COUNCILMEMBERS
Dr. Sherry Hu, Mayor
Kashef Qaadri, Vice Mayor
Jean Josey, Councilmember
Michael McCorriston, Councilmember
John Morada, Councilmember

DUBLIN
CALIFORNIA

Peter W. Snyder Council Chamber
Dublin Civic Center
100 Civic Plaza
Dublin, CA 94568
www.dublin.ca.gov

Regular Meeting of the

DUBLIN CITY COUNCIL

Tuesday, May 6, 2025

Location: Peter W. Synder Council Chamber
100 Civic Plaza
Dublin, CA 94568

REGULAR MEETING 7:00 PM

Additional Meeting Procedures

This City Council meeting will be broadcast live on Comcast T.V. channel 28 beginning at 7:00 p.m. This meeting will also be livestreamed at www.tv30.org and on the City's website at: https://dublin.ca.gov/ccmeetings

For the convenience of the City and as a courtesy to the public, members of the public who wish to offer comments electronically have the option of giving public comment via Zoom, subject to the following procedures:

- Fill out an online speaker slip available at www.dublin.ca.gov. The speaker slip will be made available at 10:00 a.m. on Tuesday, May 6, 2025. Upon submission, you will receive Zoom link information from the City Clerk. Speakers slips will be accepted until the staff presentation ends, or until the public comment period on non-agenda items is closed.

- Once connected to the Zoom platform using the Zoom link information from the City Clerk, the public speaker will be added to the Zoom webinar as an attendee and muted. The speaker will be able to observe the meeting from the Zoom platform.

- When the agenda item upon which the individual would like to comment is addressed, the City Clerk will announce the speaker in the meeting when it is their time to give public comment. The speaker will then be unmuted to give public comment via Zoom.

- Technical difficulties may occur that make the option unavailable, and, in such event, the meeting will continue despite the inability to provide the option.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. PRESENTATIONS AND PROCLAMATIONS

3.1 Affordable Housing Month Proclamation
The City Council will present the Affordable Housing Month Proclamation.
STAFF RECOMMENDATION:
Present the proclamation.
Staff Report
Attachment 1 - Affordable Housing Month Proclamation

3.2 Lupus Awareness Month Proclamation
The City Council will present the Lupus Awareness Month Proclamation.
STAFF RECOMMENDATION:
Present the proclamation.
Staff Report
Attachment 1 - Lupus Awareness Month Proclamation

3.3 Job's Daughters International Day Proclamation
The City Council will present the Job's Daughters International Day Proclamation.
STAFF RECOMMENDATION:
Present the proclamation.
Staff Report
Attachment 1 - Job's Daughters International Day Proclamation

4. PUBLIC COMMENT
At this time, the public is permitted to address the City Council on non-agendized items. Please step to the podium and clearly state your name for the record. COMMENTS SHOULD NOT EXCEED THREE (3) MINUTES. In accordance with State Law, no action or discussion may take place on any item not appearing on the posted agenda. The Council may respond to statements made or questions asked, or may request Staff to report back at a future meeting concerning the matter. Any member of the public may contact the City Clerk's Office related to the proper procedure to place an item on a future City Council agenda. The exceptions under which the City Council MAY discuss and/or take action on items not appearing on the agenda are contained in Government Code Section 54954.2(b)(1)(2)(3).

5. CONSENT CALENDAR
Consent Calendar items are typically non-controversial in nature and are considered for approval by the City Council with one single action. Members of the audience, Staff or the City Council who would like an item removed from the Consent Calendar for purposes of public input may request the Mayor to remove the item.

5.1 Approval of April 15, 2025 Regular City Council Meeting Minutes
The City Council will consider approving the minutes of the April 15, 2025 Regular City Council Meeting.

STAFF RECOMMENDATION:
Approve the minutes of the April 15, 2025 Regular City Council Meeting.
Staff Report
Attachment 1 - April 15, 2025 Regular City Council Meeting Minutes

5.2 Affordable Housing and Sustainable Communities Program Application and Associated Agreement
The City Council will consider authorizing the submission of an Affordable Housing and Sustainable Communities (AHSC) Program grant application, jointly with The Related Companies of California, LLC, for the Amador Station affordable housing project. The City Council will also consider approving an agreement with The Related Companies for the implementation of the AHSC grant. If awarded, the grant will help fund the construction of the Amador Station affordable housing project, transportation-related improvements by the City, the developer, and Livermore Amador Valley Transit Authority (LAVTA), operating funds for LAVTA, and the purchase of three Bay Area Rapid Transit rail cars.
STAFF RECOMMENDATION:
Adopt the **Resolution** Authorizing Application for the Affordable Housing and Sustainable Communities Program and Approving the Affordable Housing and Sustainable Communities Co-Applicants' Agreement.
Staff Report
Attachment 1 - Resolution Authorizing Application for the Affordable Housing and Sustainable Communities Program and Approving the Affordable Housing and Sustainable Communities Co-Applicants' Agreement
Attachment 2 - Exhibit A to the Resolution - AHSC Co-Applicants' Agreement

5.3 Mape Memorial Park Pathway Relocation Project, CIP No. GI0221 – Approval of Plans and Specifications and Award of Contract to CLS/Cervantes Landscape Services, Inc.
The City Council will consider approving the plans and specifications and awarding a construction contract to CLS/Cervantes Landscape Services, Inc. for the Mape Memorial Park Pathway Relocation Project. The project will relocate a pathway, fencing, site furnishings, turf, and associated irrigation away from the creek bank that was damaged in the 2022-2023 storms.
STAFF RECOMMENDATION:
Adopt the **Resolution** Approving the Plans and Specifications and Awarding a Contract to CLS/Cervantes Landscape Services, Inc. for the Mape Memorial Park Pathway Relocation Project, CIP No. GI0221.
Staff Report
Attachment 1 - Resolution Approving the Plans and Specifications and Awarding a Contract to CLS/Cervantes Landscape Services, Inc. for the Mape Memorial Park Pathway Relocation Project, CIP No. GI0221
Attachment 2 - Exhibit A to Resolution - Agreement with CLS Cervantes Landscape Services, Inc. for the Mape Memorial Park Pathway Relocation Project, CIP No. GI0221
Attachment 3 - CIP No. GI0221
Attachment 4 - Mape Memorial Park Pathway Relocation Bid Results

5.4 Frontline Worker Appreciation Month Proclamation
The City Council will approve the Frontline Worker Appreciation Month Proclamation.
STAFF RECOMMENDATION:
Approve the proclamation.

Staff Report
Attachment 1 - Frontline Worker Appreciation Month Proclamation

5.5 Exterior Improvements Project, CIP Nos. GI0122, GI0125, GI0223 and GI0423 - Approval of an Agreement with Plant Construction Company, L.P. for Design and Preconstruction Phase Services in a Progressive Design-Build Delivery Method

The City Council will consider approving an agreement with Plant Construction Company, L.P. for Design and Preconstruction Phase Services in a Progressive Design-Build delivery method for the Exterior Improvements Project, CIP Nos. GI0122, GI0125, GI0223 and GI0423. The project includes the design phase of future improvements to and preventative maintenance of the exterior building envelopes of the following City of Dublin facilities: Civic Center, Library, Clock Tower, Kolb House Museum, Sunday School Barn, Murray Schoolhouse Museum, Old St. Raymond's Church, Senior Center, The Wave, Fire Stations 16, 17, and 18.

STAFF RECOMMENDATION:

Adopt the **Resolution** Approving an Agreement with Plant Construction Company, L.P. for Design and Preconstruction Phase Services for the Exterior Improvements Project, CIP Nos. GI0122, GI0125, GI0223, and GI0423.

Staff Report
Attachment 1 - Resolution Approving an Agreement with Plant Construction Company, L.P. for Design and Preconstruction Phase Services for the Exterior Improvements Project
Attachment 2 - Exhibit A to the Resolution - Agreement with Plant Construction Company, L.P. for Design and Preconstruction Phase Services
Attachment 3 - CIP Nos. GI0122, GI0125, GI0223, and GI0423
Attachment 4 - Request for Qualifications from Design-Build Entities

6. PUBLIC HEARING – None.

7. UNFINISHED BUSINESS – None.

8. NEW BUSINESS

8.1 City of Dublin Human Services Grant Program Funding Recommendations for Fiscal Years 2025-26 and 2026-27

The City Council will consider the funding recommendations for the Human Services Grant Program and approve funding allocations for Fiscal Years 2025-26 and 2026-27.

STAFF RECOMMENDATION:

Adopt the **Resolution** Approving Human Services Grant Program Funding Recommendations for Fiscal Years 2025-26 and 2026-27.

Staff Report
Attachment 1 - Resolution Approving Human Services Grant Program Funding Recommendations for Fiscal Years 2025-26 and 2026-27
Attachment 2 - Exhibit A to the Resolution - Human Services Commission Funding Recommendations for Fiscal Years 2025-26 and 2026-27
Attachment 3 - City of Dublin Mission and Vision Statements
Attachment 4 - 2024 Eastern Alameda County Human Services Needs Assessment Community-Level Challenges and Opportunity Areas

Attachment 5 - Community Grant Program Guiding Principles and Rating Guide
Attachment 6 - Fiscal Years 2025-26 and 2026-27 Human Services Grant Applications
8.1 - PowerPoint Presentation

8.2 Report on Electric Bicycle and Electric Scooter Education and Enforcement

The City Council will receive a report on current laws and efforts by Dublin Police Services to conduct education and enforcement in the community related to the use of electric bicycles and electric scooters. The report includes recommended action items designed to enhance outreach and ensure compliance with applicable laws and regulations

STAFF RECOMMENDATION:

Receive the report and provide direction on the creation of a bicycle ordinance and administrative citation program, and enhanced education and enforcement efforts.

Staff Report
8.2 - PowerPoint Presentation

9. CITY MANAGER AND CITY COUNCIL REPORTS

Brief information only reports from City Council and/or Staff, including committee reports and reports by City Council related to meetings attended at City expense (AB1234).

10. ADJOURNMENT

This AGENDA is posted in accordance with Government Code Section 54954.2(a)

If requested, pursuant to Government Code Section 54953.2, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132) (ADA), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation, please contact the City Clerk's Office (925) 833-6650 at least 72 hours in advance of the meeting. Upon receiving a request, the City will swiftly resolve requests for reasonable accommodation for individuals with disabilities, consistent with the federal ADA, and resolve any doubt in favor of accessibility.

Agenda materials that become available within 72 hours in advance of the meeting, and after publishing of the agenda, will be available at Civic Center, 100 Civic Plaza, and will be posted on the City's website at www.dublin.ca.gov/ccmeetings.

Mission

The City of Dublin promotes and supports a high quality of life, ensures a safe, secure, and sustainable environment, fosters new opportunities, and champions a culture of equity, diversity, and inclusion.

Agenda Item 3.1

STAFF REPORT
CITY COUNCIL

DATE: **May 6, 2025**

TO: Honorable Mayor and City Councilmembers

FROM: Colleen Tribby, City Manager

SUBJECT: Affordable Housing Month Proclamation
Prepared by: Marsha Moore, MMC, City Clerk

EXECUTIVE SUMMARY:

The City Council will present the Affordable Housing Month Proclamation.

STAFF RECOMMENDATION:

Present the proclamation.

FINANCIAL IMPACT:

None.

DESCRIPTION:

May is Affordable Housing Month, is an opportunity to raise awareness about the need for affordable housing and to educate the community on how affordable housing benefits us all.

STRATEGIC PLAN INITIATIVE:

None.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

The City Council Agenda was posted.

ATTACHMENTS:

1) Affordable Housing Month Proclamation

A PROCLAMATION OF THE CITY COUNCIL
CITY OF DUBLIN, CALIFORNIA

"Affordable Housing Month"

WHEREAS, quality affordable homes are vital to healthy, safe, and vibrant and diverse communities; and

WHEREAS, stable affordable homes are part of the solution to homelessness, and support seniors, families, youth, veterans, people with disabilities or special needs, and our whole community; and

WHEREAS, the rising cost of housing threatens our regions' diversity and economic prosperity; and

WHEREAS, the role of local governments and non-profit organizations are critical in maintaining support for producing, preserving, and protecting affordable housing opportunities for low-income communities.

WHEREAS, after 41 years East Bay Housing Organizations continues to champion affordable housing in the East Bay and will feature events acknowledging the need for and benefits of affordable housing; and

WHEREAS, local jurisdictions like the City of Dublin can play an important role by supporting investments in affordable housing; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Dublin does hereby proclaim May as Affordable Housing Month in the City of Dublin and works to support affordable and stable housing at the local, regional, state, and federal levels.

DATED: May 6, 2025

Mayor Sherry Hu

Vice Mayor Kashef Qaadri

Councilmember Jean Josey

Councilmember Michael McCorriston

Councilmember John Morada

Agenda Item 3.2

STAFF REPORT

CITY COUNCIL

DATE: May 6, 2025

TO: Honorable Mayor and City Councilmembers

FROM: Colleen Tribby, City Manager

SUBJECT: Lupus Awareness Month Proclamation
Prepared by: Marsha Moore, MMC, City Clerk

EXECUTIVE SUMMARY:

The City Council will present the Lupus Awareness Month Proclamation.

STAFF RECOMMENDATION:

Present the proclamation.

FINANCIAL IMPACT:

None.

DESCRIPTION:

Lupus Awareness Month is recognized annually in May. Lupus is a chronic autoimmune disease that causes inflammation of various parts of the body particularly the skin, heart, joints, and kidneys. Lupus research shows that close to two million Americans have been diagnosed with lupus, which strikes women nine times more frequently than it does men. Early diagnosis and proper treatment are crucial to the quality of life and survival rate of lupus sufferers. Increased public awareness, education, and research are the key to winning the battle against the disease.

STRATEGIC PLAN INITIATIVE:

None.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

The City Council Agenda was posted.

ATTACHMENTS:

1) Lupus Awareness Month Proclamation

A PROCLAMATION OF THE CITY COUNCIL
CITY OF DUBLIN, CALIFORNIA

"Lupus Awareness Month"

WHEREAS, systemic lupus erythematosus (lupus) is a chronic autoimmune disease in which the immune system randomly attacks the body's own tissues and vital organs, including the kidneys, brain, heart, lungs, blood, skin, and joints. It is a leading cause of premature cardiovascular disease, kidney disease and stroke among young women; and

WHEREAS, lupus affects close to two million people in the United States, causing thousands of people (90% are young women, and disproportionately women of color) to be newly diagnosed with lupus annually; and

WHEREAS, lupus is one of the most difficult diseases to diagnose because the symptoms come and go, mimic those of other diseases, and there is no single test that can definitively identify the illness. Early diagnosis and treatment usually lessen the progression and severity of the disease and are vital to preserving health and preventing further complications, organ damage, and death; and

WHEREAS, lupus impacts more than just the life of the patient, it affects the patient's family, friends, coworkers, employers, and community. Existing public information and programs about lupus remain inadequately disseminated and insufficient in addressing the needs of specific diverse populations and underserved groups; and

WHEREAS, the Lupus Foundation of Northern California, serving California from Santa Cruz to the Oregon border, was founded as a non-profit organization to alleviate suffering for lupus patients through patient and family services, achieve early detection of undiagnosed cases through awareness promotion, and champion lupus research with the goal of eradicating this disease.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Dublin does hereby proclaim May to be Lupus Awareness Month in the City of Dublin and encourages all residents to observe this month by educating themselves on the symptoms and impacts of lupus.

DATED: May 6, 2025

Mayor Sherry Hu

Vice Mayor Kashef Qaadri

Councilmember Jean Josey

Councilmember Michael McCorriston

Councilmember John Morada

Agenda Item 3.3

STAFF REPORT

CITY COUNCIL

DATE: **May 6, 2025**

TO: Honorable Mayor and City Councilmembers

FROM: Colleen Tribby, City Manager

SUBJECT: Job's Daughters International Day Proclamation
Prepared by: Marsha Moore, MMC, City Clerk

EXECUTIVE SUMMARY:

The City Council will present the Job's Daughters International Day Proclamation.

STAFF RECOMMENDATION:

Present the proclamation.

FINANCIAL IMPACT:

None.

DESCRIPTION:

Job's Daughters International (JDI) is an organization for young women between the ages of 10 and 20 that provides a safe space for girls to learn leadership skills and be an active part of their communities. JDI Bethel No. 1 Dublin has participated in numerous volunteer events, including but not limited to the City of Dublin's St. Patrick's Day festivities and Eggstravaganza, as well as various school clean-up projects.

Job's Daughters International Day is observed on May 27.

STRATEGIC PLAN INITIATIVE:

None.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

The City Council Agenda was posted.

ATTACHMENTS:

1) Job's Daughters International Day Proclamation

A PROCLAMATION OF THE CITY COUNCIL
CITY OF DUBLIN, CALIFORNIA

"Job's Daughters International Day"

WHEREAS, Job's Daughters International (JDI) is an organization for young women between the ages of 10 and 20, with over one million members and alumni worldwide over the course of the last 100 years. JDI provides a safe place for girls to have fun, learn leadership skills, and be an active part of their community. JDI also offers its members with a life-long community of support to help them succeed in society, and through local gatherings and service projects, provides a place for girls to become confident women; and

WHEREAS, JDI was founded by Ethel T. Wead Mick in Nebraska and expanded to California by Elsie Bonneville Daskam with the first Bethel receiving their charter signed on June 9, 1923, in Oakland, CA. Bethel No. 1 moved from Oakland to Dublin in 1983 and is one of 70 Bethels in the State of California; and

WHEREAS, JDI Bethel No. 1 Dublin has played a vital role in the community through their generous charitable contributions, including volunteering and providing support during the City of Dublin's St. Patrick's Day festivities and Eggstravaganza, as well as helping with various school clean-up projects; and

WHEREAS, JDI of California, in partnership with the California Masonic Families, offers tens of thousands of dollars annually in scholarships and grants to its members and in support of local, regional, and international charities; and

WHEREAS, the City of Dublin encourages youth to get involved in organizations such as JDI who, through business meetings, leadership camps, and organizing events and fundraisers, helps young women develop the skills needed to be outstanding leaders.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Dublin does hereby proclaim May 27, 2025, as "Job's Daughters International Day" in the City of Dublin, and encourages the support of the Job's Daughters International program and its participants, and the work they do to enable youth to realize their full potential.

DATED: May 6, 2025

Mayor Sherry Hu

Vice Mayor Kashef Qaadri

Councilmember Jean Josey

Councilmember Michael McCorriston

Councilmember John Morada

Agenda Item 5.1

DUBLIN
CALIFORNIA

STAFF REPORT

CITY COUNCIL

DATE: May 6, 2025

TO: Honorable Mayor and City Councilmembers

FROM: Colleen Tribby, City Manager

SUBJECT: Approval of April 15, 2025 Regular City Council Meeting Minutes
Prepared by: Marsha Moore, MMC, City Clerk

EXECUTIVE SUMMARY:

The City Council will consider approving the minutes of the April 15, 2025 Regular City Council Meeting.

STAFF RECOMMENDATION:

Approve the minutes of the April 15, 2025 Regular City Council Meeting.

FINANCIAL IMPACT:

None.

DESCRIPTION:

The City Council will consider approving the minutes of the April 15, 2025 Regular City Council Meeting.

STRATEGIC PLAN INITIATIVE:

None.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

The City Council Agenda was posted.

ATTACHMENTS:

1) April 15, 2025 Regular City Council Meeting Minutes

MINUTES OF THE CITY COUNCIL OF THE CITY OF DUBLIN

Regular Meeting: April 15, 2025

The following are minutes of the actions taken by the City of Dublin City Council. A full video recording of the meeting with the agenda items indexed and time stamped is available on the City's website at: https://dublin.ca.gov/ccmeetings

REGULAR MEETING 7:00 PM

A Regular Meeting of the Dublin City Council was held on **Tuesday, April 15, 2025**, in the Peter W. Snyder Council Chamber. The meeting was called to order at 7:00 PM, by Mayor Hu.

1) CALL TO ORDER

Attendee Name	Status
Dr. Sherry Hu, Mayor	Present
Kashef Qaadri, Vice Mayor	Present
Jean Josey, Councilmember	Present
Michael McCorriston, Councilmember	Present
John Morada, Councilmember	Present (left at 10:01 PM)

2) PLEDGE OF ALLEGIANCE

3) PRESENTATIONS AND PROCLAMATIONS

3.1) American Muslim Appreciation and Awareness Month Proclamation

The City Council presented the American Muslim Appreciation and Awareness Month proclamation.

3.2) Arts, Culture, and Creativity Month Proclamation

The City Council presented the Arts, Culture, and Creativity Month proclamation.

3.3) Sexual Assault Awareness Month Proclamation

The City Council presented the Sexual Assault Awareness Month proclamation.

DRAFT

4) PUBLIC COMMENT

None.

5) CONSENT CALENDAR

5.1) Approved the March 29, 2025 Special City Council Meeting Minutes and April 1, 2025 Regular City Council Meeting Minutes.

5.2) Adopted Resolution No. 22-25 titled, “Approving the Plans and Specifications and Awarding a Contract to Pavement Coatings Co. for the Annual Street Resurfacing (2025 Street Resurfacing Project), CIP No. ST0117.”

5.3) Adopted Resolution No. 23-25 titled, “Approving the Preliminary Engineer’s Reports, Declaring Intent to Levy and Collect Assessments, and Appointing a Time and Place for Hearing Protests for Street Lighting Maintenance District 1983-1, Landscape and Lighting District 1983-2, Landscape and Lighting District 1986-1, Landscape and Lighting District 1997-1, and Street Lighting Maintenance District 1999-1.”

5.4) Received notification of the City Engineer’s pending approval of the Final Map for Tract 8452, Planning Area 3 (PA-3) The Dublin Centre (The DC).

5.5) Received a report of payments issued from March 1, 2025 – March 31, 2025, totaling $5,815,425.98.

5.6) Waived the reading and adopted Ordinance No. 03-25 titled, “Designating Fire Hazard Severity Zones in the City of Dublin Based on the Recommendation of the State Fire Marshal.”

On a motion by Vice Mayor Qaadri, seconded by Councilmember Josey, and by unanimous vote, the City Council adopted the Consent Calendar.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVED BY:	Kashef Qaadri, Vice Mayor
SECOND:	Jean Josey, Councilmember
AYES:	Hu, Josey, McCorriston, Qaadri, Morada

6) PUBLIC HEARING

6.1) Status Update on Vacancies in Compliance with Assembly Bill 2561

The City Council received a presentation on position vacancies for 2024, in compliance with Assembly Bill 2561 – Local public employees; vacant positions.

Mayor Hu opened the Public Hearing.

Upon receiving no public comment, Mayor Hu closed the Public Hearing.

On a motion by Councilmember Josey, seconded by Vice Mayor Qaadri, and by unanimous vote, the City Council directed Staff to continue recruitment and retention efforts.

RESULT:	**DIRECTION PROVIDED**
MOVED BY:	Jean Josey, Councilmember
SECOND:	Kashef Qaadri, Vice Mayor
AYES:	Hu, Josey, McCorriston, Qaadri, Morada

7) UNFINISHED BUSINESS – None.

8) NEW BUSINESS

8.1) Preliminary Fiscal Year 2025-26 General Fund Budget

The City Council received a presentation regarding the Preliminary Fiscal Year 2025-26 Budget, focusing on the General Fund.

Mike Grant provided public comment.

The City Council asked clarifying questions, provided feedback, and directed Staff to do further evaluation of potential cost-cutting measures while maintaining a high level of services, revenue enhancements, and the scaling back of capital projects that utilize General Fund contributions, prior to the June 3 meeting.

Mayor Hu called for a break at 9:20 PM.

Mayor Hu reconvened the meeting at 9:29 PM.

8.2) Preliminary 2024-2029 Five-Year Capital Improvement Program Update

The City Council received a presentation regarding the Preliminary 2024-2029 Five-Year Capital Improvement Program (CIP), in preparation for the CIP Update scheduled for June 3, 2025.

Councilmember Morada left the meeting at 10:01 PM.

The City Council asked clarifying questions, provided feedback, and directed Staff to do further analysis of projects, including prioritizing them with an emphasis on General Fund-funded and grant-funded projects, prior to the June 3 meeting.

9) CITY MANAGER AND CITY COUNCIL REPORTS

The City Council and Staff provided brief information-only reports, including committee reports and reports related to meetings attended at the City's expense (AB1234).

By consensus, the City Council directed Staff to bring a proclamation for Frontline Worker Appreciation Month back for approval on May 6 and add it to the Annual Proclamation.

10) ADJOURNMENT

Mayor Hu adjourned the meeting at 10:26 PM.

_____
Mayor

ATTEST:

_____
City Clerk

DUBLIN
CALIFORNIA

STAFF REPORT
CITY COUNCIL

DATE: **May 6, 2025**

TO: Honorable Mayor and City Councilmembers

FROM: Colleen Tribby, City Manager

SUBJECT: Affordable Housing and Sustainable Communities Program Application and Associated Agreement
Prepared by: Sai Midididdi, Senior Civil Engineer

EXECUTIVE SUMMARY:

The City Council will consider authorizing the submission of an Affordable Housing and Sustainable Communities (AHSC) Program grant application, jointly with The Related Companies of California, LLC, for the Amador Station affordable housing project. The City Council will also consider approving an agreement with The Related Companies for the implementation of the AHSC grant. If awarded, the grant will help fund the construction of the Amador Station affordable housing project, transportation-related improvements by the City, the developer, and Livermore Amador Valley Transit Authority (LAVTA), operating funds for LAVTA, and the purchase of three Bay Area Rapid Transit rail cars.

STAFF RECOMMENDATION:

Adopt the **Resolution** Authorizing Application for the Affordable Housing and Sustainable Communities Program and Approving the Affordable Housing and Sustainable Communities Co-Applicants' Agreement.

FINANCIAL IMPACT:

Funding from the Affordable Housing and Sustainable Communities grant program is provided by the California Greenhouse Gas Reduction Fund, an account established to receive Cap-and-Trade auction proceeds. If the grant is awarded, it will fund a portion of the Amador Station affordable housing project, associated infrastructure procurement and improvements, and transit program elements. The City would use a portion of the grant funds for design, construction, project management, and grant administration of pedestrian and bicycle infrastructure improvements within public streets.

DESCRIPTION:

Background
On March 21, 2023, and on February 20, 2024, the City Council adopted resolutions authorizing applications for the Affordable Housing and Sustainable Communities (AHSC) Program and approving AHSC Co-Applicants' Agreement (Resolution 25-23 and Resolution 13-24). The Resolutions were in response to Notices of Funding Availability (NOFA) issued by the California Strategic Growth Council (SGC) and the Department of Housing and Community Development (HCD), under the AHSC program. The resulting 2023 and 2024 applications were not selected for AHSC grant funding.

On March 25, 2025, SGC and HCD issued a new NOFA, providing another opportunity for the City to partner with The Related Companies of California, LLC to apply for Round 9 of the AHSC program. The program provides grant funds for affordable housing projects that support sustainable communities by reducing greenhouse gas (GHG) emissions. Emission reductions are achieved through strategies that increase access to affordable housing and community amenities via low-carbon transportation options, such as walking, biking, and transit. These efforts aim to reduce the vehicle miles traveled through shortened trip lengths or mode shifts from single-occupancy vehicle use.

Project Description
The Amador Station project is located on a vacant 3.6-acre parcel owned by the San Francisco Bay Area Rapid Transit (BART) at 6501 Golden Gate Drive. This site is located adjacent to the West Dublin/Pleasanton BART Station (Figure 1). The site is bounded by I-580 to the south, Avalon West residential development to the west, Connolly Station residential community to the north, and Golden Gate Drive to the east. The property lies within the Transit Oriented District of the Downtown Dublin Specific Plan (DDSP) and is being developed by The Related Companies of California, LLC. The Related Companies of California LLC is partnering with Affordable Housing Access, a non-profit agency, for this project.

Figure 1: Location Map



Grant Funding
AHSC program funds are allocated through a competitive process, based on the merits of the

application to support a sustainable housing development that improves transit, walking, and biking infrastructure. The AHSC grant provides an opportunity for the City to partner with The Related Companies of California, LLC to receive funds for bicycle and pedestrian infrastructure improvements. Partnering with the City will result in a complete and competitive AHSC grant application.

The Related Companies will also be entering into separate agreements with the Valley Transit Authority (VTA) for the purchase of three BART rail cars and with Livermore Amador Valley Transit Authority (LAVTA) to provide infrastructure and operating funds. VTA is collaborating with BART on the Silicon Valley Extension Project, with VTA managing construction and funding, and BART operating the service. The procurement of BART rail cars provides the project with a competitive application by providing a strong GHG emission reduction component. Discussions between Staff, Related Companies, VTA, and LAVTA have resulted in a proposed AHSC grant application that, if successful, will help fund the affordable housing project, acquisition of BART rail cars, pedestrian and bicycle infrastructure improvements, transit passes, and other program elements.

The AHSC program limits the total requested program funding amount to $50,000,000, of which up to $35,000,000 may be requested as a loan for Affordable Housing Development or Housing Related Infrastructure to fund the Amador Station affordable housing project. A maximum of $15,000,000 can be requested for Sustainable Transportation Infrastructure which includes a maximum of $600,000 for Program activities. Costs incurred for required transit passes will not contribute to the $600,000 Program activities cap. These activities are defined in the AHSC Program Guidelines as follows:

"**Affordable Housing Development**" means a capital project of residential development or the residential portion of a mixed-use development in which at least 20 percent of the total units are Affordable Units.

"**Housing Related Infrastructure**" means a capital infrastructure improvement required as a condition of approval of an Affordable Housing Development by a Locality, transit agency, or special district such as sewer, water, or utility system upgrades, streets, drainage basins, etc. or a capital infrastructure improvement allowed under Section 103(c).

"**Sustainable Transportation Infrastructure**" means capital projects that result in the improvement or addition of infrastructure that encourages mode-shift from single occupancy vehicles by enhancing: 1) public transit service, 2) pedestrian networks, or 3) bicycle networks (includes public bike-share programs), as well as transit operations expenditures that directly support transit expansion, within the defined project area meeting the transit requirements detailed in Section 102.

Table 1 below provides an overview of the requested funding amount and allocations.

Table 1: Funding Request Amounts

AHSC Loan Type	Maximum Funding Amount Per Program Guidelines	Anticipated Funding Request, Not to Exceed	Description	Funds Recipient
Affordable Housing Development (AHD) or Housing related infrastructure	**$35,000,000**	$35,000,000	Phase 1A – Amador Station	The Related Companies of California, LLC/Affordable Housing Access
Sustainable Transportation Infrastructure (STI)	**$15,000,000**	$8,350,000	BART cars	VTA via The Related Companies of California, LLC/ Affordable Housing Access
		$5,000,000	Bicycle and Pedestrian Improvements Project	City of Dublin
		$500,000	New Sidewalk – On AHD Site Pedestrian Improvements	The Related Companies of California, LLC/ Affordable Housing Access
		$200,000	Bus Shelters	LAVTA via The Related Companies of California, LLC/ Affordable Housing Access
		$200,000	Transit Signal Priority (TSP)	LAVTA via The Related Companies of California, LLC/ Affordable Housing Access
Program Costs (PGM)		$300,000*	Transit Passes*	The Related Companies of California, LLC/ Affordable Housing Access
		$450,000	Program Component (TBD)	The Related Companies of California, LLC/ Affordable Housing Access

** Costs incurred for required transit passes do not contribute to the $600,000 Program Costs cap.*

City Project
As shown in the table above, the AHSC application includes a funding request of $5,000,000 for pedestrian and bicycle infrastructure improvements within the City public street rights-of-way. The proposed City project includes pedestrian improvements by reconstructing existing sidewalks to improve accessibility and meet current standards on Regional Street from St. Patrick Way to Dublin Boulevard, and on Dublin Boulevard from Regional Street to Golden Gate Drive. The grant application includes a request for funding bicycle improvements that include installing Class II bicycle lanes on Sierra Court north of Dublin Boulevard and on Sierra Lane from Sierra Court to Dougherty Road, and a Class III bikeway or a Bicycle Boulevard, including signs and shared lane markings, on Civic Plaza south of Dublin Boulevard connecting to the Alamo Canal Trail. Additionally, the AHSC grant will provide funds for five new bus shelters in Dublin, as well as funding for Transit Signal Prioritization along Village Parkway, both of which were identified in partnership with LAVTA.

Agreement between the City and The Related Companies
To comply with the AHSC program requirements, the City and The Related Companies are required to enter into the AHSC Co-Applicants' Agreement (Attachment 2). The agreement defines the terms and responsibilities for the City and The Related Companies to implement and deliver their respective improvements to comply with the AHSC program requirements.

The AHSC application deadline is May 28, 2025. Announcement of AHSC award recipients is anticipated to be in December 2025.

STRATEGIC PLAN INITIATIVE:

Strategy 3: Housing Inclusivity and Affordability.
Objective 3B: Support efforts to produce housing affordable at all levels of income.

Strategy 5: Long-Term Infrastructure and Sustainability Investments.
Objective 5A: Continue to explore funding mechanisms for capital and ongoing maintenance needs.
Objective 5C: Continue to make progress on the Climate Action Plan and sustainable operations.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

The City Council Agenda was posted.

ATTACHMENTS:

1) Resolution Authorizing Application for the Affordable Housing and Sustainable Communities Program and Approving the Affordable Housing and Sustainable Communities Co-Applicants' Agreement
2) Exhibit A to the Resolution – AHSC Co-Applicants' Agreement

RESOLUTION NO. XX – 25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUBLIN

AUTHORIZING APPLICATION FOR THE AFFORDABLE HOUSING AND SUSTAINABLE COMMUNITIES PROGRAM AND APPROVING THE AFFORDABLE HOUSING AND SUSTAINABLE COMMUNITIES CO-APPLICANTS' AGREEMENT

WHEREAS, on August 10, 2021, the Planning Commission approved the Site Development Review Permit for the proposed 300-unit Amador Station development by BRIDGE Dublin, LLC., on a 3.6-acre vacant property owned by the San Francisco Bay Area Rapid Transit District (BART) on Golden Gate Drive, adjacent to the West Dublin/Pleasanton BART Station. The Site Development Review Permit approval was contingent upon subsequent approval of a Community Benefit Program Agreement by the City Council; and

WHEREAS, on September 21, 2021, the City Council approved the Community Benefit Program Agreement and Affordable Housing Assistance Agreement between the City and BRIDGE Dublin, LLC; and

WHEREAS, BRIDGE Dublin, LLC, has subsequently partnered with The Related Companies of California, LLC, a for profit affordable housing developer; and

WHEREAS, on February 21, 2023, the City Council approved amendments to the Community Benefit Program Agreement and Affordable Housing Assistance Agreement between the City and The Related Companies of California, LLC; and

WHEREAS, the State of California, the Strategic Growth Council (SGC) and the Department of Housing and Community Development (Department) issued a Notice of Funding Availability on March 25, 2025 (NOFA), under the Affordable Housing and Sustainable Communities (AHSC) Program established under Division 44, Part 1 of the Public Resources Code commencing with Section 75200; and

WHEREAS, The Related Companies of California, LLC, engaged the City on partnering on the AHSC Program grant application in an effort to prepare a complete and competitive application; and

WHEREAS, The Related Companies of California, LLC, and the City (Applicant) desire to apply for AHSC Program funds and submit the Application Package released by the Department for the AHSC Program; and

WHEREAS, The Related Companies of California, LLC., and the City desire to enter into an agreement that defines the terms and responsibilities for the City, and The Related Companies, LLC to implement and deliver their respective improvements to comply with the AHSC program requirements, attached hereto as Affordable Housing and Sustainable Communities Program Co-Applicants' Agreement (**Exhibit A**); and

WHEREAS, the AHSC Program Application includes up to $5,000,000, for improvements to bicycle and pedestrian infrastructure in the City of Dublin and in the vicinity of the project; and

WHEREAS, the SGC is authorized to approve funding allocations for the AHSC Program, subject to the terms and conditions of the NOFA, Program Guidelines, Application Package, and Standard Agreement. The Department is authorized to administer the approved funding allocations of the AHSC Program.

NOW, THEREFORE, BE IT RESOLVED that the foregoing recitals are true and correct and made a part of this Resolution.

BE IT FURTHER RESOLVED that the City Council of the City of Dublin does hereby make the following findings and determinations:

1. Applicant is hereby authorized and directed to apply for and submit to the Department the AHSC Program Application as detailed in the NOFA dated March 25, 2025, for Round 9 in a total amount not to exceed $50,000,000.00 of which up to $35,000,000.00 is requested as a loan for an Affordable Housing Development (AHD) ("AHSC Loan") or Housing-Related Infrastructure (HRI), and $15,000,000.00 is requested for a grant for Sustainable Transportation Infrastructure (STI) or Program (PGM) activities ("AHSC Grant") as defined in the AHSC Program Guidelines adopted by SGC on Feb. 24, 2025. If the application is approved, the Applicant is hereby authorized and directed to enter into, execute, and deliver a State of California Standard Agreement (Standard Agreement) in a total amount not to exceed $50,000,000.00 ($35,000,000.00 for the AHSC Loan and $15,000,000.00 for the AHSC Grant), and any and all other documents required or deemed necessary or appropriate to secure the AHSC Program funds from the Department, and all amendments thereto (collectively, the "AHSC Documents").

2. Applicant shall be subject to the terms and conditions as specified in the Standard Agreement. Funds are to be used for allowable capital asset project expenditures to be identified in Exhibit A of the Standard Agreement. The application in full is incorporated as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the application are enforceable through the Standard Agreement. Applicant hereby agrees to use the funds for eligible capital asset(s) in the manner presented in the application as approved by the Department and in accordance with the NOFA and Program Guidelines and Application Package.

3. The City Manager or designee is authorized to execute in the name of Applicant the AHSC Program Application Package and the AHSC Program Documents as required by the Department for participation in the AHSC Program.

BE IT FURTHER RESOLVED that the City Council of the City of Dublin does hereby approve the Affordable Housing and Sustainable Communities Program Co-applicants' Agreement, attached hereto as **Exhibit A** to this Resolution.

BE IT FURTHER RESOLVED that the City Manager, or designee, is authorized to execute **Exhibit A,** and make any necessary, non-substantive changes to **Exhibit A** to carry out the intent of this Resolution.

PASSED, APPROVED AND ADOPTED this 6th day of May 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Mayor

ATTEST:

_____
City Clerk

AHSC CO-APPLICANTS' AGREEMENT

This AHSC Co-Applicants' Agreement (the "Agreement") is made as of_____, 2025, by and amongst the City of Dublin (the "City") and The Related Companies of California, LLC, a California limited liability company (the "Developer") with reference to the following facts and purposes:

RECITALS

A. Developer intends to develop that certain real property located in the City of Dublin (the "Property") commonly referred to as _____ (the "Project"). Developer has formed Amador Station Phase 1 Housing Partners, LP, a California limited partnership (Partnership), who will own and operate the Project.

B. The State of California, the Strategic Growth Council (SGC) and the Department of Housing and Community Development (HCD) issued a Notice of Funding Availability dated March 25, 2025 (the AHSC NOFA), under the Affordable Housing and Sustainable Communities (AHSC) Program established under Division 44, Part 1 of the Public Resources Code, commencing with Section 75200.

C. Developer and the City, as co-applicants, jointly applied for funds under the AHSC NOFA to provide funding for the Project, as well as funding for transportation- related public improvements to be constructed by the City.

D. HCD awarded Developer and the City an aggregate amount of $_____up to $50,000,000 in AHSC Program Funds consisting of (A) $_____up to $35,000,000 for a permanent loan for the Project (AHSC Loan) and (B)_____$up to $50,000,00 for a grant (AHSC Grant), which shall be used for: (i)_____ $up to $5,000,000 for construction of the City's Sustainable Transportation Infrastructure improvements (STI Improvements). The AHSC Grant and the AHSC Loan are collectively referred to herein as the "AHSC Financing."

E. As co-applicants, the City and Developer are required to enter into certain agreements with HCD, including but not limited to standard agreements and a disbursement agreement (collectively, the AHSC Documents), where City and Developer will be jointly and severally liable for the full and timely performance of all obligations set forth in the AHSC Documents, including completion of the Project and the STI Improvements.

NOW, THEREFORE, in consideration of the mutual covenants contained in this Agreement, the parties hereto agree as follows:

AGREEMENT

1. Obligations

1.1. The City and Developer each acknowledge and agree that the inability or failure by either party to fully and timely complete each party's respective improvements required by the AHSC Documents may affect the timing and right of the other party to receive disbursement of AHSC Financing due the other party notwithstanding the other party's full and timely performance of its obligations. Developer has informed the City and the City acknowledges that if the City is not in compliance with the City's obligations under the AHSC Documents, or the STI Improvements are not completed in accordance with the requirements and schedule under the AHSC Documents, the City may cause a default under AHSC Documents, and the documents evidencing the Partnership's loans and financing for the Project (the "Partnership Financing Documents"). The City and Developer each acknowledge and agree that each, for itself, will exercise all commercially reasonable, good faith efforts to do all things at all times necessary to commence and complete each party's own improvements in accordance with the AHSC Documents. The City and Developer agree to give the other party a written monthly status report on the improvements to be constructed and/or installed by each party, i.e., Developer will report on the Partnership's progress on the Project, and the City will report on the progress of the STI Improvements.

1.2. If requested by either party, the other party will make available copies of approved design and construction documents, written public notices, and/or construction contracts. If either party anticipates not meeting the targeted construction and grant disbursement milestones as established in the AHSC Documents, that party will notify the other party in writing. If either party anticipates not being able to meet the required milestone dates as established in the AHSC Documents, that party will contact the other party as soon as is reasonably possible to discuss the reasons why the milestone dates may not be met and what actions the delayed party intends to take to meet the milestones or otherwise rectify the Project schedule in order to maintain good standing with the terms and conditions established in the AHSC Documents.

1.3. The City shall submit to HCD all draw requests for AHSC Grant funds for the costs associated with the STI Improvements, and apply such proceeds to pay invoices for such work. The City shall be solely responsible for the performance and completion of the STI Improvements in accordance with the terms of the AHSC Documents and the approved design and construction documents. The Partnership shall be solely responsible for the performance and completion of the Project in accordance with the terms of the AHSC Documents and the approved design and construction documents.

1.4. The City will provide Developer with copies of all requisitions for work related to the STI Improvements, the notice of completion, and other documents related to the STI Improvements that Developer may reasonably request.

1.5. Developer assumes responsibility for any monitoring or reporting of reductions in greenhouse gas emissions during the term of the Standard Grant Agreement, which is one of the AHSC Documents. The City will cooperate with Developer and assist in responding to any reporting requests to the extent feasible.

2. Term of Agreement

The term of this Agreement shall coincide with the term of the AHSC Documents.

3. Developer Indemnification

3.1 Developer shall indemnify, defend (with counsel approved by City), and hold the City and its officers, directors, employees, agents, consultants (collectively, "City Indemnitees") harmless from and against any and all claims, losses, costs, damages, liability and judgments, including reasonable attorneys' fees (with counsel of City's choice), incurred by or asserted against any City Indemnitees arising in connection with any breach by Developer, the Partnership, any affiliate of Developer, or any contractor, subcontractor, agent or employee of Developer, the Partnership or any affiliate of Developer of any term or condition of the AHSC Financing, including the AHSC Documents and any related documents executed by Developer, the Partnership, or any affiliate of Developer; provided, that Developer's indemnification obligations under this Agreement shall not extend to claims resulting solely from the gross negligence or willful misconduct of City Indemnitees. It is further agreed that City does not and shall not waive any rights against Developer or the Partnership that it may have by reason of this indemnity and hold harmless agreement because of City's acceptance, or Developer's or the Partnership's deposit with City of any of the insurance policies.

3.2 City shall indemnify, defend (with counsel approved by Developer), and hold the Developer, the Partnership and their respective officers, directors, employees, agents, consultants and partners (collectively, "Developer Indemnitees") harmless from and against any and all claims, losses, costs, damages, liability and judgments, including reasonable attorneys' fees (with counsel of Developer's choice), incurred by or asserted against any Developer Indemnitees arising in connection with any breach by City, or any division, department, office, contractor, subcontractor, agent or employee of City of any term or condition of the AHSC Financing, including the AHSC Documents, and any related documents executed by City; provided, that City's indemnification obligations under this Agreement shall not extend to claims resulting solely from the gross negligence or willful misconduct of Developer Indemnitees. It is further agreed that Developer does not and shall not waive any rights against City that it may have by reason of this indemnity and hold harmless agreement because of Developer's acceptance, or City's deposit with Developer of any of the insurance policies.

4. Cost Overruns

Developer and/or the Partnership shall be responsible for paying all costs required to complete the Project irrespective of whether such costs exceed the AHSC Loan proceeds, and the City shall be responsible for paying all costs required to complete the STI Improvements irrespective of whether such costs exceed the AHSC Grant proceeds allocated to the STI Improvements.

5. General Provisions

5.1. Headings. The title and headings of the various Sections of this Agreement are intended for means of reference and are not intended to place any construction on the provisions of this Agreement.

5.2. Invalidity. If any provision of this Agreement shall be invalid or unenforceable the remaining provisions shall not be affected thereby, and every provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

5.3. Entire Agreement. The terms of this Agreement are intended by the parties hereto as a final expression of their agreement and may not be contradicted by evidence of any prior or contemporaneous agreement. No provision of this Agreement may be amended except by an agreement in writing signed by the parties hereto or their respective successors in interest. The parties hereto were represented by attorneys with regard to the drafting of this Agreement, and neither party shall be deemed to be the drafter of this Agreement.

5.4. Successors. This Agreement shall be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns of the parties hereto.

5.5. Governing Law; Venue. This Agreement shall be governed by the law of the State of California. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.

5.6. Execution. This Agreement may be executed in multiple counterpart originals.

5.7. Relationship of Parties. Nothing contained in this Agreement shall be deemed or construed, either by the parties hereto or by any third party, to create the relationship of principal and agent or create any partnership, joint venture or other association between the City and Developer.

5.8. Notices. All notices, including deliveries of documentation (i.e., plans and contracts) for review and approval herein, shall be sent be a party hereto or its counsel by either personal delivery, a reputable overnight courier which keeps receipts of delivery (such as UPS, CalOvernight, or Federal Express), or through the facilities of the United States Post Office, postage prepaid, certified or registered mail, return receipt requested. Any such notice shall be effective upon delivery, if delivered by personal delivery or overnight courier, and 72 hours after dispatch, if mailed in accordance with the above. Notice to the respective parties shall be sent to the following addresses unless written notice of a change of address has been given pursuant hereto:

To Developer:

The Related Companies of California
44 Montgomery Street, Suite 1310
San Francisco, CA 94104
Attn: Ann Silverberg

To City:

Colleen Tribby
City Manager
City of Dublin
100 Civic Plaza
Dublin, CA 94568
925-833-6000

5.9. Third Party Beneficiary. The Partnership is intended to be and shall be a third-party beneficiary of this Agreement, and Developer and the City shall not amend, modify or terminate the Agreement without the Partnership's express written consent.

5.10. Compliance with Laws. Developer shall keep itself fully informed of the City's Charter, codes, ordinances and duly adopted rules and regulations of the City and of all state, and federal laws in any manner affecting the performance of this Agreement, and must at all times comply with such local codes, ordinances, and regulations and all applicable laws as they may be amended from time to time.

[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]

IN WITNESS WHEREOF, the parties have executed this Agreement on or as of the date first above written.

DEVELOPER:

The Related Companies of California, LLC, a California limited liability company

By:_____
Ann Silverberg, Vice President

CITY:

City of Dublin

By:_____
Colleen Tribby
City Manager

Agenda Item 5.3

STAFF REPORT

CITY COUNCIL

DATE: **May 6, 2025**

TO: Honorable Mayor and City Councilmembers

FROM: Colleen Tribby, City Manager

SUBJECT: Mape Memorial Park Pathway Relocation Project, CIP No. GI0221 – Approval of Plans and Specifications and Award of Contract to CLS/Cervantes Landscape Services, Inc.
Prepared by: Laurie Sucgang, City Engineer

EXECUTIVE SUMMARY:

The City Council will consider approving the plans and specifications and awarding a construction contract to CLS/Cervantes Landscape Services, Inc. for the Mape Memorial Park Pathway Relocation Project. The project will relocate a pathway, fencing, site furnishings, turf, and associated irrigation away from the creek bank that was damaged in the 2022-2023 storms.

STAFF RECOMMENDATION:

Adopt the **Resolution** Approving the Plans and Specifications and Awarding a Contract to CLS/Cervantes Landscape Services, Inc. for the Mape Memorial Park Pathway Relocation Project, CIP No. GI0221.

FINANCIAL IMPACT:

The bid submitted by CLS/Cervantes Landscape Services, Inc. is $147,777. Sufficient funds are available in the approved budget for CIP No. GI022.

Staff applied for grant funding through the Federal Emergency Management Agency (FEMA) and the California Office of Emergency Services (CalOES) for the Mape Memorial Park Pathway Relocation Project. Staff is working with FEMA and CalOES, and will submit costs to the organizations, who will determine which project expenditures are eligible for reimbursement.

DESCRIPTION:

The 2024-2029 Capital Improvement Program (CIP) includes the Resiliency and Disaster Preparedness Improvements Project, CIP No. GI0221. The Resiliency and Disaster

Preparedness Improvements Project provides for the planning, design, environmental permitting, and construction of repairs at various sites throughout the City that were damaged in the series of rainfall events in December 2022 and January 2023, which were declared a major disaster for the State of California by the President on January 14, 2023.

Martin Canyon Creek runs along the southern property line of Mape Memorial Park. The creek experienced bank erosion during the storms that created an unsafe condition for the pathway adjacent to the creek. The project will move the pathway and adjacent facilities, such as fencing, waste bins, and a bench, away from the creek and allow the pathway to be reopened to park users. The relocation of the pathway also requires modification to the turf and associated irrigation.

Bid Process and Results

The City of Dublin issued a bid package for the Mape Memorial Park Pathway Relocation Project on March 6, 2025. The bid package consisted of one lump sum base bid item. Five sealed bids were received and opened on April 8, 2025. The five accepted bids ranged from $147,777 to $227,000, with the lowest bid submitted by CLS/Cervantes Landscape Services, Inc. Two submitted bids were non-responsive because the contractors did not submit their bids on the required bid forms obtained from the City's plan room. A summary of the bids is provided as Attachment 4.

Staff reviewed the bid results, checked references and necessary licenses, and recommends that the City Council award the construction contract to CLS/Cervantes Landscape Services, Inc. as the lowest responsive and responsible bidder.

Staff anticipates work to begin in June and be completed in the fall.

California Environmental Quality Act (CEQA)

The project is exempt under Section 15301, Class 1 Repair or Minor Alteration of Existing Public Facilities; Section 15302, Class 2 Replacement or Reconstruction of Existing Facilities Located on the Same Site; and Section 15304, Class 4 Minor Public Alterations of the CEQA Guidelines. A Notice of Exemption was filed with the Office of the Alameda County Clerk on March 18, 2025.

