallocate amounts if and when a significant need is identified. Allocated funding may remain unspent due to under-utilization of a particular program. If the amount allocated to a particular line item is determined to exceed needs based upon usage, the remaining funding can only be reallocated by officially amending the Expenditure Plan. This Expenditure Plan may only be adjusted upon official action taken by both the City and County. Although there has been some interest in allowing flexibility for staff to adjust funding allocations under specific circumstances, the authority to approve or modify the Expenditure Plan rests solely with the City Council and Board of Supervisors.

Annual fiscal year Expenditure Plan cycle is expected to reduce margin of error of Mitigation Fee revenue projects, streamline financial reconciliation/budgeting process and minimize need to amend Expenditure Plans mid-cycle. Amending Expenditure Plans involve administrative burden and costs due to the joint approval needed from both the Richmond City Council and County Board of Supervisors. In order to minimize the amount of funding needed to cover staff costs incurred to amend the Expenditure Plan, staff will only recommend changes to the Expenditure Plan when necessary to address a significant and time-sensitive need.

NORTH RICHMOND MITIGATION FEE EXPENDITURE PLAN BUDGET

	#	Expenditure Plan (EP) Strategy *(EP Cycle: July 1, 2014 thru June 30, 2015)*	Approved by Committee in May 2014	Recommended Amended Allocations[6]
Core Services	1	Bulky Item Pick-ups & Disposal Vouchers	$ 1,500.00	$ 1,500.00
	2	Neighborhood Clean-ups	$ 10,000.00	$ 10,000.00
	3	Prevention Services Coordinator	$ 29,400.00	$ 29,400.00
	4	City/County Right-of-Way Pick-up & Tagging Abatement	$ 17,000.00	$ 17,000.00
	5	Code Enforcement - County	$ 92,568.00	$ 92,568.00
	6	Illegal Dumping Law Enforcement	$ 177,187.50	$ 177,187.50
	7	Surveillance Cameras	$ 2,700.00	$ 2,700.00
Supplemental Enhancements	8	Community Services Coordinator	$ 60,245.85	$ 72,697.52
	9	Community-Based Projects[1]	$ 93,899.22	$ 93,899.22
	10	North Richmond Green Community Service Programs	$ 39,133.33	$ 39,133.33
	11	North Richmond Green Campaign	$ 10,000.00	$ 10,000.00
	12	Neighborhood Community Garden Project(s)[2]	$ 40,000.00	$ 40,000.00
		Contingency *(3.5% of Projected Revenue)*	$ 20,000.00	$ 7,548.33
Subtotal (without Committee Staffing)			$ 593,633.90	$ 593,633.90
	x	Committee Administration/Staffing	$ 58,228.78	$ 58,228.78
Total Projected Revenue in 2014/15[3]			$ 569,764.20	$ 569,764.20
Unobligated (Unspent) Carry-Over Funding from 2012/2013 Expenditure Plan[4]			$ 82,098.73	$206,875.54
Funding obligated in the 2013/14 Expenditure Plan to carry over into the 2014/2015 Expenditure Plan[5]			$ 69,734.89	$ 53,945.09
Total 2014/15 Expenditure Plan Budget			$ 721,597.57	$ 846,374.38

*[1] Selected projects are incorporated in the 2014/15 Community Based Projects Table (**Attachment 2**) included as part of this 2014/2015 Expenditure Plan. Funding allocations for the $69,734.89 previously obligated to ongoing Projects approved in the 2013/14 Expenditure Plan is reflected in **Attachment 3**.*

*[2] Selected projects are incorporated in the 2014/15 Neighborhood Community Garden Project(s) Table **(Attachment 4)** included as part of this 2014/2015 Expenditure Plan.*

[3] Total Projected Revenue shown above reflects the amount projected to be received between July 1, 2014 and June 30, 2015.

[4] Amount of carry-over funding shown in original Budget included $64,826.48 of unspent 2012/13 Expenditure Plan funding available for reallocation. It also includes $15,789.81 allocated under the Community Based Project strategy in the 2013-14 EP, of which $15,754.69 would never be spent as authorized due to the Center for Human Development closure ($14,272.25) and Contracting Agency cost savings ($1,482.44). Also includes $0.25 that had been included in Contingecy in the original EP, which was actually unexpended carry-over CBP funding from a prior cycle. An additional $124,776.81 is included as unobligated to reflect the actual amount of unobligated funding available through the end of the 2013/2014 fiscal year Expenditure Plan cycle, which was not allocated to any Strategies in this Expenditure Plan.

*[5] Funding obligated for previously approved Supplemental Enhancement activities within the Community Based Project Strategy is recommended to be carried over to fund the completion of selected Projects under the 2014/15 Expenditure Plan since they are not expected to be completed by June 30, 2014. See **Attachment 3** for listing of the previously approved Community Based Projects that are recommended to be carried over and implemented under Strategy 9 of this 2014/15 Expenditure Plan.*

[6] Reallocation of funding from the Contingency line item to authorize reimbursement of actual Community Services Coordinator (Strategy 8) costs incurred for the period through June 2015. Reduces Contingecy line item by $12,451.67, and increases the Community Services Coordinator (Strategy 8) accordingly.

DESCRIPTION OF STRATEGIES RECOMMENDED FOR FUNDING

Funding allocation amounts for each strategy are specified in the Budget table on page 3. The following Strategies describe the activities allowed to be funded with the amounts allocated to each in the Budget (associated allowable agency staff costs are described in the Staff Costs section). Strategies are grouped based on relative funding priority levels and the "Core Services" category contains higher priority Strategies than the "Supplemental Enhancements" category. Higher funding priority Strategies are those which best address the Fee's intended purpose, ***"to defray annual costs associated with collection and disposal of illegally dumped waste and associated impacts in North Richmond"***) and "Supplemental Enhancements".