STRATEGIC PLAN INITIATIVE:

None.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

The City Council Agenda was posted, and a copy of this report was provided to CLS/Cervantes Landscape Services, Inc.

ATTACHMENTS:

1) Resolution Approving the Plans and Specification and Awarding a Contract to CLS/Cervantes Landscape Services, Inc. for the Mape Memorial Park Pathway Relocation Project, CIP No. GI0221
2) Exhibit A to Resolution –Agreement with CLS/Cervantes Landscape Services, Inc. for the Mape Memorial Park Pathway Relocation Project, CIP No. GI0221; Plans - Construction Drawings: https://www.dublinplanroom.com/preview/1844/6125/22105; and Specifications: https://www.dublinplanroom.com/preview/1844/6124/22106
3) CIP No. GI0221
4) Mape Memorial Park Pathway Relocation Bid Results

RESOLUTION NO. XX – 25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUBLIN

APPROVING THE PLANS AND SPECIFICATIONS AND AWARDING A CONTRACT TO CLS/CERVANTES LANDSCAPE SERVICES, INC. FOR THE MAPE MEMORIAL PARK PATHWAY RELOCATION PROJECT, CIP NO. GI0221

WHEREAS, the design team has completed the plans and specifications for the Resiliency and Disaster Preparedness Improvements (Mape Memorial Park Pathway Relocation) Project, CIP No. GI0221, which includes the relocation of an existing pathway, fencing, site furnishings, turf and associated irrigation away from the creek bank that was damaged in the 2022-2023 storms; and

WHEREAS, the City of Dublin did, on April 8, 2025, publicly open, examine, and declare all sealed bids for doing the work described in the approved plans and specifications for the Project, which plans and specifications are hereby expressly referred to for a description of said work and for all particulars relative to the proceedings under the request for bids; and

WHEREAS, said bids were submitted to Staff, and CLS/Cervantes Landscape Services, Inc. was determined to be the lowest responsive and responsible bidder for doing said work.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Dublin hereby approves the Plans and Specifications for the Project.

BE IT FURTHER RESOLVED that the City Council of the City of Dublin does hereby award the Contract for the Project to the lowest, responsive, and responsible bidder, CLS/Cervantes Landscape Services, Inc., at a bid of one-hundred forty-seven thousand seven-hundred seventy-seven dollars and zero cents ($147,777.00), the particulars of which bids are on file in the Office of the Public Works Director.

BE IT FURTHER RESOLVED that the City Council of the City of Dublin does hereby approve the agreement with CLS/Cervantes Landscape Services, Inc., attached hereto as **Exhibit A** to this Resolution.

BE IT FURTHER RESOLVED that the City Manager, or designee, is authorized to execute **Exhibit A** and make any necessary, non-substantive changes to **Exhibit A** to carry out the intent of this Resolution.

{Signatures on the following page}

PASSED, APPROVED AND ADOPTED this 6th day of May 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Mayor

ATTEST:

_____
City Clerk

SECTION 00 52 00

AGREEMENT

CITY OF DUBLIN
City Hall, 100 Civic Plaza
Dublin, California 94568

CONSTRUCTION AGREEMENT

The City of Dublin, ("City") enters into this agreement, dated for reference purposes only, with CLS/Cervantes Landscape Services, Inc. ("Contractor").

RECITALS

A. NOTICE INVITING BIDS. The City gave notice inviting bids to be submitted by April 8, 2025 for the **MAPE MEMORIAL PARK PATHWAY RELOCATION Project No. GI0221** by published notice and/or posting pursuant to California Public Contract Code Section 20164 and other applicable law.

B. BID OPENING. On April 8, 2025, City representatives opened the bids for the **MAPE MEMORIAL PARK PATHWAY RELOCATION Project No. GI0221** and read the bids aloud.

C. PROJECT AWARD. On May 6, 2025, the City Council awarded the **MAPE MEMORIAL PARK PATHWAY RELOCATION Project No. GI0221** to the Contractor and directed City staff to send the Contractor written notice of award of the project. The City Council conditioned award of the project on the Contractor's providing executed copies of all documents specified in the contract check list included in the bid package within twenty-one (21) calendar days of receiving written notice of award of the project.

D. REQUIRED DOCUMENTS. The Contractor has provided the City executed copies of all documents specified in the contract check list included in the bid package within twenty-one (21) calendar days of receiving written notice of award.

AGREEMENT TERMS

The City and the Contractor agree as follows:

1. THE WORK. The Contractor shall furnish all equipment, tools, apparatus, facilities, material labor, and skill necessary to perform and complete in a good and workmanlike manner the (Title of Project) ("Work") as shown in the Technical Specifications and Project Plans in accordance with the Contract Documents and applicable law.

2. LOCATION OF WORK. The Work will be performed at the following location:
11711 Mape Way in Dublin, California.

3. TIME FOR COMPLETION. The Contractor must complete the Work in accordance with the Contract Documents within **170 calendar days** (60 Calendar days + 10 Adverse Weather Days Allowance for Construction + 100 Day Maintenance Period) from the date specified in the City's Notice to Proceed ("Time for Completion").

4. REMEDIES FOR FAILURE TO TIMELY COMPLETE THE WORK. If the Contractor fails to fully perform the Work in accordance with the Contract Documents by the Time for Completion, as such time may be amended by change order or other modification to this agreement in accordance with its terms, and/or if the Contractor fails, by the Time for Completion, to fully perform all of the Contractor's obligations under this agreement that have accrued by the Time for Completion, the Contractor will become liable to the City for all resulting loss and damage in accordance with the Contract Documents and applicable law. The City's remedies for the Contractor's failure to perform include, but are not limited to, assessment of liquidated damages of **$500 per day** pursuant to

California Government Code Section 53069.85 and section 00 72 00 of the General Conditions, and/or obtaining or providing for substitute performance in accordance with the Contract Documents.

5. CONTRACT PRICE AND PAYMENT. As full compensation in consideration of completion of the Work in accordance with the Contract Documents and in consideration of the fulfillment of all of the Contractor's obligations under the Contract Documents, the City will pay the Contractor in lawful money of the United States the total price of $_$147,777.00_____ (the "Contract Price") as specified in the Contractor's completed Bid Schedule dated _____April 8, 2025__, and attached to and incorporated in this agreement. Payment to the Contractor under this agreement will be for Work actually performed in accordance with the Contract Documents and will be made in accordance with the requirements of the Contract Documents and applicable law. The City will have no obligation to pay the Contractor any amount in excess of the Contract Price unless this agreement is first modified in accordance with its terms. The City's obligation to pay the Contractor under this agreement is subject to and may be offset by charges that may apply to the Contractor under this agreement. Such charges include but are not limited to, charges for liquidated damages and/or substitute performance in accordance with the Contract Documents.

6. PREVAILING WAGES. Pursuant to California Labor Code Section 1771, not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the Work is to be performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work fixed as provided in the California Labor Code must be paid to all workers engaged in performing the Work. Pursuant to California Labor Code Section 1770 and following, the Director of Industrial Relations has determined the general prevailing wage per diem rates for the locality in which the Work is to be performed. Pursuant to California Labor Code Section 1773, the City has obtained the general prevailing rate of per diem wages and the general rate for holiday and overtime work in the locality in which the Work is to be performed for each craft, classification or type of worker needed to perform the project. Pursuant to California Labor Code Section 1773.2, copies of the prevailing rate of per diem wages are on file at the City Public Works Department and will be made available on request. Throughout the performance of the Work the Contractor must comply with all provisions of the Contract Documents and all applicable laws and regulations that apply to wages earned in performance of the Work. The Contractor is subject to prevailing wage rate compliance monitoring and enforcement by the California Department of Industrial Relations. The contractor or subcontractor(s) shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to California Labor Code Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to California Labor Code Section 1725.5 at the time the contract is awarded.

7. THE CONTRACT DOCUMENTS. This agreement consists of the following documents "Contract Documents." The Contract Documents consist of the Plans as signed by the City Engineer and issued for the Project, and the entire set of Specifications incorporating Division 0 – 33, including the appendices, all addendums and change orders issued., all of which are incorporated into and made a part of this agreement as if set forth in full. See section 00 72 00 "General Conditions" for document precedence in the event there is a conflict that arises from section 00 72 00 "*General Conditions,"* shall be per the following provisions. Written numbers and notes on a drawing govern over graphics, a detail drawing governs over a general drawing, a detail specification governs over a general specification, and a specification in a section governs over a specification referenced by that section. In the event of a conflict between or among the Contract Documents, precedence will be in the following order:

   7.1 Executed Change Orders;

7.2 Addenda in inverse chronological order, and in the same order as specific portions they are modifying;
7.3 Section 00 52 00 Agreement, and terms and conditions referenced therein;
7.4 Section 00 72 00 General Conditions;
7.5 Division 1 Specifications;
7.6 Technical Specifications Divisions 2 through 33;
7.7 Project Drawings;
7.8 City Standard Details;
7.9 Other referenced standards or specifications.
7.10 Notice Inviting Bids.
7.11 Instructions to Bidders.
7.12 The successful bidder's completed Proposal Form and Bidder's Sheet.
7.13 The successful bidder's completed Contractor License Information.
7.14 The successful bidder's completed List of Proposed Subcontractors.
7.15 The successful bidder's Insurance Certifications.
7.16 The successful bidder's completed Non-collusion Affidavit.
7.17 The successful bidder's Debarment Certification.
7.18 The successful bidder's completed Certificates of Insurance and Endorsements.
7.19 The successful bidder's executed Performance Bond.
7.20 The successful bidder's executed Payment Bond.
7.21 Executed Escrow for Deposit Agreement, if applicable.
7.22 Change Order Form.
7.23 The Maintenance Bond form included in the bid package that the Contractor must execute prior to release of final payment under the Contract.
7.24 The successful bidder's Qualification Statement, if any.
7.25 The successful bidder's signed Signature Form.

8. AMENDMENTS. This Agreement may be amended from time-to-time as necessary by formal and written amendment executed by the City Manager or his designee and principal acting on behalf of the Contractor.

9. PROVISIONS INCORPORATED BY REFERENCE. Provisions or parts of provisions that are incorporated by reference and not set forth at length in any of the Contract Documents will only form a part of this Agreement to the extent the Contract Documents expressly make such provisions or parts of provisions a part of this Agreement. For example, published public works agreement provisions, such as those of the State of California Department of Transportation Standard Specifications (known as the Standard Specifications) are only a part of this Agreement to the extent expressly incorporated in this Agreement by section number, and references in the Standard Specifications incorporated by reference to other Standard Specifications do not make such other Standard Specifications a part of this Agreement. When such published provisions are made a part of this Agreement, references in the published provisions to other entities, such as the State, the Agency, or similar references, will be deemed references to the City as the context of this Agreement may require.

10. INTERPRETATION OF CONTRACT DOCUMENTS. Any question concerning the intent or meaning of any provision of the Contract Documents, including, but not limited to, the Technical Specifications or Project Plans, must be submitted to the Public Works Department, for issuance of an interpretation and/or decision by an authorized Public Works Department representative in accordance with the requirements of the Contract Documents. Interpretations or decisions by any other person concerning the Contract Documents will not be binding on the City. The decision of an authorized Public Works Department representative shall be final.

11. ASSIGNMENT PROHIBITED. The Contractor may not assign part or all of this agreement, or any moneys due or to become under this agreement, or any other right or interest of the Contractor

under this agreement, or delegate any obligation or duty of the Contractor under this agreement without the prior written approval of an official authorized to bind the City and an authorized representative of Contractor's surety or sureties. Any such purported assignment or delegation without such written approval on behalf of the City and the Contractor's sureties will be void and a material breach of this agreement subject to all available remedies under this agreement and at law and equity.

12. CERTIFICATION OF CONTRACTOR'S LICENSE. By signing this Agreement the Contractor certifies that the Contractor holds a valid Type "A" or Type "C-27" license issued by the California State Contractors Licensing Board, and that the Contractor understands that failure to maintain its license in good standing throughout the performance of the Work may result in discipline and/or other penalties pursuant to the California Business and Professions Code, and may constitute a material breach of this agreement subject to all available remedies under this agreement and at law and equity.

13. SEVERABILITY. If any term or provision or portion of a term or provision of this Agreement is declared invalid or unenforceable by any court of lawful jurisdiction, then the remaining terms and provisions or portions of terms or provisions will not be affected thereby and will remain in full force and effect.

14. INSURANCE. Contractor agrees to have and maintain the insurance coverages and polices set forth in Exhibit A to this Agreement, "Insurance Requirements," which is incorporated by this reference. All policies, endorsements, certificates, and/or binders shall be subject to approval by the City as to form and content. These requirements are subject to amendment or waiver only if approved in writing by the City. A lapse in any required insurance coverage during this agreement shall constitute a material breach of this Agreement. The cost of such insurance shall be included in the Contractor's bid.

    a. Contractor agrees to maintain in force at all times during the performance of the Scope of Work under this Agreement, workers' compensation insurance as required by law.

    b. Contractor agrees to include with all subcontractors in their subcontract the same requirements and provisions of this Agreement including the indemnity and insurance requirements to the extent they apply to the scope of the subcontractor's work. Subcontractors hired by the Contractor agree to be bound to Contractor and City in the same manner and to the same extent as Contractor is bound to City under this Agreement and any other applicable contract documents. Subcontractors further agree to include these same provisions with any sub-subcontractor. A copy of the Indemnity and Insurance provisions in this Agreement will be furnished to the subcontractor upon request. The General Contractor shall require all subcontractors to provide a valid certificate of insurance and the required endorsements included in the Agreement prior to commencement of any work and will provide proof of compliance to the City.

    c. The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California.

    d. Contractor agrees that if it does not keep the aforesaid insurance in full force and effect, City may terminate this Agreement.

    e. At all times during the term of this Agreement, Contractor shall maintain on file with the City a certificate or certificates of the required insurance as set forth in the Exhibit A, "Insurance Requirements," showing that the required insurance policies are in effect in the required amounts.

    f. It is requirement under this Agreement that any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements and/or limits shall be

available to the additional insured. Furthermore, the requirements for coverage for coverage and limits shall be (1) the minimum coverage and limits of coverage and the limits specified in this Agreement; or (2) the broader coverage and maximum limits of coverage of an insurance policy or proceeds available to the named Insured; whichever is greater.

15. INDEMNIFICATION. To the fullest extent permitted by law Contractor agrees to defend (with legal counsel selected by the City), including the cost to defend, indemnify and hold harmless the City, its elected and appointed officials, officers, attorneys, agents, employees, consultants, and volunteers, and each of them from and against any and all claims, damages, losses and expenses, including attorney's fees, and from any and all suits, actions or claims filed or brought by and all person or persons arising out of the performance of the work described herein, caused in whole or in part by any negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of the City.
    a. General. This obligation to indemnify and defend City as set forth herein is binding on the successors, assigns, or heirs of Contractor and shall survive the termination of this Agreement or this section. By execution of this Agreement, Contractor acknowledges and agrees that it has read and understands the provisions hereof and that this section is a material element of consideration. The parties agree that if any part of this Indemnification is found to conflict with applicable laws, such part shall be unenforceable only insofar as it conflicts with said laws, and that this indemnification shall be judicially interpreted and rewritten to provide the broadest possible indemnification legally allowed and shall be legally binding upon Contractor.
    b. Survival. Contractor and any subcontractor's responsibility for such defense and indemnity obligations shall survive the termination or completion of this Agreement for the full period of time allowed by law.
    c. No Limitation by Insurance Obligations. The defense and indemnification obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this Agreement
    d. Scope. This section shall in no event be construed to require indemnification by Contractor to a greater extent than permitted under the public policy of the State of California. The Contractor will take all responsibility for the Work, and will bear all losses and damages directly or indirectly resulting to the Contractor, any subcontractors engaged in performance of the Work, the City, its officials, officers, employees, agents, and volunteers, and to third parties on account of the performance or character of the Work, unforeseen difficulties, accidents, or occurrences of other causes predicated on active or passive negligence of the Contractor or of any subcontractor engaged in performance of the Work. The Contractor assumes all liability for any accident or accidents resulting to any person or property as a result of inadequate protective devices for the prevention of accidents in connection with the performance of the Work. The Contractor will indemnify, defend, and hold harmless the City and its officials, officers, employees, and, volunteers from such liability. The Contractor will indemnify, defend and hold harmless the City, the City's officials, officers, employees and volunteers for all liability on account of any patent rights, copyrights, trade names or other intellectual property rights that may apply to the Contractor's performance of the Work. The Contractor will pay all royalties or other charges as a result of intellectual property rights that may apply to methods, types of construction, processes, materials, or equipment used in the performance of the Work, and will furnish written assurance satisfactory to the City that any such charges have been paid.

16. BONDING REQUIREMENT. The Contractor agrees to post a Faithful Performance Bond and Payment Bond for Labor and Materials, or other guarantees, in the required amounts upon bond forms provided by the City, guarantying the performance of the terms of this Agreement.

17. MAINTENANCE AND GUARANTY. The Contractor shall promptly repair, replace, restore, or rebuild, as the City may determine, any finished product in which defects of materials or workmanship may appear or to which damage may occur because of such defects, during a one (1) year period after the date of the City Council's acceptance of the project.

This Article does not in any way limit the guaranty on any items for which a longer guaranty is specified or on any items which a manufacturer give a guaranty for a longer period, nor does it limit the other remedies of the City in respect to a latent defect, fraud or implied warranties. Contractor shall furnish the City all appropriate guaranties or warranty certificates upon completion of the project.

18. MAINTENANCE BOND. The Contractor further agrees to post a maintenance bond in the amount equal to at least 10 percent (10%) of the final value of the entire work prior to City's acceptance of the project. The maintenance bond shall remain in effect for a period of one (1) year after the City Council's acceptance of the work to guarantee the repair and/or replacement of the defective materials provided and/or workmanship performed under this contract.

19. NOTICE OF THIRD-PARTY CLAIMS. Pursuant to Public Contracts Code section 9201, the City Shall provide the Contractor with notice of Claims relating to this Contract filed by third parties no later than ten (10) business days from the date of receipt of the claim. The Contractor shall be responsible for reimbursing the City for its reasonable costs in providing the notification.

20. SHORING FOR TRENCHES. The Contractor shall provide adequate sheeting, shoring, and bracing for all trenching and excavations in accordance to applicable Safety Regulations, and the California Labor Code. Attention is directed to Sections 6423, 6424, 6705, and 6707 of the Labor Code of the State of California, OSHA 29 CFR Part 1926 Federal Regulations, Standards-Excavation, and elsewhere within these Contract Documents. The Contractor shall not commence with any excavation with a depth of five feet or deeper without first complying with all applicable Labor Code and Safety Regulations. The Contractor shall designate a competent person who is responsible for trench and structure excavation, shall obtain a Cal/OSHA Safety Permit for excavation, and shall submit to the City a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during the excavation of such trench or trenches.

21. CHANGES OR EXTRA WORK. The Contractor acknowledges that in conformance with the Contract Documents, any changes or extra work must be authorized in writing by the City prior to the Contractor performing said work. Contractor further acknowledges that it is solely responsible for obtaining written authorization from the City and that it shall not be compensated for any additional work performed without said written authorization. Oral authorization shall not be sufficient to bind the City absent specific written authorization.

22. MEDIATION. All claims for $375,000 and less shall be subject to the provisions of Public Contract Code Section 20104 et seq.

Executed on _____, _____, by

CONTRACTOR
CLS/Cervantes Landscape Services, Inc.

_____

By: Alejandro Cervantes Perez

Title: Owner/CEO

_____
Corporate Entity Number

1000711354
_____
DIR Number

[Attach Notary Page]

CITY OF DUBLIN
a Municipal Corporation

_____

Colleen Tribby, City Manager

ATTEST:

_____

Marsha Moore, City Clerk

EXHIBIT A -- INSURANCE REQUIREMENTS

1. Insurance Requirements. Before commencing any Work under the Contract Documents, Contractor shall furnish to the City satisfactory proof that Contractor has in force continuously for the entire period covered by this Contract the following classes of insurance in the form and with limits specified below.

1.1 **Commercial General Liability Insurance** covering claims for personal injury, bodily injury and property damage arising out of the Work and in a form providing coverage no less broad than that of the current ISO Commercial General Liability policy (Occurrence Form, number CG 00 01). Such insurance shall provide for all operations and include independent contractors, products liability, completed operations, contractual liability, personal and advertising injury. Contractor shall keep the commercial general liability insurance in place for 10 years following completion of the work. The commercial general liability insurance limits shall be dedicated solely to the specific Project described in the Contract Documents, and shall have limits not less than:

1.1.1 $1 million each Occurrence;

1.1.2 $1 million each Occurrence for personal injury and advertising injury;

1.1.3 $2 million aggregate for products and completed operations;

1.1.4 $2 million general aggregate limit, which shall apply separately and be reinstated annually.

Except for any exclusions relating to EIFS, lead and asbestos risks, the policy shall not contain any exclusions directed toward any types of projects, materials, or processes involved in the Work. Coverage shall include but not be limited to the following and shall not include any endorsements restricting these coverages:

1.1.5 Contractual liability to cover liability assumed under the Contract Documents;

1.1.6 Products/Completed Operations Liability Insurance;

1.1.7 Broad Form Property Damage;

1.1.8 Explosion, collapse and underground hazards, if such exposure exists;

1.1.9 Independent subcontractors;

1.1.10 Severability of interests;

1.1.11 Cross liability;

1.1.12 Limited Professional Liability - contractor means and methods - CG 2279.

Any self-insured retention shall be selected by the City pursuant to these requirements.

1.2 **Business Auto Insurance** covering all owned, non-owned, and hired vehicles on and off-site. Such insurance shall provide coverage not less than the standard ISO Comprehensive Automobile Liability policy (CA 00 01, CA 00 05, CA 00 12, CA 00 20), with limits not less than $2 million each accident, and $2 million each occurrence for claims subject to the Motor Carrier Act of 1980. If the Work involves transportation of hazardous or regulated substances, hazardous or regulated wastes and/or hazardous or regulated materials, Contractor shall provide pollution auto coverage equivalent to that provided under the ISO pollution liability-broaden coverage for covered autos

endorsement (CA 99 48) shall be provided, and the Motor Carrier Act endorsement (MCS 90) shall be attached. Any statutorily required "No-Fault" benefits and uninsured/underinsured motorists' coverage should be included.

1.3 **Worker's Compensation and Employers Liability Insurance** for all persons whom the Contractor may employ carrying out Work contemplated under the Contract Documents, in accordance with the Act of Legislature of State of California, known as "Worker's Compensation Insurance and Safety Act," approved May 26, 1913, and all acts amendatory or supplemental thereto, in the statutory amount. Coverages and limits shall include:

1.3.1 Worker's Compensation – statutory limit;

1.3.2 Employer's liability;

(a) $1 million bodily injury for each accident;

(b) $1 million bodily injury by disease for each employee;

(c) $1 million bodily injury disease aggregate;

1.3.3 Voluntary Compensation;

1.3.4 If there is an exposure or injury to Contractor's employees under the US Longshoremen's and Harbor Worker's Compensation Act, the Jones Act, or under laws, regulations or statutes applicable to maritime employees, coverage shall be included for all such injuries or claims.

1.4 **Umbrella/Excess Liability Insurance** on an Occurrence basis in excess of the underlying insurance identified in paragraphs 1.1, 1.2, and 1.3.2 above, and which is at least as broad as each and every one of the underlying policies. The umbrella/excess liability policy shall be written on a "drop-down-following form" basis, with only such exceptions as the City shall expressly approved in writing. The amounts of insurance required in paragraphs 1.1, 1.2, and 1.3.2 and this Section may be satisfied by Contractor purchasing coverage for the limits specified or by any combination of underlying and umbrella limits, so long as the total amount of insurance is not less than the limits specified below for these types when added to the limit for this section. The umbrella/excess liability insurance limits shall be dedicated solely to the specific Project described in this Contract Documents, and shall have limits of not less than the following amounts:

1.4.1 $5 million any one occurrence and annually reinstating General Aggregate; and

1.4.2 $5 million any one occurrence and Aggregate Products/Completed Operations.

The umbrella/excess liability insurance shall be kept in place for 10 years following completion of the work. Any self-insured retention shall be selected by the City pursuant to these requirements.

1.5 **Contractor's equipment**. Contractor will maintain All Risk Equipment Insurance covering all risk of physical damage to equipment provided for use at the Project site by the Contractor, whether owned, leased, rented, borrowed or used at the Project site. Contractor agrees to waive and does hereby waive its rights of recovery against the City and each of its officers, employees, consultants and agents including, but not limited to the City's council members and each City representative, as to any damage or loss which may occur to its equipment to the extent covered by insurance. Contractor will have the insurance company specifically agree to this waiver. If uninsured, Contractor will hold harmless the City and each of its officers, employees, consultants and agents including, but not limited to the City's Board of Trustees and each City representative, for loss or damage to its tools and equipment.

1.6 **Contractors Pollution Legal Liability Insurance** covering claims for bodily injury, property damage, including mold and loss of use of damage property or of property that has not been physically injured or destroyed; cleanup costs; and defense, including costs and expenses incurred in the investigation, defense, or settlement of claims; all in connection with any pollution conditions arising from Contractor's operations or completed operations, performed by or on behalf of Contractor. Completed operations coverage will remain in effect for no less than 5 years after substantial completion of the work. Such coverage shall be written on an occurrence basis and shall apply to sudden and non-sudden pollution conditions and shall be placed with an insurer and in a form acceptable to the City. If any pollution liability coverages cannot be obtained on an occurrence form, after using best efforts to do so, such coverages may be provided on a claims-made basis. The pollution legal liability policy shall be dedicated solely to the specific Project described in the Contract Documents and shall have limits not less than $5 million per occurrence and in the aggregate. Any self-insured retention shall be selected by the City pursuant to these requirements.

1.7 **Builder's Risk**. The Contractor must, at the Contractor's own expense, maintain a builder's risk policy covering "all risks," including special form including extended coverage and vandalism, and malicious mischief endorsements. The policy must name the City and the Contractor as insureds. Such insurance must be carried in the amount of 105% of the Contract Price. In the event of a partial or total destruction of any or all of the Work at any time prior to the completion and acceptance thereof, the Contractor shall promptly reconstruct all Work so destroyed or injured at the Contractor's own cost and expense and at no cost to the City.

1.8 If any aircraft are to be used in the performance of the work, Contractor shall provide Aircraft Liability Insurance (including owned and non-owned) with the following minimum limits: Bodily Injury – $10 million each occurrence, $2 million each person; Property Damage – $10 million each occurrence.

1.9 All policies of insurance shall be placed with insurers acceptable to the City. The insurance underwriter(s) must be duly licensed to do business in the State of California and (other than for Worker's Compensation) must have a rating of A XV or better in the most recent edition of Best's Insurance Reports or otherwise satisfactory to the City. Required minimum amounts of insurance may be increased should conditions of Work, in the sole opinion of the City, warrant such increase. Contractor shall increase required insurance amounts upon direction by the City.

2. Certificates of Insurance.

2.1 Contractor shall furnish the City with certificates of insurance completed by a duly authorized representative evidencing coverage required under Section 1 of these requirements. Such certificates shall be delivered to the City before any Work hereunder is commenced by Contractor and annually thereafter on or before the policy effective dates of Contractor's general liability insurance policy, and shall provide that no coverage under the policy shall be terminated, canceled or materially modified unless and until at least thirty (30) calendar days prior written notice has been given to the City. Contractor shall inform the City in writing thirty (30) calendar days prior to terminating or materially modifying coverage required in these requirements.

2.2 Failure of the City to demand such certificate or other evidence of full compliance with these insurance requirements, or failure of the City to identify a deficiency from evidence provided will not be construed as a waiver of the Contractor's obligation to maintain such insurance.

2.3 The City's acceptance of delivery of any certificate of insurance evidencing the required coverages and limits does not constitute approval or agreement by the City that the insurance requirements have been met or that the insurance policy shown in the certificates of insurance follow the requirements.

2.4 The City has the right, but not the obligation, of prohibiting Contractor or any subcontractor from entering the Project site until the City receives all certificates or other evidence that insurance has been placed in complete compliance with these requirements.

2.5 If any of the coverages are required to remain in force after Substantial Completion, Contractor shall submit an additional certificate evidencing continuation of such coverage with its final billing and at each subsequent renewal of Contractor's insurance.

3. **Required Endorsements**. Except as provided below, the policies required under Section 1 of these requirements shall be endorsed, in a form and manner acceptable to the City, providing as follows:

3.1 Except with regard to the Worker's Compensation and Employer's Liability Insurance, the City, its parent, subsidiary and affiliated organizations, and its City council, employees, representatives, consultants, and agents, shall be named as additional insureds, but only with respect to liability arising out of the activities of the named insured. Such additional insured endorsement for Commercial General Liability and excess/umbrella coverages shall be equivalent to ISO form GC 20 10 07 04, together with ISO form GC 20 37 07 04. The additional insured requirement for Commercial General Liability and excess/umbrella coverages is for the duration of this Agreement and an additional ten (10) years following Substantial Completion of the Work.

3.2 Except with regard to the Worker's Compensation and Employer's Liability insurance, each policy, including additional insured coverages, shall be primary and no other insurance or self-insured retention carried or held by the City shall be called upon to contribute to a loss covered by insurance for the named insured.

3.3 The insurance carriers waive their rights of subrogation against the City and all additional insureds, as well as other insurance carriers for the Work.

3.4 Declarations pages required. Contractor or its insurance broker shall submit a copy of the declarations page for each policy. The page shall include the name of the carrier, policy number, the types of coverages and limits, the effective dates of the policy, and the broker's name and license number.

4. Certificates of Insurance and Endorsements shall have clearly typed thereon the City's name and title of the Contract Documents. Written notice of cancellation, non-renewal, or reduction in coverage of any policy shall be mailed to the City Manager at 100 Civic Plaza, Dublin, CA, 94568, 30 calendar days in advance of the effective date of the cancellation, non-renewal, or reduction in coverage. Contractor shall maintain insurance in full force and effect during entire period of performance of this Agreement, and such additional periods as required in these requirements. At the time of making an application for extension of the Time for Completion, and during all periods exceeding the Time for Completion resulting from any cause, Contractor shall submit evidence that insurance policies will be in effect during the requested additional period of time. Upon the City's request, Contractor shall submit to the City, within 10 days, copies of the actual insurance policies or renewals or replacements.

5. **Insurance Primary**. All limits and coverage is required of the Contractor in these requirements shall be primary over any insurance or self-insurance program carried by the City and the additional insureds.

6. **Joint ventures**. If the Contractor is a joint venture involving two or more entities, each independent entity will satisfy the limits and coverage is specified in these requirements or the joint venture will be named insured under each policy specified.

7. **Waiver of Right to Recovery Including Subrogation**. Contractor hereby waives all its rights of recovery and shall require all insurance policies in any way related to the Work secured and maintained by the Contractor to include clauses stating each insurer will waive all rights of recovery,

under subrogation or otherwise, against the City and all tiers of contractors or consultants engaged directly by the City. Contractor will require all tiers of subcontractors, vendors and suppliers, by appropriate written agreements, to provide similar waivers each in favor of all parties enumerated in this paragraph.

8. **Cooperation**. Contractor shall fully cooperate, participate, and comply with all reasonable requirements and recommendations of the insurers and insurance brokers issuing or arranging for issuance of the required policies, in all areas of safety, insurance program administration, claim reporting and investigating, and audit procedures.

9. If injury occurs to any employee of Contractor, subcontractor, or sub-subcontractor for which the employee, or the employee's dependents in the event of the employee's death, is entitled to compensation from the City under provisions of the Worker's Compensation Insurance and Safety Act, as amended, or for which compensation of any kind is claimed from the City, the City may retain out of sums due Contractor under the Contract Documents, an amount sufficient to cover such compensation, as fixed by the Act, as amended, until such compensation is paid, or until it is determined that no compensation is due. If the City is compelled to pay compensation, the City may, in its discretion, either deduct and retain from the Contract Price the amount so paid or require Contractor to reimburse the City.

10. Nothing in these requirements shall be construed as limiting in any way the extent to which Contractor or any subcontractor may be held responsible for payment damages resulting from their operations. Contractor's obligations to procure insurance are separate and independent of and shall not limit Contractor's contractual indemnity and defense obligations. The City does not represent that coverages and limits required in this contract will necessarily be adequate to protect the Contractor.

11. Except for Worker's Compensation coverages, Contractor shall by appropriate written agreements flow-down the additional insured coverage, certificate, endorsement, waiver of subrogation, and all other requirements of these requirements to all tiers of subcontractors for all insurance required of such subcontractors by Contractor for the work.

12. Contractor shall pay all insurance premiums including any charges for required waivers of subrogation or the endorsement of additional insureds. If Contractor fails to maintain insurance, the City may take out comparable insurance, and deduct and retain amount of premium from any sums due Contractor under the Contract Documents. If the aggregate limits on any Contractor's insurance policy are no longer available, Contractor must notify the City and immediately, at Contractor's expense, purchase replacement coverage to meet the insurance requirements as specified in these requirements. Alternatively, the Contractor's failure to maintain the required insurance shall be grounds for a termination for default in accordance with the Contract Documents.

END OF INSURANCE REQUIREMENTS

END OF SECTION

Number – GI0221	RESILIENCY AND DISASTER PREPAREDNESS IMPROVEMENTS	Program – GENERAL IMPROVEMENTS

PROJECT DESCRIPTION

Beginning in the end of December 2022 through the first few weeks of 2023, Dublin and most of California experienced damage due to a series of rain fall events that were declared a major disaster in Alameda County by the President on January 17, 2023. The City experienced damage at various sites, including street rights-of-way, parks and open space, and facilities and buildings. This project will be utilized to provide for the planning, design, environmental permitting, if necessary, and construction to make the repairs at various sites impacted. The following locations and types of repairs have been identified:

- Dougherty Hills Open Space, Crossridge Road Trailhead – slide repair
- Dublin Boulevard, west of Silvergate Road – slide repair
- Mape Memorial Park – Pathway Realignment
- Shannon Community Center/San Ramon Road – ditch and culvert improvements
- Various citywide storm drainage facilities repairs, such as trash racks, culverts, ditches, bank stabilization, etc.

The City will apply for grants for this project through the Federal Emergency Management Agency (FEMA) and California Office of Emergency Services (CalOES).

PROJECT TIMELINE: The clean-up effort has been on-going since the storm events and the planning for the permanent repair began in Fiscal Year 2023-24. The project is currently in the preliminary engineering and design phase. Construction is anticipated to begin in 2025, dependent on approvals from FEMA and CalOES.

ANNUAL OPERATING IMPACT: None.

		2024-2029 CAPITAL IMPROVEMENT PROGRAM						
ESTIMATED COSTS	PRIOR YEARS	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	FUTURE YEARS	TOTALS
9100 – Salaries & Benefits	$54,189		$75,000					$129,189
9200 – Contract Services	$223,000	$277,000	$300,000					$800,000
9400 – Improvements	$825,000		$1,000,000					$1,825,000
TOTAL	**$1,102,189**	**$277,000**	**$1,375,000**					**$2,754,189**

FUNDING SOURCE	PRIOR YEARS	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	FUTURE YEARS	TOTALS
1001 – General Fund	$1,102,189	$277,000	$1,375,000					$2,754,189
TOTAL	**$1,102,189**	**$277,000**	**$1,375,000**					**$2,754,189**

CITY OF DUBLIN
PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION
BID SUMMARY

Project Name: Mape Memorial Park Pathway Relocation Project

Project No. : GI0221
Bid Date: April 8, 2025

BID # 1: BASE CONTRACT WORK					Cervantes Landscaping Services	Frontline General Engineering	Kerex Engineering	Raposo Engineering	Galeb Paving Inc.
ITEM	**DESCRIPTION**		**Qty.**	**UNIT**	**Unit Cost**	**Unit Cost**	**Unit Cost**	**Unit Cost**	**Unit Cost**
1	Project Work		1	LS	$147,777.00	$152,118.00	$195,000.00	$198,450.00	$227,000.00
		Total			**$147,777.00**	**$152,118.00**	**$195,000.00**	**$198,450.00**	**$227,000.00**
					APPARENT LOW BIDDER				

List of Sub-Contractors

Description	Cervantes Landscaping Services	Frontline General Engineering	Kerex Engineering	Raposo Engineering	Galeb Paving Inc.
Landscaping			Lonestar Landscape	Frank and Grossman	
Fencework		Golden Bay Fence	Golden Bay Fence		Golden Bay Fence
Survey				Meridian Survey	
Stormwater Control				Tully Consulting Group	
Concrete					R&R Maher

Agenda Item 5.4

STAFF REPORT

CITY COUNCIL

DATE: **May 6, 2025**

TO: Honorable Mayor and City Councilmembers

FROM: Colleen Tribby, City Manager

SUBJECT: Frontline Worker Appreciation Month Proclamation
Prepared by: Marsha Moore, MMC, City Clerk

EXECUTIVE SUMMARY:

The City Council will approve the Frontline Worker Appreciation Month Proclamation.

STAFF RECOMMENDATION:

Approve the proclamation.

FINANCIAL IMPACT:

None.

DESCRIPTION:

From teachers shaping the future, to healthcare workers saving lives, to firefighters, police officers, and medical personnel rushing into emergencies— frontline workers keep our communities safe, healthy, and thriving. Frontline Worker Appreciation Month is celebrated in May to honor and show appreciation for frontline workers in Dublin and in the greater community.

STRATEGIC PLAN INITIATIVE:

None.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

The City Council Agenda was posted.

ATTACHMENTS:

1) Frontline Worker Appreciation Month Proclamation

A PROCLAMATION OF THE CITY COUNCIL
CITY OF DUBLIN, CALIFORNIA

"Frontline Worker Appreciation Month"

WHEREAS, frontline workers are the builders of our community, exercising curiosity, compassion, courage, and creativity to provide essential services that ensure the safety, health, and education of our residents; and

WHEREAS, over 9 million healthcare workers across the United States serve in hospitals, clinics, and long-term care facilities, often placing themselves at risk to provide lifesaving care; and

WHEREAS, firefighters respond to an estimated 36 million emergency calls each year, over 800,000 sworn law enforcement officers nationwide work tirelessly to uphold the law and ensure public safety, and emergency medical services (EMS) personnel respond to more than 240 million calls annually; and

WHEREAS, teachers dedicate their careers to shaping the future of our communities, with over 3.7 million educators in the U.S. providing knowledge and guidance to our youth; and

WHEREAS, frontline workers embody the essence of flexible thinking and constructive problem solving, respecting the dignity of all people by dedicating themselves to overcoming challenges and uniting communities.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Dublin does hereby proclaim May 2025, as "Frontline Worker Appreciation Month" in the City of Dublin and encourages all residents to join in recognizing and honoring the heroic contributions of our healthcare workers, firefighters, law enforcement officers, EMS personnel, and teachers.

DATED: May 6, 2025

Mayor Sherry Hu

Vice Mayor Kashef Qaadri

Councilmember Jean Josey

Councilmember Michael McCorriston

Councilmember John Morada

Agenda Item 5.5

STAFF REPORT

CITY COUNCIL

DATE: May 6, 2025

TO: Honorable Mayor and City Councilmembers

FROM: Colleen Tribby, City Manager

SUBJECT: Exterior Improvements Project, CIP Nos. GI0122, GI0125, GI0223 and GI0423 - Approval of an Agreement with Plant Construction Company, L.P. for Design and Preconstruction Phase Services in a Progressive Design-Build Delivery Method

Prepared by: Michael Boitnott, CIP Manager

EXECUTIVE SUMMARY:

The City Council will consider approving an agreement with Plant Construction Company, L.P. for Design and Preconstruction Phase Services in a Progressive Design-Build delivery method for the Exterior Improvements Project, CIP Nos. GI0122, GI0125, GI0223 and GI0423. The project includes the design phase of future improvements to and preventative maintenance of the exterior building envelopes of the following City of Dublin facilities: Civic Center, Library, Clock Tower, Kolb House Museum, Sunday School Barn, Murray Schoolhouse Museum, Old St. Raymond's Church, Senior Center, The Wave, Fire Stations 16, 17, and 18.

STAFF RECOMMENDATION:

Adopt the **Resolution** Approving an Agreement with Plant Construction Company, L.P. for Design and Preconstruction Phase Services for the Exterior Improvements Project, CIP Nos. GI0122, GI0125, GI0223, and GI0423.

FINANCIAL IMPACT:

The agreement is for a not-to-exceed amount of $731,320 for progressive design-build preliminary design and collaboration services. Sufficient funds are available in the approved budgets for CIP Nos. GI0122, GI0125, GI0223, and GI0423.

DESCRIPTION:

The 2024-2029 Capital Improvement Program (CIP) includes the following projects: Civic Center Rehabilitation CIP No. GI0122, Civic Center Exterior Glazing, Sealing & Painting CIP No. GI0125,

Exterior Painting at Various City Facilities CIP No. GI0223, and Roof Replacement at Various City Facilities CIP No. GI0423 (Attachment 3). The scopes of work of these CIP projects are similar in nature and Staff recommends the separate projects be combined into a newly created Exterior Improvements Project and that the progressive design-build project delivery method be utilized to complete the project.

Public Works Project Delivery Methods

There are several construction project delivery methods, but California law limits cities to three project delivery methods for public works construction projects. The three methods are Design-Bid-Build (DBB), Design-Build (DB), and Progressive Design-Build (PDB). Each project delivery method has benefits and limitations depending upon several factors, including but not limited to, budget, construction type, schedule, and complexity. A brief description of each delivery method is provided below.

Design-Bid-Build (DBB)

The DBB project delivery method is the long standing, traditional method for construction projects by public agencies, including the City of Dublin. In DBB, a design team prepares a complete (100%) set of construction documents for the agency. The agency then solicits bids from contractors based on the completed documents and awards the construction contract to the responsible bidder that offers the lowest price. During construction, the agency administers the project including any coordination between the contractor and the design team, such as contractor requests for information. In this model, the agency is responsible for the project design and the contractor may seek additional time and/or money for defects in the design documents.

DBB is the most popular delivery method for public projects in the United States, including City of Dublin construction projects. However, alternative delivery methods have become available to public agencies in California, offering more flexibility in some cases.

Design-Build (DB)

In the DB project delivery method, the agency contracts with a single entity for both the final design and construction. The DB contract is based upon the agency's program that outlines the project requirements. The program is often defined through a preliminary or concept design and associated documents that identify the agency's needs, such as size, uses, performance needs, and appearance.

DB contracts are typically solicited first through a prequalification process to identify a limited number of DB contractors, which often include a contractor and an architect or engineer. Then, DB contractors that are deemed qualified are invited to submit a proposal. The agency reviews the proposals and selects the DB team based on the request for proposals criteria, which can be lowest bid or best value. The selected DB contractor is responsible for the final design and construction documents and the DB contractor cannot seek additional time and/or money for defects in its own design documents.

The DB project delivery method is available to California cities through State law, Public Contract

Code Division 2, Part 3, Chapter 4. The enabling legislation requires that a city's public works project be valued at a minimum of $1,000,000 to use the DB project delivery method.

Benefits of DB for cities include: the option of selecting the DB contractor based on best value versus lowest bid; potential reduced design effort and costs; innovative design and construction solutions brought by the DB contractor; improved communication between the designer and contractor; and reduced risk associated with design deficiencies. Disadvantages of DB for cities include: reduced control of the design and construction phases; limited opportunities for competitive bidding; and the need for a qualified owner representative to confirm the final design and construction meet the program and contract requirements because the designer is working for the contractor instead of for the city. The City of Dublin utilized DB project delivery for the City Hall HVAC and Roof Replacement project, CIP No. GI0119, in July 2020.

Progressive Design-Build (PDB)

Progressive Design-Build is the newest project delivery method available to California cities for public works projects. The implemented legislation is codified in Public Contract Code, Division 2, Part 3, Chapter 4.7, and became effective for cities on January 1, 2023. To utilize the PDB method, a city public works project must exceed $5,000,000, and cities are limited to using PDB for up to 10 projects. As PDB utilization increases, it is anticipated that these limits will be changed by the State legislature.

The PDB delivery method is a two-step variation of the DB method. The differences between PDB and DB are that PDB enables cities to engage the design-builder earlier, allowing collaborative project development before commitment to the final costs. It also allows for inclusion of contract clauses, sometimes referred to as off-ramps, which allow the city or design-builder to terminate the project before construction if the parties cannot reach agreement on final terms. Such off-ramps provide flexibility and reduce risk for the city by providing an alternative way to move forward with the project using another procurement method, if necessary, versus being bound by a construction contract. For the Exterior Improvements Project, the PDB steps are as follows:

Step 1 – Preliminary Design and Collaboration: The City selects a Design-Builder based on qualifications and overall approach. The City and Design-Builder work closely to develop the project's scope, design, budget, and risk profile. At the end of this phase, the City and Design-Builder negotiate a Guaranteed Maximum Price (GMP) for design and construction.

Off-Ramp: If the City is unable to negotiate an acceptable GMP with the Design-Builder, the City can choose to use the design documents and proceed with an alternative procurement method, such as competitive public bidding. This off-ramp would also allow the City to reconsider proceeding with the next PDB step based on factors such as available budget or new City priorities.

Step 2 – Final Design and Construction: Upon approval of the GMP, the Design-Builder proceeds with final design, permitting, and construction. The same integrated team remains involved throughout the life of the project.

The PDB process offers several advantages for public infrastructure projects such as:

- Enhanced Collaboration: Early involvement of design and construction teams improves communication and problem-solving.
- Design Flexibility: Design decisions can be refined as the project evolves, with real-time feedback from the agency.
- Cost Control: The GMP is established after the scope is better defined, reducing risk of cost overruns.
- Faster Delivery: Design and construction phases can overlap, expediting project completion.
- Transparency and Risk Mitigation: The agency gains insight into cost development and can address potential issues early.

There are disadvantages of the PDB process too, such as:

- Uncertainty in Final Costs: The GMP is not known at the beginning of the collaboration with the design-build contractor.
- Limited Owner Control and Flexibility: The agency may have less direct control over the design process, especially with the firms working under the design-builder. The agency's ability to make changes or adjustments later in the process can also be limited.
- Hesitancy in Off-Ramping: The agency might hesitate to "off-ramp" the project team, even if there are issues with the project's performance.
- Extensive Collaboration and Communication: PDB requires a high level of communication, collaboration, and decision making by the agency.

Exterior Improvements Project

The preliminary design and collaboration step for the Exterior Improvements Project provides for the design service and preconstruction services to obtain a GMP for the final design and construction of the improvements. The table below summarizes the types of improvements that are included in the Project.

Location	Roofing	Painting/ Sealing	Gutters	Exterior Repairs	Other
Civic Center	X	X			Glazing
Library	X	X	X		
Clock Tower					Cladding Replacement
Kolb House		X	X	X	
Sunday School Barn			X		
Murray Schoolhouse		X		X	
St. Raymond's Church	X	X		X	

Senior Center	X	X			
The Wave		X			Repair Cracked Cement Siding
Fire Stations 16	X	X			
Fire Stations 17		X			
Fire Stations 18		X			

On March 12, 2025, a Request for Qualifications from Design-Build Entities (Attachment 4) was released. Three qualification packages were received on April 7, 2025. Staff reviewed the qualifications packages and ranked the Design-Build Entities as follows:

1. Plant Construction Company, L.P. and Architectural Resources Group
2. Gilbane Building Company and Dahlin Group
3. W.E. Lyons Construction Co. and Allanna Buick & Bers, Inc.

The most qualified and best overall approach was provided by Plant Construction Company, L.P. with a not-to-exceed cost for the preliminary design and collaboration services of $731,320 (Attachment 2). If the City Council approves the agreement for design and preconstruction phase services, Staff and the Plant Construction team will start the preliminary design and collaboration work. Staff anticipates bringing a final design and construction contract, including a GMP, back to the City Council this summer.

STRATEGIC PLAN INITIATIVE:

Strategy 5. Long-Term Infrastructure and Sustainability Investments.
Objective 5A. Continue to explore funding mechanisms for capital and ongoing maintenance needs.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

The City Council Agenda was posted, and a copy of this report was provided to Plant Construction Company, L.P.

ATTACHMENTS:

1) Resolution Approving an Agreement with Plant Construction Company, L.P. for Design and Preconstruction Phase Services for the Exterior Improvements Project, CIP Nos. GI0122, GI0125, GI0223, and GI0423
2) Exhibit A to the Resolution – Agreement with Plant Construction Company, L.P. for Design and Preconstruction Phase Services
3) CIP Nos. GI0122, GI0125, GI0223, and GI0423
4) Request for Qualifications from Design-Build Entities

RESOLUTION NO. XX – 25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUBLIN

APPROVING AN AGREEMENT WITH PLANT CONSTRUCTION COMPANY, L.P. FOR DESIGN AND PRECONSTRUCTION PHASE SERVICES FOR THE EXTERIOR IMPROVEMENTS PROJECT, CIP NOS. GI0122, GI0125, GI0223, AND GI0423

WHEREAS, on March 12, 2025, the City of Dublin issued a Request for Qualifications (RFQ) from design-build entities for the Exterior Improvements Project, CIP Nos. GI0122, GI0125, GI0223, and GI0423. The project provides for exterior improvements and preventative maintenance located at the following city facilities: Civic Center, Library, Clock Tower, Kolb House Museum, Sunday School Barn, Murray Schoolhouse Museum, Old St. Raymond's Church, Senior Center, The Wave, Fire Stations 16, 17, and 18; and

WHEREAS, on April 7, 2025, the City of Dublin received three responses to the RFQ; and

WHEREAS, the City of Dublin reviewed and evaluated the qualifications submitted in accordance with the RFQ rating criteria; and

WHEREAS, the City of Dublin desires to enter into an agreement with Plant Construction Company, L.P. for a not-to-exceed amount of $731,320 for design and preconstruction phase services of the Exterior Improvements Project under the progressive design-build project delivery method.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Dublin does hereby approve the agreement with Plant Construction Company, L.P., attached hereto as **Exhibit A** to this Resolution.

BE IT FURTHER RESOLVED that the City Manager, or designee, is authorized to execute **Exhibit A** and make any necessary, non-substantive changes to **Exhibit A** to carry out the intent of this Resolution.

{Signatures on the follow page}

PASSED, APPROVED AND ADOPTED this 6th day of May 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Mayor

ATTEST:

_____
City Clerk

**CONSULTING SERVICES AGREEMENT BETWEEN
THE CITY OF DUBLIN AND
PLANT CONSTRUCTION COMPANY, L.P.
FOR
DESIGN AND PRECONSTRUCTION PHASE SERVICES FOR THE EXTERIOR IMPROVEMENTS PROJECT UNDER THE PROGRESSIVE DESIGN-BUILD PROJECT DELIVERY METHOD**

THIS AGREEMENT for consulting services is made by and between the City of Dublin ("City") and Plant Construction Company, L.P. ("Consultant") (together sometimes referred to as the "Parties") as of May 7, 2025 (the "Effective Date").