Level 1 Priority - PRIMARY CORE SERVICES STRATEGIES

- 1 - Bulky Item Pick-ups & Disposal Vouchers
- 2 - Neighborhood Clean-up Events
- 4 - City/County Right-of-Way Trash & Tagging Removal
- 5 - Code Enforcement - County
- 6 - Illegal Dumping Law Enforcement

Level 2 Priority - SECONDARY CORE SERVICES STRATEGIES

- 3 - Prevention Services Coordinator
- 7 - Surveillance Cameras

Level 3 Priority - PRIMARY SUPPLEMENTAL ENHANCEMENTS STRATEGIES

- 8 - Community Services Coordinator
- 9 - Community Based Projects (SOME)
- 11 - North Richmond Green Campaign
- 12 – Neighborhood Community Garden Project(s)

Level 4 Priority - SECONDARY SUPPLEMENTAL ENHANCEMENTS STRATEGIES

- 9 - Community Based Projects (SOME)
- 10 - North Richmond Green Community Service Programs

CORE SERVICES

1. Bulky Item Pick-ups & Disposal Vouchers

Provide residents in the Mitigation Fee Primary Funding Area, who prove eligibility consistent with City/County procedures, with the option of choosing to:

- Request up to one on-call pick-up service per household per calendar year for bulky items that are not accepted in the current on-call clean-ups through Richmond Sanitary Service (RSS), only available to those with an active account with RSS; or
- Request up to twelve $5 vouchers per household 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).

[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]

Administering Agency: City of Richmond

Implementing Entity(ies):

Community Housing Development Corporation *(processes requests and issues Disposal Vouchers/arranges Bulky Item Pick-ups)*

Republic Services - Golden Bear Transfer Station & Richmond Sanitary Service *(reimbursed for Disposal Vouchers redeemed and Bulky Item Pick-ups provided)*

Reporting/Payment Requirements: Effective July 1, 2012, CHDC and Republic Services shall provide required data pertinent to Strategy 1 based upon the strategy-specific invoicing/reporting parameters and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments.

2. Neighborhood Clean-ups

Provide at least one neighborhood and/or creek clean-up event in the Mitigation Fee Funding Area; additional clean-up event may be scheduled as funding allows. *[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]*

Administering Agency: City of Richmond

Implementing Entity(ies):

City Manager's Office *(coordinates scheduling of clean-up dates and associated arrangements in conjunction with partner entities)*

Republic Services - Richmond Sanitary Service *(reimbursed for providing/servicing clean-up boxes and disposing of debris placed in clean-up boxes)*

Reporting/Payment Requirements: Effective July 1, 2012, the City Manager's Office and Republic Services shall provide required data pertinent to Strategy 2 based upon the strategy-specific invoicing/reporting parameters and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers).

3. Prevention Services Coordinator

Fund at least a portion of a Prevention Services Coordinator (PSC) position (including salary/benefits/overhead and administering agency contracting charge[1]) on a contract basis to assist the City and County in implementing Strategy 1 as the point of contact for community members interested in claiming Disposal Vouchers or Bulky-Item Pick ups. Assist community members interested in reporting illegal dumping and seeking referral/resources. Track and report data related to illegally dumped waste collected by Republic Services Hot Spot Crew and handle associated referrals to applicable public agencies, including right-of-way referrals for Strategy 4.

[1] Administering agency contracting charge applies ($3,000 per contract)

[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]

Administering Agency: City of Richmond & Contra Costa County

Implementing Entity: Community Housing Development Corporation (CHDC)
(reimbursed actual cost for part-time position and issues Disposal Vouchers/arranges Bulky Item Pick-ups)

Reporting/Payment Requirements: Effective July 1, 2012, CHDC shall provide required data pertinent to Strategy 1 and Strategy 3 based upon the strategy-specific invoicing/reporting parameters and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments.

4. City/County Right-of-Way Pick-up & Tagging Abatement

Fund consolidated pick-up program (including personnel, mileage, equipment rental and administrative costs) for removal of illegal dumping and tagging abatement* in the public right-of-way located within the unincorporated & incorporated Mitigation Fee Primary Funding Area. Removal of illegal dumping is intended to occur based upon referrals from the Prevention Services Coordinator for items/debris not collected by the designated Republic Services Hot Spot Route crew.

* Allocation of funding under this Strategy for this Expenditure Plan cycle is primarily intended to cover the cost incurred for City/County Right-of-Way Pick-up activities throughout the Primary Funding Area. Funds for Tagging Abatement were not allocated in this Expenditure Plan cycle.

[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]

Administering Agency: City of Richmond

Implementing Entity: Richmond Police Department's Code Enforcement Division

Reporting/Payment Requirements: Effective July 1, 2012, the Richmond Police Department's Code Enforcement Division shall provide required data pertinent to Strategy 4 based upon the strategy-specific invoicing/reporting parameters and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers).

5. Code Enforcement Staff - County

Fund at least a portion of County code enforcement position (including salary/benefits and related vehicle and equipment costs), to assist with vacant/ abandoned lot abatements and fencing as well as other health/building/zoning violations related to illegal dumping and blight throughout the unincorporated Mitigation Funding Area.

[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]

Administering Agency: Contra Costa County

Implementing Entity: County Department of Conservation & Development's Building Inspection Division

Reporting/Payment Requirements: Effective July 1, 2012, the County Department of Conservation & Development's Building Inspection Division shall provide required data pertinent to Strategy 5 based upon the strategy-specific invoicing/reporting parameters and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers).

6. Illegal Dumping Law Enforcement

Fund majority of a full-time Sheriff Deputy (between 90-100% of salary/benefits, overtime, uniform and related cell phone, equipment, and vehicle costs) to assist with law enforcement investigations and patrols to combat illegal dumping within the Mitigation Fee Primary Funding Area.
[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]

Administering Agency: Contra Costa County

Implementing Entity: County Sheriff's Office

Reporting/Payment Requirements: Effective July 1, 2012, the County Sheriff's Office shall provide required data pertinent to this Strategy based upon the strategy-specific invoicing/reporting parameters and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers).

7. Surveillance Cameras

Fund the purchase of cameras, camera infrastructure, camera signage and costs related to maintenance, warranty, repair & relocation of surveillance camera system equipment within the Mitigation Fee Primary Funding Area to assist the dedicated Illegal Dumping Law Enforcement officer in targeting specific locations where illegal dumping occurs most regularly.
[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]

Administering Agency: Contra Costa County

Implementing Entity(ies):

Richmond Police Department *(operate, move and maintain eight Pan-Tilt-Zoom wireless video surveillance cameras and associated camera system infrastructure throughout NR -AND- install/clean/move FlashCam cameras located within the incorporated NR area if funding is available)*

County Sheriff's Department *(coordinate monitoring of FlashCams located throughout NR and identify/request relocation of surveillance cameras throughout NR as needed)*

County Public Works Department (*install/clean/move FlashCam cameras located within the unincorporated NR area upon request if funding is available)*

Reporting/Payment Requirements: Effective July 1, 2012, each Implementing Entity shall provide required data pertinent to each entity's applicable Strategy 8 responsibilities based upon the strategy-specific invoicing/reporting parameters and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments (funding transfers) now or in the future.

SUPPLEMENTAL ENHANCEMENTS

8. Community Services Coordinator

Fund at least a portion of a Community Services Coordinator (CSC) position to be staffed on a contract basis (including salary/benefits/overhead and administering agency contracting charge[2]). The 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;
- coordinate outreach activities related to illegal dumping and beautification within the Primary Funding area, as specified by the City/County, including North Richmond Green community service programs and outreach activities described under Strategies 10 & 11; and
- be bilingual in order to assist with Spanish translation as needed.

[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]

Administering Agency: City of Richmond

Implementing Entity: Neighborhood House of North Richmond (NHNR).

Reporting/Payment Requirements: Effective July 1, 2012, NHNR shall provide required data pertinent to Strategies 8, 10 & 11 based upon the strategy-specific invoicing/reporting parameters and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments.

9. 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 plus administering agency contracting charges[3]). 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. Community Based Projects to be funded were solicited through an open Funding Request Proposal & Application process. Examples of potential project types that may be funded include but are not limited to:

[2]Administering agency contracting charge is $3,000 per contract.

[3]Administering agency contracting charge is $3,000 per contract if directly contracting with City or County.

a. Neighborhood Landscaping Improvements
b. Community Art Projects (e.g. Tile Art, Murals or Safe Routes/Popsicle Project)
c. Stipend Beautification Programs

Details, including recommended allocation amounts, for each of the selected Community Based Projects to be funded under this Expenditure Plan are contained in the Community Based Projects Tables included as Attachments 2 & 3. Funding for carry-over Projects in Attachment 3 is not included in the amount listed under Strategy 9 in the Budget.
[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]

Administering Agencies: Contra Costa County and City of Richmond and/or Community Housing Development Corporation (CHDC) on behalf of the City or County. CHDC may, under contract with either the City or County as a Administering Agency, administer Community Based Project contracts funded under this Strategy for some or all of the new Community Based Projects selected for funding in the 2014/2015 Expenditure Plan cycle. CHDC shall use no more than twenty (20) percent (%) of the total amount awarded to each Community-Based Project (after subtracting City/County contracting cost) listed in Attachment 2 to oversee project implementation, including facilitating review/assessment of reports' and deliverables. Payments to Implementing Entities for Community-Based Projects shall not be issued by CHDC without the written approval of City and County Committee Staff.

Implementing Entity: Various Non-Profit Organizations (see Community Based Projects Tables in Attachments 2 and 3)

Reporting/Payment Requirements: Any Community Based Project contracts issued or amended by the City/County shall incorporate Reporting & Invoicing Requirements generally consistent with those shown in Attachment 1. Community-Based Project contracts being administered by CHDC on behalf of either the City or County shall also incorporate Reporting and Invoicing Requirements generally consistent with those shown in Attachment 1. Attachment 1 only applies to Community-Based Project contracts with the Implementing Entities. The City and/or County will issue advance payments to CHDC, as needed, to ensure there is adequate funding available to payments requested by Implementing Entities if and when authorized by City and County Staff. Additionally, CHDC would be subject to contractual payment and reporting provisions that differ from those in Attachment 1 due to the nature of the services to be provided.

10. North Richmond Green Community Services Programs

Fund the following North Richmond Green programs on a contract basis[4] to the extent the specific details submitted are determined to align with the purpose of the Mitigation Fee and Expenditure Plan:

- *NR Little League Baseball Program* - Includes cost of registration and uniforms with customized North Richmond Green patches for up to 5-6

teams, season kick-off event/parade, equipment, stipends for game monitoring and oversight, food and transportation.

- *NR Adult Softball program* - Includes cost of registration, jerseys with North Richmond Green patches and hats for the men's and women's team.
- *NR Youth Twilight Basketball Program* - Includes cost of registration and uniforms with North Richmond Green patches for up to 5-6 teams, equipment, stipends for game monitoring and oversight, food and transportation.
- *NR Youth Eco Academy* - Youth projects to include school gardens, recycling efforts, habitat restoration, creek/bay/ocean water quality monitoring, beach/creek/neighborhood clean-ups and ecological field trips. May fund the cost of materials, transportation and fees associated with pre-approved community beautification projects such landscaping and murals.

[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]

Administering Agency: City of Richmond & Contra Costa County

Implementing Entity: Neighborhood House of North Richmond (NHNR).

Reporting/Payment Requirements: Effective July 1, 2012, NHNR shall provide required data pertinent to Strategies 8, 10 & 11 based upon the strategy-specific invoicing/reporting parameters and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments.

11. North Richmond Green Campaign

Fund the design, printing and/or distribution of education and outreach materials on a contract basis[4] which must align with the purpose of the Mitigation Fee and Expenditure Plan and be pre-approved by Committee Staff. Outreach materials must include "Jointly funded by City of Richmond & Contra Costa County" unless otherwise specified herein. Outreach materials may be any of the types specified below, however must clearly intend to directly:

- Inform the community about Mitigation Fee funded programs/efforts,
- Increase participation in Mitigation funded programs/efforts,
- Reduce illegal dumping and blight in the Mitigation Fee Funding Area, and/or
- Promote beautification in the Mitigation Fee Funding Area.

The following type of outreach material expenditures may be funded if reviewed and pre-approved by Committee Staff:

- STIPENDS – Pay local community members (youth and adults) to distribute printed outreach materials door-to-door to promote mitigation-funded strategies *(Jointly Funded text not applicable to stipend expenses, only materials)*
- HANDOUTS/MAILERS – Newsletters, flyers, brochures or other documents intended to be handed out or mailed to local residents/organizations.