Section 1. SERVICES. Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to City the services described in the Scope of Work attached as Exhibit A at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

1.1 Term of Services. The term of this Agreement shall begin on the Effective Date and shall end on June 30, 2026, unless the term of the Agreement is otherwise terminated or extended, as provided for in Section 8. The time provided to Consultant to complete the services required by this Agreement shall not affect the City's right to terminate the Agreement, as referenced in Section 8. Notwithstanding the foregoing this Agreement may be extended on a month to month basis for up to 12 months upon the written consent of the Consultant and the City Manager, provided that: a) sufficient funds have been appropriated for such purchase, b) the price charged by the Consultant for the provision of the serves described in Exhibit A does not increase. None of the foregoing shall affect the City's right to terminate the Agreement as provided for in Section 8.

1.2 Standard of Performance. Consultant shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Consultant is engaged.

1.3 Assignment of Personnel. Consultant shall assign only competent personnel to perform services pursuant to this Agreement. If City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Consultant shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons.

1.4 Time. Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the

standard of performance provided in Subsection 1.2 above and to satisfy Consultant's obligations hereunder.

1.5 Public Works Requirements. Because the services described in Exhibit A include "work performed during the design and preconstruction phases of construction including, but not limited to, inspection and land surveying work," the services constitute a public works within the definition of Section 1720(a)(1) of the California Labor Code. As a result, Consultant is required to comply with the provisions of the California Labor Code applicable to public works.

1.6 Public Works Contractor Registration. Consultant agrees, in accordance with Section 1771.1 of the California Labor Code, that Consultant or any subconsultant shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in Chapter 1 of Part 7 of Division 2 of the California Labor Code, unless currently registered and qualified to perform public work pursuant to California Labor Code section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded. No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the Department of Industrial Relations pursuant to California Labor Code section 1725.5. Consultant agrees, in accordance with Section 1771.4 of the California Labor Code, that if the work under this Agreement qualifies as public work, it is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

Section 2. COMPENSATION. City hereby agrees to pay Consultant as provided in further detail in Exhibit A, notwithstanding any contrary indications that may be contained in Consultant's proposal, for services to be performed and reimbursable costs incurred under this Agreement. In the event of a conflict regarding the amount of compensation between this Agreement and Consultant's proposal, the Agreement shall prevail. City shall pay Consultant for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from City to Consultant for services rendered pursuant to this Agreement. Consultant shall submit all invoices to City in the manner specified herein. Except as specifically authorized by City in writing, Consultant shall not bill City for duplicate services performed by more than one person.

Consultant and City acknowledge and agree that compensation paid by City to Consultant under this Agreement is based upon Consultant's estimated costs of providing the services required hereunder, including salaries and benefits of employees

and subcontractors of Consultant. Consequently, the Parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Consultant and its employees, agents, and subcontractors may be eligible. City therefore has no responsibility for such contributions beyond compensation required under this Agreement.

2.1 **Invoices.** Consultant shall submit invoices, not more often than once a month during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. No individual performing work under this Agreement shall bill more than 2,000 hours in a fiscal year unless approved, in writing, by the City Manager or his/her designee. Invoices shall contain the following information:

- Serial identifications of progress bills; i.e., Progress Bill No. 1 for the first invoice, etc.;
- The beginning and ending dates of the billing period;
- A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;
- A copy of the applicable time entries or time sheets shall be submitted showing the following:
    - Daily logs of total hours worked by each individual performing work under this Agreement
    - Hours must be logged in increments of tenths of an hour or quarter hour
    - If this Agreement covers multiple projects, all hours must also be logged by project assignment
    - A brief description of the work, and each reimbursable expense
- The total number of hours of work performed under the Agreement by Consultant and each employee, agent, and subcontractor of Consultant performing services hereunder;
- The Consultant's signature;
- Consultant shall give separate notice to the City when the total number of hours worked by Consultant and any individual employee, agent, or subcontractor of Consultant reaches or exceeds 800 hours within a 12-month period under this Agreement and any other agreement between Consultant and City. Such notice shall include an estimate of the time necessary to complete work described in Exhibit A and the estimate of

time necessary to complete work under any other agreement between Consultant and City, if applicable.

2.2 **Monthly Payment.** City shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. City shall have 30 days from the receipt of an invoice that complies with all of the requirements above to pay Consultant.

2.3 **Final Payment.** City shall pay the last 10% of the total sum due pursuant to this Agreement within 60 days after completion of the services and submittal to City of a final invoice, if all services required have been satisfactorily performed.

2.4 **Total Payment.** City shall pay for the services to be rendered by Consultant pursuant to this Agreement. City shall not pay any additional sum for any expense or cost whatsoever incurred by Consultant in rendering services pursuant to this Agreement. City shall make no payment for any extra, further, or additional service pursuant to this Agreement.

In no event shall Consultant submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless the Agreement is modified prior to the submission of such an invoice by a properly executed change order or amendment.

2.5 **Hourly Fees.** Fees for work performed by Consultant on an hourly basis shall not exceed the amounts shown on the compensation schedule attached hereto as Exhibit A.

2.6 **Reimbursable Expenses.** Reimbursable expenses are specified in Exhibit A. Expenses not listed in Exhibit A are not chargeable to City. Reimbursable expenses are included in the total amount of compensation provided under this Agreement that shall not be exceeded.

2.7 **Payment of Taxes.** Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.

2.8 **Payment upon Termination.** In the event that the City or Consultant terminates this Agreement pursuant to Section 8, the City shall compensate the Consultant for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Consultant shall maintain adequate logs and timesheets to verify costs incurred to that date.

2.9 Authorization to Perform Services. The Consultant is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.

Section 3. FACILITIES AND EQUIPMENT. Except as set forth herein, Consultant shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement. City shall make available to Consultant only the facilities and equipment listed in this section, and only under the terms and conditions set forth herein.

City shall furnish physical facilities such as desks, filing cabinets, and conference space, as may be reasonably necessary for Consultant's use while consulting with City employees and reviewing records and the information in possession of the City. The location, quantity, and time of furnishing those facilities shall be in the sole discretion of City. In no event shall City be obligated to furnish any facility that may involve incurring any direct expense, including but not limited to computer, long-distance telephone or other communication charges, vehicles, and reproduction facilities.

Section 4. INSURANCE REQUIREMENTS. Before fully executing this Agreement, Consultant, at its own cost and expense, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant and its agents, representatives, employees, and subcontractors. Consistent with the following provisions, Consultant shall provide proof satisfactory to City of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects, and that such insurance is in effect prior to beginning work. Consultant shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Consultant's bid or proposal. Consultant shall not allow any subcontractor to commence work on any subcontract until Consultant has obtained all insurance required herein for the subcontractor(s) and provided evidence to City that such insurance is in effect. VERIFICATION OF THE REQUIRED INSURANCE SHALL BE SUBMITTED AND MADE PART OF THIS AGREEMENT PRIOR TO EXECUTION. Consultant shall maintain all required insurance listed herein for the duration of this Agreement.

4.1 Workers' Compensation.

4.1.1 General Requirements. Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than $1,000,000 per accident. In

the alternative, Consultant may rely on a self-insurance program to meet these requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the California Labor Code shall be solely in the discretion of the Contract Administrator.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the entity for all work performed by the Consultant, its employees, agents, and subcontractors.

4.1.2 Submittal Requirements. To comply with Subsection 4.1, Consultant shall submit the following:

a. Certificate of Liability Insurance in the amounts specified in the section; and

b. Waiver of Subrogation Endorsement as required by the section.

4.2 Commercial General and Automobile Liability Insurance.

4.2.1 General Requirements. Consultant, at its own cost and expense, shall maintain commercial general liability insurance for the term of this Agreement in an amount not less than $5,000,000 for claims made in the aggregate annually for all personal injury and property damage, to include liability assumed under this Agreement, the use of any licensed motor vehicle by DBE or subconsultants/subcontractors, and naming City of Dublin, its governing body, officers and employees as additional insureds. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including without limitation, blanket contractual liability and the use of owned and non-owned automobiles.

4.2.2 Minimum Scope of Coverage. Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (most recent edition) covering comprehensive General Liability on an "occurrence" basis.

Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001, Code 1 (any auto). No endorsement shall be attached limiting the coverage.

4.2.3 Additional Requirements. Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

a. The Insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.

b. City, its officers, officials, employees, and volunteers are to be covered as additional insureds as respects: liability arising out of work or operations performed by or on behalf of the Consultant; or automobiles owned, leased, hired, or borrowed by the Consultant.

c. Consultant hereby agrees to waive subrogation which any insurer or contractor may require from vendor by virtue of the payment of any loss. Consultant agrees to obtain any endorsements that may be necessary to effect this waiver of subrogation.

d. For any claims related to this Agreement or the work hereunder, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

4.2.4 Submittal Requirements. To comply with Subsection 4.2, Consultant shall submit the following:

a. Certificate of Liability Insurance in the amounts specified in the section;

b. Additional Insured Endorsement as required by the section;

c. Waiver of Subrogation Endorsement as required by the section; and

d. Primary Insurance Endorsement as required by the section.

4.3 Professional Liability Insurance.

4.3.1 General Requirements. Consultant, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than $2,000,000 covering the licensed professionals' errors and omissions. Any deductible or self-insured retention shall not exceed $25,000, for all damages or losses because of errors, omissions, or malpractice arising out of the provision of professional services by DBE and DBE's subconsultants/subcontractors under this Agreement.

4.3.2 Claims-Made Limitations. The following provisions shall apply if the professional liability coverage is written on a claims-made form:

a. The retroactive date of the policy must be shown and must be before the date of the Agreement.

b. Insurance must be maintained and evidence of insurance must be provided for at least 3 years after completion of the Agreement or the work, so long as commercially available at reasonable rates.

c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Consultant shall purchase an extended period coverage for a minimum of 3 years after completion of work under this Agreement.

d. A copy of the claim reporting requirements must be submitted to the City for review prior to the commencement of any work under this Agreement.

4.3.3 Submittal Requirements. To comply with Subsection 4.3, Consultant shall submit the Certificate of Liability Insurance in the amounts specified in the section.

4.4 All Policies Requirements.

4.4.1 Acceptability of Insurers. All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.

4.4.2 Verification of Coverage. Prior to beginning any work under this Agreement, Consultant shall furnish City with complete copies of all Certificates of Liability Insurance delivered to Consultant by the insurer, including complete copies of all endorsements attached to

the policies. All copies of Certificates of Liability Insurance and certified endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf. If the City does not receive the required insurance documents prior to the Consultant beginning work, it shall not waive the Consultant's obligation to provide them. The City reserves the right to require complete copies of all required insurance policies at any time.

4.4.3 **Deductibles and Self-Insured Retentions.** Consultant shall disclose to and obtain the written approval of City for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, employees, and volunteers; or the Consultant shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

4.4.4 **Wasting Policies.** No policy required by this Section 4 shall include a "wasting" policy limit (i.e. limit that is eroded by the cost of defense).

4.4.5 **Endorsement Requirements.** Each insurance policy required by Section 4 shall be endorsed to state that coverage shall not be canceled by either party, except after 30 days' prior written notice has been provided to the City.

4.4.6 **Subcontractors.** Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

4.5 **Remedies.** In addition to any other remedies City may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option exercise any of the following remedies, which are alternatives to other remedies City may have and are not the exclusive remedy for Consultant's breach:

- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;

- Order Consultant to stop work under this Agreement or withhold any payment that becomes due to Consultant hereunder, or both stop work and withhold any payment, until Consultant demonstrates compliance with the requirements hereof; and/or

- Terminate this Agreement.

Section 5. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES.

Consultant shall, to the extent permitted by law, including without limitation California Civil Code 2782 and 2782.8, indemnify, hold harmless and assume the defense of, in any actions at law or in equity, the City, its employees, agents, volunteers, and elective and appointive boards, from all claims, losses, and damages, including property damage, personal injury, death, and liability of every kind, nature and description, arising out of, pertaining to or related to the negligence, recklessness or willful misconduct of Consultant or any person directly or indirectly employed by, or acting as agent for, Consultant, during and after completion of Consultant's work under this Agreement.

With respect to those claims arising from a professional error or omission, Consultant shall defend, indemnify and hold harmless the City (including its elected officials, officers, employees, and volunteers) from all claims, losses, and damages arising from the professionally negligent acts, errors or omissions of Consultant, however, the cost to defend charged to Consultant shall not exceed Consultant's proportionate percentage fault.

Consultant's obligation under this section does not extend to that portion of a claim caused in whole or in part by the sole negligence or willful misconduct of the City.

Consultant shall also indemnify, defend and hold harmless the City from all suits or claims for infringement of any patent rights, copyrights, trade secrets, trade names, trademarks, service marks, or any other proprietary rights of any person or persons because of the City or any of its officers, employees, volunteers, or agents use of articles, products things, or services supplied in the performance of Consultant's services under this Agreement, however, the cost to defend charged to Consultant shall not exceed Consultant's proportionate percentage fault.

Consultant shall indemnify, defend with counsel acceptable to City, and hold harmless City and its officers, elected officials, employees, agents and volunteers from and against any and all liability, loss, damage, claims, expenses, and costs (including without limitation, attorney's fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with Consultant's performance of the services called for or its failure to comply with any of its obligations contained in this Agreement, except such Liability caused by the sole negligence or willful misconduct of City.

Notwithstanding the forgoing, to the extent this Agreement is a "construction contract" as defined by California Civil Code Section 2782, as may be amended from time to time, such duties of Consultant to indemnify shall not apply when to do so would be prohibited by California Civil Code Section 2782.

The Consultant's obligation to defend and indemnify shall not be excused because of the Consultant's inability to evaluate Liability or because the Consultant evaluates Liability and determines that the Consultant is not liable to the claimant. The Consultant must respond within 30 days to the tender of any claim for defense and indemnity by the City. If the Consultant fails to accept or reject a tender of defense and indemnity within 30 days, in addition to any other remedy authorized by law, so much of the money due the Consultant under and by virtue of this Agreement as shall reasonably be considered necessary by the City, may be retained by the City until disposition has been made of the claim or suit for damages, or until the Consultant accepts or rejects the tender of defense, whichever occurs first.

Section 6. STATUS OF CONSULTANT.

6.1 Independent Contractor. At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of City. This Agreement shall not be construed as an agreement for employment. City shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subsection 1.3; however, otherwise City shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement. Consultant further acknowledges that Consultant performs Services outside the usual course of the City's business; and is customarily engaged in an independently established trade, occupation, or business of the same nature as the Consultant performs for the City and has the option to perform such work for other entities. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.

6.2 Consultant Not an Agent. Except as City may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Consultant shall have no

authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

Section 7. LEGAL REQUIREMENTS.

7.1 Governing Law. The laws of the State of California shall govern this Agreement.

7.2 Compliance with Applicable Laws. Consultant and any subcontractors shall comply with all laws and regulations applicable to the performance of the work hereunder, including but not limited to, the California Building Code, the Americans with Disabilities Act, and any copyright, patent or trademark law. Consultant's failure to comply with any law(s) or regulation(s) applicable to the performance of the work hereunder shall constitute a breach of contract.

7.3 Other Governmental Regulations. To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.

7.4 Licenses and Permits. Consultant represents and warrants to City that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Consultant represents and warrants to City that Consultant and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from City.

7.5 Nondiscrimination and Equal Opportunity. Consultant shall not discriminate, on the basis of a person's race, sex, gender, religion (including religious dress and grooming practices), national origin, ancestry, physical or mental disability, medical condition (including cancer and genetic characteristics), marital status, age, sexual orientation, color, creed, pregnancy, genetic information, gender identity or expression, political affiliation or belief, military/veteran status, or any other classification protected by applicable local, state, or federal laws (each a "Protected Characteristic"), against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement.

Consultant shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator or this Agreement.

Section 8. TERMINATION AND MODIFICATION.

8.1 Termination. City may cancel this Agreement at any time and without cause upon written notification to Consultant.

Consultant may cancel this Agreement upon 30 days' written notice to City and shall include in such notice the reasons for cancellation.

In the event of termination, Consultant shall be entitled to compensation for services performed to the effective date of termination; City, however, may condition payment of such compensation upon Consultant delivering to City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Consultant or prepared by or for Consultant or the City in connection with this Agreement.

8.2 Extension. City may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall require a written amendment to this Agreement, as provided for herein. Consultant understands and agrees that, if City grants such an extension, City shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the Contract Administrator, City shall have no obligation to reimburse Consultant for any otherwise reimbursable expenses incurred during the extension period.

8.3 Amendments. The Parties may amend this Agreement only by a writing signed by all the Parties.

8.4 Assignment and Subcontracting. City and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the professional reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the Contract Administrator. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the Contract Administrator.

8.5 **Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Consultant shall survive the termination of this Agreement.

8.6 **Options upon Breach by Consultant.** If Consultant materially breaches any of the terms of this Agreement, City's remedies shall include, but are not limited to, the following:

8.6.1 Immediately terminate the Agreement;

8.6.2 Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement;

8.6.3 Retain a different consultant to complete the work described in Exhibit A not finished by Consultant; or

8.6.4 Charge Consultant the difference between the cost to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that City would have paid Consultant pursuant to Section 2 if Consultant had completed the work.

Section 9. KEEPING AND STATUS OF RECORDS.

9.1 **Records Created as Part of Consultant's Performance.** All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City. Consultant hereby agrees to deliver those documents to the City upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use. City and Consultant agree that, until final approval by City, all data, plans, specifications, reports and other documents are confidential and will not be released to third parties without prior written consent of both Parties.

9.2 **Consultant's Books and Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of 3 years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement.

9.3 **Inspection and Audit of Records.** Any records or documents that Subsection 9.2 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds $10,000.00, the Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of the City, for a period of 3 years after final payment under the Agreement.

Section 10. MISCELLANEOUS PROVISIONS.

10.1 **Attorneys' Fees.** If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.

10.2 **Venue.** In the event that either party brings any action against the other under this Agreement, the Parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Alameda or in the United States District Court for the Northern District of California.

10.3 **Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

10.4 **No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.

10.5 **Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the Parties.

10.6 **Use of Recycled Products.** Consultant shall prepare and submit all reports, written studies and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.

10.7 **Conflict of Interest.** Consultant may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Consultant in a "conflict of interest," as that term is

defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*

Consultant shall not employ any City official in the work performed pursuant to this Agreement. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Section 1090 *et seq.*

Consultant hereby warrants that it is not now, nor has it been in the previous 12 months, an employee, agent, appointee, or official of the City. If Consultant was an employee, agent, appointee, or official of the City in the previous 12 months, Consultant warrants that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of California Government Code Section 1090 *et seq.*, the entire Agreement is void and Consultant will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Consultant will be required to reimburse the City for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of California Government Code Section 1090 *et seq.,* and, if applicable, will be disqualified from holding public office in the State of California.

At City's sole discretion, Consultant may be required to file with the City a Form 700 to identify and document Consultant's economic interests, as defined and regulated by the California Fair Political Practices Commission. If Consultant is required to file a Form 700, Consultant is hereby advised to contact the Dublin City Clerk for the Form 700 and directions on how to prepare it.

10.8 **Solicitation.** Consultant agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.

10.9 **Contract Administration.** This Agreement shall be administered by the City Manager ("Contract Administrator"). All correspondence shall be directed to or through the Contract Administrator or his or her designee.

10.10 **Notices.** Any written notice to Consultant shall be sent to:

Plant Construction Company, L.P.
Att: Phillip Aguilar, Vice President / Construction Manager
300 Newhall Street
San Francisco, CA 94124

Any written notice to City shall be sent to:

City of Dublin
Att: Michael Boitnott
100 Civic Plaza
Dublin, CA 94568

10.11 Integration. This Agreement, including the scope of work attached hereto and incorporated herein as Exhibit A, and the Special Conditions to this Agreement attached hereto and incorporated herein as Exhibit B represents the entire and integrated agreement between City and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral.

Exhibit A	Scope of Services & Compensation Schedule/Reimbursable Expenses
Exhibit B	Special Conditions to the Services Consulting Agreement

10.12 Counterparts and Electronic Signatures. This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement. Counterparts delivered and/or signatures executed by City-approved electronic or digital means shall have the same force and effect as the use of a manual signature. Both Parties desire this Agreement to be electronically signed in accordance with applicable federal and California law. Either Party may revoke its agreement to use electronic signatures at any time by giving notice to the other Party.

10.13 Certification per Iran Contracting Act of 2010. In the event that this contract is for
one million dollars ($1,000,000.00) or more, by Consultant's signature below Consultant certifies that Consultant, and any parent entities, subsidiaries, successors or subunits of Consultant are not identified on a list created pursuant to subdivision (b) of Section 2203 of the California Public Contract Code as a person engaging in investment activities in Iran as described in subdivision (a) of Section 2202.5, or as a person described in subdivision (b) of Section 2202.5 of the California Public Contract Code, as applicable.

10.14 Provisions Required For Public Works Contracts Pursuant To California Labor Code Section 1720 Et Seq.

A. HOURS OF WORK:

i. In accordance with California Labor Code Section 1810, 8 hours of labor in performance of the services described in Exhibit A shall constitute a legal day's work under this contract.

ii. In accordance with California Labor Code Section 1811, the time of service of any worker employed in performance of the services described in Exhibit A is limited to 8 hours during any one calendar day, and 40 hours during any one calendar week, except in accordance with California Labor Code Section 1815, which provides that work in excess of 8 hours during any one calendar day and 40 hours during any one calendar week is permitted upon compensation for all hours worked in excess of 8 hours during any one calendar day and 40 hours during any one calendar week at not less than one-and-one-half times the basic rate of pay.

iii. The Consultant and its subcontractors shall forfeit as a penalty to the City $25 for each worker employed in the performance of the services described in Exhibit A for each calendar day during which the worker is required or permitted to work more than 8 hours in any one calendar day, or more than 40 hours in any one calendar week, in violation of the provisions of California Labor Code Section 1810 and following.

B. WAGES:

i. In accordance with California Labor Code Section 1773.2, the City has determined the general prevailing wages in the locality in which the services described in Exhibit A are to be performed for each craft or type of work needed to be as published by the State of California Department of Industrial Relations, Division of Labor Statistics and Research, a copy of which is on file in the City Public Works Office and shall be made available on request. The Consultant and subcontractors engaged in the performance of the services described in Exhibit A shall pay no less than these rates to all persons engaged in performance of the services described in Exhibit A.

ii. In accordance with California Labor Code Section 1775, the Consultant and any subcontractors engaged in performance of the services described in Exhibit A shall comply with California Labor Code Section 1775, which establishes a penalty for each worker engaged in the performance of the services described in Exhibit A that the Consultant or any subcontractor pays less than the specified prevailing wage. The amount of such penalty shall be determined by the Labor Commissioner and shall be based on consideration of the mistake, inadvertence, or neglect of the Consultant or subcontractor in failing to pay the correct rate of prevailing wages, or the previous record of the Consultant or

subcontractor in meeting applicable prevailing wage obligations, or the willful failure by the Consultant or subcontractor to pay the correct rates of prevailing wages. A mistake, inadvertence, or neglect in failing to pay the correct rate of prevailing wages is not excusable if the Consultant or subcontractor had knowledge of their obligations under the California Labor Code. The Consultant or subcontractor shall pay the difference between the prevailing wage rates and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the prevailing wage rate. If a subcontractor worker engaged in performance of the services described in Exhibit A is not paid the general prevailing per diem wages by the subcontractor, the Consultant is not liable for any penalties therefore unless the Consultant had knowledge of that failure or unless the Consultant fails to comply with all of the following requirements:

a. The contract executed between the Consultant and the subcontractor for the performance of part of the services described in Exhibit A shall include a copy of the provisions of California Labor Code Sections 1771, 1775, 1776, 1777.5, 1813, and 1815.

b. The Consultant shall monitor payment of the specified general prevailing rate of per diem wages by the subcontractor by periodic review of the subcontractor's certified payroll records.

c. Upon becoming aware of a subcontractor's failure to pay the specified prevailing rate of wages, the Consultant shall diligently take corrective action to halt or rectify the failure, including, but not limited to, retaining sufficient funds due the subcontractor for performance of the services described in Exhibit A.

d. Prior to making final payment to the subcontractor, the Consultant shall obtain an affidavit signed under penalty of perjury from the subcontractor that the subcontractor has paid the specified general prevailing rate of per diem wages for employees engaged in the performance of the services described in Exhibit A and any amounts due pursuant to California Labor Code Section 1813.

iii. In accordance with California Labor Code Section 1776, the Consultant and each subcontractor engaged in performance of the services described in Exhibit A shall keep accurate payroll records

showing the name, address, social security number, work, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed in performance of the services described in Exhibit A. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following:

a. The information contained in the payroll record is true and correct.

b. The employer has complied with the requirements of California Labor Code Sections 1771, 1811, and 1815 for any work performed by the employer's employees on the public works project.

The payroll records required pursuant to California Labor Code Section 1776 shall be certified and shall be submitted directly to the Labor Commission, and available for inspection by the Owner and its authorized representatives, the Division of Labor Standards Enforcement, the Division of Apprenticeship Standards of the Department of Industrial Relations and shall otherwise be available for inspection in accordance with California Labor Code Section 1776.

iv. In accordance with California Labor Code Section 1777.5, the Consultant, on behalf of the Consultant and any subcontractors engaged in performance of the services described in Exhibit A, shall be responsible for ensuring compliance with California Labor Code Section 1777.5 governing employment and payment of apprentices on public works contracts.

v. In case it becomes necessary for the Consultant or any subcontractor engaged in performance of the services described in Exhibit A to employ for the services described in Exhibit A any person in a trade or occupation (except executive, supervisory, administrative, clerical, or other non-manual workers as such) for which no minimum wage rate has been determined by the Director of the Department of Industrial Relations, the Consultant or subcontractor shall pay the minimum rate of wages specified therein for the classification which most nearly corresponds to services described in Exhibit A to be performed by that person. The minimum rate thus furnished shall be applicable as a minimum for such trade or occupation from the time of the initial employment of

the person affected and during the continuance of such employment.

SIGNATURES ON FOLLOWING PAGE

The Parties have executed this Agreement as of the Effective Date. The persons whose signatures appear below certify that they are authorized to sign on behalf of the respective Party.

CITY OF DUBLIN
L.P.

Colleen Tribby, City Manager

Attest:

Marsha Moore, City Clerk

Approved as to Form:

City Attorney

PLANT CONSTRUCTION COMPANY,

Signed by:
Chris Rivielle
097E4C550CFF4AB...

Chris Rivielle, President

1000575696

Consultant's DIR Registration Number

199832800016

Consultant's Business Entity Number

EXHIBIT A

SCOPE OF SERVICES
COMPENSATION SCHEDULE & REIMBURSABLE EXPENSES

The City of Dublin intends to repair, replace, and improve the exterior building envelope on several City buildings to modernize facilities and perform needed maintenance. These improvements include waterproofing, glazing, exterior painting, and roofing.

1. Civic Center Waterproofing
   The Civic Center complex was constructed in the late 1980's, and with time has experienced water intrusion and routine aging of the components of its exterior envelope, including the exterior tile wall system, and exterior window and skylight systems. In 2024, the City retained Axis Building Envelope Design to prepare design documents for this repair work for the western wing of the Civic Center complex, which are attached here as Project Criteria Documents describing the scope of work for the Civic Center Waterproofing portion of the project.

   The scope of work is to perform this work for the entire Civic Center complex (it does not include the Library at the southern part of the site). The scope of work includes phasing, staging, and protecting the work, and occupants of, the Civic Center complex which will remain operational during the project.

2. Roofing
   The scope of work also includes roofing replacement at several City buildings, as part of routine roof replacement and maintenance.

3. Exterior Painting
   The scope of work includes exterior painting and related minor repairs at several City buildings to maintain the structures' appearance and to prevent damage caused by moisture infiltration.

4. Minor Exterior Repairs and Replacement Prior to Painting
   The scope of work includes repair work, most to be executed prior to exterior painting, to a number of facilities. This work includes stairways, skylights, stonework, decking, siding, windows, etc.

5. Civic Center Clock Tower
   The scope of work includes demolish and discard or reuse existing exterior stone and metal cladding; inspect and repair steel superstructure, clean and paint all structural steel, repair of the existing light gauge metal framing; install new stone and metal cladding over new weather resistant barrier, sheathing, adhesive, stucco and lath; add ventilation, remove existing electrical and lighting system; install new electrical and lighting system; remove, remediate, store and reinstall existing clock faces.

A. Overview and General Requirements

1. City intends to design and construct exterior building upgrades to City of Dublin buildings and facilities as more fully described below. Professional design skills and preconstruction services are essential for the proper and satisfactory execution of this project. For this reason, City is entering into this Agreement with Consultant.

2. As provided in Section 1.3 of the Agreement, Project Personnel, subconsultants/subcontractors retained by Consultant must be authorized in advance, in writing by City's Department Head. Consultant shall direct tasks and activities of its authorized subconsultants/subcontractors and ensure that the tasks, activities and/or products required by this Agreement are completed in a timely manner and in accordance with the applicable standard of care for the given subconsultant/subcontractor. Notwithstanding the authorization for work to be performed by a particular subconsultant/subcontractor, Consultant is solely responsible for the performance of all services and delivery of all products under this Agreement.

3. Work shown or specified in reports, drawings, and specifications must comply with all requirements of the City of Dublin Municipal Code, applicable State and Federal codes and regulations, and the local fire district and utility companies or districts having jurisdiction over the project or area in which the project is located.

Project Description

Civic Center Exterior Envelope:

1. Storefront/glazing:
   a. Remove and replace original storefront and sloped glazing in kind, size and location. Install liquid-applied flashing at rough openings and galvanized sheet metal (GSM) flashing in full sealant embed. Install backer rod and Sealant at rough opening perimeter

   b. At existing storefront to remain, remove and replace sealants at storefront rough opening perimeter. Install Backer rod and sealant following liquid-applied at rough openings.

   c. Alternatively, remove and replace all storefront units in kind, size and location. Install liquid-applied flashing at rough openings and GSM flashing. Install backer rod and sealant at rough opening perimeter.

   d. Work at new storefront work installed as part of the current Cultural Arts Center project is excluded.

2. Remove and replace backer rod and sealant at vertical control joints at concrete masonry unit (CMU) wall and stone veneer. Remove and replace backer rod and sealant at base of exterior wall and horizontal sealant between CMU and stone veneer. Install silicone coating over CMU.

3. At second floor exterior building walls and inside face of parapet, remove and replace sealant joints. Route and seal open cracks up to 1/8" wide. Install silicone coating over plaster.

4. At existing metal panels, remove and replace sealant joints at walls, cladding transitions and parapet caps. Install Silicone coating over metal panel parapet coping.

5. At stone parapet caps remove and replace 100% joint backer rod and sealant.

6. Remove and replace deteriorated mortar joints at stone and CMU walls and stone parapet caps. Inspect joints in field and replace deteriorated joints as required. Tuckpoint with in-kind mortar grade, strength, texture and color.

7. Prepare and clean all exterior surfaces and install silicone coating at stone veneer, CMU and plaster surfaces. Install silicone coating over all parapet caps. Provide final construction-grade cleaning following approved punchlist.

8. All penetrations to have sealant removed, annular space cleaned, and detail coated with silicone coating. Install backer rod and sealant.

Roofing:

1. Heritage Museum & Storage Building: architectural asphalt shingle & gutter replacement
2. Old St. Raymond Church: 3-tab asphalt shingle
3. Kolb House: add period correct gutters and downspouts (likely wood) and SD to collect downspout runoff.
4. Sunday School Barn: add period correct gutters and downspouts (likely wood) and SD to collect downspout runoff
5. Senior Center: TPO at all roofs except standing seam. Standing seam roof should be evaluated and determine if repairs are warranted (note flat roof has solar panels).
6. Fire Station 16: TPO flat roof (note flat roof has solar panels). Standing seam roof should be evaluated and determine if repairs are warranted.
6. Library: Water testing and remediation leaks at the following:
   1) Standing seam roofing
   2) Gutters
   3) PV solar attachments

Minor Exterior Repairs and Replacement Prior to Painting

1. Kolb House *
   - Repointing the brick chimney
   - Repairs/restore to historic window
   - Repairs to horizontal wood siding
   - Repairs to wood decking
2. Old St. Raymond's Church *
   - Replace wooden ramp walking surface
   - Repairs to wood decking/stairs
3. Museum/Schoolhouse *
   - Replace wooden ramp walking surface
   - Repairs to wood decking/stairs

- Door and window repair/restore
- Repairs to horizontal wood siding

4. Civic Center City Hall
   - Replacement of five skylights
5. Wave
   - Replacement of cracked fiber cement horizontal siding
7. Library
   - Stone wainscoting recaulking and sealing

* Work on historic buildings will need to comply with The Secretary of the Interior's Standards for the Treatment of Historic Properties.

Painting:

This project will include exterior painting and repair work at the following locations:

1. Heritage Museum
2. Old St. Raymond's Church
3. Kolb House
4. Senior Center
5. Fire Stations 16, 17, and 18
6. The Wave Waterpark and Aquatic Center
7. Dublin Public Library

SGH Scope of Work

Meetings in addition to those listed below may be Additional Services.

- Assume weekly check-in meetings for 8 weeks of Preconstruction.

City of Dublin Civic Center

The Dublin Police Station was completed in 1988. The building is two semi-circular two-story structures; The exterior facade of the building consists of aluminum-framed storefronts, painted cement stucco, and stone veneer cladding. Some walls have sloped glazing skylights.

The RFQ reports water intrusion through the stone veneer, windows, and skylights. The RFQ includes Project Criteria Documents developed by Axis Building Envelope Design. The RFP defines the work as:

- Replace existing storefront and skylights. Install new galvanized sheet metal sill and threshold flashing.
- Apply a silicone coating over the stone veneer, CMU, cement plaster, and metal panels. Remove and replace joint sealants. Rout and seal cracks in cement plaster. Repoint selected joints at stone coping and CMU.

SGH will perform the following scope of work:

1. Visit the site to document the existing conditions.
2. Prior to our site visit, we will interview the most knowledgeable City personnel regarding window, skylight, and wall performance history and repairs. Review existing documentation.
3. Meet with the DBE and City to discuss the Criteria Documents repairs and to align visual and performance expectations.
4. SGH prepare Specifications for products required for the weatherproofing scope of work, including requirements for mockups during construction phase.
5. ARG will prepare drawings and details based on Criteria Documents for review, markup and comment for weatherproofing scope by SGH.

The Dublin City Hall is the eastern structure of the two semi-circular buildings that comprise the Civic Center. The RFP defines the scope of work as:

- Replace five skylights.

SGH will perform the following scope of work in the Preconstruction Phase:

1. Visit the site to review the existing skylight configuration and conditions. We assume the City will provide safe access to the roof. We will coordinate this visit with our visit to the western building.
2. Prior to our site visit, interview the most knowledgeable City personnel regarding skylight or sloped glazing history and repairs.
3. Provide one technical specification for skylight replacement.

4. Provide up to three details for integrating the skylight with the existing single-ply roofing. We are assuming the subject skylights are not the sloped glazing integrated with the aluminum-framed storefront or curtain wall.
5. ARG will prepare roof plan locating skylights and coordinate SGH provided details. This scope will be combined with Civic Center Complex drawing set.

Heritage Museum and Storage Building (School House) – SGH minimal stipend

The RFP defines the following scope of work:

- Asphalt shingle roofing replacement and gutter replacement.
- Wood ramp walking surface replacement and wood decking and stair replacement.
- Door and window repairs.
- Horizontal wood siding repairs.
- Exterior painting and undefined repairs.



Figure 1 - Museum

Old St. Raymond Church - SGH minimal stipend

The RFP defines the following scope of work:

- Bell tower asphalt shingle roofing replacement.
- Bell tower low-slope asphalt built-up roof replacement.
- Replace wood ramp walking surface and repair wood decking and stairs.
- Exterior painting and undefined repairs.



Figure 2 - Old St. Raymond Church

Kolb House - SGH minimal stipend

The RFP defines the following scope of work:

- Add period-correct gutters, downspouts, and a storm drain to the existing corrugated metal roofs.
- Brick chimney repointing.
- Repairs and restoration of wood windows.
- Repairs to wood siding.
- Repairs to wood decking.
- Exterior painting and undefined repairs.



Figure 3 - Kolb House

Sunday School Barn - SGH minimal stipend

The RFP identifies the following scope of work:

- Add period-correct gutters, downspouts, and a storm drain to the existing corrugated metal roofs.





Figure 4 - Sunday School Barn

Senior Center

The RFP defines the following scope of work for repairs:

- New TPO single ply roofing. Existing solar panels to remain.
- Evaluate the existing standing seam metal roofs.
- Exterior painting and undefined repairs.

SGH will perform the following scope of work in the Preconstruction Phase:

1. Visit the site to review and document the existing roofing conditions, We assume the City will provide us safe access to the roof for hands-on documentation of conditions and dimension.
2. Prior to our site visit, we will interview the most knowledgeable City personnel regarding roof performance history and repairs.

3. Evaluate the performance of the standing seam metal roofs by water testing and removing several panels to document underlayment materials, configuration, and conditions. We will coordinate with Plant Construction to provide openings and access for this evaluation.
4. Provide a letter report to the DBE summarizing our findings and recommendations. We will attend one meeting with the DBE to present and discuss the repair scope.
5. Provide a single-ply roofing specification and a sheet metal specification for associated coping and metal flashing. SGH will provide a roof plan and details for reroofing the single ply roofing for the purpose of defining the GMP.
6. SGH provides permit level set for GC to use for pulling permit.

Fire Station 16

The RFP defines the following scope of work for repairs:

- New TPO single ply roofing. Existing solar panels to remain.
- Evaluate the existing standing seam metal roofs.
- Exterior painting and undefined repairs.



Figure 5 - Fire Station No. 16

SGH will perform the following scope of work in the Preconstruction Phase:

1. Visit the site to review and document the existing roofing conditions, We assume the City will provide us safe access to the roof for hands-on documentation of conditions and dimension.
2. Prior to our site visit, we will interview the most knowledgeable City personnel regarding roof performance history and repairs.
3. Evaluate the performance of the standing seam metal roofs by water testing and removing several panels to document underlayment materials, configuration, and conditions. We will coordinate with Plant Construction to provide openings and access for this evaluation.
4. SGH will provide a letter report to the DBE summarizing our findings and recommendations. We will attend one meeting with the DBE to present and discuss the repair scope.
5. SGH will provide a single-ply roofing specification and a sheet metal specification for associated coping and metal flashing. SGH will provide a roof plan and details for reroofing the single ply roofing for the purpose of defining the GMP.
6. SGH provides permit level set for GC to use for pulling permit.

a. Additional changes to design will be handled in Phase 2/Construction.

7. ARG will work with Plant/trade partners to coordinate exterior painting and repair other materials.

Fire Stations 17 and 18

Fire Stations 17 and 18 are similarly constructed buildings with painted standing seam metal roofing and a combination of cement plaster and EIFS cladding. The RFP defines the following scope of work:

- Exterior painting and undefined repairs.



Figure 6 - Fire Station No. 17

SGH will perform the following scope of work in the Preconstruction Phase:

1. Visit the site to review the condition of painting substrates and the undefined repairs.
2. Prior to our site visit, we will interview the most knowledgeable City personnel regarding wall performance history and repairs.
3. Provide a letter report to the DBE summarizing our findings and recommendations. We will attend one meeting with the DBE to present and discuss the repair scope.
4. Provide 20 hours of consulting services to the DBE reviewing specifications or details for painting, substrate preparation, or repairs. SGH will not review or provide painting specifications with the exception of elastomeric coatings needed for waterproofing.

The Wave Waterpark and Aquatic Center

The RFP defines the following scope of work for repairs:

- Remove and replace cracked fiber-cement clapboard siding.
- Exterior painting and undefined repairs.



Figure 7 - Cement Plaster and Cracked Siding

SGH will provide the following scope of work during the construction phase:

1. Review available construction documents to understand the as-built conditions.
2. Visit the site to review the clapboard siding conditions.
3. Interview the most knowledgeable City personnel regarding the wall performance and history of repairs.
4. Provide a fiber-cement siding specification and narrative of work. We will provide up to four details to describe the scope for the GMP. Our scope does not include design for the repair or replacement of the existing underlayment.
5. ARG will work with Plant/trade partners to coordinate exterior painting and repair of other materials.

City of Dublin Library

The RFP defines the following scope of work for repairs:

- Remove and replace existing sealant joints at the stone wainscotting. Apply a sealer over the stone wainscotting.
- Exterior painting and undefined repairs.

SGH will provide the following services in the Preconstruction Phase:

1. Review construction documents provided by the city to understand the as-built conditions.
2. Visit the site to review and document the stone wainscotting conditions.
3. Interview the most knowledgeable City personnel regarding the wall performance and history of repairs.
4. Provide a letter report to the DBE summarizing our findings and recommendations. We will attend one meeting with the DBE to present and discuss the repair scope.
5. SGH will provide a joint sealant specification and a sealer specification. We will provide up to three details to define the joint sealant scope of work. We will define the scope of work on elevations provided by the DBE.
6. ARG will work with Plant/trade partners to coordinate exterior painting and repair other materials.

For this Project, the City will utilize a Progressive Design-Build procurement method wherein a single entity will provide both the design and construction of the Project pursuant to Public Contract Code section 22172.

B. Time

Consultant understands and agrees that time is of the essence in this agreement and that the services shall start immediately upon full execution of this Agreement. Consultant shall perform the services expeditiously and with the adequate forces and shall complete the services within the time specified in Sections 3 and 13 of this Agreement.

C. Scope of Services

The Scope of Services for this Agreement only includes services during the Preconstruction Phase. The Preconstruction Phase is defined as the period following the award and execution of this Agreement to a Consultant for a progressive design-build project in which the Consultant completes the necessary design activities and any preconstruction activities to produce a Guaranteed Maximum Price (GMP).

Services include, but are not limited to, providing design services, preconstruction services, project management services, labor, hazardous materials assessment as required, limited destructive field investigations if needed, coordination, materials, tools, and equipment as necessary to produce a GMP.

DEFINITIONS

The following terms are used throughout Exhibit A and are defined as follows:

Agreement: The written and executed document known as the Agreement by and between Consultant and City, together with those Contract Documents identified therein and any Change Orders or Amendments thereto made in writing, signed by the parties, and approved as required. The terms Agreement and Contract are used interchangeably throughout this document.

Contract Documents: The Contract Documents form the Contract for the Project and consist of the Agreement, together with those documents set forth in the Agreement and any Change Orders or Amendments thereto made in writing, signed by the parties, and approved as required.

Design-Build: A project delivery process in which both the design and construction of a project are procured from a single entity.

Design-Build Budget: The budget amount established by the City that represents the total cost for the Project, including the cost to perform all activities necessary to complete the Preconstruction Phase and the Final Design and Construction Phase.

Design-Build Entity (DBE): A partnership, Limited Liability Company, joint venture, corporation, or other legal entity that is able to provide appropriately licensed contracting, architectural, and engineering services as needed pursuant to a Design-Build Contract.

Final Design and Construction Phase: The remaining design and preconstruction activities necessary after the
Preconstruction Phase, and all construction activities necessary to complete construction and closeout of a Progressive Design-Build Project.

Guaranteed Maximum Price (GMP): The maximum payment amount agreed upon by the City and the DBE for the DBE to finish all remaining design, preconstruction, and construction activities to complete and close out the Project.

Preconstruction Phase: The period following the award of a contract to a DBE for a progressive design-build project in which the DBE completes necessary design activities and any preconstruction activities to produce a GMP.

Progressive Design-Build: A project delivery process in which both the design and construction of a project are
procured from a single entity that is selected through a qualification-based selection at the earliest feasible stage of the project.

Project Criteria: The information that describes the scope of a proposed design-build Project and includes, but is not limited to: the size, type, and design character of the buildings and site; the required form, fit, function, operational requirements, and quality of design, materials, equipment, and workmanship; and, any other information deemed necessary to sufficiently describe the City's needs. Project Criteria may include concept drawings, including schematic drawings or architectural renderings, that are prepared in the detail necessary to sufficiently describe the City's needs.

PRECONSTRUCTION PHASE

A. GENERAL

1. The Scope of Services includes, but is not limited to, providing design services, preconstruction services, project management services, labor, hazardous materials assessment as required, limited destructive field investigations if needed, coordination, materials, tools, and equipment as necessary to produce a GMP and to complete the Preconstruction Phase of the Project.

2. Consultant shall perform all services identified herein, together with any related services necessary to achieve the standard of care and workmanship required by the terms of the Agreement.

3. Consultant shall certify that all Design Submissions, construction documents, or other related project documents are coordinated with all contributing subcontractors and consultants, whether they are contracted directly with the Consultant or not and must ensure quality assurance.

4. Necessary accommodations must be made to ensure the facility's operations and activities are minimally impacted during the design and Preconstruction Phase activities.

B. BASIC SERVICES

Consultant agrees to provide all services required by and in accordance with the Scope of Services, and such related and incidental services which are necessary to meet its obligations. Such services include those professional services of an architectural, engineering, or land surveying nature, as well as incidental services that members of these professions and those in their employ may logically or justifiably perform. Such services shall be performed in phases, with each succeeding phase begun only upon authorization to proceed given by City.

Consultant shall:

1. Consult, as necessary, or as directed by City, with representatives of City relative to the development of Guaranteed Maximum Price (GMP), design and construction of the Project.

2. Consultant shall fully cooperate and coordinate with other consultants to facilitate performing their respective agreements and shall not commit any act that will interfere with the performance of the work of any other consultant or City employee. City may undertake or award other agreements for the design, coordination or construction management of other work related to the Project.

3. Field check existing conditions as required to complete the work of this Agreement. All field checks of existing conditions shall be documented by means of a report. The report must identify the existing conditions found and list recommendations or plans of action.

4. Contract for, at Consultant's expense, Subconsultants/Subcontractors to the extent deemed necessary for design of the Project including mechanical, electrical, structural, and civil engineers (licensed as such by the state of California), industrial designers, and all other Subconsultants/Subcontractors necessary for development of the Project. The names of said Subconsultants/Subcontractors shall be submitted to City for approval prior to commencement of work. Personnel provided shall be consistent with personnel identified in Consultant's Statement of Qualifications dated April 7, 2025. City reserves the right to reject the use of any Subconsultant/Subcontractor.

5. Be responsible for the professional quality, technical accuracy and the coordination of all analyses, reports, studies, surveys, plans, designs, drawings, specifications, and other deliverables and services provided by the Consultant under this Agreement. The Consultant shall, without additional compensation, correct or revise any errors or omissions, and incorporate responses to City review comments in provided deliverables until the deliverables are accepted by City.

   Documents shall be prepared in full compliance with all applicable building codes, ordinances, and other requirements of regulatory authorities. The documents produced shall, at a minimum, comply with all applicable California State Building Codes, to

include, but not be limited to, Title 8 (Industrial Relations), Title 15 (Crime Prevention and Corrections), Title 17 (Public Health), and Title 24 (Building Standards).

6. Prepare all documents for licenses or permits for facilities under Consultant's design that may be required to comply with Federal or State regulatory agencies' laws, codes and regulations, and City ordinances. City will be responsible for payment of all applicable licensing or permit fees during the Preconstruction Phase.

7. Use design drawings, specifications or calculations provided by City, when requested by City to do so. Unless otherwise directed in writing, Consultant shall review for correctness and completeness such designs and any other design data, drawings, specifications, and calculations provided by City. Consultant shall correct any errors or omissions as approved by City and shall be responsible therefore to the same extent as if such materials had been provided by Consultant under this Agreement. Consultant may be provided with applicable change orders, proposed change orders, clarifications, and data from previous projects. Consultant shall incorporate all pertinent material as approved by City into the new drawings and specifications. If Consultant has provided design services to City on previous projects and has designs similar to components of this Project, which are in Consultant's charge, upon approval of City, Consultant shall modify and reuse those existing designs as much as possible.

8. Provide sufficient design and engineering data to City in the time specified to enable design compatibility with other consultants, which may be employed on this Project.

9. Consultant, unless otherwise mutually agreed, shall be the main point of contact for permitting through the applicable approving agencies and authorities having jurisdiction.

C. PROJECT SCHEDULE

1. Consultant will provide a Baseline Project Schedule, representing all tasks necessary to complete the Project within the Project durations as outlined in the Request for Qualifications from Design-Build Entities for a Progressive Design-Build for the City of Dublin Exterior Improvements Project dated April 7, 2025 (Part III. B Preliminary Project Schedule). The schedule shall include tasks for the Preconstruction Phase and the Final Design and Construction Phase.
    a. The schedule shall utilize the Critical Path Method.
    b. The Baseline Project Schedule must include a summary of milestone tasks by all parties, regulatory and City approvals, reasonable durations for document review, risk, affecting the Project, phases of construction, significant milestones, and consultant/contractor selection.

2. Consultant and City agree to establish and define specific milestones and phases for review and approval throughout the design process to ensure a continuous flow of work in alignment with the progressive design build process.

3. Consultant shall report proactively on potential schedule impacts and recommend potential solutions to schedule problems.

4. The Schedule shall be updated and submitted to the City, no less than monthly.

5. Each schedule shall be submitted in the format and method approved by the City.

6. The Consultant shall utilize Primavera Project Planner for Windows software (P6) by Primavera Systems, Inc., unless the City's Representative approves otherwise. Consultant shall provide request and description of any alternative scheduling program to City for approval.

7. The Consultant shall review the Project Schedule with the City's Representative regularly and notify the City of potential schedule risks in a Risk Matrix developed by Consultant and approved by City.

8. Consultant shall actively evaluate the schedule and identify schedule efficiencies. When schedule efficiencies are identified, Consultant shall recommend modifications to the schedule that would expedite Project completion including Preconstruction Phase.

9. Consultant shall use this schedule to plan and conduct the work and shall submit an update with each submittal of a fee invoice.

D. COST CONTROL MANAGEMENT

1. As an initial task, the Consultant, shall review the Design-Build Budget and determine if it is sufficient to plan, design and construct the Project. The Consultant shall submit the initial budget review within 14 days of the NTP.
    a. The Consultant shall prepare a cost estimate and evaluate the estimate against the Design-Build Budget and recommend, if necessary, the appropriate action to avoid potential cost overruns.

2. The Consultant shall monitor the budget as compared to the Project scope throughout the Preconstruction Phase.

3. Consultant shall recommend potential Project savings to the City.
    a. Recommendations for proposed savings shall be accompanied by a firm quote and shall include any applicable additional services required due to the changes, and any required changes to the schedule.
    b. Cost proposals for Project savings shall be as proposed by the Consultant and approved by the City. Acceptance of a suggested savings will be determined at the sole discretion of the City.

4. The Consultant shall establish target cost values for the components of the Project in accordance with Association of the Advancement of Cost Engineering (AACE). Tracking of those values shall be reported in a format approved by the City.
    a. If changes are suggested to the Project scope that may cause Project cost overruns, Consultant shall notify the City in writing as part of the regular project meetings.

5. Consultant shall make estimating information regularly available to the City so that the City can consider cost wherever possible throughout the planning, development, and design of the Project.
    a. Cost Estimates will be required during preconstruction with detail consistent with that level of development defined by the AACE Cost Estimate Classification System. (Class 1 detailed unit cost with detailed take off)
    b. The Consultant shall submit cost estimates no less than every four weeks.