[4] Administering agency contracting charge applies ($3,000 per contract)

- T-SHIRTS - Shirts shall include the NRGreen.org website to encourage people to learn more about Mitigation funded programs/efforts *(local phone number should also be included when possible, however inclusion of Jointly Funded text may not be required)*
- NR GREEN FESTIVAL – Event held once per year and generally include information booths to raise awareness about mitigation-funded efforts and other local beautification efforts as well as fun activities for kids and food. Materials promoting the event shall include the NRGreen.org website as well as a local phone number.
- SIGNAGE – Printed or manufactured signage, which includes promotional banners for local events/parades, which should include the NRGreen.org website for Community members to learn more about Mitigation funded programs/efforts. Repair, replacement and removal of NRMF-funded Light Pole Banners.

[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]

Administering Agency: City of Richmond & Contra Costa County

Implementing Entity: Neighborhood House of North Richmond (NHNR).

Reporting/Payment Requirements: Effective July 1, 2012, NHNR shall provide required data pertinent to Strategies 8, 10 & 11 based upon the strategy-specific invoicing/reporting parameters and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments.

12. Neighborhood Community Garden Project(s)

Fund on-going maintenance and up-keep of existing community gardens within the Primary Funding Area, which may include a component for stipends, where appropriate, to pay local youth and/or other community members for assisting with Community Garden upkeep and maintenance.

Neighborhood Community Garden Projects to be funded were solicited through an open Funding Request Proposal & Application process. Projects selected under this Strategy could be funded on an on-going basis if separately awarded funding in multiple Expenditure Plan cycles.

Details, including recommended allocation amounts, for each of the selected Neighborhood Community Garden Projects are included in Attachment 4.

[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]

Administering Agencies: Contra Costa County, City of Richmond and/or Community Housing Development Corporation (CHDC)[5] on behalf of the City or County. CHDC may, under contract with either the City or County as the Administering Agency, administer Neighborhood Community Garden Project contracts being funded under this Strategy for some or all of the Neighborhood Community Garden Project non-profit organizations selected for funding in the 2014/2015 Expenditure Plan cycle. CHDC shall use no more than twenty (20)

[5] Administering agency contracting charge is $3,000 per contract.

[6] Administering agency contracting charge applies ($3,000 per contract) with the County or City

percent (%) of the total amount awarded to each Project to oversee project implementation, including facilitating review/assessment of reports and deliverables. Payments to Implementing Entities for Neighborhood Community Garden Projects shall not be issued by CHDC without the written approval of both City and County Committee Staff.

Implementing Entity: Various Non-Profit Organizations (see Neighborhood Community Garden Projects Table in Attachment 4)

Reporting/Payment Requirements: Any Neighborhood Community Garden Project contracts issued or amended by the City/County shall incorporate Reporting & Invoicing Requirements generally consistent with those shown in Attachment 1. Neighborhood Community Garden Project contracts being administered by CHDC on behalf of either the City or County shall also incorporate Reporting & Invoicing Requirements generally consistent with those shown in Attachment 1. Attachment 1 only applies to the Neighborhood Community Garden Project contracts with the Implementing Entities. CHDC would be subject to contractual payment and reporting provisions that differ from those in Attachment 1 due to the nature of the services to be provided. The City and/or County will issue advance payments to CHDC, as needed, to ensure there is adequate funding available to payments requested by Implementing Entities if and when authorized by City and County Staff.

STAFF COSTS

Committee Administration/Staffing Funding: The funding allocated for Committee Administration/Staffing may not be adequate to cover the full cost of staff time necessary for jointly staffing the North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee as well as developing, administering and overseeing this Expenditure Plan for the specified period. Supplemental funding allocation may be necessary upon determining actual costs exceed the amount budgeted to cover the intended City/County costs for joint staffing.

Strategy-Specific Funding: The cost of City/County staff time spent providing direct implementation assistance and/or coordination for specific Strategies may be covered with a portion of the NRMF funding budgeted for each applicable Strategy. Additionally, a portion of the NRMF funding budgeted for Strategies will be used to pay fixed administering agency contracting charge for each applicable contract ($3,000 per contract) unless otherwise specified herein.

- T-SHIRTS - Shirts shall include the NRGreen.org website to encourage people to learn more about Mitigation funded programs/efforts *(local phone number should also be included when possible, however inclusion of Jointly Funded text may not be required)*
- NR GREEN FESTIVAL – Event held once per year and generally include information booths to raise awareness about mitigation-funded efforts and other local beautification efforts as well as fun activities for kids and food. Materials promoting the event shall include the NRGreen.org website as well as a local phone number.
- SIGNAGE – Printed or manufactured signage, which includes promotional banners for local events/parades, which should include the NRGreen.org website for Community members to learn more about Mitigation funded programs/efforts. Repair, replacement and removal of NRMF-funded Light Pole Banners.

[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]

Administering Agency: City of Richmond & Contra Costa County

Implementing Entity: Neighborhood House of North Richmond (NHNR).

Reporting/Payment Requirements: Effective July 1, 2012, NHNR shall provide required data pertinent to Strategies 8, 10 & 11 based upon the strategy-specific invoicing/reporting parameters and schedule developed/maintained by Committee Staff in order to receive NRMF-funded payments.

12. Neighborhood Community Garden Project(s)

Fund on-going maintenance and up-keep of existing community gardens within the Primary Funding Area, which may include a component for stipends, where appropriate, to pay local youth and/or other community members for assisting with Community Garden upkeep and maintenance.

Neighborhood Community Garden Projects to be funded were solicited through an open Funding Request Proposal & Application process. Projects selected under this Strategy could be funded on an on-going basis if separately awarded funding in multiple Expenditure Plan cycles.

Details, including recommended allocation amounts, for each of the selected Neighborhood Community Garden Projects are included in Attachment 4.

[See "Staff Costs" section for agency activities that may also be funded under this Strategy.]

Administering Agencies: Contra Costa County, City of Richmond and/or Community Housing Development Corporation (CHDC)[5] on behalf of the City or County. CHDC may, under contract with either the City or County as the Administering Agency, administer Neighborhood Community Garden Project contracts being funded under this Strategy for some or all of the Neighborhood Community Garden Project non-profit organizations selected for funding in the 2014/2015 Expenditure Plan cycle. CHDC shall use no more than twenty (20)

[5] Administering agency contracting charge is $3,000 per contract.

[6] Administering agency contracting charge applies ($3,000 per contract) with the County or City

percent (%) of the total amount awarded to each Project to oversee project implementation, including facilitating review/assessment of reports and deliverables. Payments to Implementing Entities for Neighborhood Community Garden Projects shall not be issued by CHDC without the written approval of both City and County Committee Staff.

Implementing Entity: Various Non-Profit Organizations (see Neighborhood Community Garden Projects Table in Attachment 4)

Reporting/Payment Requirements: Any Neighborhood Community Garden Project contracts issued or amended by the City/County shall incorporate Reporting & Invoicing Requirements generally consistent with those shown in Attachment 1. Neighborhood Community Garden Project contracts being administered by CHDC on behalf of either the City or County shall also incorporate Reporting & Invoicing Requirements generally consistent with those shown in Attachment 1. Attachment 1 only applies to the Neighborhood Community Garden Project contracts with the Implementing Entities. CHDC would be subject to contractual payment and reporting provisions that differ from those in Attachment 1 due to the nature of the services to be provided. The City and/or County will issue advance payments to CHDC, as needed, to ensure there is adequate funding available to payments requested by Implementing Entities if and when authorized by City and County Staff.

STAFF COSTS

Committee Administration/Staffing Funding: The funding allocated for Committee Administration/Staffing may not be adequate to cover the full cost of staff time necessary for jointly staffing the North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee as well as developing, administering and overseeing this Expenditure Plan for the specified period. Supplemental funding allocation may be necessary upon determining actual costs exceed the amount budgeted to cover the intended City/County costs for joint staffing.

Strategy-Specific Funding: The cost of City/County staff time spent providing direct implementation assistance and/or coordination for specific Strategies may be covered with a portion of the NRMF funding budgeted for each applicable Strategy. Additionally, a portion of the NRMF funding budgeted for Strategies will be used to pay fixed administering agency contracting charge for each applicable contract ($3,000 per contract) unless otherwise specified herein.

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Attachment 1

Community-Based Project & Neighborhood Community Garden Project Reporting and Invoicing Requirements

Substantially equivalent language to be included in all NRMF-funded Community Project 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.

Authorized Advance Payments: In order to receive any potential payment in advance, such must be authorized for the specified Project in Attachment 2 of the Expenditure Plan approved by both the County Board of Supervisors and Richmond City Council. No Contractor authorized for advance payment may receive more than ten (10) percent (%) of the approved Implementing Entity Award for this Project. In order to seek potential payment in advance, the Contractor shall submit a written request to both the City and County Committee Staff detailing the reason(s) advance payment is necessary and the amount of funding requested in advance (not to exceed 10% of total award) specifying which applicable allowable expenses would be covered by such payment.

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).

1. **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. Separately identify number of hours spent attending North Richmond Green Meetings (Attendance Required at least Quarterly).
   d. 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.

North Richmond Waste & Recovery Mitigation Fee Community-Based Project

Progress Report

Organization: _____

Contact Person: _____

Progress Report Period: _____ - _____

Project Expenses to Date: *Attach completed Progress Report to each Invoice being submitted for any reimbursable costs incurred during this Progress Report Period.*

Brief Description of the Project:

Provide a brief description of the project activities/services your Organization is providing with this North Richmond Mitigation Fee (NRMF) funding. Funded activities must be consistent with the signed Agreement.

_____

Tasks Accomplished to Date:

Describe the various tasks that your Organization has completed in whole or in part during the Progress Report Period (can be bullet points). [Save for use/reference when preparing Final Progress Report.]

_____

Materials Produced to Date:

Provide a listing of any materials/documents produced during this Progress Report period as a part of this project (e.g. pictures, surveys, handouts, work products, etc.) and attach copies of each.

_____

Number of Persons Served to Date:

Provide total number served from the NRMF Funding Area during this Progress Report period. _____

Provide total number served from outside the NR Funding Area during this period. _____

Provide total number of residents paid with NRMF funding during this period. _____

North Richmond Green Meeting Attendance to Date:

Specify which monthly North Richmond Green meetings (list meeting dates) your Community Based Project representative(s) attended during this Progress Report period. [Must attend at least once per quarter]

MEETING DATE(s): _____ *ATTENDEE NAME(s):* _____

Successes to Date:

Identify whether and how your project is addressing the intended problems associated with illegal dumping (be specific). Describe any other beneficial outcomes/success stories resulting from your project activities to date.

_____

Challenges to Date:

List any and all issues/problems (e.g. change in personnel, inadequate public awareness, applicability of regulatory restrictions/requirements, etc.) identified during this period which may impact the project's ability to achieve the intended outcome(s) identified by your Organization. Include all challenges/obstacles/barriers that may inhibit or compromise your ability to address the intended illegal dumping problem(s).

_____

Lessons Learned to Date & Feedback from Participants/Community:

Share any lessons learned from participants, staff and/or the community during this Progress Report period.

_____

Provide any feedback about the NRMF-funded project/program received from participants and/or community members (such as copies of quotes, emails/letters and completed surveys/evaluations).

_____

Other Project Information:

Provide any additional information about your organization's work that did not fit in any of the other sections, including description(s) of any additional services or enhanced activities provided beyond those specified.

_____

North Richmond Waste & Recovery Mitigation Fee Community-Based Project

Final Progress Report

Organization: _____

Contact Person: _____

Contract Period: _____ - _____

Final Project Expenses: *Attach completed Final Progress Report to the Final Invoice being submitted for any reimbursable costs not included on invoice(s) submitted with prior Progress Report(s).*

Brief Description of the Project:
Provide a brief description of the project activities/services your Organization provided with this North Richmond Mitigation Fee (NRMF) funding. Funded activities must be consistent with the terms of your signed Agreement.

_____

Tasks Accomplished:
Describe all project tasks/activities that your Organization completed during the entire contract period. Summarize any work completed not previously reported and consolidate with updated information from prior Progress Reports.