6. If the Consultant identifies potential cost overruns, Consultant shall notify the City as part of regular development and coordination meetings.

E. MEETINGS AND CONFERENCES

1. The meetings and conferences listed should be considered as minimum recommendations and convey the City's interest in their content and purpose. The Consultant should expand and modify as appropriate.

2. During the Preconstruction Phase, the Consultant shall provide an outline for meetings and conferences, processes and procedures, and how they will be incorporated and utilized in the Project.

3. Project Kickoff Conference: The objective of this meeting is to introduce the Project team members, confirm understandings, roles, responsibilities, schedules, emergency contacts, partnering, neighborhood awareness and outreach, and to review the procedural requirements of the Project as established by the contract requirements and the PMP. The Consultant will conduct the Project Kickoff Conference within 14 calendar days after the Notice to Proceed. It will be attended by the Consultant, the City's Project team, including the Construction Project Manager, and others as appropriate. The Consultant will, with input from the Construction Project Manager, prepare the agenda. The Consultant will prepare and distribute the meeting minutes no later than three business days after the meeting is held. The City shall be a participant in all meetings.

4. Design Meetings: The objective of these meetings is to proactively facilitate the Consultant's liaison with the City's Project team and subconsultants for the purposes of design discussion during schematic design, design development, completion of design development and construction documents, and to establish a mutually acceptable review procedure. These meetings shall also serve to review and affirm modifications to existing building systems and identify design clarifications prior to development of the construction documents. These meetings are to be held at a mutually agreed upon location. Consultant shall meet at least weekly with City, City representatives, and consultants and provide such information as necessary to inform City of the Project design status and obtain City input and approval regarding design issues. Attendees shall include appropriate members of the Consultant, City, and others, as appropriate. Consultant will prepare and distribute the agenda and minutes. Meetings will include an overview of the Consultant's look ahead schedule. Meeting minutes to be distributed no later than three business days after such meeting is held.

5. Weekly Progress Meetings: The objective of these meetings is to review and monitor progress, procedures, issues, schedules, and other concerns/issues of the Project. Attendees shall include appropriate members of the Consultant, City, and others, as appropriate. City's Construction Project Manager will prepare and distribute the agenda and minutes. Meetings will include an overview of the Consultant's look ahead schedule.

6. Payment Application Meeting: Each month the Consultant shall attend a payment meeting with the City's Representative to agree on the percentage of the work completed during the current month to establish an amount to be requested in the Application for Payment.

7. Contractor shall attend meetings for each phase of work as required below and submit to the City meeting minutes for all Consultant lead meetings in a format acceptable to the City.

8. Consultant shall set up a preliminary meeting, as applicable, with: the City of Dublin Building Department, Alameda County Fire Department (ACFD), Dublin San Ramon Services District (DSRSD), Pacific Gas and Electric (PG&E), AT&T, and Comcast to review submittal requirements, project scope, proposed schedule, and review the permit process.
    a. The Consultant shall attend pre submittal review meetings with the ACFD in the Preconstruction Phase and shall present the fire and life safety code analysis and design approaches to ACFD for preliminary review.
    b. The Consultant shall schedule a kickoff meeting with PG&E in the Preconstruction Phase and shall present the power and gas design approaches to PG&E for preliminary review.

F. PERIODIC REPORTS

1. The Contractor will cooperate with the City and assist in preparing monthly/periodic Project reports required by the City, its committees, or community based organizations as determined by the City.

2. On a monthly basis, the City's Construction Project Manager shall produce a Monthly Report that updates the City on the work accomplished during the prior monthly period. The Consultant shall provide information (e.g., design progress, project cost including status of estimating and value engineering efforts, schedule updates, project issues that may impact cost/schedule) as necessary to include in the Monthly Report.

G. ENVIRONMENTAL HAZARD PLAN

1. The Consultant shall develop a plan for communication and coordination with the City to mitigate and control environmental hazards that may be encountered during the Project.

2. Establish site specific procedures for the responsible management of hazardous materials and waste involved in the construction of the Project from points of generation to ultimate disposition.

3. The plan should include the hazardous materials abatement in the demolition plans.

H. SITE INVESTIGATIONS

1. Consultant shall perform any necessary site investigations, surveys, and studies to thoroughly verify all known site conditions, identify unknown conditions, and collect information and data necessary to develop the GMP for the Project.

2. When required for site investigation, Consultant shall locate and protect control points prior to starting the investigations and preserve permanent reference points throughout the Project and shall require the engineer or surveyor to replace control points which become lost or destroyed.

3. Any destructive testing or exploration as required during the Preconstruction Phase will need to be patched and/or repaired to the original condition unless directed otherwise by the City. Provide photo documentation of the original condition prior to the destructive investigation work.

I. DESIGN

1. The Consultant shall meet with the City to review the design process required to meet the project critical success factors and criteria requirements. Process shall address the operational needs of the facility, need for stakeholder reviews, phasing, and lead times required to complete the work within the Project schedule.

2. Validation Period: Prior to start of design, Consultant and City will engage in a validation period to identify potential project risks and establish early alignment on cost, schedule and scope. Outcomes include establishing the following:
    a. Target Budget
    b. Target Scope
    c. Target Schedule
    d. Deferred Scope not included in Target Scope

3. Consultant shall work with the City to identify all stakeholders and their level of engagement for design during Preconstruction.

4. The City's Representative shall support coordination with stakeholders.

5. The Consultant shall provide design services that will best achieve the City's needs, function, quality, performance, and to confirm the Design Build Budget and schedule.

6. The Consultant shall hold meetings with the City, City representatives, consultants and stakeholders as needed to develop a design that is approved by the City.

7. The Consultant shall incorporate approved items and processes from the City of Dublin's Department of Public Works as applicable (Exhibit A).

8. The Consultant shall create a Responsibility Matrix including fixtures, furnishings, and equipment.

9. The design must reflect the requirements of the City, all stakeholders, and end users. The City, City Representatives, and consultants will review the design and provide comments. Consultant shall reconcile or incorporate all City, City Representatives, and consultants' comments until accepted by the City.

10. Contractor shall identify any subsequent required environmental permits and clearances, and prepare permit applications and provide technical information for securing such permits or clearances. This shall include the development and implementation of Best Management Practices (BMPs) for dust control, hazardous material abatement, and sediment control consistent with California Storm Water Quality Association (CASQA) Best Management Practice Handbook, Storm Water Pollution Prevention Plan, Storm Water Management Requirements (SWR), and other authorities as required.

11. Consultant shall provide a copy of agreements with architects, engineers, and subconsultants/subcontractors to the City.

12. The necessary design services shall be apportioned into the Preconstruction Phase to support the development of the GMP. The anticipated design submissions are listed in Paragraph 14.e. Design Submissions. Consultant shall manage the services provided so that the transition between phases is seamless. The design services may be provided under either or both contract phases and in many instances will be started in the Preconstruction Phase and completed in the Final Design and Construction Phase.

13. Provide services to develop plan layouts to reflect the requirements of all stakeholders and end users. Consultant shall provide architectural, engineering, and consulting services as required to construct the Project in accordance with all stakeholder requirements, good practices, applicable building codes, and the Project Criteria.

14. Design Submissions
    a. Consultant shall prepare Design Submissions to the level of development consistent with the AIA guidelines.
    b. Consultant shall separately identify in writing at the time of each of its formal submissions of Design Documents, any portions thereof that by reason of information contained or omitted constitute deviations from the requirements of the Project Criteria, design intent or approved deviations previously approved by City.
    c. All Design Submissions shall be submitted in a format and file type approved by the City.
    d. Specifications shall not contain restrictions that will limit competitive subcontractor bids. Where articles, materials, and equipment are identified by brand names, at least two brand names shall be specified, and shall be followed by the words "or equal". Exceptions shall only be as permitted by California Public Contract Code section 3400.
    e. Design Submissions shall be required to be submitted to the City at:

i. Design Development (100%)

f. Provide Basis of Design/Systems Confirmation
    i. The Consultant shall develop and provide a Systems Confirmation and Basis of Design Submittal with the City as soon as practical after the Preconstruction Phase starts. This Submittal will validate the design direction and identify the final Basis of Design for the City's review and approval. The Systems Confirmation and the Basis of Design shall be complete for all disciplines. These documents shall depict the materials, equipment, design, layout, and general conditions of each scope of work in sufficient detail to confirm compliance with the City provided references including but not limited to the Performance Criteria.

g. Provide Design Documentation
    i. Site Plan: Overall site plan including the size and locations of all proposed elements. Provide plans showing the following site elements:
        1. Prepare Code Analysis Plans to show compliance with codes including CalGreen, accessibility, Alameda County Fire Department for fire access, fire separation, firefighting, and circulation.

h. All submission of documents shall be subject to review by the City, City representatives, and consultants.
    i. Review meetings between the Consultant and the City to review the Design Submissions shall be scheduled and held so as not to delay the Work. Such review shall not relieve the Consultant from its responsibilities under the Agreement.
    ii. Such review shall not be deemed an approval or waiver by the City of any deviation from, or of the Consultant's failure to comply with, any provision or requirement of the Contract Documents, unless such deviation or failure has been identified as such in writing in the document submitted by the Consultant and approved in writing by the City.
    iii. Consultant must incorporate, clarify, or reconcile all design review comments provided by the City.

i. Submit quality review check and final drawings to City at all phases of the project for review. Prior to submittal, documents must have been reviewed by Consultant for compatibility, professional quality, technical accuracy, coordination, and continuity in design, as well as construction phasing/sequencing. This applies to all submittals made to City. Submissions shall be in digital (pdf) format per current industry standards.

j. All drawings, specifications and calculations submitted to City shall contain a statement that the document has been reviewed for professional quality, technical accuracy, completeness and coordination within and between disciplines and coordination with other City consultants. The statement shall be signed by the respective licensed person for that discipline. This applies to all submittals made to City.

J. GUARANTEED MAXIMUM PRICE (GMP)

1. The GMP proposal will include a written statement of its basis which shall include:
    a. A list of all the documents used to prepare the GMP proposal.

b. A list of clarifications and assumptions made by the Consultant in preparation of the GMP to supplement the information in the Construction Documents.
c. A detailed breakdown of all Project costs included in the GMP in a format and level of detail approved by the City.
d. Any other information required by the City to define or evaluate the GMP.
e. The GMP shall be organized by trade buy out categories, contingencies, and other items that comprise the GMP, including but not limited to trade buy-out packages and CSI masterformat summaries.
f. The date of contract completion which the GMP is based, and a schedule of the construction documents issuance upon which the completion date is based.
g. Consultant shall provide price breakdown in the level of detail as required for City's evaluation of fee items including but not limited to:
    i. General Conditions
    ii. General Requirements
    iii. Design Contingency
    iv. Construction Contingency
    v. Bonds and Insurance
    vi. General Contractor Fee

2. Elements within this Preconstruction Phase scope of services may be modified or removed by mutual agreement between the Consultant and the City to support the earliest and most efficient development of the GMP (e.g., 100% Design Development Submission may be removed if GMP can be developed at an earlier stage of the design).

3. The GMP must not exceed the Design-Build Budget.

4. City and Consultant will negotiate the final terms of the GMP.
    a. The City will review the GMP Proposal and provide comments.
    b. The Consultant shall reconcile, incorporate, or respond to all City comments.
    c. In the event the City and the Consultant do not agree to a GMP, the City may solicit proposals to complete the Project from other firms. Any and all criteria, information, documentation, deliverables, or other product developed as part of the Preconstruction Phase shall become the sole property of the City and may be used by the City to complete and close out the Project at no additional costs or expense to the City.

K. PROJECT CRITERIA DOCUMENTS
1. During the development of the GMP, the Contractor will develop its Design and Construction Documents using the City provided Project Criteria Documents. The Consultant shall maintain a log of all changes to the Project Criteria documents and shall submit and review the log with the City during the weekly meetings.

L. SUBCONTRACTOR PACKAGE BUYOUT PLAN AND RELATED INFORMATION
1. Consultant shall prepare a subcontractor package buyout plan that includes a description of how they intend to approach subcontractor package buyout to maximize values and meet City procurement requirements. The plan shall outline the trade packages, buyout sequence, and anticipated dates of award. The buyout activities shall

be included in the baseline Project schedule.

M. OUTREACH PROGRAM
Reserved.

N. COMMUNITY WORKFORCE AGREEMENT (“CWA”) POLICY
This project will be subject to the Community Workforce Agreement (“CWA”) policy adopted by the City of Dublin, which applies to all construction projects of $1 Million or more awarded by the City Council. If the contract award, including any bid alternates awarded by the Board, totals $1 Million or more, as a condition of the contract award, the successful bidder must sign the CWA acknowledgement/certification supplied by the City.

The Consultant and each Consultant member and its subcontractors will be required to execute the City’s standard Community Workforce Agreement (CWA) adopted by the City of Dublin City Council. The Consultant entering into a CWA is in lieu of the Consultant providing an enforceable commitment to the City that it and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project as required by Public Contract Code section 22172(b).

O. OTHER REQUIREMENTS

Deliverables requiring submission and review during the Preconstruction Phase, include, but are not limited to, the following:

1. Project Schedule
2. Cost Estimates
3. Environmental Permits and Clearances
4. Environmental Hazard Plan
5. Information as necessary to assist City in producing various reports and the PMP
6. Design Documents
7. GMP and Supporting Documents
8. Conformed Project Criteria
9. Subcontractor Buyout Package Plan
10. Other items as applicable

FINAL DESIGN AND CONSTRUCTION PHASE (NOT IN CONTRACT)

PROJECT CRITERIA DOCUMENTS

1. Project Overview
The City of Dublin intends to perform exterior building upgrades including waterproofing, roofing, exterior painting, and structural repairs at multiple City facilities. The project will be executed under a Progressive Design-Build (PDB) delivery method.

2. Project Objectives
- Ensure the long-term integrity and aesthetic of public facilities.

- Maintain operational status of facilities during construction.

- Comply with regulatory, historic preservation, and safety standards.

3. Project Scope Summary
- Civic Center Waterproofing: Replace/storefront glazing, sealants, and apply coatings.

- Roofing: Replacement at multiple buildings including shingle and TPO systems.

- Painting & Repairs: Exterior painting, repairs to wood/stone siding, and compliance with historical standards.

- Preconstruction Services: Design development, cost control, stakeholder coordination, GMP development.

4. Key Project Phases
A. Preconstruction Phase

- Validation of schedule, scope, and budget

- Design development and coordination with stakeholders

- Site investigations and permitting

- Monthly cost estimates and progress reports

B. Final Design & Construction Phase

- Completion of construction documents

- Construction based on the Guaranteed Maximum Price (GMP)

5. Progressive Design-Build Criteria
Design-Build Entity (DBE) Qualifications

- Must include licensed professionals for architecture and engineering

- Experience in occupied facility renovations and historical preservation

- Capable of producing cost-effective designs within budget and schedule

Responsibilities

- Deliver phased design services with City approvals at milestones

- Develop a Baseline Schedule using Primavera (P6)

- Provide monthly updated schedules and risk assessments

- Establish a Responsibility Matrix for FF&E

- Manage design compliance with Title 24, ADA, and all relevant codes

- Hold stakeholder and coordination meetings

- Maintain alignment with Project Criteria and City objectives

6. Performance Standards

- All services to meet professional standards and applicable codes

- Deliverables to be complete, coordinated, and constructible

- Consultant to be solely responsible for the quality and accuracy of work

7. Cost and Budget Control

- Review initial Design-Build Budget

- Provide monthly cost estimates per AACE Class 1

- Recommend value engineering options

- Submit formal GMP proposal with all supporting documentation

8. Project Criteria

The DBE must use the “Project Criteria Documents” (e.g., Civic Center waterproofing documents, referenced in the agreement) as the baseline for scope and design.

9. Meetings and Reporting

- Kick-off within 14 days of NTP

- Weekly design and progress meetings

- Monthly progress reports covering cost, schedule, and issues

- Support City’s Monthly Report and public communication

10. Design Submissions
- 100% Design Development

- Systems Confirmation and Basis of Design

- Permit and code compliance documentation

- Reconciliation of all City review comments

11. Legal and Compliance Requirements
- Compliance with California Labor Code (Section 1720 et seq.)

- Registration with the Department of Industrial Relations

- Adherence to prevailing wage and work hour laws

- Environmental hazard control and abatement plan

12. Deliverables
- Baseline Schedule and updates

- Design documents and cost estimates

- GMP proposal and supporting data

- Permitting and code analysis documents

- Final construction-grade documents and QA/QC reviews

13. Documents
The following documents are incorporated by reference:

1. Dublin Civic Center Clock Tower Condition Assessment Report
   Prepared by Axix Building Envelope Design, Inc. January 31, 2025

2. Dublin Arts Center Exterior Envelope Repairs
   Prepared by Axix Building Envelope Design, Inc. May 15, 2024

PAYMENT PROVISIONS, PROJECT PERSONNEL AND BILLING RATES

I. PAYMENT PROVISIONS

A. Payments for services will not exceed Payment Limit specified in Section 2 of this Agreement. In addition, payments will not exceed the following amounts for each phase or period indicated below unless approved in writing by the City. The City shall authorize the use of allowances prior to beginning any work associated with the identified allowances:

	PreConstruction Phase	ARG	ARG Fee	SGH Fee	Plant	Deliverable at GMP	Post-GMP	Allowances
Admin								
	Check in meetings with team as required (12 virtual)	$ 17,420.00		$ 14,000.00				
	Project Management	$ 19,200.00						
	Review of existing drawings and documentation for survey and backgrounds	$ 11,930.00	$ 48,550.00					
	Management,Pre-Con planning, Investigations, Estimating to GMP. All buildings				$ 110,620.00			
	Paint Mock-ups (All buildings with Paint Scope)				$ 6,450.00			
	Hazardous Materials and Water Testing Allowance							16,120.00
1	Civic Center (WP and skylights)					60% complete	Permit Set, sub integration and coordination documents and Construction Administration	
	Field survey - 1 day	$ 4,530.00						
	Design/Research: Code analysis, materials research	$ 5,900.00						
	Consultant Reviews and design confirmation	$ 1,280.00	$ 11,710.00	$ 19,500.00				
	Preparation of Bid Documents	$ 31,660.00						
	Preparation of Bid Specifications	$ 10,360.00	$ 42,020.00	$ 33,000.00				
2	Heritage Museum					Performance Documents and specs: 85% complete. Ready for City Historic Review	Select Construction Details and Construction Administration	
	Field survey - 1/2 day, 4 people	$ 3,010.00						
	Design/Research: Code analysis, materials research	$ 2,180.00						
	Consultant Reviews and design confirmation	$ 780.00	$ 5,970.00	$ 1,375.00				
	Preparation of Bid Documents	$ 12,380.00						
	Preparation of Bid Specifications	$ 7,000.00	$ 19,380.00	$ 1,375.00				
3	Old St. Raymond Church					Performance Documents and specs: 85% complete. Ready for City Historic Review	Select Construction Details and Construction Administration	
	Field survey - 1/2 day, 4 people	$ 3,010.00						
	Design/Research: Code analysis, materials research	$ 2,180.00						
	Consultant Reviews and design confirmation	$ 780.00	$ 5,970.00	$ 1,375.00				
	Preparation of Bid Documents	$ 12,380.00						
	Preparation of Bid Specifications	$ 7,000.00	$ 19,380.00	$ 1,375.00				
4	Kolb House					Performance Documents and specs: 85% complete. Ready for City Historic Review	Select Construction Details and Construction Administration	
	Field survey - 1/2 day, 4 people	$ 3,010.00						
	Design/Research: Code analysis, materials research	$ 2,180.00						
	Consultant Reviews and design confirmation	$ 780.00	$ 5,970.00	$ 1,375.00				
	Preparation of Bid Documents	$ 6,580.00						
	Preparation of Bid Specifications	$ 7,000.00	$ 13,580.00	$ 1,375.00				
5	Sunday School Barn					Performance Documents and specs: 85% complete. Ready for City Historic Review	Select Construction Details and Construction Administration	
	Field survey - 1/2 day, 4 people	$ 3,010.00						
	Design/Research: Code analysis, materials research	$ 2,180.00						
	Consultant Reviews and design confirmation	$ 780.00	$ 5,970.00	$ 1,375.00				
	Preparation of Bid Documents	$ 12,380.00						
	Preparation of Bid Specifications	$ 7,000.00	$ 19,380.00	$ 1,375.00				
6	Senior Center					75% complete	Sub integration, coordination documents and Construction Administration	
	Field survey - 1/2 day and investigations	$ 1,610.00		$ 13,500.00				
	Design/Research: Code analysis, materials research	$ -						
	Consultant Reviews and design confirmation	$ 1,280.00	$ 2,890.00					
	Preparation of Bid Documents	$ -						
	Preparation of Bid Specifications		$ -	$ -				$ 33,740.00

7	**Fire Station 16**					75% complete	Sub integration, coordination documents and Construction Administration	
	Field survey - 1/2 day and investigations	$ 1,610.00		$ 14,000.00				
	Design/Research: Code analysis, materials research	$ 1,560.00						
	Consultant Reviews and design confirmation	$ 2,060.00	$ 5,230.00					
	Preparation of Bid Documents							
	Preparation of Bid Specifications		$ -					$36,840.00
8	**Fire Station 17**					Performance Documents and specs: 85% complete.	Select Construction Details and Construction Administration	
	Field survey - 1/2 day	$ 1,610.00						
	Design/Research: Code analysis, materials research	$ 1,560.00						
	Consultant Reviews and design confirmation	$ 2,060.00	$ 5,230.00	$ 1,750.00				
	Preparation of Bid Documents	$ 3,880.00						
	Preparation of Bid Specifications	$ 2,960.00	$ 6,840.00	$ 4,000.00				
9	**Fire Station 18**					Performance Documents and specs: 85% complete.	Select Construction Details and Construction Administration	
	Field survey - 1/2 day	$ 1,610.00						
	Design/Research: Code analysis, materials research	$ 1,560.00						
	Consultant Reviews and design confirmation	$ 2,060.00	$ 5,230.00	$ 1,750.00				
	Preparation of Bid Documents	$ 3,880.00						
	Preparation of Bid Specifications	$ 2,960.00	$ 6,840.00	$ 4,000.00				
10	**Dublin Public Library**					75% complete	Sub integration, coordination documents and Construction Administration	
	Field survey - 1/2 day and investigations	$ 1,610.00		$ 3,000.00				
	Design/Research: Code analysis, materials research	$ 1,560.00						
	Consultant Reviews and design confirmation	$ 2,060.00	$ 5,230.00					
	Preparation of Bid Documents							
	Preparation of Bid Specifications		$ -					$20,340.00
11	**The Wave Waterpark and Aquatic Center**					Performance Documents and specs: 85% complete.	Select Construction Details and Construction Administration	
	Field survey - 1/2 day	$ 1,610.00						
	Design/Research: Code analysis, materials research	$ 1,560.00						
	Consultant Reviews and design confirmation	$ 2,060.00	$ 5,230.00	$ 4,500.00				
	Preparation of Bid Documents	$ 3,880.00						
	Preparation of Bid Specifications	$ 2,960.00	$ 6,840.00	$ 15,000.00				
12	**Clock Tower**					75% Construction Documents	Permit Set and Construction Administration	
	Field survey - 1/2 day, 2 people and investigations	$ 3,210.00		$ 5,000.00				
	Design/Research: Code analysis, materials research	$ 7,400.00						
	Consultant Reviews and design confirmation	$ 8,430.00	$ 19,040.00					$ 5,000.00
	Preparation of Bid Documents	$ 22,050.00						
	Preparation of Bid Specifications	$ 8,180.00	$ 30,230.00					
	Structural Engineering Allowance							$ 40,000.00
	Selective Removal/Demo & Lift Rental for Access				$ 10,800.00			
	Total Hours							
	Subtotal Labor		**$296,710**	**$144,000**	**$127,870**			
	Reimbursable expenses		**$8,700**	**$2,000**				
	Allowances							
	TOTAL		**$305,410**	**$146,000**	**$127,870**			**$152,040.00** **$731,320**
	Subtotal Precon and Plans, Reports, and Admin			**$579,280**				

			Total	
ARG - Preconstruction Design Services Fee		**$ 92,370**	**$433,280.00**	**ARG/Plant**
Preconstruction Design Services Labor	$ 83,670			
PreConstruction Reimbursables	$ 8,700			
ARG - Plans, Reports, and Administrative Services		**$ 213,040**		
Plant - Preconstruciton Services to Support ARG& SGH		**$ 127,870**		
SGH - Preconstruction Design Services (incl reimbursables)		**$ 84,500**	**$ 146,000.00**	**SGH**
SGH - Plans, Reports, and Administrative Services		**$ 61,500**		
Total			**$579,280.00**	

TOTAL - Preconstruction Design Services		**$ 304,740**
TOTAL - Plans, Reports, and Administrative Services		**$ 274,540**
Subtotal Pre Design Services		**$ 579,280**
Allowance for Plans & Reports (bldgs 6,7,10)		$ 90,920
Alowance for Haz Mat & Water Testing		$ 16,120
Allowance for Clock Tower Structural & Waterproofing		$ 45,000
Total allowances		**$ 152,040**

Total Phase 1 Fee (including Allowances)	**$731,320.00**

Grand total including reimbursables and allowances is **$731,320.00**

B. Unless otherwise agreed, Consultant shall submit to the City, during the final week of each payment period, an electronic draft request for payment projected out through the end of the payment period. The City and Consultant shall meet to review the draft request for payment to reach consensus on percentage completion. The Design Builder shall revise and resubmit

request for payment to include agreed upon percentages complete.

C. Neither City's right to review and comment upon the work of Consultant, nor the review of, approval of, acceptance of, or payment for the services required under this Agreement, shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance or nonperformance of this Agreement.

D. City's payment of the Contract Amount includes payment for any expenses Consultant may incur in performing the services under this agreement, and City will not reimburse Consultant for expenses it or its subconsultants'/subcontractors' time and expenses for transportation between Consultant's and its subconsultants'/subcontractors' various offices. Costs for such transportation are deemed covered by the Contract Amount.

E. If City requires additional services outside of the scope of services, City and Consultant will develop a scope of services describing the services, and Consultant will charge City at the rates set forth in Attachment 1 (Billing Rates) to this Appendix B (Payment Provisions).

II. PROJECT PERSONNEL AND BILLING RATES

A. Consultant's personnel positions assigned to the Project and their billing rates are set forth below.

POSITION BILLING RATES

1. Design-Build Entity (General Contractor) Percent Mark-up for Profit:
   5 %
2. Design-Build Entity (Architect of Record) Design Fee % of Project Direct Cost:
   10 %
3. Hourly Rates Design-Build Entity Key Positions:

Position	Hourly Rate
Design-Build Entity's Exec. Leader ( ) Phillip Aguilar	$ 286.66
GC's Project Executive ( ) Phillip Aguilar	$ 286.66
AOR's Principal ( ) Naomi Miroglio	$ 250
AOR's Project Manager ( ) Alice Valania	$ 195
Waterproofing Consultant ( ) Matt Worster	$ 370
GC's Preconstruction/Design Manager ( ) Greg Bonderud	$ 286.66
GC's Project Manager ( ) Chris Alvino	$ 166.08
GC's General Superintendent ( ) Kyle Winn	$ 189.13
GC's Safety Office/Manager ( ) Mat Guerrero	$ 166.08

EXHIBIT B

SPECIAL CONDITIONS TO THE CONSULTING SERVICES AGREEMENT

The parties to the Agreement agree that the following special conditions are incorporated into the terms of this Agreement and are part of this Agreement.

ARTICLE 1: EXTRA SERVICES

A. When authorized by a written Amendment to this Agreement, the following extra services and fees shall be mutually agreed upon in accordance with the rates specified in the Labor Rate Schedule, Appendix B, and Article 1.D. below.

1. Revisions to approved design and Working Drawings to accommodate changes, excluding corrections of errors or omissions by Consultant or changes initiated by Consultant, when so directed by City.

2. Preparation of measured drawings of existing structures, except as required for planning the additions or alterations thereto listed in the Scope of Services, Appendix A.

3. Selection of movable furniture, equipment, or other articles which are not otherwise included in a construction Agreement or required by the Scope of Services listed in Appendix A.

4. Additional services necessary to correct defects in or damage to the Project, excluding corrections arising from the errors or omissions of Consultant.

5. No additional compensation shall be allowed for delays caused by the errors and omissions of the Consultant.

B. If City makes any changes or expansions to the Scope, which results in an increase in the work currently in Consultant's charge, any additional fee and/or time shall be negotiated commensurate with the work required to be performed by Consultant, provided that a cost/time proposal is submitted in accordance with Article 1.C.

C. For any services Consultant considers additional, Consultant shall submit a written notice to the City stating that Consultant considers the work to be additional services. This notification from Consultant must be received within 10 calendar days of receiving verbal or written direction and must specifically describe the scope of such services. In addition, the Consultant must submit a cost proposal, in the format designated by City, within 30 calendar days of receiving verbal or written direction. Failure by Consultant to furnish such written notice and cost proposal within the timeframes specified herein shall constitute a waiver of Consultant's right for additional compensation.

D. In the event Consultant believes that it has been directed to perform extra services and City believes the work to be within the current Scope of Services, Appendix A, or in the event that the parties cannot agree upon the appropriate compensation for services which both parties agree are extra, Consultant agrees to begin, continue and complete any and all outstanding

work pending resolution of the dispute.

ARTICLE 2: CHANGES AND AMENDMENTS

A. Any change required and performed under the direction of City, within the existing Scope of Services and without an Amendment, shall be accomplished under the then-current Agreement price.

B. The rates reflected on the Labor Rate Schedule, Appendix B, which include overhead, administrative costs and profit, shall remain in effect for one (1) year from the date of this Agreement. Rates are subject to a negotiated increase thereafter and shall be utilized in arriving at the negotiated fee for Extra Services. Failure on the part of Consultant to submit a timely proposal shall result in all work being done at the current rate.

ARTICLE 3: CONSULTANT STAFF

A. In accordance with Section 1.3 of the Agreement, Consultant has been selected to perform the work herein because of the skills, experience, and expertise of key individuals. Consultant shall prepare an Organization Chart, identifying key members of its firm and Subconsultants/Subcontractors including their titles. Personnel provided shall be consistent with personnel identified in Consultant's Statement of Qualifications dated April 7, 2025.

B. Consultant shall designate a qualified, experienced senior staff member satisfactory to City as the Project Manager who shall, so long as the performance of that staff member continues to be acceptable to City, remain in charge of the services for the Project from beginning of program development and design through completion of Construction Support Services provided for in this Agreement.

C. Consultant must furnish the names of all lead or key people in Consultant's firm that will be associated with this Project. If the designated Project Manager or any other designated key/lead person fails to perform to the satisfaction of City, upon written notice, Consultant will have 10 calendar days to remove that person from the Project and replace that person with one acceptable to City.

D. A Project Manager and all lead/key personnel for any Subconsultant/Subcontractor must also be designated by that Subconsultant/Subcontractor and are subject to all conditions previously stated in Article 5.C.

E. Prior to making any changes in the lead/key personnel associated with this Project, Consultant shall submit a written request for such change to City. The request shall be made at least 30 calendar days prior to the proposed change and shall outline the reason for the personnel change and provide Statements of Qualifications of persons, which Consultant proposes for assignment to that position. No lead/key personnel changes shall be made without prior written approval of City.

F. When lead/key personnel are unable or unavailable to perform their duties for a period of time longer than 14 calendar days, prior written approval must be obtained from City for Consultant staff performing the duties of the person on leave during the leave period.

ARTICLE 4: CONDITIONS OF WORK

A. Consultant Status and Responsibility

1. Consultant, as an independent consultant and not as an agent of City, shall, without additional expense to City, be responsible for obtaining any business and professional licenses and permits and for complying with any applicable Federal or State laws, codes and regulations, and municipal ordinances, as necessary for the prosecution of Consultant's work. Consultant shall be similarly responsible for all damages to persons or property that occurs as a result of Consultant's fault or negligence to the extent caused by Consultant.

2. Without prejudice to Section 5 of the Agreement, Consultant shall be liable for reasonable expenses incurred by City, including court costs, as the result of Consultant's nonperformance, negligent performance, or delay in the performance of the services required by the terms of this Agreement. In order for Consultant to complete its services within the time schedule herein, Consultant, without additional compensation, may be required to increase the number of staff, shifts, overtime operations, days of work, or any combination of the above.

Consultant shall provide all subconsultants/subcontractors with a copy of this Agreement, which shall also be made a part of the subconsultant's/subcontractor's agreement with the Consultant. Further, the subconsultant's/subcontractor's agreement with the Consultant shall require that the subconsultant/subcontractor is bound to the Consultant in the same manner, and to the same extent, as the Consultant is bound to the City under the prime contract documents, with respect to the subconsultant's/subcontractor's portion of the work.

Number – GI0122 **CIVIC CENTER REHABILITATION** **Program – GENERAL IMPROVEMENTS**

PROJECT DESCRIPTION

This project provides for the planning, design, and construction of various rehabilitation and renovation projects at the Civic Center. Projects may include: renovation of all restrooms, showers, kitchenettes, and the employee break room; modifications to conference rooms; lighting and ceiling replacement; site improvements to the parking lot area and surrounding walkways of the Civic Center; plaza and landscaping improvements; building security evaluation and upgrades; repainting; and Americans with Disabilities Act (ADA) and Code upgrades. Interior repainting in select areas was completed during construction of the Civic Center HVAC and Roof Replacement project, and minor parking lot and walkway improvements are anticipated to be designed and constructed in conjunction with the Dublin Arts Center project. This project also includes the partitioning of three spaces into six on the second floor of the Civic Center.

This project is funded by General Fund Reserves. Other potential funding sources for the building security upgrades may include Federal and State public safety grants.

PROJECT TIMELINE: The project is currently in various stages of design or construction.

ANNUAL OPERATING IMPACT: None.

		2024-2029 CAPITAL IMPROVEMENT PROGRAM						
ESTIMATED COSTS	PRIOR YEARS	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	FUTURE YEARS	TOTALS
9100 – Salaries & Benefits	$80,140							$80,140
9200 – Contract Services	$511,590	$100,000						$611,590
9400 – Improvements	$1,425,000	$100,000						$1,525,000
9500 – Miscellaneous	$15,000	$5,000						$20,000
TOTAL	**$2,031,730**	**$205,000**						**$2,236,730**

FUNDING SOURCE	PRIOR YEARS	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	FUTURE YEARS	TOTALS
1101 – General Fund Designated Reserves	$2,031,730	$205,000						$2,236,730
TOTAL	**$2,031,730**	**$205,000**						**$2,236,730**

Number – GI0125	CIVIC CENTER EXTERIOR GLAZING, SEALING & PAINTING	Program – GENERAL IMPROVEMENTS

PROJECT DESCRIPTION

This project will provide for design and construction for the sealing of the exterior natural stone veneer, concrete masonry block, reinstallation and replacement of the glazing in the window systems, and replacement of the caulked joints in the architectural metal panels and stonework at Civic Center. The work on the Dublin Art Center "DAC" side of Civic Center will be done in conjunction with the DAC improvements. The project will also paint the accent trim colors inside City Hall and the exterior surfaces of the building that are not stone or architectural panels. Buildings should be sealed approximately every 10 years and caulking replaced every 30 years to maintain the exterior's appearance and to prevent damage caused by moisture infiltration.

PROJECT TIMELINE: The project is currently in design. Construction will begin in 2024.

ANNUAL OPERATING IMPACT: None.

		2024-2029 CAPITAL IMPROVEMENT PROGRAM						
ESTIMATED COSTS	PRIOR YEARS	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	FUTURE YEARS	TOTALS
9100 – Salaries & Benefits		$150,000						$150,000
9200 – Contract Services		$450,000						$450,000
9400 – Improvements		$3,650,000						$3,650,000
TOTAL		**$4,250,000**						**$4,250,000**

FUNDING SOURCE	PRIOR YEARS	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	FUTURE YEARS	TOTALS
6205 – Internal Service Fund – Facilities		$4,250,000						$4,250,000
TOTAL		**$4,250,000**						**$4,250,000**

Number – GI0223 **EXTERIOR PAINTING AT VARIOUS CITY FACILITIES** **Program – GENERAL IMPROVEMENTS**

PROJECT DESCRIPTION

This project provides for the design and construction to paint the exterior and make minor repairs at various City facilities. Buildings should be painted approximately every 10 years to maintain the structures' appearance and to prevent damage caused by moisture infiltration. This project will include work at the following locations: Heritage Museum, Old St. Raymond's Church, Kolb House, Senior Center, Fire Stations 16, 17, and 18, The Wave, and the Library.

PROJECT TIMELINE: The project is currently in design. Construction will begin in 2024.

ANNUAL OPERATING IMPACT: None.

		2024-2029 CAPITAL IMPROVEMENT PROGRAM						
ESTIMATED COSTS	PRIOR YEARS	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	FUTURE YEARS	TOTALS
9100 – Salaries & Benefits	$29,952							$29,952
9200 – Contract Services	$150,048							$150,048
9400 – Improvements	$605,000							$605,000
TOTAL	**$785,000**							**$785,000**

FUNDING SOURCE	PRIOR YEARS	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	FUTURE YEARS	TOTALS
6205 – Internal Service Funds - Facilities	$785,000							$785,000
TOTAL	**$785,000**							**$785,000**

Number – GI0423 **ROOF REPLACEMENT AT VARIOUS CITY FACILITIES** **Program – GENERAL IMPROVEMENTS**

PROJECT DESCRIPTION

This project provides for the design and construction of roof replacement or partial roof replacement at various City facilities. Typically, a roof has a 20-30-year service life depending on the roof type. This project will include work at the following locations: Heritage Museum, Old St. Raymond's Church, Senior Center, and Fire Station 16.

PROJECT TIMELINE: The project is currently in the planning phase. Construction is anticipated to begin in 2025.

ANNUAL OPERATING IMPACT: None.

		2024-2029 CAPITAL IMPROVEMENT PROGRAM						
ESTIMATED COSTS	PRIOR YEARS	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	FUTURE YEARS	TOTALS
9100 – Salaries & Benefits	$29,952							$29,952
9200 – Contract Services	$75,048							$75,048
9400 – Improvements	$550,000							$550,000
TOTAL	**$655,000**							**$655,000**

FUNDING SOURCE	PRIOR YEARS	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	FUTURE YEARS	TOTALS
6205 – Internal Service Funds – Facilities	$655,000							$655,000
TOTAL	**$655,000**							**$655,000**

Request for Qualifications from Design-Build Entities

for

Progressive Design-Build

for the

City of Dublin

Exterior Improvements Project

CIP Project No.

GI0122, GI0125, GI0223, GI0423

March 12, 2025

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I. NOTICE OF QUALIFICATION REQUIREMENT

In accordance with its **Notice of Request for Qualification of Design-Build Entities**, the City of Dublin (City) Public Works Department hereby gives notice it is requesting qualifications for Progressive Design-Build services for the Exterior Improvements Project at various facilities owned by the City of Dublin.

II. PROJECT INFORMATION

A. PROJECT DESCRIPTION

The City of Dublin intends to repair, replace, and improve the exterior building envelope on several City buildings to modernize facilities and perform needed maintenance. These improvements include waterproofing, glazing, exterior painting, and roofing.

1. Civic Center Waterproofing
   The Civic Center complex was constructed in the late 1980's, and with time has experienced water intrusion and routine aging of the components of its exterior envelope, including the exterior tile wall system, and exterior window and skylight systems. In 2024, the City retained Axis Building Envelope Design to prepare design documents for this repair work for the western wing of the Civic Center complex, which are attached here as Project Criteria Documents describing the scope of work for the Civic Center Waterproofing portion of the project.

   The scope of work is to perform this work for the entire Civic Center complex (it does not include the Library at the southern part of the site). The scope of work includes phasing, staging, and protecting the work, and occupants of, the Civic Center complex which will remain operational during the project.

2. Roofing
   The scope of work also includes roofing replacement at several City buildings, as part of routine roof replacement and maintenance.

3. Exterior Painting
   The scope of work includes exterior painting and related minor repairs at several City buildings to maintain the structures' appearance and to prevent damage caused by moisture infiltration.

4. Minor Exterior Repairs and Replacement Prior to Painting
   The scope of work includes repair work, most to be executed prior to exterior painting, to a number of facilities. This work includes stairways, skylights, stonework, decking, siding, windows, etc.

B. PROJECT REQUIREMENTS

Civic Center Exterior Envelope:

1. Storefront/glazing:
   a. Remove and replace original storefront and sloped glazing in kind, size and location. Install liquid-applied flashing at rough openings and galvanized sheet metal (GSM) flashing in full sealant embed. Install backer rod and Sealant at rough opening perimeter

b. At existing storefront to remain, remove and replace sealants at storefront rough opening perimeter. Install Backer rod and sealant following liquid-applied at rough openings.

c. Alternatively, remove and replace all storefront units in kind, size and location. Install liquid-applied flashing at rough openings and GSM flashing. Install backer rod and sealant at rough opening perimeter.

d. Work at new storefront work installed as part of the current Cultural Arts Center project is excluded.

2. Remove and replace backer rod and sealant at vertical control joints at concrete masonry unit (CMU) wall and stone veneer. Remove and replace backer rod and sealant at base of exterior wall and horizontal sealant between CMU and stone veneer. Install silicone coating over CMU.

3. At second floor exterior building walls and inside face of parapet, remove and replace sealant joints. Route and seal open cracks up to 1/8" wide. Install silicone coating over plaster.

4. At existing metal panels, remove and replace sealant joints at walls, cladding transitions and parapet caps. Install Silicone coating over metal panel parapet coping.

5. At stone parapet caps remove and replace 100% joint backer rod and sealant.

6. Remove and replace deteriorated mortar joints at stone and CMU walls and stone parapet caps. Inspect joints in field and replace deteriorated joints as required. Tuckpoint with in-kind mortar grade, strength, texture and color.

7. Prepare and clean all exterior surfaces and install silicone coating at stone veneer, CMU and plaster surfaces. Install silicone coating over all parapet caps. Provide final construction-grade cleaning following approved punchlist.

8. All penetrations to have sealant removed, annular space cleaned, and detail coated with silicone coating. Install backer rod and sealant.

<u>Roofing:</u>

1. Heritage Museum & Storage Building: architectural asphalt shingle & gutter replacement
2. Old St. Raymond Church: 3-tab asphalt shingle and Tar & gravel flat roof at bell tower
3. Kolb House: add period correct gutters and downspouts (likely wood) and SD to collect downspout runoff.
4. Sunday School Barn: add period correct gutters and downspouts (likely wood) and SD to collect downspout runoff
5. Senior Center: TPO at all roofs except standing seam. Standing seam roof should be evaluated and determine if repairs are warranted (note flat roof has solar panels).
6. Fire Station 16: TPO flat roof (note flat roof has solar panels). Standing seam roof should be evaluated and determine if repairs are warranted.
6. Library: Water testing and remediation leaks at the following:
   1) Standing seam roofing
   2) Gutters
   3) PV solar attachments

<u>Minor Exterior Repairs and Replacement Prior to Painting</u>

1. Kolb House *

Minor Exterior Repairs and Replacement Prior to Painting

1. Kolb House *
   - Repointing the brick chimney
   - Repairs/restore to historic window
   - Repairs to horizontal wood siding
   - Repairs to wood decking
2. Old St. Raymond's Church *
   - Replace wooden ramp walking surface
   - Repairs to wood decking/stairs
3. Museum/Schoolhouse *
   - Replace wooden ramp walking surface
   - Repairs to wood decking/stairs
   - Door and window repair/restore
   - Repairs to horizontal wood siding
4. Civic Center City Hall
   - Replacement of five skylights
5. Wave
   - Replacement of cracked fiber cement horizontal siding
7. Library
   - Stone wainscoting recaulking and sealing

   * Work on historic buildings will need to comply with The Secretary of the Interior's Standards for the Treatment of Historic Properties.

Painting:

This project will include exterior painting and repair work at the following locations:
1. Heritage Museum
2. Old St. Raymond's Church
3. Kolb House
4. Senior Center
5. Fire Stations 16, 17, and 18
6. The Wave Waterpark and Aquatic Center
7. Dublin Public Library

C. PROJECT CRITERIA

The City and its consultant team have prepared Project Criteria Documents which describe the design and construction goals and expectations, existing conditions, and other requirements for the design and construction of the Civic Center waterproofing scope of work. The Project Criteria Documents are provided for reference only and for the sole purpose of providing additional information to the Design-Build Entities (DBE) as they prepare their Statement of Qualifications (SOQ). No work directly related to the information contained in the Project Criteria Documents is required, nor expected, during the Request for Qualifications (RFQ) process. However, the DBEs shall review and become familiar with the Project Criteria Documents and incorporate such information into their SOQ as required by the RFQ.

No technical questions pertaining to the Project Criteria Documents will be reviewed, or answered during the RFQ period. All questions pertaining to the Project Criteria Documents will be answered during the Preconstruction Phase and only with the selected DBE. Discrepancies within the Project Criteria Documents shall be discussed and submitted to the City for review and response during the Preconstruction Phase after award of a contract. The Project Criteria Documents may be used as a reference during the Preconstruction Phase to develop DBEs design and construction documents

III. GENERAL PROCUREMENT / DELIVERY PROCESS AND REQUIREMENTS

A. GENERAL INFORMATION

Site:	City of Dublin (multiple sites)
Project:	Exterior Improvements Project
Location:	Multiple sites
Estimated Project Construction Cost:	$5,500,000

B. PRELIMINARY PROJECT SCHEDULE

Event	**Dates**
Submittals Due	4/3/25
Select DBE	4/18/25
Council Award / NTP	5/6/25
Preconstruction Phase (including GMP)	5/6/25 – 7/6/25
Construction Phase	7/6/25 – 12/31/25
Close-out Phase	1/1/26 – 2/31/26

C. PROCUREMENT METHOD

For this Project, the City will utilize pursuant to Public Contract Code section 22172 a Progressive Design-Build procurement method to select a single entity to provide both the design and construction of the Project through a qualifications-based selection process. In accordance with this procurement method, a Guaranteed Maximum Price (GMP) to complete the Progressive Design Build Phase of the Project will be established during the Project's Preconstruction Phase. The City, at its sole and absolute discretion, may amend the contract awarded, if any, pursuant to this procurement to direct the DBE to complete the Final Design and Construction Phase for an amount no greater than the GMP.

In the event the City and the DBE do not agree to a GMP, or the City elects not to amend the Contract to complete the remaining work, for any reason, the City may solicit proposals to complete the Project from firms that submitted a Statement of Qualifications (SOQ) pursuant to this procurement and/or solicit proposals from other DBEs pursuant to Public Contract Code section 22172.2. All criteria, information, documentation, deliverables, or other work-product developed as part of the Preconstruction Phase shall become the sole property of the City and may be used by the City to complete and close out the Project at no additional costs or expense to the City.

The City will utilize a two-part process for the procurement of the DBE and construction of this Project:

Part 1: DBE Selection and Preconstruction

Request for Qualifications (RFQ): Interested DBEs shall submit an SOQ as further defined in this RFQ. The SOQs received will be reviewed and scored by the City in accordance with the sample Scoring Worksheet provided herein.

Preconstruction Phase Cost Proposal: Each respondent shall submit a Preconstruction Phase Cost proposal based on the Scope of Services included in the Sample Agreement in Attachment 2. The respondent shall use the Preconstruction Cost Form in VIII. PART B - EXPERIENCE FORMS AND TEMPLATES, Section 8. The Preconstruction Cost Form shall be considered as part of the evaluation for selection of the DBE. The Scope of Services in the Sample Agreement in Attachment 2 is provided for DBEs use to complete the Preconstruction Cost Form and may be amended by the City in the contract award. Permitting is only anticipated to be required for the roofing scope of work.

Interview/Selection: Some or all bidders may be contacted for an interview. It is anticipated that no more than the three (3) highest scoring DBEs will be interviewed by a Selection Committee to further evaluate their qualifications and to provide the DBEs the opportunity to clarify and elaborate on the written material previously submitted in the SOQ package. If an interview is requested, the team members identified in the proposal shall attend the interview. The City will evaluate and score the DBE submissions and the interviews and will select a DBE for the Project.

Preconstruction Phase: After selecting a DBE based upon qualifications, the City may enter into an Agreement and direct the DBE to begin design and preconstruction activities sufficient to establish a GMP for the Project.

Part 2: Final Design and Construction

Final Design and Construction Phase: Upon the acceptance of the GMP, the City will amend the agreement to include the Final Design and Construction Phase and direct the DBE to complete the remaining design and preconstruction activities, and all construction activities necessary to complete construction and closeout of the Project.

Project Delivery: It is anticipated that the term for completion and delivery of the Project will be the durations shown in the Preliminary Project Schedule. The City reserves the right to terminate the selection, contract negotiations, or contract processing proceedings at any time.

D. DEFINITIONS

The following terms are used throughout this RFQ and are defined as follows:

Agreement: The written and executed document known as the Agreement by and between DBE and City of Dublin, together with those Contract Documents identified therein and any Change Orders or Amendments thereto made in writing, signed by the parties, and approved as required. The terms Agreement and Contract are used interchangeably throughout this document.

Best Value: The value determined by evaluation of objective criteria that relate to demonstrated competence and the professional qualifications necessary for the satisfactory performance of the services required. Other factors that will be considered include features, functions, life cycle costs, experience, and past performance.

Contract Documents: The Contract Documents form the Contract for the Project and consist of the Agreement, together with those documents set forth in the Agreement and any Change Orders or Amendments thereto made in writing, signed by the parties, and approved as required.

Contractor: The DBE that has entered into a Contract with the City, identified as such in the Contract, and referred to throughout the Contract as if singular in number. The term Contractor means the Contractor or the Contractor's representatives and includes those representatives providing construction contracting, professional architectural and/or professional engineering services as required herein.

Construction Subcontract: Each subcontract awarded by the DBE to a subcontractor that will perform work or labor or render service to the DBE for the construction of the work, for the Project or a subcontractor licensed by the State of California that, under subcontract to the DBE, specifically fabricates and installs a portion of the work or improvement according to detailed drawings contained in the plans and specifications produced by the design-build team.

Design-Build: A project delivery process in which both the design and construction of a project are procured from a single entity.

Design-Build Budget: The budget amount established by the City that represents the total cost for the Project, including the cost to perform all activities necessary to complete the Preconstruction Phase and the Final Design and Construction Phase.

Design-Build Entity (DBE): A partnership, Limited Liability Company, joint venture, corporation, or other legal entity that is able to provide appropriately licensed contracting, architectural, and engineering services as needed pursuant to a Design-Build Contract.

Design-Build Team: The DBE itself and the individuals and other entities identified by the DBE as members of its team. Members shall include, but are not limited to, the Architect and Engineers of Record, the General Contractor, and any subcontractors responsible for the design and construction of the Project.

Design-Build Primary Team: The DBE itself, the General Contractor, and the Architect of Record (AOR).

Guaranteed Maximum Price (GMP): The maximum payment amount agreed upon by the City and the DBE for the DBE to finish all remaining design, preconstruction, and construction activities to complete and close out the Project.