_____

Materials Produced:
Provide a listing of any materials/documents produced as a part of the program (e.g. pictures, surveys, handouts, work products, etc.). Attach copies of anything not included with prior Progress Reports submitted.

_____

Number of Persons Served:
Provide total number served from the NRMF Funding Area during the entire contract period. _____
Provide total number served from outside the NR Funding Area during the entire contract period. _____
Provide total number of residents paid with NRMF funding during the entire contract period. _____

North Richmond Green Meeting Attendance:
Specify which monthly North Richmond Green meetings (list all meeting dates) your Community Based Project representative(s) attended during the contract period. [Must attend at least once per quarter]
MEETING DATE(s): _____ *ATTENDEE NAME(s):* _____

Successes:
Identify extent to which your project addressed the intended problems associated with illegal dumping and how (be specific). Describe any other beneficial outcomes/success stories resulting from your project activities.

_____

Challenges:
Explain why your Organization was not able to achieve the intended project outcomes and/or address the illegal dumping problems previously identified, if applicable. Include any challenges/obstacles/barriers (e.g. personnel changes, lack of public awareness, previously unknown regulatory restrictions/requirements, etc.) that compromised or inhibited your project's success in addressing problems associated with illegal dumping.

_____

Lessons Learned & Feedback from Participants/Community:
Share any lessons learned from participants, staff and/or the community during the contract period.

_____

Summarize all participant and/or community feedback received about this NRMF-funded project/program (attach any findings/summary of final project evaluation and copies of related documents not previously submitted).

_____

Other Project Information:
Provide any additional information about your organization's work that did not fit in any of the other sections, including description(s) of any additional services or enhanced activities provided beyond those specified.

_____

Attachment 2 - Community Based Projects Table (Strategy 9)

Funding Allocations for New 2014/15 Community Based Projects selected and recommended by the North Richmond Mitigation Fee Committee

In April 2014, the NRMF Committee recommended an allocation of $93,899.22 for new 2014/15 Community Based Projects. At their meeting on May 30, 2014 the NRMF Committee recommended allocation of this funding based on Funding Request Proposals submitted by eligible non-profit organizations in May 2014. The funding recommendations made by the Committee are shown in the below Table.

New Community Based Projects Recommended for Funding in 2014/2015

Implementing Entity / *Fiscal Sponsor* *(if applicable)*	Project Title	Advance Payment Allowed (Up to 10% of the Award)	Requested Amount	Implementing Entity Award	Agency Contracting Costs [1]	Total Project Award & Contracting Costs	Notes
McGlothen Temple Educational Community Center	**McGlothen Temple Educational Community Center**	**No**	**$ 10,000.00**	**$ 10,000.00**	**$2,788.29 - $3,000**	**$12,788.29 - $13,000**	Selected organization(s) may be asked to submit scaled-back versions of their Scope of Work describing what element(s) of their selected project they are proposing to complete with the amount available.
Neighborhood House of North Richmond (NHNR)	**North Richmond Green Team**	**Yes**	**$ 25,000.00**	**$17,907.45 - $19,728.41**	**$3,000 - $4,988.68**	**$22,728.41 - $22,896.13**	
Reach Fellowship International	**Reach Clean Up Initiative**	**Yes**	**$ 25,000.00**	**$17,907.45 $19,728.41**	**$3,000 - $4,988.68**	**$22,728.41 - $22,896.13**	
Contra Costa County Service Integration Team (SIT)/North Richmond Economic Development Corporation	**Contra Costa County Service Integration, Family Service Center, Build Men and Women**	**No**	**$ 9,714.00**	**$ 9,714.00**	**$2,708.55 - $3,000**	**$12,422.55 - $12,714.00**	
The Remember Us People Project (TRUPP) / Self-Sustaining Communities	**Beautification, food and community building project**	**Yes**	**$ 25,000.00**	**$17,907.45 - $19,728.41**	**$3,000 - $4,988.68**	**$22,728.41 - $22,896.13**	
Total Funding Requested/Allocated			**$ 94,714.00**	**$73, 436.35 - $78,899.23**	**$15,000.00 - $20,462.88**	**$ 93,899.23**	

[1] Contracting cost for 3rd party organization to manage and oversee contracts with Entities for Projects selected for funding may be up to twenty (20) percent (%) of the award amount. Expenses for 3rd party may be lower and is based on actual expenses administering individual contracts. County/City contracting cost to contract with 3rd Party to oversee Entities and/or to directly contract with individual Entities for each Project is $3,000 per City/County Contract.

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Attachment 3 - Community Based Projects Table (Strategy 9)

Obligated funding allocated for Community Based Projects in the 2013/14 Expenditure Plan recommended to be included in the 2014/2015 Expenditure Plan to allow completion of work beyond June 30, 2014.

At their meeting held on May 31, 2013, the NRMF Committee voted to approve recommending the following allocations totalling $51,816.74 to fund 2013/14 Community Based Projects. The following projects were selected based on Proposals submitted by eligible non-profit organizations in 2012. Center for Human Development (CHD) is not included in this table, since the ogranization no longer exists. The allocated funding ($17,272.25) for CHD is recommended for reallocated into the 2014/2015 Expenditure Plan as Unobligated Carry-Over Funding.

Community Based Projects Carried Over From 2013/2014 Expenditure Plan

Organization / *Fiscal Sponsor* *(if applicable)*	Project Title	Requested Amount	Non-Profit Award for Project	Agency Contracting Costs	Total for Project Award & Contract	Notes
Athletes United for Peace	Community Media Outreach Project	$ 150,000.00	$ 14,272.25	$ 3,000.00	$ 17,272.25	
~~Communities United Resorting Mother Earth (CURME) / Greater Richmond Interfaith Program (GRIP)~~	~~Lots of Crops~~	~~$ 242,681.80~~	~~$ 14,272.25~~	~~$ 3,000.00~~	~~$ 17,272.25~~	
Obligated Funding to be Carried Over Into 2014/2015 EP [1]					$ 17,272.25	
Total Funding Requested/Allocated		$ 150,000.00	$ 14,272.25	$ 3,000.00	$ 17,272.25	

[1] Amount shown is the total of Community-Based Projects funding not spent in 2013/2014 EP. CURME invoiced total amount allocated for work completed at the end of 2013/14 ($14,272.25) and a portion of the Contracting Agency allocation ($1,517.56), therefore not actually available for roll-over into the 2014/15 Budget as suggested in the original 2014/15 Expenditure Plan. Remaining Agency Contracting funding of $1,482.44 treated as Unobligated Funding in the revised Budget included in this Amended 2014/15 EP.