Preconstruction Phase: The period following the award of a contract to a DBE for a progressive design-build project in which the DBE completes necessary design activities and any preconstruction activities to produce a GMP.

Project Requirements: The information that describes the scope of a proposed design-build Project and includes, but is not limited to: the size, type, and design character of the buildings and site; the required form, fit, function, operational requirements, and quality of design, materials, equipment, and workmanship; and, any other information deemed necessary to sufficiently describe the City's needs. Project Requirements may include concept drawings, including schematic drawings or architectural renderings, that are prepared in the detail necessary to sufficiently describe the City's needs.

Progressive Design-Build Project: A capital outlay project using the progressive design-building construction procurement process.

Progressive Design-Build: A project delivery process in which both the design and construction of a project are procured from a single entity that is selected through a qualification-based selection at the earliest feasible stage of the project.

Final Design & Construction Phase: The remaining design and preconstruction activities necessary after the Preconstruction Phase, and all construction activities necessary to complete construction and closeout of a Progressive Design-Build Project.

Qualifications Based Selection: The process by which the City solicits for services from the DBEs for a Progressive Design-Build Project.

Statement of Qualifications (SOQ): The DBE's response to the RFQ, including all the information required to be submitted by the DBE, in response to this RFQ.

Validation Phase: Initial phase of the contract when the DBE collaborates with the City to verify the projects program, scope, schedule, and budget.

E. DESIGN-BUILD OVERVIEW

The DBE will be responsible for the total design and construction of the Project including, but not limited to, all applicable agency approvals, planning, design, engineering, permits and construction. The DBE will be responsible for determining the need for and procuring all surveys and investigations for the code-compliant design of the Project. Items include, but are not limited to site surveys, hazmat removal and remediation, and additional hazmat testing as needed.

F. PROPOSAL MANAGER

Each DBE interested in submitting an SOQ shall designate one individual as its Proposal Manager who shall be the single point of contact for questions, inquiries, clarifications, and correspondence during the RFQ process. The DBE shall submit to the City a completed Identification of DBE Proposal Manager form (Attachment 3: Identification of Design-Build Entity Proposal Manager included herewith). Any substitution of the DBE's Proposal Manager during the RFQ processes shall be made in writing to the City.

G. QUALIFICATION REQUIREMENTS

SOQs that fail to clearly present all the requested information, present false or misleading information, or are not submitted in the format requested may be considered non-responsive and rejected on that basis.

While the SOQ and required attachments are intended to assist the City in the DBE selection, the City reserves the right to reference other sources available in its qualification assessment of DBEs. The City's qualification determinations will be based on objective evaluation criteria.

The Design-Build Primary Team members identified in response to this RFQ must be selected by each DBE on qualifications alone. Pursuant to Public Contract Code section 22172.3, the services of other subcontractors or subconsultants who are not identified as core members must be procured in accordance with Public Contract Code section 4100 et seq. subsequent to selection of the DBE.

H. IMPORTANT PROVISIONS OF THE PUBLIC CONTRACT CODE RELATED TO QUALIFICATION

The City intends to request competitive proposals for design-build services to construct the Project pursuant to California Public Contract Code section 22171 which authorizes the progressive design-build method of procurement

for public construction projects in excess of $5 million. This Qualification Document establishes the standardized qualification procedure required by Public Contract Code section 22172.
In accordance with the requirements described in Public Contract Code section 22172(a)(4) the City has prepared the attached Qualification Questionnaire based on various model Qualification documents prepared pursuant to the California Department of Industrial Relations. Accordingly, the qualification procedure described herein: (1) provides a standardized Qualification Questionnaire, (2) adopts and applies a uniform system for rating bidders on objective criteria, and (3) creates an appeals procedure, by which a DBE that is found to be not responsive during the Qualification Phase may dispute that determination.

Except for the Contact Information section (Section 2) of the Qualification Questionnaire, which will be considered a public record, completed Qualification Questionnaires and all required attachments submitted by DBEs shall not be open to public inspection pursuant to Public Contract Code section 20101. The City will keep all such information confidential to the extent permitted by federal and state law. However, the City reserves the right to disclose submitted qualification information selectively to third parties for purpose of verification, investigation of substantial allegations, or in an appeal hearing.

Public Contracts Code section 22171.5 requires the City develop an organizational conflict-of-interest policy regarding the ability of a person or entity that performs services for the local agency relating to the solicitation of a design-build project to submit a proposal as a design-build entity, or to join a design-build team.

The following entities are currently retained by the City or the City's consultants to assist in the development of Project Requirements documents:

Entity	Services
Axis Building Envelope	Waterproofing
Swinerton	Project and Construction Management

I. CITY OF DUBLIN RESERVATIONS

The City may refuse to grant qualification where the requested information and materials are not provided, or not provided by the date specified above. There is no appeal from a refusal to grant qualification due to an incomplete or late application. The deadline for RFQ Proposals will not be changed in order to accommodate supplementation of incomplete submissions or late submissions.

The City reserves the right to accept qualification applications despite minor irregularities and omissions in the information that would otherwise serve to disqualify a DBE. The City reserves the right to make all final qualification determinations and to determine at any time that the qualification procedures will not be applied to the Project.

The City reserves the right to adjust, increase, limit, suspend or rescind a DBEs qualification rating based on subsequently learned information. DBEs whose rating changes sufficient to disqualify them will be notified and given an opportunity for a hearing consistent with the hearing procedures described herein for appealing an initial qualification determination.

The City may require DBEs that will be using Subcontractors who are not Design-Build Primary Team members identified during qualification to: (1) submit the qualifications of certain Subcontractors as specified in the proposal documents, and (2) participate in post-bid qualification review. Compliance with such requirements, if imposed, will follow acceptance of a proposal, but will occur before an award is made.

J. REVIEW AND NOTIFICATION PROCESS

The completed SOQ with required attachments must be submitted by the deadline specified below and in Section V. INSTRUCTIONS FOR SUBMISSION. Once received, the review and notification process will be as follows:

1. Receipt: The original SOQ with required attachments will be stamped upon receipt with an official date and time of receipt.

2. Completeness Review: Each qualification submission will be reviewed for completeness by City staff and its Construction Management consultant, Swinerton, within two (2) business days from the deadline date. The DBE will then be notified as to completeness (by telephone or email). If the qualification submission is not complete, the DBE will have two (2) business days from such notification to add whatever information is needed to make its qualification submission complete. If the qualification submission is complete, it will proceed to Staff Review.

3. Staff Review: Complete SOQ with required attachments will be reviewed by City staff within seven (7) business days from the submission deadline date.

4. Short List Notification: City staff may create a short list of up to three (3) DBEs who may be invited to interview with a Selection Committee. The short-listed DBEs will be notified by email within seven (7) business days from the submission deadline date.

K. APPEAL PROCESS

If the scoring of a DBE's timely and complete SOQ with required documentation results in a DBE being disqualified, the DBE may appeal the determination. In order to appeal, a DBE must deliver to the City written notice of its appeal of the City's determination with respect to that DBEs determination no later than three (3) business days after the DBE receives notification of the City's determination. The written appeal must set forth all grounds for the appeal, including all facts and supporting documentation in support of the grounds for appeal. Failure to timely appeal a disqualification waives all rights of a DBE to further challenge the City's qualification determination. Upon written request, the City will provide to the appealing DBE in writing the basis for that Entity's disqualification. DBE must submit request within one (1) business day of City's notification of disqualification.

If the DBE gives the required notice of appeal and requests a hearing, the City will schedule an informal hearing to be held no later than five (5) business days after the City's receipt of the notice of appeal. The hearing will be conducted by the City Manager or their designee. The informal hearing is not subject to the rules of evidence. Within three (3) business days after the conclusion of the hearing, the City Manager or their designee will provide a written decision to the DBE.

If the DBE does not agree with the selection recommendation, the DBE has the option to appear at the City Council Meeting where the agreement for the scope of services for this RFQ will be awarded to present their grounds for objection.

L. QUALIFICATION POINT OF CONTACT

Any questions regarding the Project and the Qualification process should be directed to:

Michael Boitnott
Capital Improvement Program (CIP) Manager, City of Dublin
Email: Michael.Boitnott@dublin.ca.gov

With a copy to:
Vincent Som
Project Manager, Swinerton
Email: vincent.som@swinerton.com

Questions regarding this RFQ are to be submitted in writing (via email only) and directed to the contact listed above, no later than **seven days prior to the due date for receipt of SOQ's**

M. RFQ ADDENDA

Should there be a need to issue clarifications to this RFQ, the City will issue an addendum on the Public Works Department website.

Please check the website below frequently for any addenda. Any addenda will be posted on the website below no later than three (3) days prior to the SOQ submission date. It is the responsibility of each firm to make itself aware of any addenda with or without further notice from the City.

Website: **https://www.dublin.ca.gov/Bids.aspx**

N. RFQ PROCUREMENT SCHEDULE (ALL DATES ARE CALENDAR YEAR 2025, AND ARE SUBJECT TO CHANGE)

Event	Date
Issue RFQ	March 13
Mandatory Pre-SOQ Conference	March 20, 3:00 PM
Submit Identification of DBE Proposal Manager	March 21, 2:00 PM
Optional Site Walk	March 25, 2:30 PM
Last day for proposers to submit Questions	March 28, 2:00PM
Final Addendum	No later than April 1, 2:00 PM
SOQ Due to City	April 3, 2:00PM
Short List Notification	April 10
Interviews	Week of April 14
Select DBE	April 18
DBE Award by City Council	May 6
Notice to Proceed issued	May 7

O. MANDATORY PRE-SOQ CONFERENCE AND OPTIONAL SITE VISIT

Interested DBEs must attend a virtual Mandatory Pre-SOQ Conference. The focus of the conference is to review the RFQ process and submittal requirements, general project scope, and the selection process. A designated representative (employed by the DBE) must attend this conference on the DBE's behalf.

The virtual Mandatory Pre-SOQ conference is scheduled for **3:00 PM, March 20, 2025.** The conference link is:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NDg1ODM2NDQtMDI2Ny00NTY1LWFhZmYtN2JmYTA5MDBmZTU3%40thread.v2/0?context=%7b%22Tid%22%3a%22df5ae3f9-dd3c-45eb-b10a-b1406e0aed6f%22%2c%22Oid%22%3a%22f15295c2-bffd-44a9-8add-b2367de102d3%22%7d

The Optional Site Walk is scheduled for **2:30 PM, March 25, 2025.** Meeting place is at the **Dublin Wave Waterpark and Aquatic Center, 4201 Central Pkwy, Dublin.** The site walk will include the Wave, the 3 Fire Stations, and Civic Center.

Q. COMMUNITY WORKFORCE AGREEMENT ("CWA") POLICY

Proposals submitted for this project will be subject to the Community Workforce Agreement ("CWA") policy adopted by the City of Dublin, which applies to all construction projects of $1 Million or more awarded by the Council. If the contract award, including any bid alternates awarded by the City of Dublin City Council, totals $1 Million or more, as a condition of the contract award, the successful bidder must sign the CWA. The CWA is included as an Attachment to this RFQ.

R. PREVAILING WAGE

Pursuant to Labor Code Section 1774, the Contractor and any subcontractors, regardless of tier, shall pay not less than the specified prevailing wage rates to all workers employed in the execution of the Contract. Copies of the prevailing rate of per diem wages are available upon request from the City, which shall be made available to all interested parties; alternatively, wage rates may be accessed on the internet at:

Website: http://www.dir.ca.gov/DLSR/statistics_research.html

IV. STATEMENT OF QUALIFICATIONS INSTRUCTIONS AND SCORING

A. GENERAL

The City does not require a specific form of contractual arrangement between the Design-Build team members, but the DBE that proposes to become a party to the Agreement with the City must include a California licensed (Class B) General Contractor. The DBE shall be required to unconditionally guarantee the due and punctual performance of all obligations of the DBE under the Agreement.

If the DBE is a privately held corporation, Limited Liability Company, partnership, or joint venture, a listing of all the shareholders, partners, or members who will perform work on the Project known at the time of submission shall be provided with the SOQ. In addition, if the DBE is a corporation, Limited Liability Company, partnership, joint venture, or other legal Entity, a copy of the organization documents or agreement committing to form the organization shall be submitted with the SOQ. The information provided shall be certified under penalty of perjury by the DBE and its general partners or joint venture members.

The RFQ Scoring Process shall consist of four parts:

- PART A – Questionnaire
- PART B – Experience
- PART C – Interview
- PART D – Selection

All prospective DBEs must complete the PART A - QUESTIONNAIRE set forth in this RFQ. DBEs not completing or failing any part of PART A – QUESTIONNAIRE will not be evaluated under PART B – EXPERIENCE. It is anticipated that no more than the three (3) highest scoring DBEs, based on the scoring of Part B, will receive an invitation to interview. PART C – INTERVIEW will clarify and further evaluate the DBEs' experience and qualifications. PART D - SELECTION will finalize the scoring of the DBE submissions and the interviews to determine the highest scoring DBE. The City intends to select the highest scoring DBE for the Project.

B. PART A – QUESTIONNAIRE INSTRUCTIONS

DBEs must complete and submit qualifications as described herein using the forms provided. If the DBE does not provide and submit the required information for any sections of Part A – Questionnaire, then the DBE will receive a Fail for Part A.

In the event a DBE receives the score of Fail for any questions, the DBE shall be deemed to have failed Part A and the evaluation of the DBE's SOQ will automatically terminate.

Section 1 Certification (Pass/Fail): The DBE shall declare they have read the information provided in Part A – Questionnaire and Part B – Experience, are knowledgeable of its contents, and it is true and complete to the best of the signer's knowledge. The Certification must be declared under penalty of perjury.

Section 2 Identification of Design-Build Entity (Pass/Fail): Identify Primary Team Members proposed by the DBE to perform work on the Project. Each responding DBE must identify their Primary Team Members which include the General Contractor, Architect of Record, and Waterproofing Consultant **(Waterproofing Consultant and Architect of**

Record can be the same firm). Each firm must be appropriately licensed or certified in California. Section 2 is the only public record portion of the Questionnaire.

In addition, the DBE may identify other firms that bring special qualifications to their team. Each firm must be appropriately licensed or certified in California. These disciplines, or combinations of the above disciplines, may be provided by a single firm or by several firms.

Section 3 Licensure (Pass/Fail): Submit evidence demonstrating all firms identified in Section 2 possess all required California licenses, registration, and credentials that are required to design and construct the Project, including but not limited to, information pertaining to the revocation or suspension of any license, credential, or registration.

Section 4 Financial Information (Pass/Fail): Submit evidence (in a separate PDF file), including audited financial statements, which establishes that the DBE has the capacity to complete the Project.

Section 5 Insurance (Pass/Fail): Submit evidence that establishes that the DBE can obtain all required liability insurance, worker's compensation insurance, errors and omissions insurance, and other insurance requirements.

Section 6 Termination/Failure to Complete; Violations; Claims, Arbitration and Litigation: Submit declarations, information and/or details pertaining to all the following:

1. Provide a declaration certifying that Design-Build Primary Team members have not had a surety company finish work on any project with the last five (5) years. (Pass/Fail)

2. At any time in the last five (5) years has the Design-Build Primary Team members been assessed and paid liquidated damages of more than $50,000 after completion of a project under a construction contract with either a public or private owner? If yes, identify all such projects by owner, owner's address, completion date of the project, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.

3. In the past five (5) years have the Design-Build Primary Team members made any claim in excess of $50,000 against a project owner arising from or related to a design or construction contract that was not resolved by change order or contract amendment? If "yes," identify the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

4. Provide information pertaining to any construction or design claim or litigation totaling more than five hundred thousand dollars ($500,000) or five percent of the annual value of work performed, whichever is less, settled against any Design-Build Primary Team member within the last five (5) years.

5. In the last five (5) years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for the Design-Build Primary Team members? If "yes," name the insurance carrier, the form of insurance and the year of the refusal.

6. During the last five (5) years, have Design-Build Primary Team members been denied payment or performance bond coverage by a surety company, or has there ever been a period of time when Design-Build Primary Team members or their associates had no surety bond in place during a public construction project when one was

required? If yes, indicate the date when Design-Build Primary Team members or their associates were denied coverage and the name of the company or companies that denied coverage; and the period during which you had no surety bond in place.

7. Within the last five (5) years, has there ever been a period when the Design-Build Primary Team members had employees but was without workers' compensation insurance or state-approved self-insurance? If "yes," provide the following information, explaining the reason for the absence of workers' compensation insurance.

8. Provide information pertaining to serious violations of the Occupational Safety and Health Act, as provided in Part 1 (commencing with Section 6300) of Division 5 of the Labor Code, settled against any Design-Build Primary Team member.

9. Provide information pertaining to any violations of Federal or State law, including, but not limited to, those laws governing the payment of wages, benefits, or personal income tax withholding, or of Federal Insurance Contributions Act (FICA) withholding requirements, state disability insurance withholding, or unemployment insurance payment requirements, settled against any Design-Build Primary Team member over the last five (5) years. For the purposes of this sub clause, only violations by a Design-Build Primary Team member as an employer shall be deemed applicable, unless it is shown that the Design-Build Primary Team member, in his or her capacity as an employer, had knowledge of his or her subcontractor's violations or failed to comply with the conditions set forth in Subdivision (b) of Section 1775 of the Labor Code.

10. Provide information and details of any instances that the Design-Build Primary Team members, any officer of the Design-Build Primary Team members, or any employee of the Design-Build Primary Team members who has a proprietary interest in the DBE, has ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or a safety regulation (Public Contract Code 10162).

11. Criminal Activity

    i. At any time during the last five (5) years, has the DBE or any of its members been convicted of a crime involving the awarding of a contract for a government construction project, or the bidding or performance of a government contract? (Yes/No)

    ii. Has the DBE or any of its members, any of their owners or officers ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity? (Yes/No)

    iii. Has the DBE or any of its members, any of their owners or officers ever been convicted of a crime involving any federal, state, or local law related to construction? (Yes/No)

    iv. Has the DBE or any of its members, any of their owners or officers ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty? (Yes/No)

12. Provide information pertaining to any violations by the Design-Build Primary Team members of the Contractors State License Law (Chapter 9, commencing with Section 7000) of Division 3 of the Business and Professions Code), excluding alleged violations or complaints.

13. Provide a declaration that no Design-Build Primary Team member has been convicted of submitting a false or fraudulent claim to a public agency within the last ten (10) years. (Pass/Fail)

14. Provide a declaration that the DBE will comply with all other provisions of law applicable to the Project, including, but not limited to, the requirements of Chapter 1 (commencing with Section 1720) of Part 7 of Division 2 of the Labor Code. (Pass/Fail)

Section 7 Safety Record:

1. Provide a written safety policy, mission statement or other document addressing the company's attitude and responsibility towards worker safety and the safety of the general public during construction. (Pass/Fail)

2. Provide your Safety Officer's qualifications, work experience, authority, job duties, percentage of time spent in fulfilling their duties as Safety Officer, and who they report to. (Pass/Fail)

3. Provide a consolidated summary of your firm's injury and illness data for the last three (3) years. Submit evidence that establishes the DBE has an acceptable safety record. An acceptable safety record is when the DBE's experience modification rating (EMR) for the most recent three-year period is an average of 1.00 or less, and its average total recordable injury or illness rate and average lost work rate for the most recent three-year period does not exceed the applicable statistical standards for the construction industry. (Pass/Fail)

4. Pursuant to Public Contract Code Section 10198.2(a)(4)(G), if the General Contractor's experience modification rating (EMR) for the most recent three-year period exceeds an average of 1.00, then the General Contractor will receive a score of Fail for this item. Points will be allocated based upon the DBE's response, as follows:

   Average EMR for the past three (3) years:

0.60 or less	=	100	points
0.61 to 0.70	=	80	points
0.71 to 0.80	=	60	points
0.81 to 0.90	=	40	points
0.91 to 1.00	=	20	points
1.01 or more	=	Fail	

   Provide the endorsement page of your worker's compensation insurance policy, or other documentation from your insurance carrier, listing your EMR. The City will hold in confidence all required information to the extent allowed by the California Public Records Act.

C. PART B – EXPERIENCE INSTRUCTIONS

The DBE and its team members' experience will be evaluated by the SOQ Evaluation Team and points allocated for the relative merit of responses to the following sections. The scores of each section will be combined to determine the Total Score for the DBE as follows:

Section 1 Design Build Team

1. Narrative and Organizational Chart: Provide an organizational chart demonstrating the proposed makeup of the Primary Team Members of the Design-Build Team. The organizational chart provides an understanding how the team envisions working together.

   In addition, describe the teaming relationships within the DBE (Architect, Waterproofing Consultant and General Contractor) for whom similar projects have been completed together. Describe how team members have directed or participated in projects with strong team organizations, clear lines of authority, and hierarchy. Provide information on how the schedules, budgets and quality were maintained throughout the projects. Indicate how communication between the various team members and the Client was managed to ensure all project requirements were addressed and met.

   The narrative and organization chart is limited to two pages. A folded 11" x 17" sheet may be used for the organization chart and will count as one page. The narrative and organization chart will be scored based upon their clarity in identifying the key team members and firms, and in describing the relationships between the team members on projects of similar size, scope, and complexity.

2. Working Relationship Matrix: The DBE shall select up to ten projects from the Project Profiles submitted and list them on the Working Relationship Matrix provided in Section VIII, PART B - EXPERIENCE FORMS AND TEMPLATES, to provide an understanding of the proposed members' experience and ability to function as a team at the outset of the Project due to prior existing working relationships established on previous projects. For each position listed on the Working Relationship Matrix, indicate whether the key individual proposed for the Project had a significant role in the listed project's success by placing a "mark" in the appropriate box.

3. Firm Profiles: For each Design-Build Primary Team member identified in PART A - QUESTIONAIRE (Section 2: Identification of Design-Build Entity), submit firm profiles providing evidence that establishes the firm completed, or demonstrates that the firm has the capability to complete, projects of similar size, scope, and complexity, accelerated or compressed aggressive schedules, and experience utilizing the Design-Build delivery method, include the firm's history, significant accomplishments, and professional philosophy. The profile for the DBE shall be limited to three pages. The profiles for other Design-Build Primary Team members shall be limited to one page for each profile.

Section 2 Personnel Resumes

Submit resumes of key personnel who will be assigned to the Project and who will contribute a significant effort. Each resume must include name, qualifications, and the anticipated degree of involvement during the design and construction phases of the Project. The resumes should provide evidence that the key personnel have sufficient experience to competently manage and complete the design and construction of the Project. Personnel resumes shall be limited to two pages in length for each resume.

Key DBE Management Personnel Resumes:

1. DBE's Project Executive
2. General Contractor's Project Executive (if different than DBE's Project Executive)
3. Architect of Record's Principal

Key Design Team Personnel Resumes: Key personnel include professionals who will be assigned to this Project to provide quality control and design leadership, including the following:

1. Architect of Record's Project Manager
2. Primary Waterproofing Consultant

Key Construction Team Personnel Resumes: Key personnel include professionals not identified above as a part of the DBE's Management team, including the following:

1. General Contractor's Preconstruction/Design Manager
2. General Contractor's Project Manager and City's Point of Contact (if different than Preconstruction Manager)
3. General Contractor's General Superintendent
4. General Contractor's Safety Officer/Manager (can be same person as General Superintendent)

Section 3 Project Profiles

The information requested in this section is intended to provide information on experience and actual results of the team's ability to successfully design and construct projects similar in nature and complexity to the Project. Projects should demonstrate the team's design and construction experience on similar projects in terms of size, scope, and complexity and with the Design-Build delivery method.

The DBE shall provide design and construction project profiles for a maximum of ten projects completed within the last 15 years or currently under construction. Project profiles are to consist of five profiles maximum showing Design Experience and five profiles maximum showing Construction Experience. Descriptive information can be included, such as a narrative addressing the design/construction philosophy, salient features for each project, the degree of involvement by key construction personnel proposed in the SOQ, or a brief statement indicating the relevance of the project to this Project.

Project Profiles are to be limited to 2 pages total per submitted project, inclusive of the project profile information sheet (20 Pages total).

Section 4 Project References

The information requested in this section is intended to validate actual performance of the firm and/or individual team members on a given project. For each project listed, identify the Project Name, Firm Name, and Owner Contact Name along with Contact's Title, Phone Number, E-mail Address and Relationship to the project. The Owner Contact should be someone intimately familiar with the firm's involvement in the listed project.

The City intends to contact those individuals and firms that are listed as references by the DBE and points will be assigned based upon the reference's verification that the DBE's characterization of its involvement in the project is accurate, and their overall assessment of the quality of those services provided, specifically addressing: collaboration, project management, cost and schedule control, quality and warranty call backs, commissioning, functioning of installed equipment, and overall client satisfaction. It is the DBE's responsibility to verify that all references listed can be reached by telephone. If a reference cannot be located based upon the information provided by the DBE, then the City will not consider the listed project.

The City, at its sole discretion, may choose to contact other references, including owners, listed on the Project Profiles presented in the DBE's SOQ.

The City reserves the right to maintain the confidentiality of the past performance information provided by the references listed by the DBE, as well as references obtained by other means. By submitting a proposal for consideration under this solicitation, the DBE agrees that it shall not seek to discover from any source the contents of such communications.

Section 5 Project Approach

The information requested in this section is intended to provide the SOQ Evaluation Team an understanding of how the DBE intends to manage the design and construction of the Project, and why their specific approach is best suited to achieve success on the Project. Provide the DBE's approach to addressing Design-Build projects including the philosophy and approach to the design of similar facilities in California. This section is limited to 3 pages plus the schedule document referenced in Item 6 below. Points will be allocated based upon the DBE's response to the following items:

1. Describe how the DBE will ensure a high level of design quality and functionality. Describe DBE's quality control process and how design errors and omissions are minimized in the construction documents. Provide past project examples including how issues were managed and resolved (e.g., scope creep, cost overruns).

2. Describe how the DBE will establish the GMP acceptable to the City in the Preconstruction Phase. Confirm the GMP can be established within the RFQ's allotted time frame for Preconstruction Phase. If DBE disagrees with time frame, explain why and how time for this phase should be adjusted.

3. Provide a narrative describing experience in the design and construction of exterior building envelope systems, including window systems, masonry veneer, and painted exteriors.

4. Describe DBE's approach for maintaining an efficient and collaborative environment during construction. Provide examples of challenges seen on similar projects in occupied facilities, and how DBE managed these to successful outcomes.

5. Provide a schedule illustrating how the DBE intends to manage the Preconstruction Phase, GMP Phase, Construction Phase, and Close-out phase. Include a narrative identifying key milestones, risks, essential needs from owner, and potential impacts. Describe recommended approach for meeting substantial and final completion. Describe your strategies when approaching projects with an accelerated schedule.

Section 6 Designated Subcontractor's List

Submit a list of Designated Subcontractors consisting of the subcontractor trades identified in Section VIII, PART B - EXPERIENCE FORMS AND TEMPLATES. Designated Subcontractors shall include, at a minimum, the following trades:

- Glazing
- Roofing
- Painting

The DBE may name additional subcontractors of the DBE's choice relevant to this Project. **Scoring for this section shall consider the quality and experience of all Designated Subcontractors, whether or not additional subcontractors are included.** All subcontractors not designated by or performed by the DBE's team shall be competitively bid and awarded by the DBE's team (refer to California Public Contract Code section 10198.5).

Section 7 Fee Percentage and Hourly Rates

The DBE will be scored on fee percentage for both the General Contractor and the AOR. In addition, the City will evaluate the hourly rates for key positions identified.

Section 8 Preconstruction Cost

Submit a Preconstruction Phase Proposal based on the Scope of Services included in the Sample Agreement in Attachment 2. The DBE will be considered non-responsive if the DBE fails to submit the Preconstruction Cost Phase Proposal.

D. PART C – INTERVIEW

The interview will provide the opportunity to clarify and elaborate on the written material previously submitted in the SOQ package. The City will provide the date, time, agenda, and location on the invitation to the interview.

E. PART D – SELECTION

The scoring will be based upon the total points accumulated from the scoring of Parts A, B and C. The intent of the Preconstruction Phase Cost Proposal is to accelerate the contracting process to allow the selected team to begin work as soon as possible. The City will review the preconstruction pricing and negotiate the final cost for those services with the selected DBE.

V. SCORING WORKSHEETS

The rating of the DBE is determined by: (1) confirming the correct answers to the Essential Requirements, (2) adding the point value of all the answers to the Scored Questionnaire and (3) adding the point value of all Reference Interview Questions. The table below gives the value of each scored question for the Essential Requirements and Scored Questionnaire parts.

The Scoring Worksheets list every essential requirement and scored question. The requirements and questions are abbreviated to capture the essence of the item. The abbreviation does not change the actual requirement or question as written in the Questionnaire and Experiences sections of this RFQ.

PART A QUESTIONNAIRE		Maximum Score	Minimum Score for Qualification
Section 1	**Certification**	Pass	Pass
Section 2	**Identification of the Design-Build Entity**	Pass	Pass
Section 3	**Licensure**	Pass	Pass
Section 4	**Financial Information**		
	1) Financial Statement and Supplementary Information	Pass	Pass
	2) Surety and Bonding Requirements	Pass	Pass
Section 5	**Insurance**		
	1) Worker's Compensation Insurance	Pass	Pass
	2) Insurance Declaration	Pass	Pass
Section 6	**Termination/Failure to Complete; Violations, Claims, Arbitration and Litigation**		
	1) Declaration (surety company has not completed work)	Pass	Pass
	2) Liquidated Damages	10	N/A
	3) Claims against Owner	10	N/A
	4) Claims or Litigation	10	N/A
	5) Refused insurance	10	N/A
	6) Denied bonding	10	N/A
	7) Employees without workers' compensation insurance	10	N/A
	8) OSHA violations	10	N/A
	9) Federal/State law violations	10	N/A
	10) Previous disqualification from bidding or completion of work due to violation of law or safety regulation	10	N/A
	11) Criminal Activity i. Crime involving award of contract ii. Making false claim / material misrepresentation iii. Crime involving construction iv. Crime involving fraud, theft, of other act of dishonesty	 No No No No	 Pass Pass Pass Pass
	12) Contractors State License Law violations	10	N/A

PART A QUESTIONNAIRE		Maximum Score	Minimum Score for Qualification
	13) Declaration (no member false or fraudulent claims)	Pass	Pass
	14) Declaration (compliance with all laws)	Pass	Pass
Section 7	**Safety Record**		
	1) Safety Policy	10	N/A
	2) Safety Officer	10	N/A
	3) Safety Performance Matrix	20	N/A
	4) EMR	60	N/A
PART A QUESTIONNAIRE – MAXIMUM POINT TOTAL		**200**	**PASS**

PART B EXPERIENCE AND FEE		Max. Score	Min Score for Qualification
Section 1	**Design-Build Team**		
	1) Narrative and Organizational Chart	25	N/A
	2) Working Relationship Matrix	25	N/A
	3) Firm Profiles	25	N/A
Section 2	**Personnel Resumes**		
	DBE's Project Executive	10	N/A
	General Contractor's Project Executive*	10	N/A
	Architect of Record's Principal	10	N/A
	Architect Project Manager	10	N/A
	Primary Waterproofing Consultant	10	N/A
	General Contractor's Preconstruction/Design Manager	10	N/A
	General Contractor's Project Manager**	10	N/A
	General Contractor's General Superintendent	10	N/A
	General Contractor's Safety Officer/Manager***	10	N/A
Section 3	**Project Profiles**		
	10 Projects @ 20 points maximum each	200	N/A
Section 4	**Project References**		
	5 Projects @ 10 points maximum each	50	N/A
Section 5	**Project Approach**		
	1) Design Approach and Programming	25	N/A
	2) Establish the GMP	25	N/A
	3) Design and Construction of Exterior Building Envelope Systems	25	N/A
	4) Approach an efficient and collaborative environment	25	N/A
	5) Approach to accelerated schedule and provide schedule	25	N/A
Section 6	**Designated Subcontractors**	100	N/A
Section 7	**Fee Percentage and Hourly Rates**	100	N/A

PART B EXPERIENCE AND FEE		Max. Score	Min Score for Qualification
Section 8	**Preconstruction Cost**	60	N/A
PART B EXPERIENCE AND FEE – MAXIMUM POINT TOTAL		**800**	**N/A**
INTERVIEW – MAXIMUM POINT TOTAL		**500**	**N/A**
MAXIMUM POINT TOTAL		**1500**	**N/A**

NOTES:

*Can be same as DBE Project Executive

**Can be same as Preconstruction/Design Manager

***Can be same as General Superintendent

VI. INSTRUCTIONS FOR SUBMISSION

Each SOQ must be signed under penalty of perjury in the manner designated on the Certification page (Section VI. PART A - QUESTIONNAIRE, SECTION 1), by an individual who has the legal authority to bind the DBE.

If any information provided by a DBE becomes inaccurate, the DBE must immediately notify the City and provide updated accurate information in writing, under penalty of perjury.

Requested information must be provided on the SOQ form provided herein. If DBE requires additional space (within page limits listed in the RFQ) in order to fully and completely respond to any question or information request, submit such information on the company letterhead of the submitting firm with reference to: (a) the Project (by name), (b) the relevant subpart and question, and (c) the RFQ page number for which the information is being provided.

Attachments and additional information must be placed behind the appropriate bookmarks for the subpart for which they are required. The cover page of the SOQ must be marked "CONFIDENTIAL" and must indicate the DBEs name and address using the following format:

STATEMENT OF QUALIFICATIONS
Company Name and Address:
Project Name: City of Dublin Exterior Improvements Project
Due Date and Time

SOQs shall be limited to 20MB and emailed to the attention of:

Michael Boitnott
Capital Improvement Program (CIP) Manager, City of Dublin
Email: Michael.Boitnott@dublin.ca.gov

With a copy to:
Vincent Som
Project Manager, Swinerton
Email: vincent.som@swinerton.com

A complete, timely submission must include a single, combined PDF of the fully completed, verified Statement of Qualifications organized with ALL required documents. Sections shall be bookmarked and pages labeled and numbered. Section 4 Financial Information of Part A Questionnaire Instructions shall be submitted as a separate PDF.

DBEs shall assume full responsibility for timely delivery of **Statement of Qualifications**. **ORAL, TELEPHONIC, FACSIMILE, OR TELEGRAPHIC STATEMENT OF QUALIFICATIONS ARE INVALID AND WILL NOT BE ACCEPTED. NO QUALIFICATION DOCUMENTS WILL BE ACCEPTED AFTER THE DUE DATE AND TIME** unless the City determines that it is in its best interest to reopen the qualification process in a manner stated in the Qualification Document.

VII. PART A – QUESTIONNAIRE FORMS AND TEMPLATES*

Section 1: Certification
Section 2: Identification of Design-Build Entity
Section 3: Licensure
Section 4: Financial Information
Section 5: Insurance
Section 6: Termination/Failure to Complete; Violations; Claims, Arbitration and Litigation
Section 7: Safety Record

**** Editable electronic templates will be provided (via e-mail) to the DBE's Proposal Manager following the Mandatory Pre-SOQ Conference. The DBE may elect to not use the forms provided, but all information requested must be presented in the same order and format as outlined in the RFQ document and corresponding forms.***

SECTION 1 CERTIFICATION

I, the undersigned, certify and declare that I am authorized to make this certification on behalf of the Design-Build Entity, . I have read the foregoing Part A - Questionnaire and Part B – Experience submittal in response to the Request for Qualification and I am thoroughly knowledgeable of its contents.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed at on

(City) (State) (Date)

_____
(Signature)

_____
(Printed Name)

_____
(Firm)

_____
(Title)

The receipt of the following RFQ addenda is hereby acknowledged:

Addendum No. , dated

Addendum No. , dated

Addendum No. , dated

Attachment 2 is the City's standard form consulting services agreement. Please review the agreement carefully. DBE must be willing to sign the agreement "as-is" or with minimal changes that the City agrees to. No alteration to Section 24, Indemnifications, of the Agreement will be allowed. If DBE has significant issues with provisions of the Agreement, the City advises that DBE should reconsider submitting an SOQ.

SECTION 2 IDENTIFICATION OF THE DESIGN-BUILD ENTITY

Identify each proposed member of the Design-Build Team below:

Design-Build Entity

Design-Build Entity

Role: Design-Build Entity

Name/Firm/Address Primary Contact License Class/No.

Phone: Fax: E-mail:

General Contractor

Role: General Contractor			
Name/Firm/Address		Primary Contact	License Class/No.
Phone:	Fax:	E-mail:	

Design Consultants

Indicate the role in the Design-Build Team by circling or otherwise indicating either “Design-Build Entity” or “Subconsultant”.

Architect of Record (AOR)

Role: (Design-Build Entity or Subconsultant)			
Name/Firm/Address		Primary Contact	License Class/No.
Phone:	Fax:	E-mail:	

Waterproofing Consultant

Role: (Design-Build Entity or Subconsultant)			
Name/Firm/Address		Primary Contact	License Class/No.
Phone:	Fax:	E-mail:	

Additional Consultants

Consultant

Role: (Design-Build Entity or Subconsultant)			
Name/Firm/Address		Primary Contact	License Class/No.
Phone:	Fax:	E-mail:	

ATTACH ADDITIONAL PAGES AS REQUIRED

PUBLIC RECORD

SECTION 3 LICENSURE

The Design-Build Team must have a **General Contractor** actively licensed in the State of California and registered with the Department of Industrial Relations. Provide the following information:

Company Name (under which license is held):

Contractors State License Board, State of California Class B License Number, name under which license is held, and expiration date:

License No:

Name:

Expiration Date:

Has this license ever been revoked?

☐ Yes ☐ No

If "yes," explain below or on a separate page.

Has either the company or individual named above had any violations of the Contractors State License Law (Chapter 9 commencing with Section 7000) of Division 3 of the Business and Professions Code, excluding alleged violations or complaints?

☐ Yes ☐ No

If "yes," explain each incident below or on a separate page.

California Department of Industrial Regulations **(DIR) Registration No**:

DIR has provided information that all firms, whether Construction or Architectural & Engineering (and subcontractors), with very limited exceptions, must be registered as Public Works Contractors with DIR. This registration must be present at the time of SOQ submission and maintained throughout the life of the contract (re-registration is necessary every July 1st), new subcontractors/subconsultants added into the contract are also subject to this requirement. When new entities are known (or a substitution is to be performed), the City must be notified so those entities can be added to the contract registration.

ATTACH ADDITIONAL PAGES AS REQUIRED

The Design-Build Team must have an **Architect** actively licensed in the State of California. Provide the following information:

Company Name (under which license is held):

Architect's License Number, name under which license is held, and expiration date:

License No:

Name:

Expiration Date:

Has this license ever been revoked?

☐ Yes ☐ No

If "yes," explain below or on a separate page.

Has either the company or individual named above had any violations disciplinary and/or enforcement actions such as citations from the California Architects Board, excluding alleged violations or complaints?

☐ Yes ☐ No

If "yes," explain each incident below or on a separate page.

California Department of Industrial Regulations **(DIR) Registration No**:

DIR has provided information that all firms, whether Construction or Architectural & Engineering (and subcontractors), with very limited exceptions, must be registered as Public Works Contractors with DIR. This registration must be present at the time of SOQ submission and maintained throughout the life of the contract (re-registration is necessary every July 1st), new subcontractors/subconsultants added into the contract are also subject to this requirement. When new entities are known (or a substitution is to be performed), the City must be notified so those entities can be added to the contract registration.

ATTACH ADDITIONAL PAGES AS REQUIRED

The Design-Build Team must have a **Waterproofing Consultant**. Provide the following information:

Company Name (under which license is held):

License Number (if applicable), name under which license is held, and expiration date:

License No:

Name:

Expiration Date:

Has this license ever been revoked?

☐ Yes ☐ No

If "yes," explain below or on a separate page.

Has either the company or individual named above had any violations disciplinary and/or enforcement actions such as citations from the California Board of Professional Engineers and Land Surveyors, excluding alleged violations or complaints?

☐ Yes ☐ No

If "yes," explain each incident below or on a separate page.

California Department of Industrial Regulations **(DIR) Registration No**:

DIR has provided information that all firms, whether Construction or Architectural & Engineering (and subcontractors), with very limited exceptions, must be registered as Public Works Contractors with DIR. This registration must be present at the time of SOQ submission and maintained throughout the life of the contract (re-registration is necessary every July 1st), new subcontractors/subconsultants added into the contract are also subject to this requirement. When new entities are known (or a substitution is to be performed), the City must be notified so those entities can be added to the contract registration.

ATTACH ADDITIONAL PAGES AS REQUIRED

SECTION 4 FINANCIAL INFORMATION

The City will analyze financial qualifications over and above the DBE's ability to bond. The City requires the following information to be submitted, in a separate PDF file, for review. Information required under this Section that is not otherwise a public record under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of Government Code) shall not be open to public inspection. The information will be deleted after the analysis and award of the Agreement.

1) Financial Statement and Supplementary Information

Information You Must Submit Includes:

a. Full financial statement for the DBE's most recent completed fiscal year, accompanied by either an audit or review report prepared by an independent Certified Public Accountant. ***Compiled or internally prepared financial statements will not be accepted.*** Statements which are older than six months must be supplemented by internally prepared financial statements, which update the information to no more than six months from the date of submission. Such statements must be prepared in accordance with accounting principles generally accepted in the United States of America, including all required informative disclosures. If the DBE prepares its financial statements using any other accounting principles, then the DBE must provide a reconciliation to United States of America generally accepted accounting principles.

b. To the extent available, state the DBE's gross revenues for each of the following three (3) years:
   - 2021:$
   - 2022:$
   - 2023:$

c. Based on the financial statement required in Item A, provide the following information about the DBE:
   - Current Assets: $
   - Current Liabilities: $
   - Total Net Worth: $
   - Current Asset/Liability Ratio: $
   - Working Capital*: $

   *Current Assets minus Current Liabilities

d. Schedule indicating contracts which have been awarded to the DBE, reconciling the original award, any amendments, and completed portion and uncompleted portion of such contracts. This is the DBE's backlog of work awarded but not yet complete.

e. In situations where Design-Build Entities are Joint Ventures for such purpose as proposing on this Project, all members of the Joint Venture are required to provide their respective financial statements for review.

f. The DBE (including all Joint Venture members as applicable) shall disclose any relationships, indicating related party receivables, payables, and investments so that this information can be eliminated in the analysis.

g. In addition to Financial Capacity, the financial condition of the DBE may be quantitatively analyzed using financial ratios that will examine the DBE's Current Ratio, Debt to Equity Ratio, Net Earnings before Income Tax Ratio, and Revenue to Working Capital Ratio.

h. The City intends to consider the above information and any alternative information the DBE can provide to determine, in the City's sole judgment, that the DBE has the capacity to perform the work.

2) Surety and Bonding Requirements

DBE shall furnish to the City of Dublin, prior to the awarding of any Agreement to perform Final Design & Construction Phase work, a surety bond in the amount of not less than one hundred percent (100%) of the amount of Contract to guarantee faithful performance of the Contract and a payment bond, of not less than 100% of the amount of Contract, securing payment of laborers, mechanics, or material suppliers employed on the work under the Contract. Each bond shall be in the form attached to the Agreement and shall be issued by a licensed and admitted surety.

Information You Must Submit Includes:

a. Attach a **notarized statement** from a surety insurer admitted and authorized to issue bonds in the State of California (i.e., approved by the California Department of Insurance), which states that the DBE's performance and payment bonding capacity is sufficient for the Project. The required minimum performance and payment bonding capacity for the Project is equal to the Estimated Project Construction Cost. Provide documentation from the surety identifying the following:
   - Bonding Company / Surety:
   - Surety Agent:
   - Agent Address:
   - Telephone No.:

b. List the names of bonding companies utilized by the DBE in the last five (5) years. List the instances the bonding company has completed any part of your work during the last five (5) years.

SECTION 5 INSURANCE

The following describes insurance requirements for the Preconstruction Phase of this Project. Each policy of insurance carried by the DBE for this Project shall be issued by an insurance company approved to do business in California.

Insurance Requirements:

DBE may not commence work under the Agreement for the Preconstruction Phase of this Project until it has furnished evidence of the insurance required herein to City of Dublin Public Works Director, and the City of Dublin Public Works Director has approved it and may not continue to perform any work under this Agreement if the insurance required herein is no longer in effect.

a. Types and Amount of Insurance: DBE, at no cost to City of Dublin Public Works, shall obtain and maintain during the term hereof: (i) Workers' Compensation Insurance pursuant to state law, including, without limitation, California Labor Code section 3700; (ii) Professional Liability Insurance with a minimum coverage limit of $2,000,000 for claims made in the aggregate annually and a maximum self-insured retention or self-insured retained limit of liability of $25,000, for all damages or losses because of errors, omissions or malpractice arising out of the provision of professional services by DBE and DBE's subconsultants/subcontractors under this Agreement; and (iii) liability insurance with a minimum coverage limit of $5,000,000 for claims made in the aggregate annually for all personal injury and property damage, to include liability assumed under this Agreement, the use of any licensed motor vehicle by DBE or subconsultants/subcontractors, and naming City of Dublin, its governing body, officers and employees as additional insureds. The policies will constitute primary insurance as to City of Dublin and its governing body, officers and employees such that other insurance policies held by them or their self-insurance program(s) are not required to contribute to any loss covered under DBE's insurance policy or policies.

b. Certificate of Insurance: Prior to the effective date of this Agreement, DBE shall furnish to the City of Dublin Public Works Director certificates of insurance evidencing the coverage required herein and requiring 30 days' written notice to City of Dublin Public Works of policy lapse, cancellation or material change in coverage. If DBE renews the insurance policy(ies) or acquires a new insurance policy(ies) or amends the coverage through an endorsement to the policy(ies) at any time during the term of this Agreement, then DBE shall provide current certificate(s) to the City of Dublin Public Works Director.

c. Warranty: DBE represents and warrants that, as of the effective date of this Agreement, DBE is not aware of any situation that has occurred that could reduce the limits of liability set forth above for claims made under this Agreement.

d. Labor Code Section 1861 Certification: In executing this Agreement, DBE certifies as follows: "I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract."

Information You Must Submit Includes:

1) Attach a **notarized statement** from the Workers' Compensation carrier specifying Contractor's current State of California experience modification rating for Workers' Compensation.

2) Attach a **declaration from an insurance broker** that such limits as described above are obtainable by the DBE submitting this application, from an insurance company as described above.

SECTION 6 TERMINATION/FAILURE TO COMPLETE; VIOLATIONS; CLAIMS, ARBITRATION AND LITIGATION

1) Provide a declaration certifying that the Design-Build Primary Team members have not had a surety company finish work on any project within the last five (5) years.

Declaration:

I, , authorized agent of the DBE, (DBE), hereby certify that the DBE Primary Team members have not had a surety company finish work on any project within the last five (5) years.

Printed:

Signed:

Dated:

2) At any time in the last five (5) years has the Design-Build Primary Team members been assessed and paid liquidated damages of more than $50,000 after completion of a project under a construction contract with either a public or private owner? If yes, identify all such projects by owner, owner's address, completion date of the project, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.

   ATTACH ADDITIONAL PAGES AS REQUIRED

3) In the past five (5) years have the Design-Build Primary Team members made any claim in excess of $50,000 against a project owner arising from or related to a design or construction contract that was not resolved by change order or contract amendment? If "yes," identify the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

   ATTACH ADDITIONAL PAGES AS REQUIRED

4) Provide information and details below for any construction or design claim, arbitration or litigation totaling more than five hundred thousand dollars ($500,000) or five percent of the annual value of work performed, whichever is less, settled against any Design-Build Primary Team member's company or previous company within the last five (5) years.

PROJECT:

Location:

Amount of Claim: $ Resolution: ☐ Yes ☐ No Date:

Nature of Claim:

Final Disposition:

PROJECT:

Location:

Amount of Claim: $ Resolution: ☐ Yes ☐ No Date:

Nature of Claim:

Final Disposition:

ATTACH ADDITIONAL PAGES AS REQUIRED

5) In the last five (5) years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for the Design-Build Primary Team members? If "yes," give name the insurance carrier, the form of insurance and the year of the refusal.

   ATTACH ADDITIONAL PAGES AS REQUIRED

6) During the last five (5) years, have Design-Build Primary Team members been denied payment or performance bond coverage by a surety company, or has there ever been a period of time when Design-Build Primary Team members had no surety bond in place during a public construction project when one was required? If yes, indicate the date when Design-Build Primary Team members were denied coverage and the name of the company or companies that denied coverage; and the period during which you had no surety bond in place.

   ATTACH ADDITIONAL PAGES AS REQUIRED

7) Within the last five (5) years, has there ever been a period when the Design-Build Primary Team members had employees, but was without workers' compensation insurance or state-approved self-insurance? If "yes," provide the following information, explaining the reason for the absence of workers' compensation insurance.

   ATTACH ADDITIONAL PAGES AS REQUIRED

8) Provide information and details below for any serious violations of the Occupational Safety and Health Act as provided in Part 1 (commencing with Section 6300) of Division 5 of the Labor Code, settled against Design-Build Primary Team member.

   ATTACH ADDITIONAL PAGES AS REQUIRED

9) Provide information pertaining to any violations of Federal or State law, including, but not limited to, those laws governing the payment of wages, benefits, or personal income tax withholding, or of Federal Insurance Contributions Act (FICA) withholding requirements, state disability insurance withholding, or unemployment insurance payment requirements, settled against any Design-Build Primary Team member over the last five (5) years. For the purposes of this sub clause, only violations by a Design-Build Primary Team member as an employer shall be deemed applicable, unless it is shown that the Design-Build Primary Team member, in his or her capacity as an employer, had knowledge of his or her subcontractor's violations or failed to comply with the conditions set forth in Subdivision (b) of Section 1775 of the Labor Code.

   ATTACH ADDITIONAL PAGES AS REQUIRED

10) Provide information and details of any instances that the Design-Build Primary Team members, any officer of the Design-Build Primary Team members, or any employee of the Design-Build Primary Team members who has a proprietary interest in the DBE, has ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or a safety regulation (Public Contract Code 10162). Describe each instance separately.

    ATTACH ADDITIONAL PAGES AS REQUIRED

11) Criminal Activity

i. At any time during the last five (5) years, has the DBE or any of its members been convicted of a crime involving the awarding of a contract for a government construction project, or the bidding or performance of a government contract?

☐ Yes ☐ No

ii. Has the DBE or any of its members, any of their owners or officers ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity?

☐ Yes ☐ No

iii. Has the DBE or any of its members, any of their owners or officers ever been convicted of a crime involving any federal, state, or local law related to construction?

☐ Yes ☐ No

iv. Has the DBE or any of its members, any of their owners or officers ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

☐ Yes ☐ No

12) Provide information pertaining to any violations by the Design-Build Primary Team members of the Contractors State License Law (Chapter 9, commencing with Section 7000) of Division 3 of the Business and Professions Code), excluding alleged violations or complaints. Describe each instance separately.

ATTACH ADDITIONAL PAGES AS REQUIRED

13) Provide a declaration certifying that the Design-Build Primary Team members has not convicted of submitting a false or fraudulent claim to a public agency within the last ten (10) years.