Attachment 3 - Community Based Projects Table (Strategy 9)

Funding obligated for Community Based Projects in the 2013/14 Expenditure Plan to be carried over into the 2014/2015 Expenditure Plan to allow completion of work beyond June 30, 2014.

Community Based Projects Carried Over from 2012/2013 Expenditure Plan (EP)								
Implementing Entity / *Fiscal Sponsor* *(if applicable)*	**Project Title**	**Requested Amount**	**Implementing Entity Award**	**Agency Contracting Costs**	**Total Project Award & Contracting Costs**	**Amount Spent in FY 13/14 (YTD)**	**Amount Remaining to be Spent**	**Notes**
Communities United Resorting Mother Earth (CURME) / *Greater Richmond Interfaith Program (GRIP)*	**Lots of Crops**	$242,681.80	$18,768.08	$3,000.00	$21,768.08	$18,714.54	**$3,053.54**	Contracting Costs have not yet been transferred
Verde Partnership Garden	**Verde Elementary School Garden**	$14,000.00	$14,000.00	$0.00	$14,000.00	$0.00	**$14,000.00**	Projects Originally Carried Over from 2010/2011 EP
Eco-Village	**Eco-Stewardship Ambassadors Project**	$83,860.00	$35,000.00	$0.00	$35,000.00	$16,863.15	**$18,136.85**	
2013/14 Expenditure Plan Funding to be Carried Over Into 2014/2015 EP [1]							**$ 35,190.39**	
Total Funding Requested/Allocated		**$ 340,541.80**	**$ 67,768.08**	**$ 3,000.00**	**$ 70,768.08**			

[1] Amount shown is a portion of the total Community-Based Projects funding not spent in 2013/2014 EP. This funding is shown as Carry-Over funding in the Budget and not included in the budgeted amount listed under Strategy 9.

Attachment 4 - Neighborhood Community Garden Projects (Strategy 12)

Funding Allocations for New 2014/15 Neighborhood Community Garden Projects selected and recommended by the North Richmond Mitigation Fee Committee

In April 2014, the NRMF Committee recommended an allocation of $40,000 for new Neighborhood Community Garden Projects for 2014/2015. At their meeting on May 30, 2014 the NRMF Committee selected recommended projects and funding allocations based on Funding Request Proposals submitted by eligible non-profit organizations in May 2014. The project selections and funding recommendations made by the Committee are shown in the below Table.

New Neighborhood Community Garden Projects Recommended for Funding in 2014/2015

Implementing Entity / *Fiscal Sponsor* *(if applicable)*	Project Title	Requested Amount	Implementing Entity Award	Agency Contracting Costs [1]	Total Project Award & Contracting Costs	Notes
Communities United Restoring Mother Earth (CURME) / Greater Richmond Interfaith Program	Lots of Crops	$ 15,000.00	$10,500 - $10,641.52	$2,963.93 - $3,000	$13,500 - $13,605.45	Selected organization(s) may be asked to submit scaled-back Scope of Work describing what element(s) of their selected project they are proposing to complete with the amount available.
Urban Tilth	Cultivating Hope: Maintaining North Richmond Gardens	$ 10,000.00	$ 10,000.00	$2,789.10 - $3,000	$12,789.10 - $13,000	
Davis Chapel Neighborhood Enhancement Team (DCNET)	Davis Chapel A. Moore NR Community Garden	$ 25,000.00	$10,500 - $10,641.52	$2,963.93 - $3,000	$13,500 - $13,605.45	
Total Funding Requested/Allocated		$ 50,000.00	$31.000 - $31,283.04	$7,820.76 - $9,000	$ 40,000.00	

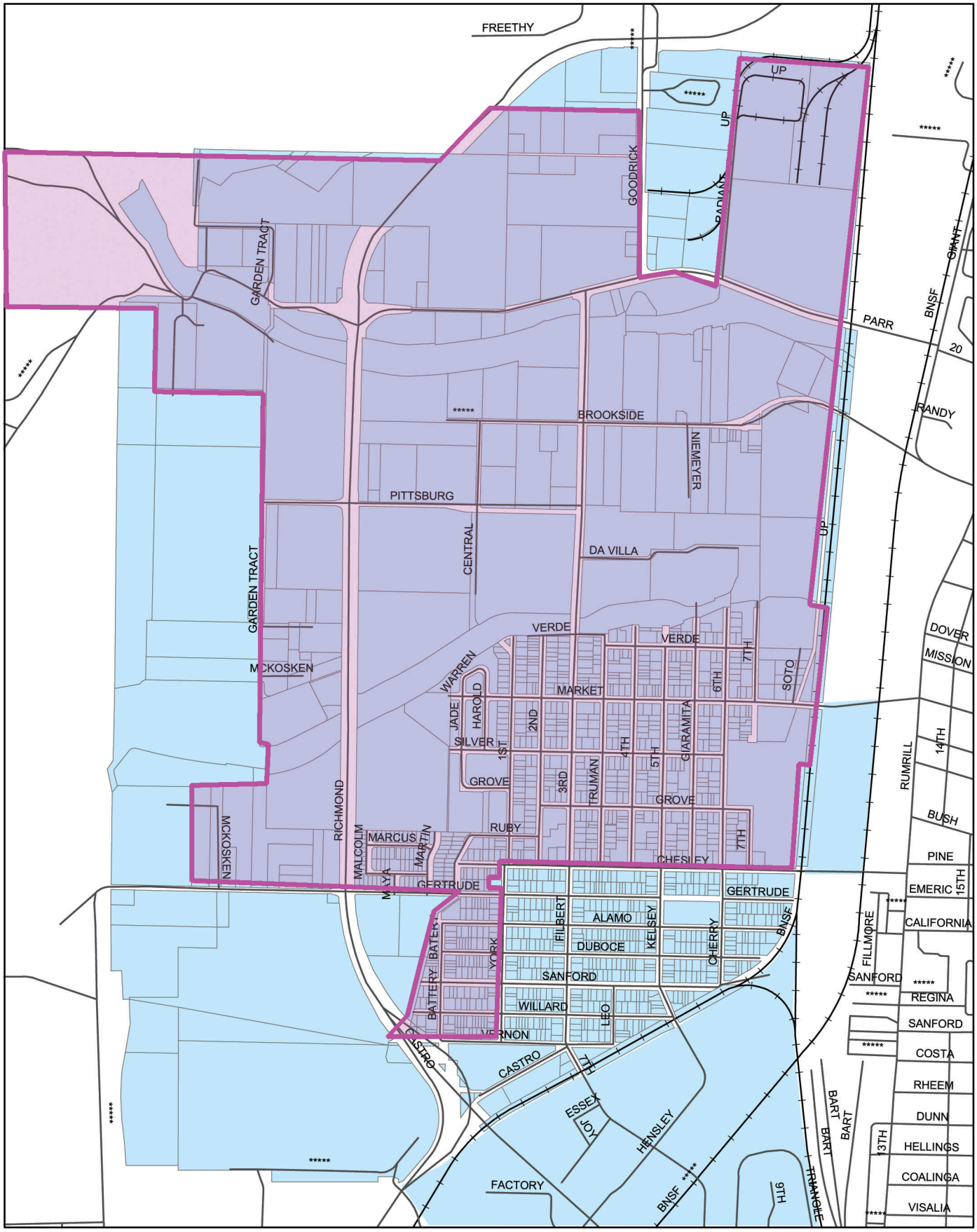
[1] Contracting cost for 3rd party organization to manage and oversee contracts with Entities for Projects selected for funding may be up to twenty (20) percent (%) of the award amount. Expenses for 3rd party may be lower and is based on actual expenses administering individual contracts. County/City contracting cost to contract with 3rd Party to oversee Entities and/or to directly contract with individual Entities for each Project is $3,000 per City/County Contract.