Declaration:

I, , authorized agent of the DBE, (DBE), hereby certify that no DBE Primary Team members have been convicted of submitting a false or fraudulent claim to a public agency within the last ten (10) years.

Printed:

Signed:

Dated:

14) Provide a declaration that the DBE will comply with all other provisions of law applicable to the Project, including, but not limited to, the requirements of Chapter 1 (commencing with Section 1720) of Part 7 of Division 2 of the Labor Code.

Declaration:

I, , authorized agent of the DBE, (DBE), hereby certify that the DBE will comply with all other provisions of law applicable to the Project, including but not limited to, the requirements of Chapter 1 (commencing with Section 1720) of Part 7 of Division 2 of the Labor Code.

Printed:

Signed:

Dated:

SECTION 7 SAFETY RECORD

Information You Must Submit Includes:

1) Provide a written safety policy, mission statement or other document addressing the company's attitude and responsibility towards worker safety and the safety of the general public during construction. (**NOTE:** Do not send full copies of safety manuals. If desired, in addition to the above, an index or Table of Contents from the manual is sufficient.)
2) Provide your Safety Officer's qualifications, work experience, authority, job duties, percentage of time spent in fulfilling their duties as Safety Officer, and who they report to. Maximum 1 page.
3) Safety Performance:

   Consolidate your firm's injury and illness data for the following (3) years, starting on January 1, 2021, for the General Contractor and complete the table below. The Occupational Safety and Health Administration's (OSHA) Industry Group 154 (Business Category), classification 1542, will be used as the applicable standard for the construction of this Project. The information provided must be for your company as a whole and not individual office locations.

Event	Year 2021	Year 2022	Year 2023	3-Year Average
A. Average Number of Employees				
B. Hours Worked				
C. Number of Fatalities*				
D. Permanent Total Disabilities (PTD)				
E. Lost Workday Cases (LWC)				
F. Lost Time Injuries (LTI) [Rows C+D+E]				
G. Lost Time Injury Rate (LTIR)				
H. Lost Workdays				
I. Lost Workday Severity Rate				
J. Restricted Workday Cases (RWC)				
K. Medical Treatment Cases (MTC)				
L. Total Recordable Cases. [Rows F+J+K]				
M. Total Recordable Incident Rate (TRIR)				
N. Environmental Occurrences				

* For each fatality, attach a description of the accident, including cause, actions taken resulting from that fatality and actions taken to prevent future fatalities

.

4) Provide your Worker's Compensation Experience Ratings (Experience Modification Rating (EMR)) for the past three (3) years, starting on January 1, 2021.

   Year: 2023 EMR:

   Year: 2022 EMR:

   Year: 2021 EMR:

5) Attach the endorsement page from your policy listing your EMR or have your insurance carrier or broker provide this information on their letterhead. The information is available from your worker's compensation insurance carrier.

   Insurance Carrier:

   Contact for Insurance:

   Title:

   Telephone:

VIII. PART B - EXPERIENCE FORMS AND TEMPLATES*

Section 1: Design-Build Team
- Narrative and Organizational Chart
- Working Relationship Matrix
- Firm Profiles

Section 2: Personnel Resumes
Section 3: Project Profile
Section 4: Project Reference
Section 5: Project Approach
Section 6: Designated Subcontractors List
Section 7: Fee Percentage and Hourly Rates
Section 8: Preconstruction Cost Form

**** Editable electronic templates will be provided (via e-mail) to the DBE's Proposal Manager following the Mandatory Pre-SOQ Conference. The DBE may elect to not use the forms provided, but all information requested must be presented in the same order and format as outlined in the RFQ document and corresponding forms.***

SECTION 1 DESIGN-BUILD TEAM

Narrative and Organizational Chart - See Instructions in Part IV. Statement of Qualification Instructions and Scoring, C. Part B – Experience Instructions, Section 1 Design Build Team.

Working Relationship Matrix - See Instructions in Part IV. Statement of Qualification Instructions and Scoring, C. Part B – Experience Instructions, Section 1 Design Build Team.

Working Relationship Matrix (Template) Check boxes to indicate on which projects team members have worked. If a member has not worked on a project leave the box blank.	**Project 1**	**Project 2**	**Project 3**	**Project 4**	**Project 5**	**Project 6**	**Project 7**	**Project 8**	**Project 9**	**Project 10**
Design-Build Entity's Project Executive ( )	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
GC's Project Executive ( )*	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
AOR's Principal ( )	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
AOR's Project Manager ( )	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Waterproofing Consultant ( )	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
GC's Preconstruction/Design Manager ( )	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
GC's Project Manager ( )**	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
GC's General Superintendent ( )	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
GC's Safety Office/Manager ( )***	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

NOTES:
*Can be same as DBE Project Executive
**Can be same as Preconstruction/Design Manager
***Can be same as General Superintendent

Firm Profiles - See Instructions in Part IV. Statement of Qualification Instructions and Scoring, C. Part B – Experience Instructions, Section 1 Design Build Team.

SECTION 2 PERSONNEL RESUME

Resumes shall NOT be submitted in lieu of this form. Maximum 2 pages per resume.

Name and Title:

Firm:

Responsibilities on this project:

Institution/School: **Degree/License/Certificate Received**:
Major/Discipline - Year:
List all Licenses, Registrations, or Certifications: **Year**:

List all project experience that demonstrates the experience and background required to fulfill the assigned project responsibilities for the Project.

Project Name & Location: _____ Contract Amount: $_____
Owner: _____ Contact Name, Title: _____
Type of Facility: _____ Completion Date: _____
Job Title: _____
Design-Build Project (Y) or (N):
Experience on similar projects:

Project Name & Location: _____ Contract Amount: $_____
Owner: _____ Contact Name, Title: _____
Type of Facility: _____ Type of Facility: _____
Job Title: _____
Design-Build Project (Y) or (N):
Design-Build experience relevant to our project:

Project Name & Location: _____ Contract Amount: $_____
Owner: _____ Contact Name, Title: _____
Type of Facility: _____ Type of Facility: _____
Job Title: _____
Design-Build Project (Y) or (N):
Public sector experience relevant to our project:

Project Name & Location: _____ Contract Amount: $_____
Owner: _____ Contact Name, Title: _____
Type of Facility: _____ Type of Facility: _____
Job Title: _____
Design-Build Project (Y) or (N):
Sustainability experience relevant to our project:

Describe what makes this individual uniquely suited for this project.

SECTION 3 PROJECT PROFILES

See Instructions – five profiles maximum showing Design Experience and five profiles maximum showing Construction Experience: two pages maximum per profile.

Firm:

Firm's Role on Project:

Project Name:

Location:

Project Description:

Firm's Project Manager:

Personnel on project being proposed for this Project:

General Contractor (if not Firm):

Architect of Record (if not Firm):

Construction Manager:

Other Relevant Entities:

Project Type: Gross Square Footage:

Scheduled Completion Date: Actual Completion Date:

Explain Difference, if any:

Delivery Method:

Sustainable Building Measures Incorporated:

Relevance to this Project:

Awards:

Project Owner:

Owner's Representative:

Email Address: Telephone:

This form may be reproduced/reprinted for use on each of the required project profiles being submitted.

SECTION 4 PROJECT REFERENCES

To be completed for each project included in Project Profiles.

1	**PROJECT NAME:**			
	Reference Firm Name:			
	Contact Name:		Title:	
	Phone Number:		E-mail:	
	Relationship to Project:			
2	**PROJECT NAME:**			
	Reference Firm Name:			
	Contact Name:		Title:	
	Phone Number:		E-mail:	
	Relationship to Project:			
3	**PROJECT NAME:**			
	Reference Firm Name:			
	Contact Name:		Title:	
	Phone Number:		E-mail:	
	Relationship to Project:			
4	**PROJECT NAME:**			
	Reference Firm Name:			
	Contact Name:		Title:	
	Phone Number:		E-mail:	
	Relationship to Project:			
5	**PROJECT NAME:**			
	Reference Firm Name:			
	Contact Name:		Title:	
	Phone Number:		E-mail:	
	Relationship to Project:			

SECTION 5 PROJECT APPROACH

See Instructions in Part IV. Statement of Qualification Instructions and Scoring, C. Part B – Experience Instruction, Section 5 Project Approach.

SECTION 6 DESIGNATED SUBCONTRACTORS LIST

LIST OF DESIGNATED SUBCONTRACTORS AND COMPETITIVE BIDDING PROCEDURES

Listed hereinafter are the names, locations of place of business, the California contractor license number, and public works contract registration number issued pursuant to Section 1725.5 of the Labor Code of each subcontractor designated by the DBE, and the kind of work that each will perform if the Project Agreement is awarded. The DBE understands that all subcontractors listed at the time of SOQ submittal shall be afforded all the protection contained in Chapter 4 of Part 1 of Division 2 of the Public Contract Code.

Provide relevant information regarding the client references and project experience of the proposed designated subcontractors using the forms below.

Classification	**Name and Location**	**License No.**
Trade: **Glazing**		
Trade: **Roofing**		
Trade: **Painting**		
Trade: ( )		
Trade: ( )		

Work not listed by the DBE at the time of SOQ shall be competitively bid and awarded by the DBE in accordance with Public Contract Code Section 10198.5.

Following the contract amendment for the Progressive Design-Build Phase, the DBE shall proceed as follows in awarding construction subcontracts with a value exceeding one half of 1 percent of the contract price allocable to construction work:

1. Provide public notice of availability of work to be subcontracted in accordance with the publication requirements applicable to the competitive bidding process of the department, including a fixed date and time on which qualifications statements, bids, or proposals will be due.

2. Establish reasonable qualification criteria and standards acceptable to the State. Criteria established should match the qualifications of the RFQ.

3. Award the subcontract either on a best value basis or to the lowest responsible bidder.

Duplicate this and the following page to fulfill the required detail for each designated subcontractor, with three projects and three references.

Trade/License Classification:

Name:

License Number: Expiration Date:

Address:

Number of Licensed Professional Engineers on staff:

Will this subcontractor function as design engineer for this Project? ☐ Yes ☐ No

ADDITIONAL INFORMATION:

Project Experience #1: (Relevant project completed within the last five (5) years).

Project Name:

Project Contact: Telephone:

Location:

Contracted Amount: $ ☐ Design/Build ☐ Design/Bid/Build ☐ Other

Contracted with: ☐ Owner ☐ General Proposer ☐ Design Engineer on this Project

Project Experience #2: (Relevant project completed within the last five (5) years).

Project Name:

Project Contact: Telephone:

Location:

Contracted Amount: $ ☐ Design/Build ☐ Design/Bid/Build ☐ Other

Contracted with: ☐ Owner ☐ General Proposer ☐ Design Engineer on this Project

Project Experience #3: (Relevant project completed within the last five (5) years).

Project Name:

Project Contact: Telephone:

Location:

Contracted Amount: $ ☐ Design/Build ☐ Design/Bid/Build ☐ Other

Contracted with: ☐ Owner ☐ General Proposer ☐ Design Engineer on this Project

CLIENT REFERENCES

Please provide three client references.

Client Reference #1

Name of Client Representative:

Firm /Company/Agency:

Address: Telephone:

Project associated with:

As: ☐ Proposer/subcontractor ☐ Design Engineer

Client Reference #2

Name of Client Representative:

Firm /Company/Agency:

Address: Telephone:

Project associated with:

As: ☐ Proposer/subcontractor ☐ Design Engineer

Client Reference #3

Name of Client Representative:

Firm /Company/Agency:

Address: Telephone:

Project associated with:

As: ☐ Proposer/subcontractor ☐ Design Engineer

SECTION 7 FEE PERCENTAGE AND HOURLY RATES

DBE:

1. Design-Build Entity (General Contractor) Percent Mark-up for Profit:
   %
2. Design-Build Entity (Architect of Record) Design Fee % of Project Direct Cost:
   %
3. Hourly Rates Design-Build Entity Key Positions:

Position	**Hourly Rate**
Design-Build Entity's Exec. Leader ( )	$
GC's Project Executive ( )	$
AOR's Principal ( )	$
AOR's Project Manager ( )	$
Waterproofing Consultant ( )	$
GC's Preconstruction/Design Manager ( )	$
GC's Project Manager ( )	$
GC's General Superintendent ( )	$
GC's Safety Office/Manager ( )	$

SECTION 8 PRECONSTRUCTION COST FORM

DBE:

PRECONSTRUCTION DESIGN SERVICES	
Design Services	$
Plans, Reports, and Administrative Services	$
Subtotal – Preconstruction Design Services	$

PRECONSTRUCTION PROJECT MANAGEMENT SERVICES	
Estimating, including GMP Development	$
Scheduling	$
Site Investigations, including Hazardous Material (as required)	$
Project Coordination and Management	$
General Requirements	$
Bonds and Insurance	$
Fee	$
Subtotal – Preconstruction Project Management Services	$

TOTAL PRECONSTRUCTION SERVICES	$

ATTACHMENTS

ATTACHMENT 1

PROJECT CRITERIA DOCUMENTS

DUBLIN ARTS CENTER

EXTERIOR ENVELOPE REPAIRS

100 CIVIC PLAZA, DUBLIN, CA 94568

PROJECT SCOPE

1. AT FIRST FLOOR BETWEEN GRIDLINES 16 AND 25 AT SW ELEVATION REMOVE AND REPLACE STOREFRONT UNITS IN KIND, SIZE AND LOCATION. INSTALL LIQUID-APPLIED FLASHING AT ROUGH OPENING AND ROUGH OPENING GSM FLASHING IN FULL SEALANT EMBED. INSTALL BACKER ROD AND SEALANT AT ROUGH OPENING PERIMETER. REFER TO ARCHITECTURAL DRAWINGS FOR WINDOW, DOOR AND STOREFRONT UNIT INFORMATION.

2. AT ALL EXISTING STOREFRONTS TO REMAIN REMOVE AND REPLACE ALL SEALANTS AT STOREFRONT ROUGH OPENING PERIMETER. INSTALL BACKER ROD AND SEALANT FOLLOWING LIQUID-APPLIED AT ROUGH OPENING. REFER TO GLAZING CONTRACTOR'S SCOPE OF WORK FOR STOREFRONT REMEDIATION.

3. REMOVE AND REPLACE ALL BACKER ROD AND SEALANT AT VERTICAL CONTROL JOINTS AT CONCRETE MASONRY UNIT (CMU) WALL AND STONE VENEER. REMOVE AND REPLACE ALL BACKER ROD AND SEALANT AT BASE OF EXTERIOR WALL AND HORIZONTAL SEALANT BETWEEN CMU AND STONE VENEER. INSTALL SILICONE COATING OVER CMU.

4. AT SECOND FLOOR (PARTIAL ROOF) PLASTER AREA AT SOUTH ELEVATION BUILDING WALL AND INSIDE FACE OF PARAPET, REMOVE AND REPLACE SEALANT JOINTS. ROUTE AND SEAL OPEN CRACKS UP TO 1/8" WIDE. INSTALL SILICONE COATING OVER PLASTER.

5. AT EXISTING METAL PANELS, REMOVE AND REPLACE ALL SEALANT JOINTS AT WALLS, CLADDING TRANSITIONS AND PARAPET CAPS. INSTALL SILICONE COATING OVER METAL PANEL PARAPET COPING.

6. AT STONE PARAPET CAPS REMOVE AND REPLACE 100% JOINT BACKER ROD AND SEALANT.

7. REMOVE AND REPLACE DETERIORATED MORTAR JOINTS AT STONE AND CMU WALLS. INSPECT JOINTS IN FIELD AND REPLACE DETERIORATED JOINTS AS REQUIRED. TUCKPOINT WITH IN-KIND MORTAR GRADE, STRENGTH, TEXTURE AND COLOR. ASSUME 20% JOINT REPLACEMENT AT CMU AND 20% JOINT REPLACEMENT AT STONE VENEER SURFACES. STONE PARAPET CAPS WILL REQUIRE 100% JOINT REPLACEMENT.

8. PREPARE AND CLEAN ALL EXTERIOR SURFACES AND INSTALL SILICONE COATING PER WATERPROOFING SCHEDULE AT STONE VENEER, CMU AND PLASTER SURFACES. INSTALL SILICONE COATING OVER ALL PARAPET CAPS. PROVIDE FINAL CONSTRUCTION-GRADE CLEANING FOLLOWING APPROVED PUNCHLIST.

9. ALL PENETRATIONS TO HAVE SEALANT REMOVED. ANNULAR SPACE CLEANED AND DETAIL COATED WITH SILICONE COATING. INSTALL BACKER ROD AND SEALANT PER WATERPROOFING SCHEDULE.

ALTERNATIVE 1. REMOVE AND REPLACE ALL STOREFRONT UNITS IN KIND, SIZE AND LOCATION. INSTALL LIQUID-APPLIED FLASHING AT ROUGH OPENING AND ROUGH OPENING GSM FLASHING. INSTALL BACKER ROD AND SEALANT AT ROUGH OPENING PERIMETER. REFER TO ARCHITECTURAL DRAWINGS FOR WINDOW, DOOR AND STOREFRONT UNIT INFORMATION.

PROJECT TEAM

ARCHITECT

AXIS BUILDING ENVELOPE DESIGN
1401 WILLOW PASS ROAD
SUITE 840
CONCORD, CA 94520
TEL NO.: 800 307 1508

OWNER

CITY OF DUBLIN
PARKS & FACILITIES DEVELOPMENT DIVISION
ATTN: MICHAEL BOITNOTT
CAPITAL IMPROVEMENT PROGRAM PROJECT MANAGER
PHONE: 925-833-6630

CONSTRUCTION MANAGER

NIMONE LI-HARDISTY, LEED AP
SENIOR PROJECT MANAGER
SWINERTON MANAGEMENT AND CONSULTING
10 CLAY STREET, SUITE 275
OAKLAND, CA 94607

SHEET INDEX

AW0.00	PROJECT INFORMATION, SITE PLAN, GENERAL NOTES AND SCHEDULE
AW0.01	SPECIFICATIONS
AW2.00	EXISTING FIRST FLOOR PLAN
AW2.01	EXISTING SECOND FLOOR PLAN
AW2.02	EXISTING ROOF PLAN
AW3.00	ELEVATIONS
AW3.01	ELEVATIONS
AW4.01	WATERPROOFING DETAILS

WATERPROOFING SCHEDULE

WALL COATING, WEATHER BARRIER AND ACCESSORIES

SYSTEM #	DESCRIPTION	WATERPROOFING MEMBRANE	DRAINAGE LAYER	MANUFACTURER	SPECS
WB-1	COATING @ EXPOSED CMU AND STONE VENEER TRANSLUCENT, LOW VOC, 100% SILICONE ELASTOMERIC COATING	THREE (3) COATS OF GE OPTIC 3101 SILICONE ARCHITECTURAL COATING	NO	GE SILICONES	09 96 53
WB-2	COATING @ EXPOSED CONCRETE TRANSLUCENT, LOW VOC, 100% SILICONE ELASTOMERIC COATING	TWO (2) COATS OF GE OPTIC 3101 SILICONE ARCHITECTURAL COATING	NO	GE SILICONES	09 96 53
WB-3	COATING @ CEMENT PLASTER TRANSLUCENT, LOW VOC, 100% SILICONE ELASTOMERIC COATING	TWO (2) COATS OF GE SILSHIELD 3100 SILICONE ARCHITECTURAL COATING	NO	GE SILICONES	09 96 53
WB-4	COATING @ METAL PANEL PARAPET TRANSLUCENT, LOW VOC, 100% SILICONE ELASTOMERIC COATING	TWO (2) COATS OF GE OPTIC 3101 SILICONE ARCHITECTURAL COATING	NO	GE SILICONES	09 96 53
SAF	SAF @ GRADE FLASHINGS FLEXIBLE 2 MIL SHEET OF TYPE 304 STAINLESS STEEL, 8 MILS OF BUTYL ADHESIVE AND A SILICONIZED RELEASE LINER	GE ELEMAX SS FLASHING	NO	GE SILICONES	09 96 53
REPAIR SEAL	ONE-PART, NEUTRAL, FAST CURE, MEDIUM MODULUS SILICONE GLAZING SEALANT	GE SILGLAZE II SCS2801	N/A	GE SILICONES	09 96 53
JOINT & PENE SEAL	PREMIUM ONE-COMPONENT, MEDIUM-MODULUS, NEUTRAL CURE, NON-STAINING SILICONE WEATHERPROOFING SEALANT	GE SCS9000 SILPRUF NB	N/A	GE SILICONES	09 96 53
SYS. #	METAL DESCRIPTION	METAL CHARACTERISTICS			SPECS
SF SM FLASH	EXPOSED/ CONCEALED STOREFRONT BRAKE METAL SHEET FLASHINGS	MIN. 22 GAUGE GALVANIZED SHEET METAL, G-90 @ TYPICAL (GSM TO BE PREPPED PER COATING/ PAINTING MANUFACTURER'S REQUIREMENTS [I.E., ETCHED, ACID WASHED, ETC.], PRIMED AND PAINTED IF EXPOSED)			07 60 00

NOTES:
Adhere to the requirements set forth by the manufacturer in conjunction with the approved construction documents, including but not limited to drawings and specification section 09 96 53: Silicone Elastomeric Coatings.

All substrates shall be cleaned, repaired, and prepared per the manufacturer's requirements prior to adhesion testing and installation of the silicone elastomeric coating.

LEGEND:

FLASH: FLASHING
PENE: PENETRATION
SAF: SELF-ADHERED FLASHING
SEAL: SEALANT
SF: STOREFRONT
SM: SHEET METAL
WB: WEATHER BARRIER

GLAZING CONTRACTOR'S SCOPE OF WORK

AT (E) STOREFRONT TO BE REMOVED, REFURBISHED, AND REINSTALLED:

1) REMOVE (E) GLASS.
2) REMOVE (E) PERIMETER CAULKING.
3) REMOVE (E) STOREFRONT.
4) CLEAN ALL STOREFRONT COMPONENTS.
5) PREP OPENING TO RECEIVE SILICONE COATING (BY WATERPROOFING CONTRACTOR).
6) APPLY SILICONE COATING (BY WATERPROOFING CONTRACTOR).
7) INSTALL SILL PAN AND ASSOCIATED FLASHING.
8) REINSTALL (E) STOREFRONT W/ALL (N) FASTENERS.
9) APPLY ADEQUATE CAULKING SEALANT AT PERIMETER AND JOINTS (GE SCS9000)
10) INSTALL GLAZING AND GLAZING GASKET.

AT (E) STOREFRONT / CLERESTORY TO BE REMEDIATED IN PLACE:

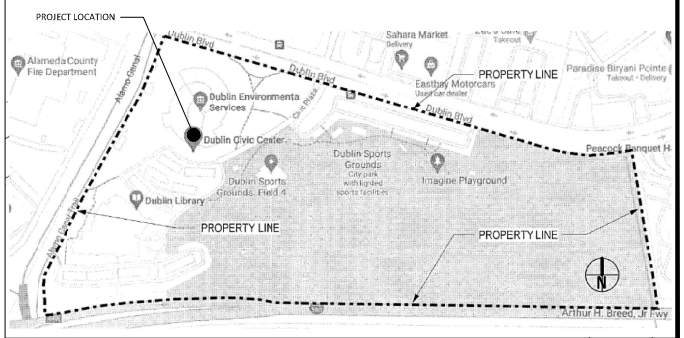
1) REMOVE (E) GLASS.
2) REMOVE (E) PERIMETER CAULKING.
3) CLEAN ALL STOREFRONT COMPONENTS.
4) PREP OPENING TO RECEIVE SILICONE COATING (BY WATERPROOFING CONTRACTOR).
5) APPLY SILICONE COATING (BY WATERPROOFING CONTRACTOR)
6) APPLY ADEQUATE CAULKING SEALANT AT PERIMETER AND JOINTS (GE SCS9000)
7) INSTALL GLAZING AND GLAZING GASKET.

ABBREVIATIONS

ADJ.	ADJACENT	N/A	NOT APPLICABLE
A.F.F.	ABOVE FINISHED FLOOR	(N)	NEW
ALT.	ALTERNATE	N.I.C.	NOT IN CONTRACT
ALUM.	ALUMINUM	N.T.S.	NOT TO SCALE
APPROX.	APPROXIMATE	NO.	NUMBER
ARCH.	ARCHITECT(URAL)		
		O.C.	ON-CENTER
BTWN. OR B/T	BETWEEN	O.D.	OUTSIDE DIAMETER
BD.	BOARD	O.F.	OUTSIDE FACE
BLDG.	BUILDING	OPP.	OPPOSITE
BLK.	BLOCK	O/	OVER
BLKG.	BLOCKING		
BM.	BEAM	PCF	PARAPET CLADDING FLASHING
BOTT.	BOTTOM	PLYWD.	PLYWOOD
B.U.R.	BUILT-UP ROOF	PNL.	PANEL
CEM.	CEMENT	PRF	PARAPET ROOFING FLASHING
C.F.	COLD FLUID	PT.	PAINT
C.F.A.	COLD FLUID APPLIED	P.T.	PRESSURE TREATED
C.J.	CONTROL JOINT		
CLG.	CEILING	R.	RADIUS OR RISER
CLR.	CLEAR	R.D.	ROOF DRAIN
COL.	COLUMN	REINF.	REINFORCE(ING)
CONC.	CONCRETE	REQ'D.	REQUIRED
CONT.	CONTINUOUS	RM.	ROOM
C.M.U.	CONCRETE MASONRY UNIT	R.O.	ROUGH OPENING
DET.	DETAIL	R.W.L.	RAINWATER LEADER
DIA.	DIAMETER		
DIM.	DIMENSION	S.	SOUTH
D.S.	DOWNSPOUT	S.A.D.	SEE ARCHITECTURAL DRAWINGS
DWGS.	DRAWINGS	S.A.F.	SELF ADHERING FLASHING
		S.A.M.F.	SELF ADHERING MEMBRANE FLASHING
(E) or EXIST.	EXISTING	S.C.D.	SEE CIVIL DRAWINGS
EA.	EACH	S.E.D.	SEE ELECTRICAL DRAWINGS
E.W.	EACH WAY	S.L.D.	SEE LANDSCAPE DRAWINGS
E.J.	EXPANSION JOINT	S.P.D.	SEE PLUMBING DRAWINGS
		S.F.	SQUARE FOOT
ENCL.	ENCLOSURE	S.S.	STAINLESS STEEL
EQ.	EQUAL	S.S.D.	SEE STRUCTURAL DRAWINGS
EXT.	EXTERIOR	SCH.	SCHEDULE
		S.D.	STORM DRAIN
F.D.	FLOOR DRAIN	SECT.	SECTION
FIN. FLR.	FINISH FLOOR ELEVATION	SHT.	SHEET
FIN.	FINISH	SHTHG.	SHEATHING
FLASH.	FLASHING	SIM.	SIMILAR
FLR.	FLOOR	S.O.G.	SLAB ON GRADE
F.O.	FACE OF	STD.	STANDARD
F.O.C.	FACE OF CONCRETE	STL.	STEEL
F.O.F.	FACE OF FINISH	STO.	STORAGE
F.O.S.	FACE OF STUD	STRUCT.	STRUCTURE(AL)
FTG.	FOOTING	T & B	TOP & BOTTOM
FT.	FOOT/FEET	T & G	TONGUE & GROOVE
		TEMP.	TEMPERED OR TEMPERATURE
GA.	GAUGE	THK.	THICK
GALV.	GALVANIZED	T.O.B.	TOP OF BEAM
G.I.	GALVANIZED IRON	TYP.	TYPICAL
G.W.B.	GYPSUM WALL BOARD		
		U.O.N.	UNLESS OTHERWISE NOTED
H.F.	HOT FLUID	V.B.	VAPOR BARRIER
H.F.A.	HOT FLUID APPLIED	VERT.	VERTICAL
HRAWS	HOT RUBBERIZED ASPHALT WATERPROOING SYSTEMS	V.I.F.	VERIFY IN FIELD
		W.	WEST or WIDE
H.M.	HOLLOW METAL	WD.	WOOD
HOR.	HORIZONTAL	WDW.	WINDOW
I.D.	INSIDE DIAMETER	W.G.	WIRE GLASS
INSUL.	INSULATION	W.H.	WALL HYDRANT
INT.	INTERIOR	W/	WITH
		W/O	WITHOUT
JST.	JOIST	WP	WATERPROOFING
JT.	JOINT	W.R.B.	WATER RESISTIVE BARRIER
		L or ∠	ANGLE
MAT.	MATERIAL	℄	CENTERLINE
MAX.	MAXIMUM		
MECH.	MECHANICAL	C or [	CHANNEL
MFR.	MANUFACTURER		
MIN.	MINIMUM		
MEMB.	MEMBRANE OR MEMBER	∅	ROUND or DIAMETER
MISC.	MISCELLANEOUS		
MTD.	MOUNTED	@	AT
MTL.	METAL		

VICINITY MAP





SITE PLAN | SCALE: N.T.S. | 1

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REV	DESCRIPTION	DATE
	CONSTRUCTION DOCUMENTS	5/1/24

Sheet Title:
COVER SHEET

Job No. 2023.26
Date:
Scale: AS SHOWN

Sheet No:
AW0.00

SECTION 09 96 50

SILICONE ELASTOMERIC COATING

PART 1 – GENERAL

1.01 SECTION INCLUDES

A. Opaque and Translucent Silicone Elastomeric Coatings.

1.02 RELATED SECTIONS

A. SECTION 09910 – Paints.

B. SECTION 09960 – High-Performance Coatings.

1.03 REFERENCES

A. ASTM D 412 - Vulcanized Rubber and Thermoplastic Rubbers and Thermoplastic Elastomers - Tension.

B. ASTM D 2240 - Rubber Property - Durometer Hardness.

1.04 SUBMITTALS

A. Comply with Section 01330 - Submittal Procedures.

B. Product Data: Submit manufacturer's product data, including surface preparation and application.

C. Color Samples submit manufacturer's color samples.

D. Manufacturer's Review: Submit manufacturer's letter that materials proposed are suitable for intended application.

E. Warranty: Submit manufacturer's standard warranty.

1.05 QUALITY ASSURANCE

A. Mock-Ups:

1. Prepare field mock-up of coating for each type of surface using same materials, tools, equipment, and procedures intended for actual surface preparation and application under actual use and environmental conditions.

2. Verify effectiveness of surface preparation.

3. Verify performance of coating.

4. Verify coating adhesion to substrate(s).

5. Invite the attendance of Contractor, Architect, Applicator, Manufacturer's representative and other relevant parties to observe preparation of mock-ups and to witness adhesion test.

6. Obtain Architect, Owner, Consultant, or other authorized representative's approval of mock-ups.

7. Retain mock-ups to establish intended standards by which coating will be evaluated.

B. Pre-application Meeting: Convene a pre-application meeting two [2] weeks or as required by architect, owners agent or consultant before start of application of coating. Require attendance of parties directly affecting work of this section, including Contractor, Architect, applicator, and manufacturer's representative. Review examination, surface preparation, application, field quality control, cleaning, protection, and coordination with other work.

1.06 DELIVERY, STORAGE, AND HANDLING

A. Delivery: Deliver materials to site in manufacturer's original, unopened containers and packaging, with labels clearly identifying:

1. Product name.

2. Manufacturer.

3. Color.

4. Batch or lot number.

5. Date of manufacture.

6. Use-before date.

B. Storage:

1. Store materials in a clean, dry area indoors in accordance with manufacturer's instructions.

2. Store materials within temperature range in accordance with manufacturer's instructions.

3. Keep containers sealed until ready for use.

4. Do not use materials after manufacturer's use-before date.

C. Handling: Protect materials from damage and contamination during handling and application.

1.07 ENVIRONMENTAL REQUIREMENTS

A. Application is not recommended when the temperature is below 20° F (-7° C) or if frost or moisture is present on the surfaces to be coated.

B. Application not recommended to surfaces above 120° F (49° C). The time to complete cure of this product is dependent upon temperature and humidity. Under basic conditions [72 °F (22° C) and 50% RH] this material can attain a tack-free surface in 1-2 hours. As temperatures drop towards freezing, application should proceed with caution due to the possibility of moisture (dew, frost) on surfaces to be coated as well as longer curing times relative to application of a second or touchup coat (recoat), (and vice versa as temperatures increase).

C. When spraying GE Optic coatings in windy conditions, take precautionary measures to avoid excessive overspray. It is suggested to withhold spraying when wind speeds exceed 10 mph.

D. Prior to application, ensure that a minimum of 4 hours of adequate temperature and cure time are available when inclement weather is predicted. Contact Momentive technical services for additional time-related precautionary measure when application is proceeding under winter temperatures and conditions.

1.08 WARRANTY

A. General: Manufacturer's standard project-specific form in which manufacturer agrees to repair or replace architectural coating that demonstrates deterioration or failure within warranty period specified due to material failure under normal use.

1. Warranty Period: fifteen (15) years from date of Substantial Completion.

PART 2 - PRODUCTS

2.01 MANUFACTURER

A. Momentive Performance Materials, 260 Hudson River Road Waterford, NY 12188. Web Site www.siliconeforbuilding.com

2.02 TRANSLUCENT SILICONE ELASTOMERIC COATING

A. Basis of design Coating: GE Optic 3101 Translucent Silicone Coating.

B. Description: One-component, elastomeric, silicone, high-solids, UV resistant, coating.

C. Properties, As Supplied:

1. Density (lb/gal), WPSTM P 14: 8.17 pounds per gallon (.97 g/ml).

2. Solids Content, By Volume, WPSTM C 19: 73 percent.

3. Solids Content, By Weight, WPSTM C 19: 70 percent.

4. Tack-Free Time, WPSTM E 86: 1 to 2 hours.

5. Skin-Over Time: <30 minutes.

6. Viscosity, WPSTM C 560: 5,000 centipoises

7. Volatile Organic Content (VOC), EPA Method 24: 24 g/L.

D. Properties, As Cured:

1. Tensile Strength, ASTM D 412: 121 psi.

2. Elongation, ASTM D 412: 200 percent.

3. Vapor Permeance (10 Mils DFT) ASTM E 96 Wet Cup: 18 perms.

4. Wind Driven Rain Resistance, ASTM D6904: Pass.

E. Color: Translucent.

F. Primer: If necessary based on adhesion testing. Compatible with surfaces and coating. Approved by manufacturer. Most GE Optic coating applications do not require the use of a primer. Verify coating adhesion to substrate as specified under Field Quality Control in Section 3.4.

2.03 OPAQUE SILICONE ELASTOMERIC COATING

A. Basis of design Coating: GE SilShield* 3100 Silicone Elastomeric Coating.

B. Description: One-component, elastomeric, silicone, high-solids, UV resistant, coating.

C. Properties, As Supplied:

1. Density (lb/gal), WPSTM P14: 11.5 pounds per gallon (1.35g/ml).

2. Solids Content, By Volume, WPSTM C19: 72 percert.

3. Solids Content, By Weight, WPSTM C19: 76 percent.

4. Tack-Free Time, WPSTM E86: < 2 hours.

5. Skin-Over Time: 30 minutes.

6. Viscosity, WPSTM C560: 15,000 centipoise.

7. Volatile Organic Content (VOC), EPA Method 24: 34 g/L.

D. Properties, As Cured:

1. Tensile Strength, ASTM D412: 245 psi.

2. Elongation, ASTM D412: 395 percent.

3. Vapor Permeance (10 Mils DFT) ASTM D1653: 8.40 perms

4. Wind Driven Rain Resistance, ASTM D6904: Pass

E. Color(s): White.

F. Primer: Compatible with surfaces and coating. Approved by manufacturer. Most GE SilShield* coating applications do not require the use of a primer. Verify coating adhesion to substrate as specified under Field Quality Control in Section 3.4.

2.04 SILICONE ELASTOMERIC COATING ACCESSORIES

A. Detail Sealant: GE SilGlaze II SCS2801 and GE SCS9000 SilPruf NB.

PART 3 - EXECUTION

3.01 EXAMINATION

A. Examine surfaces to receive coating. Notify Architect/Consultant or owner's representative if conditions are not acceptable. Do not begin surface preparation or application until unacceptable conditions have been corrected.

3.02 SURFACE PREPARATION

A. Prepare surfaces in accordance with manufacturer's instructions.

B. Remove all existing sealant joints at assembly transitions as well as within stone/veneer/concrete/metal/CMU assemblies to be replaced with GE coating detail coat and compatible sealant.

C. Remove dirt, dust, oil, grease, rust, mildew, chalk, efflorescence, concrete laitance, concrete form release agents, concrete curing compounds, loose particles, other bond breaking contaminants, and unsound materials.

D. Solvents shall not be used on concrete without consulting with Momentive Technical Services. Concrete must be free of release agents, curing compounds, or other adhesion inhibiting contaminants.

E. Allow concrete and mortar to cure for a minimum of 30 days before coating.

F. Fill cracks and holes with approved patching materials and sand smooth.

1. GE Optic 3101:

a. All cracks greater than hairline width, approximately 0.8 mm (1/32 inch), must be ground out and patched with sealant or appropriate patching compound. Alternatively, cracks may be sealed by brushing in optic coating. Sealant or patching compound repairs should match the substrate color and texture as closely as possible.

b. Structural cracks of any thickness must be repaired with approved material and stabilized to prevent movement.

2. GE SilShield 3100:

a. All cracks greater than hairline width, approximately 1.5 mm (1/16 inch), must be ground out and patched with detail sealant, or an appropriate masonry patching compound.

b. Structural cracks of any thickness must be repaired with approved material and stabilized to prevent movement.

G. Protect surrounding areas and surfaces not intended to be coated from damage during surface preparation and application.

1. Misapplied uncured or partially cured coating on non-porous surfaces shall be removed by wiping with dry cloths, or cloths wet with mineral spirits followed by dry cloths. Cured coating may be removed from nonporous surfaces such as glass or metal by razor scraping. Removal from porous surfaces such as stone, concrete or wood should be attempted as described above for nonporous surfaces. It may be necessary to abrade, sandblast or sand the cleaned porous surface to remove all traces of coating residue. Plants and animal life should be removed from exposure or provided with positive protection from overspray or misapplication of coating.

2. Removal of misapplied coatings is the responsibility of the applicator.

3. After the coating is applied, the contractor shall remove all masking and other protection and clean up any remaining defacement caused by this work.

3.03 APPLICATION

A. Ensure surfaces to receive coating are clean, dry, structurally sound, and free of frost and frozen materials. As temperatures drop towards freezing, application should proceed with caution due to the possibility of moisture (dew, frost) on surfaces to be coated as well as longer curing times relative to application of a second or touchup coat (recoat).

B. Apply uniform, pinhole-free coating in separate coats (minimum two [2] coats for stone/veneer/concrete/metal and three [3] coats for CMU) at spreading rate required to achieve a total minimum dry film thickness of 0.010 inch (10 mils/254 microns) at stone/veneer/concrete/metal and a dry film thickness of 0.015 inch (15 mils/381 microns) at CMU. Apply coating in accordance with manufacturer's instructions.

1. Each application should be applied at a wet thickness of 0.07 inches (7 mils/190 microns) per coat. Wet coating thickness may be estimated by using a wet film thickness gauge. Square foot application rates are theoretical (Maximum 240 ft2/gallon per coat on a smooth surface) and are for estimation purposes only. A mockup must be applied to determine the actual coverage rate needed to provide a pinhole free film at the recommended dry film thickness.

2. The second coat may be applied when the first coat is tack free to the touch. A tack free condition will usually take at least one (1) hour at 70-80º F (21-27 º C). (Cooler temperatures will require more time. Complete cure of the coating will typically take 3-7 days and can be indicated by absence of odor.

3. Apply architectural coating from top to bottom of substrate. Work down vertical surface and cover rundown in process. Avoid excessive overlapping.

4. Apply architectural coating free of cloudiness, spotting, laps, brush marks, roller tracks, and other surface imperfections. Cut in color breaks and terminations with sharp lines.

5. Apply additional coats as required to provide cured film with uniform coverage, finish, color, and appearance.

C. At exposed sealant joints, apply detail coating to open joints prior to installing backer rod and joint sealant. Detail coating should extend to full depth of backer rod and be fully cured prior to back rod installation.

1. Backer rod to be either open cell or bi-cellular. No closed cell backer rods are to be utilized.

D. Do not dilute coating without consulting with Momentive Technical Services.

E. Keep containers closed when not in use to avoid contamination.

F. Apply primer, if required, on wood and metallic surfaces in accordance with manufacturer's instructions. Allow primer to dry before applying coating.

G. Avoid over spray of coating. Over spray and misapplied coating should be removed immediately in accordance with manufacturer's instructions while it is still uncured. Repair or replace surfaces damaged by overspray or misapplied coating as determined by Architect.

3.04 FIELD QUALITY CONTROL

A. Verify total dry film thickness of applied coating in accordance with specified requirements using a dry film gauge. Coating thickness may be verified by measuring the thickness of the cured coating piece with a micrometer.

B. Visually assess coating for film characteristics or defects that would adversely affect performance or appearance.

C. Verify coating adhesion to substrate following full cure.

1. After substrate preparation, apply one coat at 6-8 wet mils in an unobtrusive area.

2. While the coating is still wet, embed a 1" x 6" length of mesh screen / piece of gauze into the coating leaving an approximate 2" tab accessible for hand pull. Allow product to become tack-free.

3. Once the first coat is tack-free, apply a second coat at 6-8 wet mils over the mesh screen / gauze. Allow product to cure for 72 hours before performing adhesion testing.

4. Grasp the mesh screen / gauze tab and pull it away from the surface at a 90-degree angle. Pull until it tears cohesively (or releases from the surface) and photograph / document results. Good adhesion will be evidenced by breaking of coating film. Touch up adhesion test area with more coating.

5. Refer to Momentive Technical Services for any questions.

3.05 CLEANING

A. Remove temporary coverings and protection of surrounding areas and surfaces.

3.06 PROTECTION

A. Protect applied coating from rain or damage until fully cured.

END OF SECTION

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LICENSED ARCHITECT
ANDY LAU
C-39842
9/30/2025
RENEWAL DATE
STATE OF CALIFORNIA

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REV	DESCRIPTION	DATE
	CONSTRUCTION DOCUMENTS	5/15/24

Sheet Title:
SPECIFICATIONS

Job No. 2023.26
Date:
Scale: AS SHOWN

Sheet No:
AW0.01

SHEET NOTES:

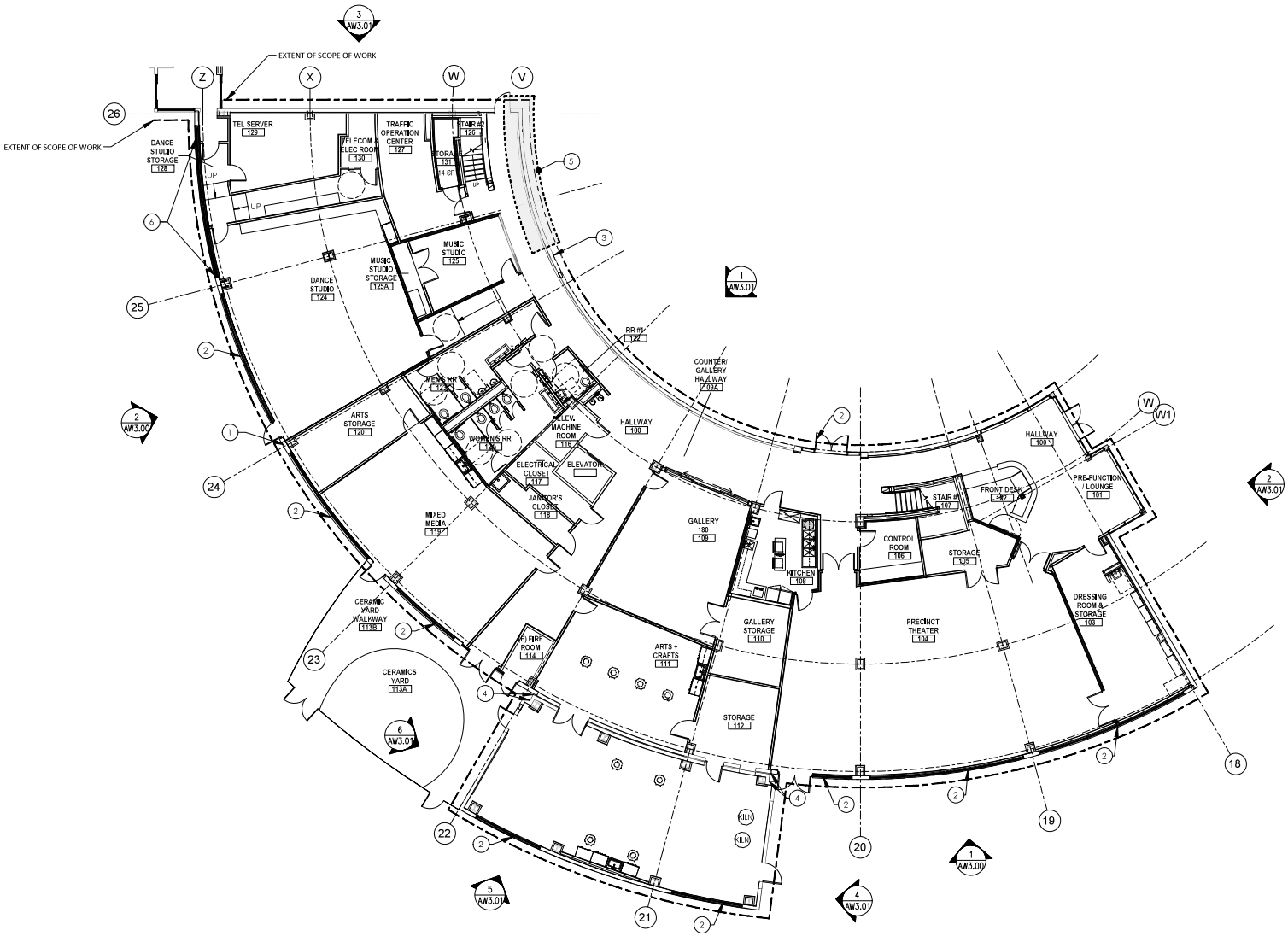
1. EXISTING FLOOR PLAN SHOWN FOR REFERENCE ONLY. ALL WORK IS LIMITED TO THE BUILDING EXTERIOR.
2. SEE EXTERIOR ELEVATIONS FOR SCOPE OF WORK NOT NOTED IN PLAN.

KEY NOTES:

1. (E) BUILDING WALL TO REMAIN
2. (E) STOREFRONT /DOOR TO BE REPLACED IN KIND
3. (E) STOREFRONT TO BE REMEDIATED IN PLACE.
4. REMOVE AND REPLACE (E) 1-2" SEALANT JOINT AT INSIDE CORNER JOINTS AT ARTS YARD BUILDING, TYP OF (2), V.I.F.
5. MOCK-UP LOCATION #1. PERFORM ALL WORK IN SCOPE AT THE EXTENT INDICATED. PERFORM WATER PENETRATION TESTING TO COVER ALL CONDITIONS FROM GRADE TO TOP OF PARAPET.
6. (E) STOREFRONT / DOOR TO BE REMOVED, REFURBISHED, AND REINSTALLED.

LEGEND

EXTENT OF PROJECT SCOPE



N

EXISTING FIRST FLOOR PLAN (FOR REFERENCE ONLY) SCALE: 1/8"=1'-0" 1

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REV	DESCRIPTION	DATE
	CONSTRUCTION DOCUMENTS	9/15/24

Sheet Title:
EXISTING FIRST FLOOR PLAN (FOR REFERENCE ONLY)

Job No. 2023.26
Date:
Scale: AS SHOWN

Sheet No:
AW2.00

SHEET NOTES:

1. EXISTING FLOOR PLAN SHOWN FOR REFERENCE ONLY. ALL WORK IS LIMITED TO THE BUILDING EXTERIOR.
2. SEE EXTERIOR ELEVATIONS FOR SCOPE OF WORK NOT NOTED IN PLAN.
3. REFER TO ARCHITECTURAL DRAWINGS FOR ROOFING SCOPE OF WORK.

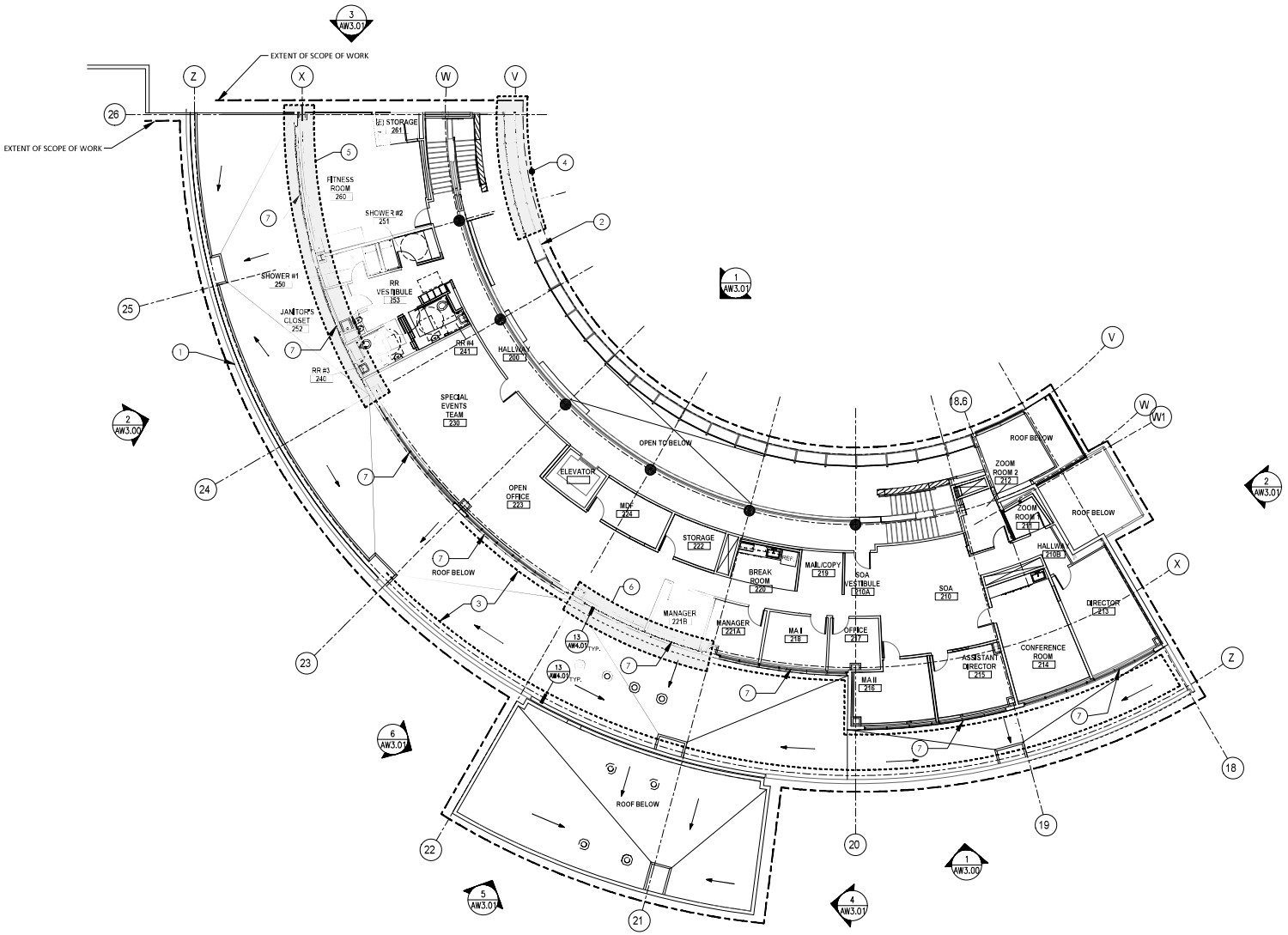
KEY NOTES:

1. (E) BUILDING WALL TO REMAIN.
2. (E) STOREFRONT TO BE REMEDIATED IN PLACE.
3. (E) CEMENT PLASTER ASSEMBLY TO REMAIN.
4. MOCK-UP LOCATION #1. PERFORM ALL WORK IN SCOPE AT THE EXTENT INDICATED. PERFORM WATER PENETRATION TESTING TO COVER ALL CONDITIONS FROM GRADE TO TOP OF PARAPET.
5. MOCK-UP LOCATION #2. PERFORM ALL WORK IN SCOPE AT THE EXTENT INDICATED. PERFORM WATER PENETRATION TESTING TO COVER ALL CONDITIONS WINDOW SILL AND ABOVE.
6. MOCK-UP LOCATION #3. PERFORM ALL WORK IN SCOPE AT THE EXTENT INDICATED. PERFORM WATER PENETRATION TESTING TO COVER ALL CONDITIONS WINDOW SILL AND BELOW.
7. (E) STOREFRONT / DOOR TO BE REMOVED, REFURBISHED, REINSTALLED.

LEGEND

EXTENT OF PROJECT SCOPE

EXTENT OF PLASTER REPAIRS



EXISTING SECOND FLOOR PLAN (FOR REFERENCE ONLY) SCALE: 1/8"=1'-0" 1

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REV	DESCRIPTION	DATE
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Sheet Title:
EXISTING SECOND FLOOR PLAN (FOR REFERENCE ONLY)

Job No. 2023.26
Date:
Scale: AS SHOWN

Sheet No:
AW2.01

SHEET NOTES:

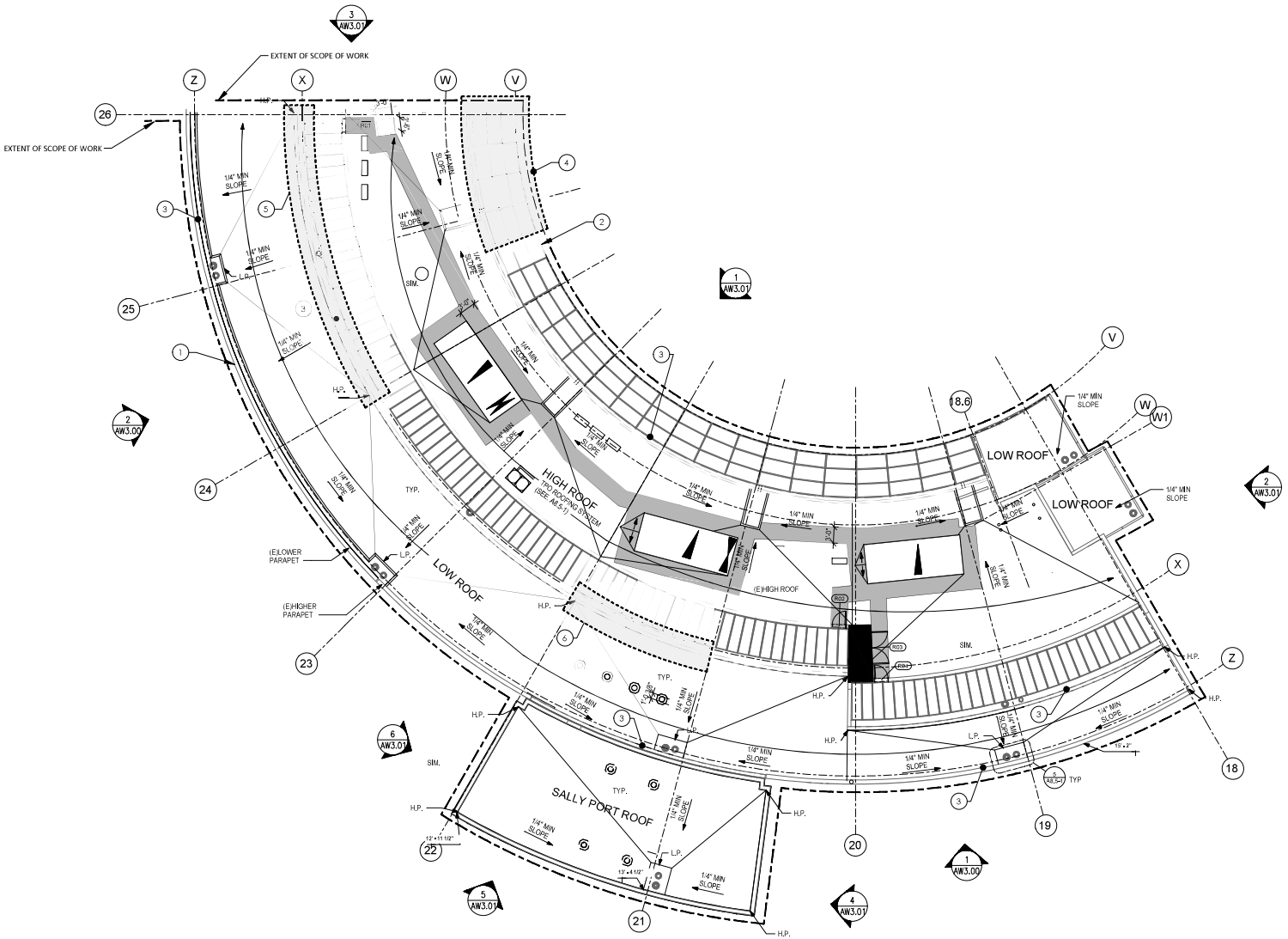
1. EXISTING FLOOR PLAN SHOWN FOR REFERENCE ONLY. ALL WORK IS LIMITED TO THE BUILDING EXTERIOR.
2. SEE EXTERIOR ELEVATIONS FOR SCOPE OF WORK.
3. SEE ARCHITECTURAL DRAWINGS FOR ROOF SCOPE OF WORK.

KEY NOTES:

1. (E) BUILDING WALL TO REMAIN
2. (E) STOREFRONT TO BE REMEDIATED IN PLACE.
3. ROOF SCOPE OF WORK IS LIMITED TO STONE AND METAL PANEL PARAPET CAPS. SEE AW4.01 FOR DETAILS.
4. MOCK-UP LOCATION #1. PERFORM ALL WORK IN SCOPE AT THE EXTENT INDICATED. PERFORM WATER PENETRATION TESTING TO COVER ALL CONDITIONS FROM GRADE TO TOP OF PARAPET.
5. MOCK-UP LOCATION #2. PERFORM ALL WORK IN SCOPE AT THE EXTENT INDICATED. PERFORM WATER PENETRATION TESTING TO COVER ALL CONDITIONS WINDOW SILL AND ABOVE.
6. MOCK-UP LOCATION #3. PERFORM ALL WORK IN SCOPE AT THE EXTENT INDICATED. PERFORM WATER PENETRATION TESTING TO COVER ALL CONDITIONS WINDOW SILL AND BELOW.

LEGEND

EXTENT OF PROJECT SCOPE



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ANDY LAU
C-39842
9/30/2025
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REV	DESCRIPTION	DATE
	CONSTRUCTION DOCUMENTS	9/1/24

Sheet Title:
EXISTING ROOF FLOOR PLAN (FOR REFERENCE ONLY)

Job No. 2023.26
Date:
Scale: AS SHOWN

Sheet No:
AW2.02

EXISTING ROOF FLOOR PLAN (FOR REFERENCE ONLY) SCALE: 1/8"=1'-0" 1

SHEET NOTES:

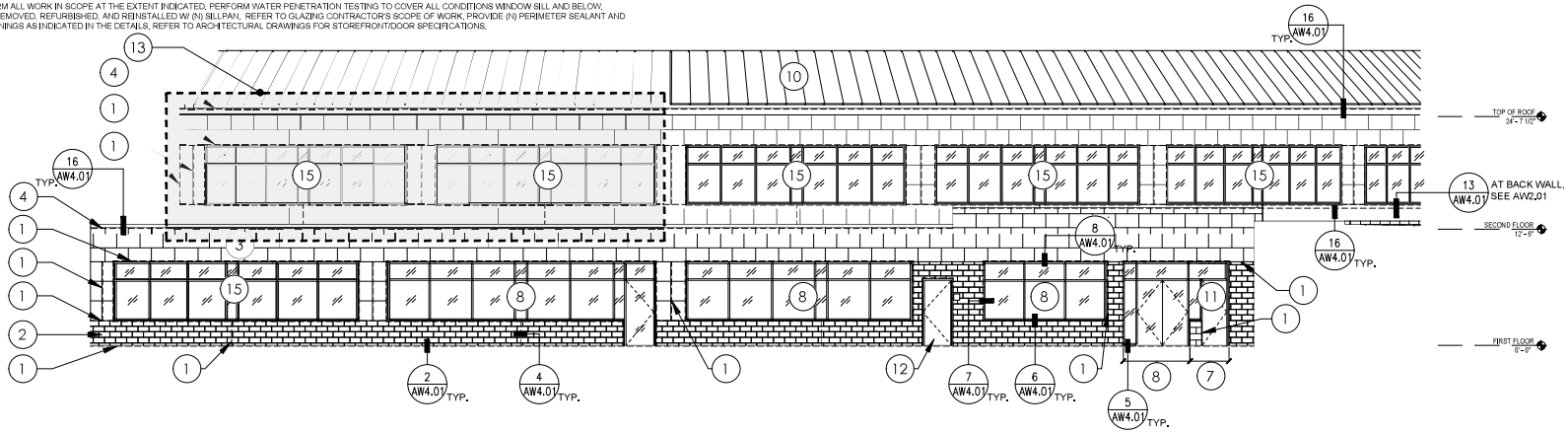
1. EXTERIOR SCOPE OF WORK IS LIMITED TO REPAIR AND/ OR REPLACEMENT IN-KIND FOR STOREFRONTS AND SEALANT BUILDING MAINTENANCE.
2. SEE WATERPROOFING SCHEDULE AND DETAILS FOR REPAIRS AND REMEDIATION. KEYNOTES ARE TYPICAL, U.O.N.
3. REFER TO ARCHITECTURAL DRAWINGS FOR ROOFING SCOPE OF WORK.

KEY NOTES:

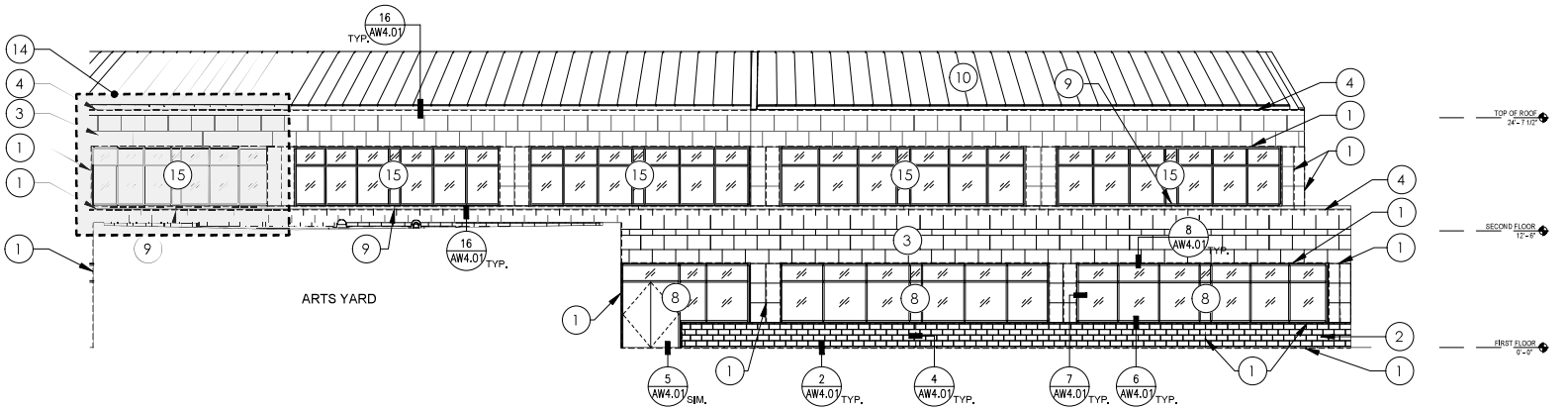
1. REMOVE ALL EXISTING SEALANT JOINTS. CLEAN AND PREP SURFACES FOR NEW SEALANT JOINTS.
2. EXISTING CMU ASSEMBLY. REMOVE ALL DETERIORATED GROUT JOINTS. CLEAN AND PREP FOR TUCKPOINTING AND COATING
3. EXISTING STONE VENEER ASSEMBLY. REMOVE ALL DETERIORATED GROUT JOINTS. CLEAN AND PREP FOR TUCKPOINTING AND COATING
4. EXISTING STONE PARAPET CAP. REMOVE ALL DETERIORATED GROUT JOINTS. CLEAN AND PREP FOR TUCKPOINTING AND COATING.
5. EXISTING METAL PANEL ASSEMBLY. REMOVE ALL EXISTING SEALANT JOINTS. CLEAN AND PREP SURFACES FOR NEW SEALANT JOINTS.
6. EXISTING METAL PANEL PARAPET CAP. REMOVE ALL EXISTING SEALANT JOINTS. CLEAN AND PREP SURFACES FOR NEW SEALANT JOINTS AND COATING.
7. EXISTING STOREFRONT TO BE REMEDIATED IN PLACE. PROVIDE NEW PERIMETER SEALANT AND SILICONE COATING AT ROUGH OPENING AS INDICATED IN DETAILS. REFER TO GLAZING CONTRACTOR'S SCOPE OF WORK FOR STOREFRONT REMEDIATION. REFER TO ARCHITECTURAL DRAWINGS FOR DOOR HARDWARE IF ANY.
8. NEW STOREFRONT/ DOOR. PROVIDE NEW PERIMETER SEALANT AND FLASHING AT ROUGH OPENING AS INDICATED IN DETAILS. REFER TO ARCHITECTURAL DRAWINGS FOR STOREFRONT/ DOOR SPECIFICATIONS.
9. REMOVE (E) SEALANT JOINT AT PLASTER BENEATH WINDOWS AND AT PARAPET WALL. SEE AW2.01 FOR EXTENT OF PLASTER.
10. EXISTING METAL ROOF TO REMAIN. NOT IN SCOPE.
11. EXISTING DOOR TO REMAIN. PROVIDE NEW PERIMETER SEALANT AND SILICONE COATING AT ROUGH OPENING AS INDICATED IN DETAILS. REFER TO ARCHITECTURAL DRAWINGS FOR (N) HARDWARE IF ANY.
12. NEW DOOR. REFER TO ARCHITECTURAL DRAWINGS.
13. MOCK-UP LOCATION #2. PERFORM ALL WORK IN SCOPE AT THE EXTENT INDICATED. PERFORM WATER PENETRATION TESTING TO COVER ALL CONDITIONS WINDOW SILL AND ABOVE.
14. MOCK-UP LOCATION #3. PERFORM ALL WORK IN SCOPE AT THE EXTENT INDICATED. PERFORM WATER PENETRATION TESTING TO COVER ALL CONDITIONS WINDOW SILL AND BELOW.
15. (E) STOREFRONT/DOOR TO BE REMOVED, REFURBISHED, AND REINSTALLED W/ (N) SILLPAN. REFER TO GLAZING CONTRACTOR'S SCOPE OF WORK. PROVIDE (N) PERIMETER SEALANT AND SILICONE COATING AT ROUGH OPENINGS AS INDICATED IN THE DETAILS. REFER TO ARCHITECTURAL DRAWINGS FOR STOREFRONT/DOOR SPECIFICATIONS.

LEGEND

CONTROL JOINT



SOUTHWEST ELEVATION SCALE: 3/16"=1'-0" 2



SOUTHEAST ELEVATION SCALE: 3/16"=1'-0" 1

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REV	DESCRIPTION	DATE
	CONSTRUCTION DOCUMENTS	5/1/24

Sheet Title:
ELEVATIONS

Job No. 2023.26
Date:
Scale: AS SHOWN

Sheet No:
AW3.00

KEY NOTES:

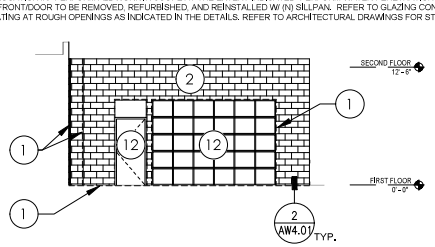
1. REMOVE ALL EXISTING SEALANT JOINTS. CLEAN AND PREP SURFACES FOR NEW SEALANT JOINTS.
2. EXISTING CMU ASSEMBLY. REMOVE ALL DETERIORATED GROUT JOINTS. CLEAN AND PREP FOR TUCKPOINTING AND COATING
3. EXISTING STONE VENEER ASSEMBLY. REMOVE ALL DETERIORATED GROUT JOINTS. CLEAN AND PREP FOR TUCKPOINTING AND COATING
4. EXISTING STONE PARAPET CAP. REMOVE ALL DETERIORATED GROUT JOINTS. CLEAN AND PREP FOR TUCKPOINTING AND COATING.
5. EXISTING METAL PANEL ASSEMBLY. REMOVE ALL EXISTING SEALANT JOINTS. CLEAN AND PREP SURFACES FOR NEW SEALANT JOINTS.
6. EXISTING METAL PANEL PARAPET CAP. REMOVE ALL EXISTING SEALANT JOINTS. CLEAN AND PREP SURFACES FOR NEW SEALANT JOINTS AND COATING.
7. EXISTING STOREFRONT TO BE REMEDIATED IN PLACE. PROVIDE NEW PERIMETER SEALANT AND SILICONE COATING AT ROUGH OPENING AS INDICATED IN DETAILS. REFER TO GLAZING CONTRACTOR'S SCOPE OF WORK FOR STOREFRONT REMEDIATION. REFER TO ARCHITECTURAL DRAWINGS FOR DOOR HARDWARE IF ANY.
8. NEW STOREFRONT/ DOOR. PROVIDE NEW PERIMETER SEALANT AND FLASHING AT ROUGH OPENING AS INDICATED IN DETAILS. REFER TO ARCHITECTURAL DRAWINGS FOR STOREFRONT/ DOOR SPECIFICATIONS.
9. REMOVE (E) SEALANT JOINT AT PLASTER BENEATH WINDOWS AND AT PARAPET WALL. SEE AW2.01 FOR EXTENT OF PLASTER.
10. EXISTING METAL ROOF TO REMAIN. NOT IN SCOPE.
11. EXISTING DOOR TO REMAIN. PROVIDE NEW PERIMETER SEALANT AND SILICONE COATING AT ROUGH OPENING AS INDICATED IN DETAILS. REFER TO ARCHITECTURAL DRAWINGS FOR (N) HARDWARE IF ANY.
12. NEW DOOR. REFER TO ARCHITECTURAL DRAWINGS. PROVIDE NEW PERIMETER SEALANT AND SILICONE COATING AT ROUGH OPENING AS INDICATED IN DETAILS.
13. MOCK-UP LOCATION #2. PERFORM ALL WORK IN SCOPE AT THE EXTENT INDICATED. PERFORM WATER PENETRATION TESTING TO COVER ALL CONDITIONS WINDOW SILL AND ABOVE.
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SHEET NOTES:

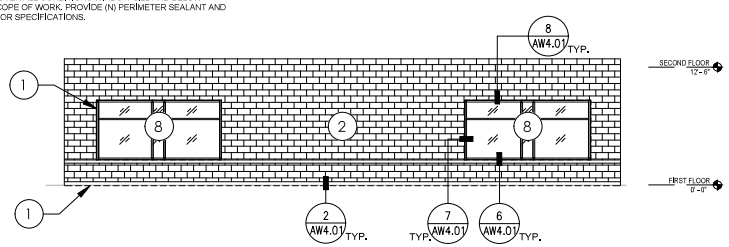
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LEGEND

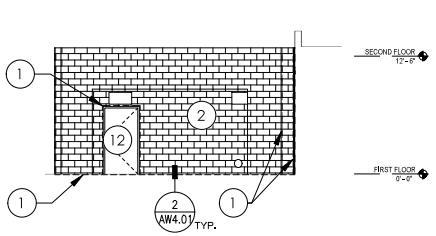
CONTROL JOINT



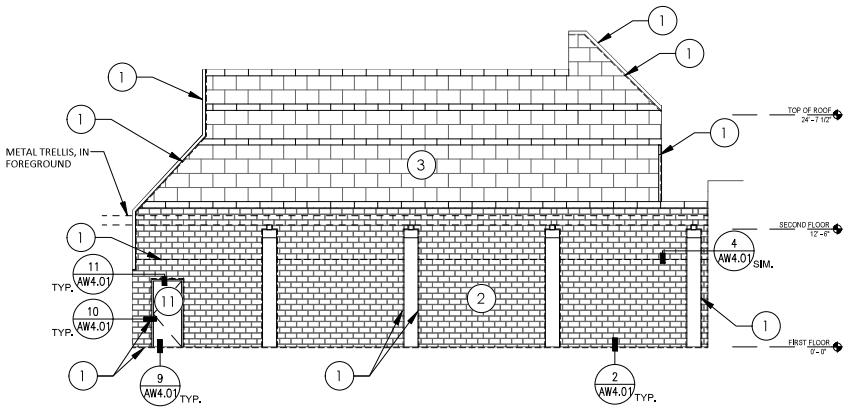
ARTS YARD WEST ELEVATION | SCALE: 3/16"=1'-0" | 6



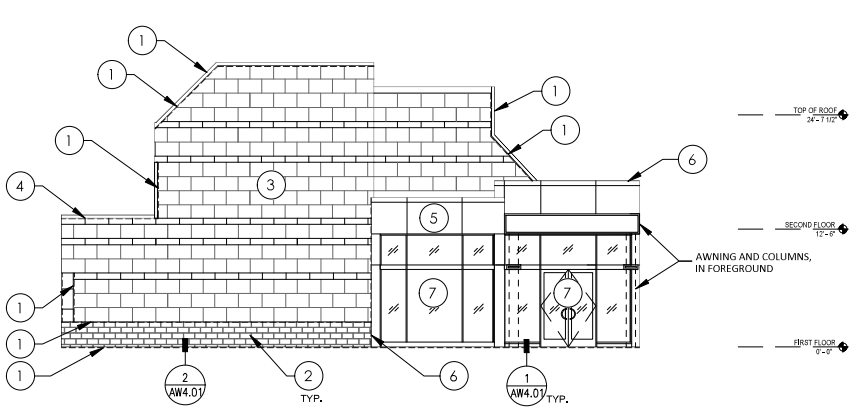
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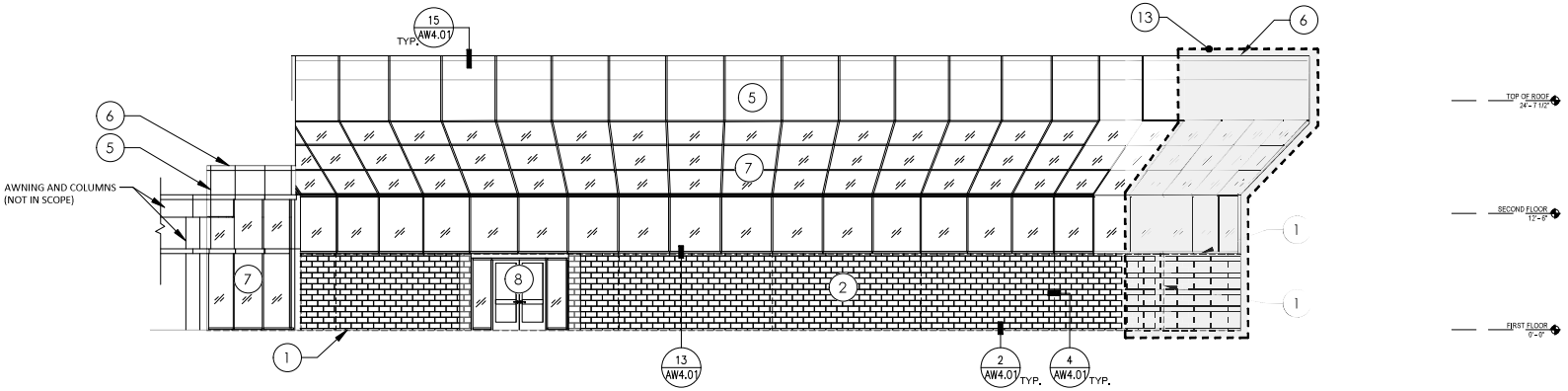
ARTS YARD EAST ELEVATION | SCALE: 3/16"=1'-0" | 4



NORTH ELEVATION | SCALE: 3/16"=1'-0" | 3



EAST ELEVATION | SCALE: 3/16"=1'-0" | 2



NORTHEAST ELEVATION | SCALE: 3/16"=1'-0" | 1

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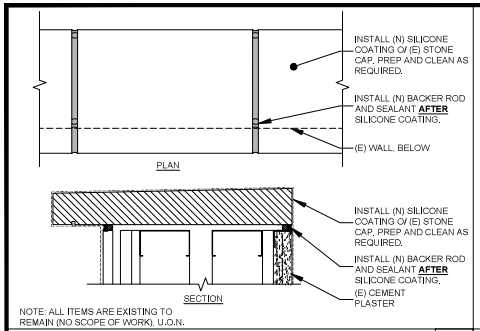
CITY OF DUBLIN CALIFORNIA

REV	DESCRIPTION	DATE
	CONSTRUCTION DOCUMENTS	9/1/24

Sheet Title:
ELEVATIONS

Job No. 2023.26
Date:
Scale: AS SHOWN

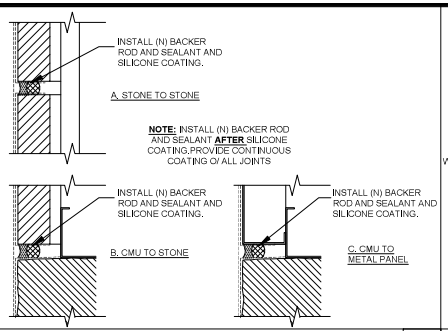
Sheet No:
AW3.01



NOTE: ALL ITEMS ARE EXISTING TO REMAIN (NO SCOPE OF WORK), U.O.N.

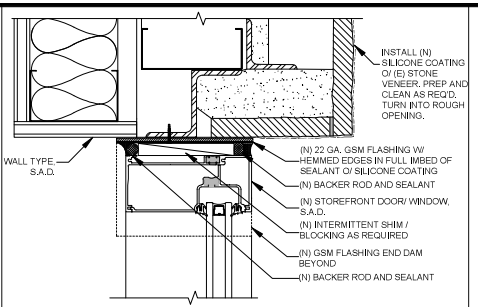
SEALANT AT PARAPET STONE CAP 16

NOT TO SCALE



SEALANT AT MATERIAL TRANSITIONS 12

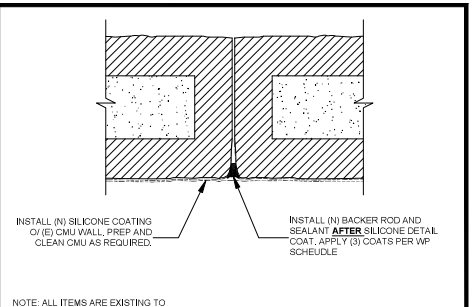
NOT TO SCALE



NOTE: ALL ITEMS ARE EXISTING TO REMAIN (NO SCOPE OF WORK), U.O.N.

NEW STOREFRONT WINDOW AT EXISTING HEADER 8

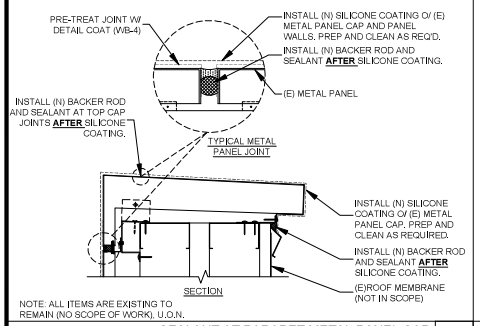
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NOTE: ALL ITEMS ARE EXISTING TO REMAIN (NO SCOPE OF WORK), U.O.N.

SEALANT AT CMU CONTROL JOINT 4

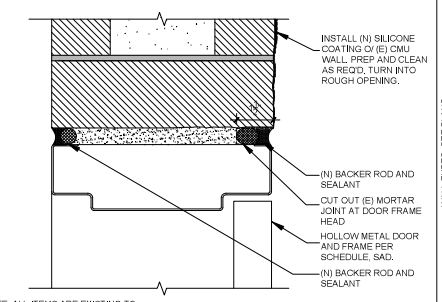
NOT TO SCALE



NOTE: ALL ITEMS ARE EXISTING TO REMAIN (NO SCOPE OF WORK), U.O.N.

SEALANT AT PARAPET METAL PANEL CAP 15

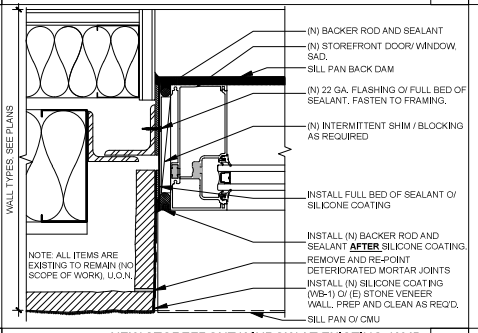
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NOTE: ALL ITEMS ARE EXISTING TO REMAIN (NO SCOPE OF WORK), U.O.N.

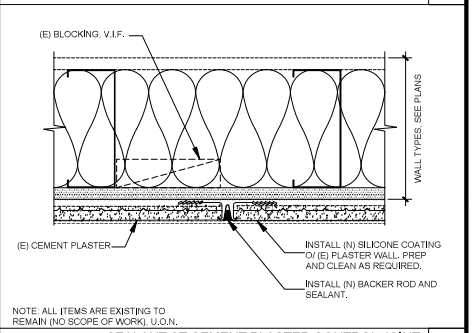
H.M. DOOR HEAD SEALANT AT EXISTING CMU WALL 11

NOT TO SCALE



NEW STOREFRONT WINDOW AT EXISTING JAMB 7

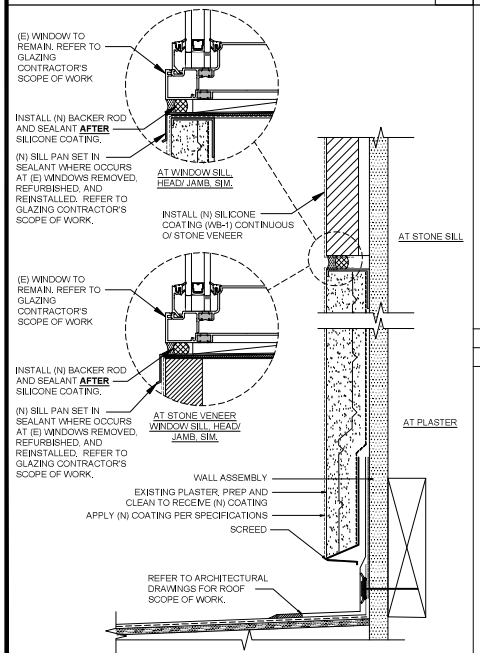
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NOTE: ALL ITEMS ARE EXISTING TO REMAIN (NO SCOPE OF WORK), U.O.N.

SEALANT AT CEMENT PLASTER CONTROL JOINT 3

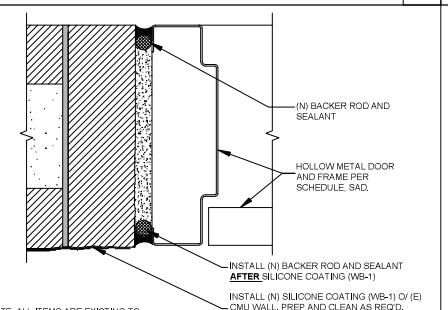
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NOTE: ALL ITEMS ARE EXISTING TO REMAIN (NO SCOPE OF WORK), U.O.N.

BASE OF PLASTER WALL TO STONE/ WINDOW SILL AT ROOF 13

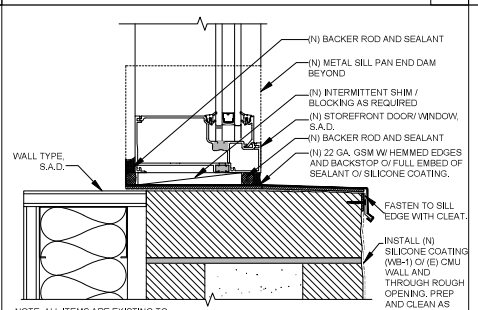
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NOTE: ALL ITEMS ARE EXISTING TO REMAIN (NO SCOPE OF WORK), U.O.N.

H.M. DOOR JAMB SEALANT AT EXISTING CMU WALL 10

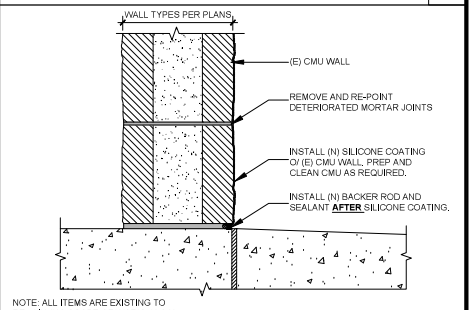
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NOTE: ALL ITEMS ARE EXISTING TO REMAIN (NO SCOPE OF WORK), U.O.N.

NEW STOREFRONT WINDOW AT EXISTING SILL 6

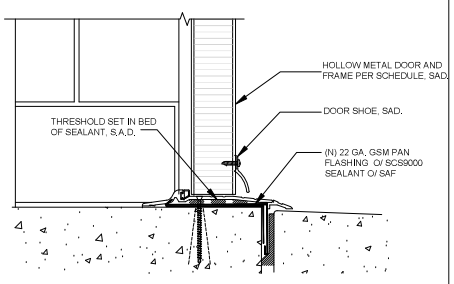
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NOTE: ALL ITEMS ARE EXISTING TO REMAIN (NO SCOPE OF WORK), U.O.N.

SEALANT AT CMU CONTROL JOINT 2

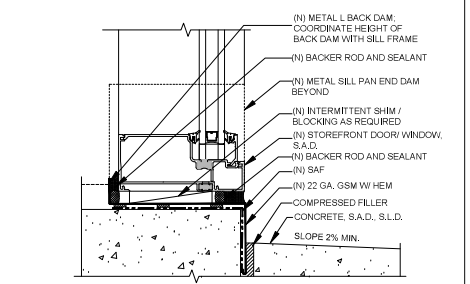
NOT TO SCALE



NOTE: ALL ITEMS ARE EXISTING TO REMAIN (NO SCOPE OF WORK), U.O.N.

H.M. DOOR THRESHOLD AT EXISTING CMU WALL 9

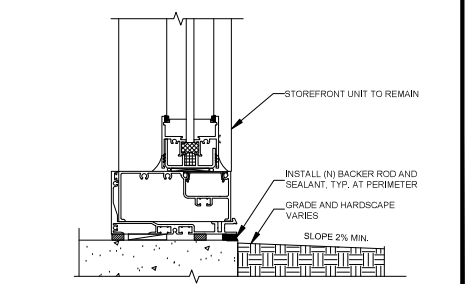
NOT TO SCALE



NOTE: ALL ITEMS ARE EXISTING TO REMAIN (NO SCOPE OF WORK), U.O.N.

NEW STOREFRONT SILL AT GRADE 5

NOT TO SCALE



NOTE: ALL ITEMS ARE EXISTING TO REMAIN (NO SCOPE OF WORK), U.O.N.

EXISTING STOREFRONT SILL AT GRADE 1

NOT TO SCALE

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NO.	DESCRIPTION	DATE
	CONSTRUCTION DOCUMENTS	9/13/24

Sheet Title:
WATERPROOFING DETAILS

Job No. 2023.26
Date:
Scale: AS SHOWN

Sheet No:
AW4.01

ATTACHMENT 2

SAMPLE AGREEMENT

**CONSULTING SERVICES AGREEMENT BETWEEN
THE CITY OF DUBLIN AND
[NAME OF PROFESSIONAL CONSULTANT]
FOR
DESIGN AND PRECONSTRUCTION PHASE SERVICES FOR THE EXTERIOR IMPROVEMENTS PROJECT UNDER THE PROGRESSIVE DESIGN-BUILD PROJECT DELIVERY METHOD**

THIS AGREEMENT for consulting services is made by and between the City of Dublin ("City") and _____ ("Consultant") (together sometimes referred to as the "Parties") as of _____, 2025 (the "Effective Date").

Section 1. SERVICES. Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to City the services described in the Scope of Work attached as Exhibit A at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

1.1 Term of Services. The term of this Agreement shall begin on the Effective Date and shall end on _____, unless the term of the Agreement is otherwise terminated or extended, as provided for in Section 8. The time provided to Consultant to complete the services required by this Agreement shall not affect the City's right to terminate the Agreement, as referenced in Section 8. Notwithstanding the foregoing this Agreement may be extended on a month to month basis for up to 6 months upon the written consent of the Consultant and the City Manager, provided that: a) sufficient funds have been appropriated for such purchase, b) the price charged by the Consultant for the provision of the serves described in Exhibit A does not increase. None of the foregoing shall affect the City's right to terminate the Agreement as provided for in Section 8.

1.2 Standard of Performance. Consultant shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Consultant is engaged.

1.3 Assignment of Personnel. Consultant shall assign only competent personnel to perform services pursuant to this Agreement. If City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Consultant shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons.

1.4 Time. Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Subsection 1.2 above and to satisfy Consultant's obligations hereunder.

1.5 **Public Works Requirements.** Because the services described in Exhibit A include "work performed during the design and preconstruction phases of construction including, but not limited to, inspection and land surveying work," the services constitute a public works within the definition of Section 1720(a)(1) of the California Labor Code. As a result, Consultant is required to comply with the provisions of the California Labor Code applicable to public works.

1.6 **Public Works Contractor Registration**. Consultant agrees, in accordance with Section 1771.1 of the California Labor Code, that Consultant or any subconsultant shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in Chapter 1 of Part 7 of Division 2 of the California Labor Code, unless currently registered and qualified to perform public work pursuant to California Labor Code section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded. No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the Department of Industrial Relations pursuant to California Labor Code section 1725.5. Consultant agrees, in accordance with Section 1771.4 of the California Labor Code, that if the work under this Agreement qualifies as public work, it is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

Section 2. COMPENSATION. City hereby agrees to pay Consultant as provided in further detail in Exhibit A-3, notwithstanding any contrary indications that may be contained in Consultant's proposal, for services to be performed and reimbursable costs incurred under this Agreement. In the event of a conflict regarding the amount of compensation between this Agreement and Consultant's proposal, the Agreement shall prevail. City shall pay Consultant for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from City to Consultant for services rendered pursuant to this Agreement. Consultant shall submit all invoices to City in the manner specified herein. Except as specifically authorized by City in writing, Consultant shall not bill City for duplicate services performed by more than one person.

Consultant and City acknowledge and agree that compensation paid by City to Consultant under this Agreement is based upon Consultant's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Consultant. Consequently, the Parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Consultant and its employees, agents, and subcontractors may be eligible. City therefore has no responsibility for such contributions beyond compensation required under this Agreement.

2.1 **Invoices.** Consultant shall submit invoices, not more often than once a month during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. No individual performing work under this Agreement shall bill more than 2,000 hours in a fiscal year unless approved, in writing, by the City Manager or his/her designee. Invoices shall contain the following information:

- Serial identifications of progress bills; i.e., Progress Bill No. 1 for the first invoice, etc.;

- The beginning and ending dates of the billing period;

- A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;

- A copy of the applicable time entries or time sheets shall be submitted showing the following:
    - Daily logs of total hours worked by each individual performing work under this Agreement
    - Hours must be logged in increments of tenths of an hour or quarter hour
    - If this Agreement covers multiple projects, all hours must also be logged by project assignment
    - A brief description of the work, and each reimbursable expense

- The total number of hours of work performed under the Agreement by Consultant and each employee, agent, and subcontractor of Consultant performing services hereunder;

- The Consultant's signature;

- Consultant shall give separate notice to the City when the total number of hours worked by Consultant and any individual employee, agent, or subcontractor of Consultant reaches or exceeds 800 hours within a 12-month period under this Agreement and any other agreement between Consultant and City. Such notice shall include an estimate of the time necessary to complete work described in Exhibit A and the estimate of time necessary to complete work under any other agreement between Consultant and City, if applicable.

2.2 **Monthly Payment.** City shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. City shall have 30 days from the receipt of an invoice that complies with all of the requirements above to pay Consultant.

2.3 **Final Payment.** City shall pay the last 10% of the total sum due pursuant to this Agreement within 60 days after completion of the services and submittal to City of a final invoice, if all services required have been satisfactorily performed.

2.4 **Total Payment.** City shall pay for the services to be rendered by Consultant pursuant to this Agreement. City shall not pay any additional sum for any expense or cost whatsoever incurred by Consultant in rendering services pursuant to this Agreement. City shall make no payment for any extra, further, or additional service pursuant to this Agreement.

In no event shall Consultant submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless the Agreement is modified prior to the submission of such an invoice by a properly executed change order or amendment.

2.5 **Hourly Fees.** Fees for work performed by Consultant on an hourly basis shall not exceed the amounts shown on the compensation schedule attached hereto as Exhibit A.

2.6 **Reimbursable Expenses.** Reimbursable expenses are specified in Exhibit A. Expenses not listed in Exhibit A are not chargeable to City. Reimbursable expenses are included in the total amount of compensation provided under this Agreement that shall not be exceeded.

2.7 **Payment of Taxes.** Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.

2.8 **Payment upon Termination.** In the event that the City or Consultant terminates this Agreement pursuant to Section 8, the City shall compensate the Consultant for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Consultant shall maintain adequate logs and timesheets to verify costs incurred to that date.

2.9 **Authorization to Perform Services.** The Consultant is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.

Section 3. FACILITIES AND EQUIPMENT. Except as set forth herein, Consultant shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement. City shall make available to Consultant only the facilities and equipment listed in this section, and only under the terms and conditions set forth herein.

City shall furnish physical facilities such as desks, filing cabinets, and conference space, as may be reasonably necessary for Consultant's use while consulting with City employees and reviewing records and the information in possession of the City. The location, quantity, and time of furnishing those facilities shall be in the sole discretion of City. In no event shall City be obligated to furnish any facility that may involve incurring any direct expense, including but not limited to computer, long-distance telephone or other communication charges, vehicles, and reproduction facilities.

Section 4. INSURANCE REQUIREMENTS. Before fully executing this Agreement, Consultant, at its own cost and expense, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant and its agents, representatives, employees, and subcontractors. Consistent with the following provisions, Consultant shall provide proof satisfactory to City of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects, and that such insurance is in effect prior to beginning work. Consultant shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Consultant's bid or proposal. Consultant

shall not allow any subcontractor to commence work on any subcontract until Consultant has obtained all insurance required herein for the subcontractor(s) and provided evidence to City that such insurance is in effect. VERIFICATION OF THE REQUIRED INSURANCE SHALL BE SUBMITTED AND MADE PART OF THIS AGREEMENT PRIOR TO EXECUTION. Consultant shall maintain all required insurance listed herein for the duration of this Agreement.

4.1 Workers' Compensation.

4.1.1 General Requirements. Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than $1,000,000 per accident. In the alternative, Consultant may rely on a self-insurance program to meet these requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the California Labor Code shall be solely in the discretion of the Contract Administrator.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the entity for all work performed by the Consultant, its employees, agents, and subcontractors.

4.1.2 Submittal Requirements. To comply with Subsection 4.1, Consultant shall submit the following:

a. Certificate of Liability Insurance in the amounts specified in the section; and

b. Waiver of Subrogation Endorsement as required by the section.

4.2 Commercial General and Automobile Liability Insurance.

4.2.1 General Requirements. Consultant, at its own cost and expense, shall maintain commercial general liability insurance for the term of this Agreement in an amount not less than $1,000,000 for claims made in the aggregate annually for all personal injury and property damage, to include liability assumed under this Agreement, the use of any licensed motor vehicle by DBE or subconsultants/subcontractors, and naming City of Dublin, its governing body, officers and employees as additional insureds. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from

activities contemplated under this Agreement, including without limitation, blanket contractual liability and the use of owned and non-owned automobiles.

4.2.2 **Minimum Scope of Coverage.** Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (most recent edition) covering comprehensive General Liability on an "occurrence" basis. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001, Code 1 (any auto). No endorsement shall be attached limiting the coverage.

4.2.3 **Additional Requirements.** Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

a. The Insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.

b. City, its officers, officials, employees, and volunteers are to be covered as additional insureds as respects: liability arising out of work or operations performed by or on behalf of the Consultant; or automobiles owned, leased, hired, or borrowed by the Consultant.

c. Consultant hereby agrees to waive subrogation which any insurer or contractor may require from vendor by virtue of the payment of any loss. Consultant agrees to obtain any endorsements that may be necessary to effect this waiver of subrogation.

d. For any claims related to this Agreement or the work hereunder, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

4.2.4 **Submittal Requirements.** To comply with Subsection 4.2, Consultant shall submit the following:

a. Certificate of Liability Insurance in the amounts specified in the section;

b. Additional Insured Endorsement as required by the section;

c. Waiver of Subrogation Endorsement as required by the section; and

d. Primary Insurance Endorsement as required by the section.

4.3 **Professional Liability Insurance.**

4.3.1 **General Requirements.** Consultant, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than $2,000,000 covering the licensed professionals' errors and omissions. Any deductible or self-insured retention shall not exceed $25,000, for all damages or losses because of errors, omissions, or malpractice arising out of the provision of professional services by DBE and DBE's subconsultants/subcontractors under this Agreement.

4.3.2 **Claims-Made Limitations.** The following provisions shall apply if the professional liability coverage is written on a claims-made form:

a. The retroactive date of the policy must be shown and must be before the date of the Agreement.

b. Insurance must be maintained and evidence of insurance must be provided for at least 3 years after completion of the Agreement or the work, so long as commercially available at reasonable rates.

c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Consultant shall purchase an extended period coverage for a minimum of 3 years after completion of work under this Agreement.

d. A copy of the claim reporting requirements must be submitted to the City for review prior to the commencement of any work under this Agreement.

4.3.3 **Submittal Requirements.** To comply with Subsection 4.3, Consultant shall submit the Certificate of Liability Insurance in the amounts specified in the section.

4.4 **All Policies Requirements.**

4.4.1 **Acceptability of Insurers.** All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.

4.4.2 **Verification of Coverage.** Prior to beginning any work under this Agreement, Consultant shall furnish City with complete copies of all Certificates of Liability Insurance delivered to Consultant by the insurer, including complete copies of all endorsements attached to the policies. All copies of Certificates of Liability Insurance and certified endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf. If the City does not receive the required insurance documents prior to the Consultant beginning work, it shall not waive the Consultant's obligation to provide them. The City reserves the right to require complete copies of all required insurance policies at any time.

4.4.3 **Deductibles and Self-Insured Retentions.** Consultant shall disclose to and obtain the written approval of City for the self-insured retentions and deductibles

before beginning any of the services or work called for by any term of this Agreement. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, employees, and volunteers; or the Consultant shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

4.4.4 **Wasting Policies.** No policy required by this Section 4 shall include a "wasting" policy limit (i.e. limit that is eroded by the cost of defense).

4.4.5 **Endorsement Requirements.** Each insurance policy required by Section 4 shall be endorsed to state that coverage shall not be canceled by either party, except after 30 days' prior written notice has been provided to the City.

4.4.6 **Subcontractors.** Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

4.5 **Remedies.** In addition to any other remedies City may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option exercise any of the following remedies, which are alternatives to other remedies City may have and are not the exclusive remedy for Consultant's breach:

- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- Order Consultant to stop work under this Agreement or withhold any payment that becomes due to Consultant hereunder, or both stop work and withhold any payment, until Consultant demonstrates compliance with the requirements hereof; and/or
- Terminate this Agreement.

Section 5. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES.

Consultant shall, to the extent permitted by law, including without limitation California Civil Code 2782 and 2782.8, indemnify, hold harmless and assume the defense of, in any actions at law or in equity, the City, its employees, agents, volunteers, and elective and appointive boards, from all claims, losses, and damages, including property damage, personal injury, death, and liability of every kind, nature and description, arising out of, pertaining to or related to the negligence, recklessness or willful misconduct of Consultant or any person directly or indirectly employed by, or acting as agent for, Consultant, during and after completion of Consultant's work under this Agreement.

With respect to those claims arising from a professional error or omission, Consultant shall defend, indemnify and hold harmless the City (including its elected officials, officers, employees, and volunteers) from all claims, losses, and damages arising from the professionally negligent acts, errors or omissions of

Consultant, however, the cost to defend charged to Consultant shall not exceed Consultant's proportionate percentage fault.

Consultant's obligation under this section does not extend to that portion of a claim caused in whole or in part by the sole negligence or willful misconduct of the City.

Consultant shall also indemnify, defend and hold harmless the City from all suits or claims for infringement of any patent rights, copyrights, trade secrets, trade names, trademarks, service marks, or any other proprietary rights of any person or persons because of the City or any of its officers, employees, volunteers, or agents use of articles, products things, or services supplied in the performance of Consultant's services under this Agreement, however, the cost to defend charged to Consultant shall not exceed Consultant's proportionate percentage fault.

Consultant shall indemnify, defend with counsel acceptable to City, and hold harmless City and its officers, elected officials, employees, agents and volunteers from and against any and all liability, loss, damage, claims, expenses, and costs (including without limitation, attorney's fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with Consultant's performance of the services called for or its failure to comply with any of its obligations contained in this Agreement, except such Liability caused by the sole negligence or willful misconduct of City.

Notwithstanding the forgoing, to the extent this Agreement is a "construction contract" as defined by California Civil Code Section 2782, as may be amended from time to time, such duties of Consultant to indemnify shall not apply when to do so would be prohibited by California Civil Code Section 2782.

The Consultant's obligation to defend and indemnify shall not be excused because of the Consultant's inability to evaluate Liability or because the Consultant evaluates Liability and determines that the Consultant is not liable to the claimant. The Consultant must respond within 30 days to the tender of any claim for defense and indemnity by the City. If the Consultant fails to accept or reject a tender of defense and indemnity within 30 days, in addition to any other remedy authorized by law, so much of the money due the Consultant under and by virtue of this Agreement as shall reasonably be considered necessary by the City, may be retained by the City until disposition has been made of the claim or suit for damages, or until the Consultant accepts or rejects the tender of defense, whichever occurs first.