Attachment 5

North Richmond Waste & Recovery Mitigation Fee Funding Area

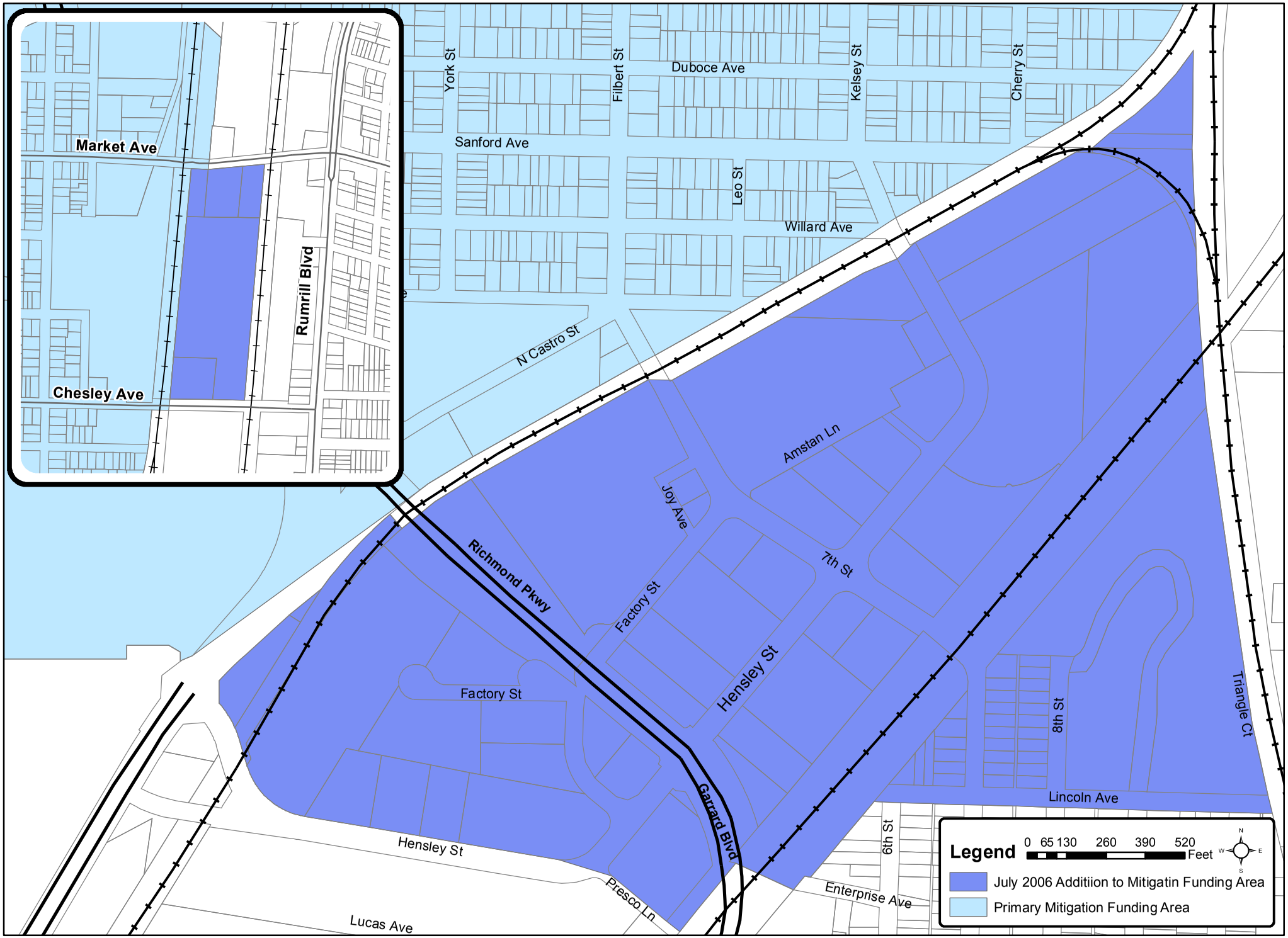
Incorporated (City)

Unincorporated (County)



Contra Costa County
Community Development Department

Southern boundary shown on back side

Map contains copyrighted information

Committee Approved Additions to Primary Mitigation Funding Area