Section 6. STATUS OF CONSULTANT.

6.1 Independent Contractor. At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of City. This Agreement shall not be construed as an agreement for employment. City shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subsection 1.3; however, otherwise City shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement. Consultant further acknowledges that Consultant performs Services outside the usual course of the City's business; and is customarily engaged in an independently established trade, occupation, or business of the same nature as the Consultant performs for the City and has the option to perform such work for other entities. Notwithstanding any other City, state, or federal policy, rule,

regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.

6.2 **Consultant Not an Agent.** Except as City may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

Section 7. LEGAL REQUIREMENTS.

7.1 **Governing Law.** The laws of the State of California shall govern this Agreement.

7.2 **Compliance with Applicable Laws.** Consultant and any subcontractors shall comply with all laws and regulations applicable to the performance of the work hereunder, including but not limited to, the California Building Code, the Americans with Disabilities Act, and any copyright, patent or trademark law. Consultant's failure to comply with any law(s) or regulation(s) applicable to the performance of the work hereunder shall constitute a breach of contract.

7.3 **Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.

7.4 **Licenses and Permits.** Consultant represents and warrants to City that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Consultant represents and warrants to City that Consultant and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from City.

7.5 **Nondiscrimination and Equal Opportunity.** Consultant shall not discriminate, on the basis of a person's race, sex, gender, religion (including religious dress and grooming practices), national origin, ancestry, physical or mental disability, medical condition (including cancer and genetic characteristics), marital status, age, sexual orientation, color, creed, pregnancy, genetic information, gender identity or expression, political affiliation or belief, military/veteran status, or any other classification protected by applicable local, state, or federal laws (each a "Protected Characteristic"), against any employee, applicant

for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement.

Consultant shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator or this Agreement.

Section 8. TERMINATION AND MODIFICATION.

8.1 Termination. City may cancel this Agreement at any time and without cause upon written notification to Consultant.

Consultant may cancel this Agreement upon 30 days' written notice to City and shall include in such notice the reasons for cancellation.

In the event of termination, Consultant shall be entitled to compensation for services performed to the effective date of termination; City, however, may condition payment of such compensation upon Consultant delivering to City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Consultant or prepared by or for Consultant or the City in connection with this Agreement.

8.2 Extension. City may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall require a written amendment to this Agreement, as provided for herein. Consultant understands and agrees that, if City grants such an extension, City shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the Contract Administrator, City shall have no obligation to reimburse Consultant for any otherwise reimbursable expenses incurred during the extension period.

8.3 Amendments. The Parties may amend this Agreement only by a writing signed by all the Parties.

8.4 Assignment and Subcontracting. City and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the professional reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the Contract Administrator. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the Contract Administrator.

8.5 Survival. All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Consultant shall survive the termination of this Agreement.

8.6 **Options upon Breach by Consultant.** If Consultant materially breaches any of the terms of this Agreement, City's remedies shall include, but are not limited to, the following:

8.6.1 Immediately terminate the Agreement;

8.6.2 Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement;

8.6.3 Retain a different consultant to complete the work described in Exhibit A not finished by Consultant; or

8.6.4 Charge Consultant the difference between the cost to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that City would have paid Consultant pursuant to Section 2 if Consultant had completed the work.

Section 9. KEEPING AND STATUS OF RECORDS.

9.1 **Records Created as Part of Consultant's Performance.** All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City. Consultant hereby agrees to deliver those documents to the City upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use. City and Consultant agree that, until final approval by City, all data, plans, specifications, reports and other documents are confidential and will not be released to third parties without prior written consent of both Parties.

9.2 **Consultant's Books and Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of 3 years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement.

9.3 **Inspection and Audit of Records.** Any records or documents that Subsection 9.2 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds $10,000.00, the Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of the City, for a period of 3 years after final payment under the Agreement.

Section 10. MISCELLANEOUS PROVISIONS.

10.1 **Attorneys' Fees.** If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.

10.2 **Venue.** In the event that either party brings any action against the other under this Agreement, the Parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Alameda or in the United States District Court for the Northern District of California.

10.3 **Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

10.4 **No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.

10.5 **Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the Parties.

10.6 **Use of Recycled Products.** Consultant shall prepare and submit all reports, written studies and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.

10.7 **Conflict of Interest.** Consultant may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Consultant in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*

Consultant shall not employ any City official in the work performed pursuant to this Agreement. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Section 1090 *et seq.*

Consultant hereby warrants that it is not now, nor has it been in the previous 12 months, an employee, agent, appointee, or official of the City. If Consultant was an employee, agent, appointee, or official of the City in the previous 12 months, Consultant warrants that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of California Government Code Section 1090 *et seq.*, the entire Agreement is void and Consultant will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Consultant will be required to reimburse the City for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of California Government Code

Section 1090 *et seq.,* and, if applicable, will be disqualified from holding public office in the State of California.

At City's sole discretion, Consultant may be required to file with the City a Form 700 to identify and document Consultant's economic interests, as defined and regulated by the California Fair Political Practices Commission. If Consultant is required to file a Form 700, Consultant is hereby advised to contact the Dublin City Clerk for the Form 700 and directions on how to prepare it.

10.8 **Solicitation.** Consultant agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.

10.9 **Contract Administration.** This Agreement shall be administered by the City Manager ("Contract Administrator"). All correspondence shall be directed to or through the Contract Administrator or his or her designee.

10.10 **Notices.** Any written notice to Consultant shall be sent to:

_____
_____
_____

Any written notice to City shall be sent to:

City of Dublin
Att: Michael Boitnott
100 Civic Plaza
Dublin, CA 94568

10.11 **Integration.** This Agreement, including the scope of work attached hereto and incorporated herein as Exhibit A, and the Special Conditions to this Agreement attached hereto and incorporated herein as Exhibit B represents the entire and integrated agreement between City and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral.

Exhibit A Scope of Services & Compensation Schedule/Reimbursable Expenses

10.12 **Counterparts and Electronic Signatures.** This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement. Counterparts delivered and/or signatures executed by City-approved electronic or digital means shall have the same force and effect as the use of a manual signature. Both Parties desire this Agreement to be electronically signed in accordance with applicable federal and California law. Either Party may revoke its agreement to use electronic signatures at any time by giving notice to the other Party.

10.13 **Certification per Iran Contracting Act of 2010.** In the event that this contract is for one million dollars ($1,000,000.00) or more, by Consultant's signature below Consultant certifies that Consultant, and any parent entities, subsidiaries, successors or subunits of

Consultant are not identified on a list created pursuant to subdivision (b) of Section 2203 of the California Public Contract Code as a person engaging in investment activities in Iran as described in subdivision (a) of Section 2202.5, or as a person described in subdivision (b) of Section 2202.5 of the California Public Contract Code, as applicable.

10.14 Provisions Required For Public Works Contracts Pursuant To California Labor Code Section 1720 Et Seq.

A. HOURS OF WORK:

i. In accordance with California Labor Code Section 1810, 8 hours of labor in performance of the services described in Exhibit A shall constitute a legal day's work under this contract.

ii. In accordance with California Labor Code Section 1811, the time of service of any worker employed in performance of the services described in Exhibit A is limited to 8 hours during any one calendar day, and 40 hours during any one calendar week, except in accordance with California Labor Code Section 1815, which provides that work in excess of 8 hours during any one calendar day and 40 hours during any one calendar week is permitted upon compensation for all hours worked in excess of 8 hours during any one calendar day and 40 hours during any one calendar week at not less than one-and-one-half times the basic rate of pay.

iii. The Consultant and its subcontractors shall forfeit as a penalty to the City $25 for each worker employed in the performance of the services described in Exhibit A for each calendar day during which the worker is required or permitted to work more than 8 hours in any one calendar day, or more than 40 hours in any one calendar week, in violation of the provisions of California Labor Code Section 1810 and following.

B. WAGES:

i. In accordance with California Labor Code Section 1773.2, the City has determined the general prevailing wages in the locality in which the services described in Exhibit A are to be performed for each craft or type of work needed to be as published by the State of California Department of Industrial Relations, Division of Labor Statistics and Research, a copy of which is on file in the City Public Works Office and shall be made available on request. The Consultant and subcontractors engaged in the performance of the services described in Exhibit A shall pay no less than these rates to all persons engaged in performance of the services described in Exhibit A.

ii. In accordance with California Labor Code Section 1775, the Consultant and any subcontractors engaged in performance of the services described in Exhibit A shall comply with California Labor Code Section 1775, which establishes a penalty

for each worker engaged in the performance of the services described in Exhibit A that the Consultant or any subcontractor pays less than the specified prevailing wage. The amount of such penalty shall be determined by the Labor Commissioner and shall be based on consideration of the mistake, inadvertence, or neglect of the Consultant or subcontractor in failing to pay the correct rate of prevailing wages, or the previous record of the Consultant or subcontractor in meeting applicable prevailing wage obligations, or the willful failure by the Consultant or subcontractor to pay the correct rates of prevailing wages. A mistake, inadvertence, or neglect in failing to pay the correct rate of prevailing wages is not excusable if the Consultant or subcontractor had knowledge of their obligations under the California Labor Code. The Consultant or subcontractor shall pay the difference between the prevailing wage rates and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the prevailing wage rate. If a subcontractor worker engaged in performance of the services described in Exhibit A is not paid the general prevailing per diem wages by the subcontractor, the Consultant is not liable for any penalties therefore unless the Consultant had knowledge of that failure or unless the Consultant fails to comply with all of the following requirements:

a. The contract executed between the Consultant and the subcontractor for the performance of part of the services described in Exhibit A shall include a copy of the provisions of California Labor Code Sections 1771, 1775, 1776, 1777.5, 1813, and 1815.

b. The Consultant shall monitor payment of the specified general prevailing rate of per diem wages by the subcontractor by periodic review of the subcontractor's certified payroll records.

c. Upon becoming aware of a subcontractor's failure to pay the specified prevailing rate of wages, the Consultant shall diligently take corrective action to halt or rectify the failure, including, but not limited to, retaining sufficient funds due the subcontractor for performance of the services described in Exhibit A.

d. Prior to making final payment to the subcontractor, the Consultant shall obtain an affidavit signed under penalty of perjury from the subcontractor that the subcontractor has paid the specified general prevailing rate of per diem wages for employees engaged in the performance of the services described in Exhibit A and any amounts due pursuant to California Labor Code Section 1813.

iii. In accordance with California Labor Code Section 1776, the Consultant and each subcontractor engaged in performance of the services described in Exhibit A shall keep accurate payroll records showing the name, address, social security number, work, straight time and overtime hours worked each day and week, and the actual

per diem wages paid to each journeyman, apprentice, worker, or other employee employed in performance of the services described in Exhibit A. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following:

a. The information contained in the payroll record is true and correct.

b. The employer has complied with the requirements of California Labor Code Sections 1771, 1811, and 1815 for any work performed by the employer's employees on the public works project.

The payroll records required pursuant to California Labor Code Section 1776 shall be certified and shall be submitted directly to the Labor Commission, and available for inspection by the Owner and its authorized representatives, the Division of Labor Standards Enforcement, the Division of Apprenticeship Standards of the Department of Industrial Relations and shall otherwise be available for inspection in accordance with California Labor Code Section 1776.

iv. In accordance with California Labor Code Section 1777.5, the Consultant, on behalf of the Consultant and any subcontractors engaged in performance of the services described in Exhibit A, shall be responsible for ensuring compliance with California Labor Code Section 1777.5 governing employment and payment of apprentices on public works contracts.

v. In case it becomes necessary for the Consultant or any subcontractor engaged in performance of the services described in Exhibit A to employ for the services described in Exhibit A any person in a trade or occupation (except executive, supervisory, administrative, clerical, or other non-manual workers as such) for which no minimum wage rate has been determined by the Director of the Department of Industrial Relations, the Consultant or subcontractor shall pay the minimum rate of wages specified therein for the classification which most nearly corresponds to services described in Exhibit A to be performed by that person. The minimum rate thus furnished shall be applicable as a minimum for such trade or occupation from the time of the initial employment of the person affected and during the continuance of such employment.

SIGNATURES ON FOLLOWING PAGE

The Parties have executed this Agreement as of the Effective Date. The persons whose signatures appear below certify that they are authorized to sign on behalf of the respective Party.

CITY OF DUBLIN

Colleen Tribby, City Manager

Attest:

Marsha Moore, City Clerk

Approved as to Form:

City Attorney

[NAME OF CONSULTANT]

[NAME, TITLE]

Consultant's DIR Registration Number
(if applicable)

EXHIBIT A

SCOPE OF SERVICES
COMPENSATION SCHEDULE & REIMBURSABLE EXPENSES

The City of Dublin intends to repair, replace, and improve the exterior building envelope on several City buildings to modernize facilities and perform needed maintenance. These improvements include waterproofing, glazing, exterior painting, and roofing.

5. Civic Center Waterproofing
   The Civic Center complex was constructed in the late 1980's, and with time has experienced water intrusion and routine aging of the components of its exterior envelope, including the exterior tile wall system, and exterior window and skylight systems. In 2024, the City retained Axis Building Envelope Design to prepare design documents for this repair work for the western wing of the Civic Center complex, which are attached here as Project Criteria Documents describing the scope of work for the Civic Center Waterproofing portion of the project.

   The scope of work is to perform this work for the entire Civic Center complex (it does not include the Library at the southern part of the site). The scope of work includes phasing, staging, and protecting the work, and occupants of, the Civic Center complex which will remain operational during the project.

6. Roofing
   The scope of work also includes roofing replacement at several City buildings, as part of routine roof replacement and maintenance.

7. Exterior Painting
   The scope of work includes exterior painting and related minor repairs at several City buildings to maintain the structures' appearance and to prevent damage caused by moisture infiltration.

8. Minor Exterior Repairs and Replacement Prior to Painting
   The scope of work includes repair work, most to be executed prior to exterior painting, to a number of facilities. This work includes stairways, skylights, stonework, decking, siding, windows, etc.

A. Overview and General Requirements

   1. City intends to design and construct exterior building upgrades to City of Dublin buildings and facilities as more fully described below. Professional design skills and preconstruction services are essential for the proper and satisfactory execution of this project. For this reason, City is entering into this Agreement with Consultant.

   2. As provided in Section 1.3 of the Agreement, Project Personnel, subconsultants/subcontractors retained by Consultant must be authorized in advance, in writing by City's Department Head. Consultant shall direct tasks and activities of its authorized subconsultants/subcontractors and ensure that the tasks, activities and/or products required by this Agreement are completed in a timely manner and in accordance with the applicable standard of care for the given subconsultant/subcontractor. Notwithstanding the authorization for work to be performed by a particular subconsultant/subcontractor, Consultant is solely responsible for the performance of all services and delivery of all products under this Agreement.

3. Work shown or specified in reports, drawings, and specifications must comply with all requirements of the City of Dublin Municipal Code, applicable State and Federal codes and regulations, and the local fire district and utility companies or districts having jurisdiction over the project or area in which the project is located.

Project Description

Civic Center Exterior Envelope:

9. Storefront/glazing:
   e. Remove and replace original storefront and sloped glazing in kind, size and location. Install liquid-applied flashing at rough openings and galvanized sheet metal (GSM) flashing in full sealant embed. Install backer rod and Sealant at rough opening perimeter

   f. At existing storefront to remain, remove and replace sealants at storefront rough opening perimeter. Install Backer rod and sealant following liquid-applied at rough openings.

   g. Alternatively, remove and replace all storefront units in kind, size and location. Install liquid-applied flashing at rough openings and GSM flashing. Install backer rod and sealant at rough opening perimeter.

   h. Work at new storefront work installed as part of the current Cultural Arts Center project is excluded.

10. Remove and replace backer rod and sealant at vertical control joints at concrete masonry unit (CMU) wall and stone veneer. Remove and replace backer rod and sealant at base of exterior wall and horizontal sealant between CMU and stone veneer. Install silicone coating over CMU.

11. At second floor exterior building walls and inside face of parapet, remove and replace sealant joints. Route and seal open cracks up to 1/8" wide. Install silicone coating over plaster.

12. At existing metal panels, remove and replace sealant joints at walls, cladding transitions and parapet caps. Install Silicone coating over metal panel parapet coping.

13. At stone parapet caps remove and replace 100% joint backer rod and sealant.

14. Remove and replace deteriorated mortar joints at stone and CMU walls and stone parapet caps. Inspect joints in field and replace deteriorated joints as required. Tuckpoint with in-kind mortar grade, strength, texture and color.

15. Prepare and clean all exterior surfaces and install silicone coating at stone veneer, CMU and plaster surfaces. Install silicone coating over all parapet caps. Provide final construction-grade cleaning following approved punchlist.

16. All penetrations to have sealant removed, annular space cleaned, and detail coated with silicone coating. Install backer rod and sealant.

Roofing:

8. Heritage Museum & Storage Building: architectural asphalt shingle & gutter replacement

9. Old St. Raymond Church: 3-tab asphalt shingle
10. Kolb House: add period correct gutters and downspouts (likely wood) and SD to collect downspout runoff.
11. Sunday School Barn: add period correct gutters and downspouts (likely wood) and SD to collect downspout runoff
12. Senior Center: TPO at all roofs except standing seam. Standing seam roof should be evaluated and determine if repairs are warranted (note flat roof has solar panels).
13. Fire Station 16: TPO flat roof (note flat roof has solar panels). Standing seam roof should be evaluated and determine if repairs are warranted.
6. Library: Water testing and remediation leaks at the following:
    1) Standing seam roofing
    2) Gutters
    3) PV solar attachments

Minor Exterior Repairs and Replacement Prior to Painting

6. Kolb House *
    - Repointing the brick chimney
    - Repairs/restore to historic window
    - Repairs to horizontal wood siding
    - Repairs to wood decking
7. Old St. Raymond's Church *
    - Replace wooden ramp walking surface
    - Repairs to wood decking/stairs
8. Museum/Schoolhouse *
    - Replace wooden ramp walking surface
    - Repairs to wood decking/stairs
    - Door and window repair/restore
    - Repairs to horizontal wood siding
9. Civic Center City Hall
    - Replacement of five skylights
10. Wave
    - Replacement of cracked fiber cement horizontal siding
14. Library
    - Stone wainscoting recaulking and sealing

* Work on historic buildings will need to comply with The Secretary of the Interior's Standards for the Treatment of Historic Properties.

Painting:

This project will include exterior painting and repair work at the following locations:
8. Heritage Museum
9. Old St. Raymond's Church
10. Kolb House
11. Senior Center
12. Fire Stations 16, 17, and 18
13. The Wave Waterpark and Aquatic Center
14. Dublin Public Library

For this Project, the City will utilize a Progressive Design-Build procurement method wherein a single entity will provide both the design and construction of the Project pursuant to Public Contract Code section 22172.

B. Time

Consultant understands and agrees that time is of the essence in this agreement and that the services shall start immediately upon full execution of this Agreement. Consultant shall perform the services expeditiously and with the adequate forces and shall complete the services within the time specified in Sections 3 and 13 of this Agreement.

C. Scope of Services

The Scope of Services for this Agreement only includes services during the Preconstruction Phase. The Preconstruction Phase is defined as the period following the award and execution of this Agreement to a Consultant for a progressive design-build project in which the Consultant completes the necessary design activities and any preconstruction activities to produce a Guaranteed Maximum Price (GMP).

Services include, but are not limited to, providing design services, preconstruction services, project management services, labor, hazardous materials assessment as required, limited destructive field investigations if needed, coordination, materials, tools, and equipment as necessary to produce a GMP.

DEFINITIONS

The following terms are used throughout Exhibit A and are defined as follows:

Agreement: The written and executed document known as the Agreement by and between Consultant and City, together with those Contract Documents identified therein and any Change Orders or Amendments thereto made in writing, signed by the parties, and approved as required. The terms Agreement and Contract are used interchangeably throughout this document.

Contract Documents: The Contract Documents form the Contract for the Project and consist of the Agreement, together with those documents set forth in the Agreement and any Change Orders or Amendments thereto made in writing, signed by the parties, and approved as required.

Design-Build: A project delivery process in which both the design and construction of a project are procured from a single entity.

Design-Build Budget: The budget amount established by the City that represents the total cost for the Project, including the cost to perform all activities necessary to complete the Preconstruction Phase and the Final Design and Construction Phase.

Design-Build Entity (DBE): A partnership, Limited Liability Company, joint venture, corporation, or other legal entity that is able to provide appropriately licensed contracting, architectural, and engineering services as needed pursuant to a Design-Build Contract.

Final Design and Construction Phase: The remaining design and preconstruction activities necessary after the Preconstruction Phase, and all construction activities necessary to complete construction and closeout of a Progressive Design-Build Project.

Guaranteed Maximum Price (GMP): The maximum payment amount agreed upon by the City and the DBE for the DBE to finish all remaining design, preconstruction, and construction activities to complete and close out the Project.

Preconstruction Phase: The period following the award of a contract to a DBE for a progressive design-build project in which the DBE completes necessary design activities and any preconstruction activities to produce a GMP.

Progressive Design-Build: A project delivery process in which both the design and construction of a project are procured from a single entity that is selected through a qualification-based selection at the earliest feasible stage of the project.

Project Criteria: The information that describes the scope of a proposed design-build Project and includes, but is not limited to: the size, type, and design character of the buildings and site; the required form, fit, function, operational requirements, and quality of design, materials, equipment, and workmanship; and, any other information deemed necessary to sufficiently describe the City's needs. Project Criteria may include concept drawings, including schematic drawings or architectural renderings, that are prepared in the detail necessary to sufficiently describe the City's needs.

PRECONSTRUCTION PHASE

A. GENERAL

1. The Scope of Services includes, but is not limited to, providing design services, preconstruction services, project management services, labor, hazardous materials assessment as required, limited destructive field investigations if needed, coordination, materials, tools, and equipment as necessary to produce a GMP and to complete the Preconstruction Phase of the Project.

2. Consultant shall perform all services identified herein, together with any related services necessary to achieve the standard of care and workmanship required by the terms of the Agreement.

3. Consultant shall certify that all Design Submissions, construction documents, or other related project documents are coordinated with all contributing subcontractors and consultants, whether they are contracted directly with the Consultant or not and must ensure quality assurance.

4. Necessary accommodations must be made to ensure the facility's operations and activities are minimally impacted during the design and Preconstruction Phase activities.

B. BASIC SERVICES

Consultant agrees to provide all services required by and in accordance with the Scope of Services, and such related and incidental services which are necessary to meet its obligations. Such services include those professional services of an architectural, engineering, or land surveying nature, as well as incidental services that members of these professions and those in their employ may logically or justifiably perform. Such services shall be performed in phases, with each succeeding phase begun only upon authorization to proceed given by City.

Consultant shall:

1. Consult, as necessary, or as directed by City, with representatives of City relative to the development of Guaranteed Maximum Price (GMP), design and construction of the Project.

2. Consultant shall fully cooperate and coordinate with other consultants to facilitate performing their respective agreements and shall not commit any act that will interfere with the performance of the work of any other consultant or City employee. City may undertake or award other agreements for the design, coordination or construction management of other work related to the Project.

3. Field check existing conditions as required to complete the work of this Agreement. All field checks of existing conditions shall be documented by means of a report. The report must identify the existing conditions found and list recommendations or plans of action.

4. Contract for, at Consultant's expense, Subconsultants/Subcontractors to the extent deemed necessary for design of the Project including mechanical, electrical, structural, and civil engineers (licensed as such by the state of California), industrial designers, and all other Subconsultants/Subcontractors necessary for development of the Project. The names of said Subconsultants/Subcontractors shall be submitted to City for approval prior to commencement of work. Personnel provided shall be consistent with personnel identified in Consultant's Statement of Qualifications dated _____. City reserves the right to reject the use of any Subconsultant/Subcontractor.

5. Be responsible for the professional quality, technical accuracy and the coordination of all analyses, reports, studies, surveys, plans, designs, drawings, specifications, and other deliverables and services provided by the Consultant under this Agreement. The Consultant shall, without additional compensation, correct or revise any errors or omissions, and incorporate responses to City review comments in provided deliverables until the deliverables are accepted by City.

   Documents shall be prepared in full compliance with all applicable building codes, ordinances, and other requirements of regulatory authorities. The documents produced shall, at a minimum, comply with all applicable California State Building Codes, to include, but not be limited to, Title 8 (Industrial Relations), Title 15 (Crime Prevention and Corrections), Title 17 (Public Health), and Title 24 (Building Standards).

6. Prepare all documents for licenses or permits for facilities under Consultant's design that may be required to comply with Federal or State regulatory agencies' laws, codes and regulations, and City ordinances. City will be responsible for payment of all applicable licensing or permit fees during the Preconstruction Phase.

7. Use design drawings, specifications or calculations provided by City, when requested by City to do so. Unless otherwise directed in writing, Consultant shall review for correctness and completeness such designs and any other design data, drawings, specifications, and calculations provided by City. Consultant shall correct any errors or omissions as approved by City and shall be responsible therefore to the same extent as if such materials had been provided by Consultant under this Agreement. Consultant may be provided with applicable change orders, proposed change orders, clarifications, and data from previous projects. Consultant shall incorporate all pertinent material as approved by City into the new drawings and specifications. If Consultant has provided design services to City on previous projects and has designs similar to components of this Project, which are in Consultant's charge, upon approval of City, Consultant shall modify and reuse those existing designs as much as possible.

8. Provide sufficient design and engineering data to City in the time specified to enable design compatibility with other consultants, which may be employed on this Project.

9. Consultant, unless otherwise mutually agreed, shall be the main point of contact for permitting through the applicable approving agencies and authorities having jurisdiction.

C. PROJECT SCHEDULE

1. Consultant will provide a Baseline Project Schedule, representing all tasks necessary to complete the Project within the Project durations as outlined in the Request for Qualifications from Design-Build Entities for a Progressive Design-Build for the City of Dublin Exterior Improvements Project dated _____ (Part III. B Preliminary Project Schedule). The schedule shall include tasks for the Preconstruction Phase and the Final Design and Construction Phase.
    a. The schedule shall utilize the Critical Path Method.
    b. The Baseline Project Schedule must include a summary of milestone tasks by all parties, regulatory and City approvals, reasonable durations for document review, risk, affecting the Project, phases of construction, significant milestones, and consultant/contractor selection.

2. Consultant and City agree to establish and define specific milestones and phases for review and approval throughout the design process to ensure a continuous flow of work in alignment with the progressive design build process.

3. Consultant shall report proactively on potential schedule impacts and recommend potential solutions to schedule problems.

4. The Schedule shall be updated and submitted to the City, no less than monthly.

5. Each schedule shall be submitted in the format and method approved by the City.

6. The Consultant shall utilize Primavera Project Planner for Windows software (P6) by Primavera Systems, Inc., unless the City's Representative approves otherwise. Consultant shall provide request and description of any alternative scheduling program to City for approval.

7. The Consultant shall review the Project Schedule with the City's Representative regularly and notify the City of potential schedule risks in a Risk Matrix developed by Consultant and approved by City.

8. Consultant shall actively evaluate the schedule and identify schedule efficiencies. When schedule efficiencies are identified, Consultant shall recommend modifications to the schedule that would expedite Project completion including Preconstruction Phase.

9. Consultant shall use this schedule to plan and conduct the work and shall submit an update with each submittal of a fee invoice.

D. COST CONTROL MANAGEMENT

1. As an initial task, the Consultant, shall review the Design-Build Budget and determine if it is sufficient to plan, design and construct the Project. The Consultant shall submit the initial budget review within 14 days of the NTP.

a. The Consultant shall prepare a cost estimate and evaluate the estimate against the Design-Build Budget and recommend, if necessary, the appropriate action to avoid potential cost overruns.

2. The Consultant shall monitor the budget as compared to the Project scope throughout the Preconstruction Phase.

3. Consultant shall recommend potential Project savings to the City.
    a. Recommendations for proposed savings shall be accompanied by a firm quote and shall include any applicable additional services required due to the changes, and any required changes to the schedule.
    b. Cost proposals for Project savings shall be as proposed by the Consultant and approved by the City. Acceptance of a suggested savings will be determined at the sole discretion of the City.

4. The Consultant shall establish target cost values for the components of the Project in accordance with Association of the Advancement of Cost Engineering (AACE). Tracking of those values shall be reported in a format approved by the City.
    a. If changes are suggested to the Project scope that may cause Project cost overruns, Consultant shall notify the City in writing as part of the regular project meetings.

5. Consultant shall make estimating information regularly available to the City so that the City can consider cost wherever possible throughout the planning, development, and design of the Project.
    a. Cost Estimates will be required during preconstruction with detail consistent with that level of development defined by the AACE Cost Estimate Classification System. (Class 1 detailed unit cost with detailed take off)
    b. The Consultant shall submit cost estimates no less than every four weeks.

6. If the Consultant identifies potential cost overruns, Consultant shall notify the City as part of regular development and coordination meetings.

E. MEETINGS AND CONFERENCES

1. The meetings and conferences listed should be considered as minimum recommendations and convey the City's interest in their content and purpose. The Consultant should expand and modify as appropriate.

2. During the Preconstruction Phase, the Consultant shall provide an outline for meetings and conferences, processes and procedures, and how they will be incorporated and utilized in the Project.

3. Project Kickoff Conference: The objective of this meeting is to introduce the Project team members, confirm understandings, roles, responsibilities, schedules, emergency contacts, partnering, neighborhood awareness and outreach, and to review the procedural requirements of the Project as established by the contract requirements and the PMP. The Consultant will conduct the Project Kickoff Conference within 14 calendar days after the Notice to Proceed. It will be attended by the Consultant, the City's Project team, including the Construction Project Manager, and others as appropriate. The Consultant will, with input from the Construction Project Manager, prepare the agenda. The Consultant will prepare and distribute the meeting minutes no later than three business days after the meeting is held. The City shall be a participant in all meetings.

4. Design Meetings: The objective of these meetings is to proactively facilitate the Consultant's liaison with the City's Project team and subconsultants for the purposes of design discussion during schematic design, design development, completion of design development and construction documents, and to establish a mutually acceptable review procedure. These meetings shall also serve to review and affirm modifications to existing building systems and identify design clarifications prior to development of the construction documents. These meetings are to be held at a mutually agreed upon location. Consultant shall meet at least weekly with City, City representatives, and consultants and provide such information as necessary to inform City of the Project design status and obtain City input and approval regarding design issues. Attendees shall include appropriate members of the Consultant, City, and others, as appropriate. Consultant will prepare and distribute the agenda and minutes. Meetings will include an overview of the Consultant's look ahead schedule. Meeting minutes to be distributed no later than three business days after such meeting is held.

5. Weekly Progress Meetings: The objective of these meetings is to review and monitor progress, procedures, issues, schedules, and other concerns/issues of the Project. Attendees shall include appropriate members of the Consultant, City, and others, as appropriate. City's Construction Project Manager will prepare and distribute the agenda and minutes. Meetings will include an overview of the Consultant's look ahead schedule.

6. Payment Application Meeting: Each month the Consultant shall attend a payment meeting with the City's Representative to agree on the percentage of the work completed during the current month to establish an amount to be requested in the Application for Payment.

7. Contractor shall attend meetings for each phase of work as required below and submit to the City meeting minutes for all Consultant lead meetings in a format acceptable to the City.

8. Consultant shall set up a preliminary meeting, as applicable, with: the City of Dublin Building Department, Alameda County Fire Department (ACFD), East Bay Municipal Utility District (EBMUD), Pacific Gas and Electric (PG&E), AT&T, and Comcast to review submittal requirements, project scope, proposed schedule, and review the permit process.
    a. The Consultant shall attend pre submittal review meetings with the ACFD in the Preconstruction Phase and shall present the fire and life safety code analysis and design approaches to ACFD for preliminary review.
    b. The Consultant shall schedule a kickoff meeting with PG&E in the Preconstruction Phase and shall present the power and gas design approaches to PG&E for preliminary review.

F. PERIODIC REPORTS

1. The Contractor will cooperate with the City and assist in preparing monthly/periodic Project reports required by the City, its committees, or community based organizations as determined by the City.

2. On a monthly basis, the City's Construction Project Manager shall produce a Monthly Report that updates the City on the work accomplished during the prior monthly period. The Consultant shall provide information (e.g., design progress, project cost including status of estimating and value engineering efforts, schedule updates, project issues that may impact cost/schedule) as necessary to include in the Monthly Report.

G. ENVIRONMENTAL HAZARD PLAN

1. The Consultant shall develop a plan for communication and coordination with the City to mitigate and control environmental hazards that may be encountered during the Project.

2. Establish site specific procedures for the responsible management of hazardous materials and waste involved in the construction of the Project from points of generation to ultimate disposition.

3. The plan should include the hazardous materials abatement in the demolition plans.

H. SITE INVESTIGATIONS

1. Consultant shall perform any necessary site investigations, surveys, and studies to thoroughly verify all known site conditions, identify unknown conditions, and collect information and data necessary to develop the GMP for the Project.

2. When required for site investigation, Consultant shall locate and protect control points prior to starting the investigations and preserve permanent reference points throughout the Project and shall require the engineer or surveyor to replace control points which become lost or destroyed.

3. Any destructive testing or exploration as required during the Preconstruction Phase will need to be patched and/or repaired to the original condition unless directed otherwise by the City. Provide photo documentation of the original condition prior to the destructive investigation work.

I. DESIGN

1. The Consultant shall meet with the City to review the design process required to meet the project critical success factors and criteria requirements. Process shall address the operational needs of the facility, need for stakeholder reviews, phasing, and lead times required to complete the work within the Project schedule.

2. Validation Period: Prior to start of design, Consultant and City will engage in a validation period to identify potential project risks and establish early alignment on cost, schedule and scope. Outcomes include establishing the following:
    a. Target Budget
    b. Target Scope
    c. Target Schedule
    d. Deferred Scope not included in Target Scope

3. Consultant shall work with the City to identify all stakeholders and their level of engagement for design during Preconstruction.

4. The City's Representative shall support coordination with stakeholders.

5. The Consultant shall provide design services that will best achieve the City's needs, function, quality, performance, and to confirm the Design Build Budget and schedule.

6. The Consultant shall hold meetings with the City, City representatives, consultants and stakeholders as needed to develop a design that is approved by the City.

7. The Consultant shall incorporate approved items and processes from the City of Dublin's Department of Public Works as applicable (Exhibit A-1).

8. The Consultant shall create a Responsibility Matrix including fixtures, furnishings, and equipment.

9. The design must reflect the requirements of the City, all stakeholders, and end users. The City, City Representatives, and consultants will review the design and provide comments. Consultant shall reconcile or incorporate all City, City Representatives, and consultants' comments until accepted by the City.

10. Contractor shall identify any subsequent required environmental permits and clearances, and prepare permit applications and provide technical information for securing such permits or clearances. This shall include the development and implementation of Best Management Practices (BMPs) for dust control, hazardous material abatement, and sediment control consistent with California Storm Water Quality Association (CASQA) Best Management Practice Handbook, Storm Water Pollution Prevention Plan, Storm Water Management Requirements (SWR), and other authorities as required.

11. Consultant shall provide a copy of agreements with architects, engineers, and subconsultants/subcontractors to the City.

12. The necessary design services shall be apportioned into the Preconstruction Phase to support the development of the GMP. The anticipated design submissions are listed in Paragraph 14.e. Design Submissions. Consultant shall manage the services provided so that the transition between phases is seamless. The design services may be provided under either or both contract phases and in many instances will be started in the Preconstruction Phase and completed in the Final Design and Construction Phase.

13. Provide services to develop plan layouts to reflect the requirements of all stakeholders and end users. Consultant shall provide architectural, engineering, and consulting services as required to construct the Project in accordance with all stakeholder requirements, good practices, applicable building codes, and the Project Criteria.

14. Design Submissions
    a. Consultant shall prepare Design Submissions to the level of development consistent with the AIA guidelines.
    b. Consultant shall separately identify in writing at the time of each of its formal submissions of Design Documents, any portions thereof that by reason of information contained or omitted constitute deviations from the requirements of the Project Criteria, design intent or approved deviations previously approved by City.
    c. All Design Submissions shall be submitted in a format and file type approved by the City.
    d. Specifications shall not contain restrictions that will limit competitive subcontractor bids. Where articles, materials, and equipment are identified by brand names, at least two brand names shall be specified, and shall be followed by the words "or equal". Exceptions shall only be as permitted by California Public Contract Code section 3400.
    e. Design Submissions shall be required to be submitted to the City at:
        i. Design Development (100%)
    f. Provide Basis of Design/Systems Confirmation
        i. The Consultant shall develop and provide a Systems Confirmation and Basis of Design Submittal with the City as soon as practical after the Preconstruction Phase starts. This

Submittal will validate the design direction and identify the final Basis of Design for the City's review and approval. The Systems Confirmation and the Basis of Design shall be complete for all disciplines. These documents shall depict the materials, equipment, design, layout, and general conditions of each scope of work in sufficient detail to confirm compliance with the City provided references including but not limited to the Performance Criteria.

g. Provide Design Documentation
    i. Site Plan: Overall site plan including the size and locations of all proposed elements. Provide plans showing the following site elements:
        1. Prepare Code Analysis Plans to show compliance with codes including CalGreen, accessibility, Alameda County Fire Department for fire access, fire separation, firefighting, and circulation.
h. All submission of documents shall be subject to review by the City, City representatives, and consultants.
    i. Review meetings between the Consultant and the City to review the Design Submissions shall be scheduled and held so as not to delay the Work. Such review shall not relieve the Consultant from its responsibilities under the Agreement.
    ii. Such review shall not be deemed an approval or waiver by the City of any deviation from, or of the Consultant's failure to comply with, any provision or requirement of the Contract Documents, unless such deviation or failure has been identified as such in writing in the document submitted by the Consultant and approved in writing by the City.
    iii. Consultant must incorporate, clarify, or reconcile all design review comments provided by the City.
i. Submit quality review check and final drawings to City at all phases of the project for review. Prior to submittal, documents must have been reviewed by Consultant for compatibility, professional quality, technical accuracy, coordination, and continuity in design, as well as construction phasing/sequencing. This applies to all submittals made to City. Submissions shall be in digital (pdf) format per current industry standards.
j. All drawings, specifications and calculations submitted to City shall contain a statement that the document has been reviewed for professional quality, technical accuracy, completeness and coordination within and between disciplines and coordination with other City consultants. The statement shall be signed by the respective licensed person for that discipline. This applies to all submittals made to City.

J. GUARANTEED MAXIMUM PRICE (GMP)

1. The GMP proposal will include a written statement of its basis which shall include:
    a. A list of all the documents used to prepare the GMP proposal.
    b. A list of clarifications and assumptions made by the Consultant in preparation of the GMP to supplement the information in the Construction Documents.
    c. A detailed breakdown of all Project costs included in the GMP in a format and level of detail approved by the City.
    d. Any other information required by the City to define or evaluate the GMP.
    e. The GMP shall be organized by trade buy out categories, contingencies, and other items that comprise the GMP, including but not limited to trade buy-out packages and CSI masterformat summaries.
    f. The date of contract completion which the GMP is based, and a schedule of the construction documents issuance upon which the completion date is based.

g. Consultant shall provide price breakdown in the level of detail as required for City's evaluation of fee items including but not limited to:
    i. General Conditions
    ii. General Requirements
    iii. Design Contingency
    iv. Construction Contingency
    v. Bonds and Insurance
    vi. General Contractor Fee

2. Elements within this Preconstruction Phase scope of services may be modified or removed by mutual agreement between the Consultant and the City to support the earliest and most efficient development of the GMP (e.g., 100% Design Development Submission may be removed if GMP can be developed at an earlier stage of the design).

3. The GMP must not exceed the Design-Build Budget.

4. City and Consultant will negotiate the final terms of the GMP.
    a. The City will review the GMP Proposal and provide comments.
    b. The Consultant shall reconcile, incorporate, or respond to all City comments.
    c. In the event the City and the Consultant do not agree to a GMP, the City may solicit proposals to complete the Project from other firms. Any and all criteria, information, documentation, deliverables, or other product developed as part of the Preconstruction Phase shall become the sole property of the City and may be used by the City to complete and close out the Project at no additional costs or expense to the City.

K. PROJECT CRITERIA DOCUMENTS
1. During the development of the GMP, the Contractor will develop its Design and Construction Documents using the City provided Project Criteria Documents. The Consultant shall maintain a log of all changes to the Project Criteria documents and shall submit and review the log with the City during the weekly meetings.

L. SUBCONTRACTOR PACKAGE BUYOUT PLAN AND RELATED INFORMATION
1. Consultant shall prepare a subcontractor package buyout plan that includes a description of how they intend to approach subcontractor package buyout to maximize values and meet City procurement requirements. The plan shall outline the trade packages, buyout sequence, and anticipated dates of award. The buyout activities shall be included in the baseline Project schedule.

M. OUTREACH PROGRAM
Reserved.

N. COMMUNITY WORKFORCE AGREEMENT ("CWA") POLICY
This project will be subject to the Community Workforce Agreement ("CWA") policy adopted by the City of Dublin, which applies to all construction projects of $1 Million or more awarded by the City Council. If the contract award, including any bid alternates awarded by the Board, totals $1 Million or more, as a condition of the contract award, the successful bidder must sign the CWA acknowledgement/certification supplied by the City.

The Consultant and each Consultant member and its subcontractors will be required to execute the City's standard Community Workforce Agreement (CWA) adopted by the City of Dublin City Council. The Consultant entering into a

CWA is in lieu of the Consultant providing an enforceable commitment to the City that it and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project as required by Public Contract Code section 22172(b).

O. OTHER REQUIREMENTS

Deliverables requiring submission and review during the Preconstruction Phase, include, but are not limited to, the following:

1. Project Schedule
2. Cost Estimates
3. Environmental Permits and Clearances
4. Environmental Hazard Plan
5. Information as necessary to assist City in producing various reports and the PMP
6. Design Documents
7. GMP and Supporting Documents
8. Conformed Project Criteria
9. Subcontractor Buyout Package Plan
10. Other items as applicable

FINAL DESIGN AND CONSTRUCTION PHASE (NOT IN CONTRACT)

EXHIBIT A-1

PROJECT CRITERIA DOCUMENTS

EXHIBIT A-2

CITY OF DUBLIN
ORGANIZATIONAL CONFLICT-OF-INTEREST POLICY

EXHIBIT A-3

PAYMENT PROVISIONS, PROJECT PERSONNEL AND BILLING RATES

I. PAYMENT PROVISIONS

A. Payments for services will not exceed Payment Limit specified in Section 2 of this Agreement. In addition, payments will not exceed the following amounts for each phase or period indicated below unless approved in writing by the Department Head:

1. Complete Design Development: $_____
2. GMP Development: $_____

B. Unless otherwise agreed, Consultant shall submit to the City, during the final week of each payment period, an electronic draft request for payment projected out through the end of the payment period. The City and Consultant shall meet to review the draft request for payment to reach consensus on percentage completion. The Design Builder shall revise and resubmit request for payment to include agreed upon percentages complete.

C. Neither City's right to review and comment upon the work of Consultant, nor the review of, approval of, acceptance of, or payment for the services required under this Agreement, shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance or nonperformance of this Agreement.

D. City's payment of the Contract Amount includes payment for any expenses Consultant may incur in performing the services under this agreement, and City will not reimburse Consultant for expenses it or its subconsultants'/subcontractors' time and expenses for transportation between Consultant's and its subconsultants'/subcontractors' various offices. Costs for such transportation are deemed covered by the Contract Amount.

E. If City requires additional services outside of the scope of services, City and Consultant will develop a scope of services describing the services, and Consultant will charge City at the rates set forth in Attachment 1 (Billing Rates) to this Appendix B (Payment Provisions).

II. PROJECT PERSONNEL AND BILLING RATES

A. Consultant's personnel positions assigned to the Project and their billing rates are set forth below.

POSITION BILLING RATES

EXHIBIT B

SPECIAL CONDITIONS TO THE CONSULTING SERVICES AGREEMENT

The parties to the Agreement agree that the following special conditions are incorporated into the terms of this Agreement and are part of this Agreement.

ARTICLE 1: EXTRA SERVICES

A. When authorized by a written Amendment to this Agreement, the following extra services and fees shall be mutually agreed upon in accordance with the rates specified in the Labor Rate Schedule, Appendix B, and Article 1.D. below.

1. Revisions to approved design and Working Drawings to accommodate changes, excluding corrections of errors or omissions by Consultant or changes initiated by Consultant, when so directed by City.

2. Preparation of measured drawings of existing structures, except as required for planning the additions or alterations thereto listed in the Scope of Services, Appendix A.

3. Selection of movable furniture, equipment, or other articles which are not otherwise included in a construction Agreement or required by the Scope of Services listed in Appendix A.

4. Additional services necessary to correct defects in or damage to the Project, excluding corrections arising from the errors or omissions of Consultant.

5. No additional compensation shall be allowed for delays caused by the errors and omissions of the Consultant.

B. If City makes any changes or expansions to the Scope, which results in an increase in the work currently in Consultant's charge, any additional fee and/or time shall be negotiated commensurate with the work required to be performed by Consultant, provided that a cost/time proposal is submitted in accordance with Article 1.C.

C. For any services Consultant considers additional, Consultant shall submit a written notice to the City stating that Consultant considers the work to be additional services. This notification from Consultant must be received within 10 calendar days of receiving verbal or written direction and must specifically describe the scope of such services. In addition, the Consultant must submit a cost proposal, in the format designated by City, within 30 calendar days of receiving verbal or written direction. Failure by Consultant to furnish such written notice and cost proposal within the timeframes specified herein shall constitute a waiver of Consultant's right for additional compensation.

D. In the event Consultant believes that it has been directed to perform extra services and City believes the work to be within the current Scope of Services, Appendix A, or in the event that the parties cannot agree upon the appropriate compensation for services which both parties agree are extra, Consultant agrees to begin, continue and complete any and all outstanding work pending resolution of the dispute.

ARTICLE 2: CHANGES AND AMENDMENTS

A. Any change required and performed under the direction of City, within the existing Scope of Services and without an Amendment, shall be accomplished under the then-current Agreement price.

B. The rates reflected on the Labor Rate Schedule, Appendix B, which include overhead, administrative costs and profit, shall remain in effect for one (1) year from the date of this Agreement. Rates are subject to a negotiated increase thereafter and shall be utilized in arriving at the negotiated fee for Extra Services. Failure on the part of

Consultant to submit a timely proposal shall result in all work being done at the current rate.

ARTICLE 3: CONSULTANT STAFF

A. In accordance with Section 1.3 of the Agreement, Consultant has been selected to perform the work herein because of the skills, experience, and expertise of key individuals. Consultant shall prepare an Organization Chart, identifying key members of its firm and Subconsultants/Subcontractors including their titles. Personnel provided shall be consistent with personnel identified in Consultant's Statement of Qualifications dated _____.

B. Consultant shall designate a qualified, experienced senior staff member satisfactory to City as the Project Manager who shall, so long as the performance of that staff member continues to be acceptable to City, remain in charge of the services for the Project from beginning of program development and design through completion of Construction Support Services provided for in this Agreement.

C. Consultant must furnish the names of all lead or key people in Consultant's firm that will be associated with this Project. If the designated Project Manager or any other designated key/lead person fails to perform to the satisfaction of City, upon written notice, Consultant will have 10 calendar days to remove that person from the Project and replace that person with one acceptable to City.

D. A Project Manager and all lead/key personnel for any Subconsultant/Subcontractor must also be designated by that Subconsultant/Subcontractor and are subject to all conditions previously stated in Article 5.C.

E. Prior to making any changes in the lead/key personnel associated with this Project, Consultant shall submit a written request for such change to City. The request shall be made at least 30 calendar days prior to the proposed change and shall outline the reason for the personnel change and provide Statements of Qualifications of persons, which Consultant proposes for assignment to that position. No lead/key personnel changes shall be made without prior written approval of City.

F. When lead/key personnel are unable or unavailable to perform their duties for a period of time longer than 14 calendar days, prior written approval must be obtained from City for Consultant staff performing the duties of the person on leave during the leave period.

ARTICLE 4: CONDITIONS OF WORK

A. Consultant Status and Responsibility

1. Consultant, as an independent consultant and not as an agent of City, shall, without additional expense to City, be responsible for obtaining any business and professional licenses and permits and for complying with any applicable Federal or State laws, codes and regulations, and municipal ordinances, as necessary for the prosecution of Consultant's work. Consultant shall be similarly responsible for all damages to persons or property that occurs as a result of Consultant's fault or negligence to the extent caused by Consultant.

2. Without prejudice to Section 5 of the Agreement, Consultant shall be liable for reasonable expenses incurred by City, including court costs, as the result of Consultant's nonperformance, negligent performance, or delay in the performance of the services required by the terms of this Agreement. In order for Consultant to complete its services within the time schedule herein, Consultant, without additional compensation, may be required to increase the number of staff, shifts, overtime operations, days of work, or any combination of the above.

Consultant shall provide all subconsultants/subcontractors with a copy of this Agreement, which shall also be made a part of the subconsultant's/subcontractor's agreement with the Consultant. Further, the subconsultant's/subcontractor's agreement

with the Consultant shall require that the subconsultant/subcontractor is bound to the Consultant in the same manner, and to the same extent, as the Consultant is bound to the City under the prime contract documents, with respect to the subconsultant's/subcontractor's portion of the work.

ATTACHMENT 3

IDENTIFICATION OF DESIGN-BUILD ENTITY PROPOSAL MANAGER

Each DBE interested in submitting an SOQ shall designate one individual as its Proposal Manager who shall be the single point of contact for questions, inquiries, clarifications, and correspondence during the RFQ process. The DBE shall submit to the City this completed Identification of DBE Proposal Manager form. Any substitution of the DBE's Proposal Manager during the RFQ processes shall be made in writing to the City.

Name			
Firm/Address			
Phone:	Fax:	E-mail:	

ATTACHMENT 4

ORGANIZATIONAL CONFLICT-OF-INTEREST POLICY FOR DESIGN-BUILD PROJECTS

Conflict of Interest. Consultant may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Consultant in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 et seq.

Consultant shall not employ any City official in the work performed pursuant to this Agreement. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Section 1090 et seq.

Consultant hereby warrants that it is not now, nor has it been in the previous 12 months, an employee, agent, appointee, or official of the City. If Consultant was an employee, agent, appointee, or official of the City in the previous 12 months, Consultant warrants that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of California Government Code Section 1090 et seq., the entire Agreement is void and Consultant will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Consultant will be required to reimburse the City for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of California Government Code Section 1090 et seq., and, if applicable, will be disqualified from holding public office in the State of California.

At City's sole discretion, Consultant may be required to file with the City a Form 700 to identify and document Consultant's economic interests, as defined and regulated by the California Fair Political Practices Commission. If Consultant is required to file a Form 700, Consultant is hereby advised to contact the Dublin City Clerk for the Form 700 and directions on how to prepare it.

ATTACHMENT 5

COMMUNITY WORKFORCE AGREEMENT

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CITY OF DUBLIN

COMMUNITY WORKFORCE AGREEMENT

Between

THE CITY OF DUBLIN

and

THE BUILDING AND CONSTRUCTION TRADES COUNCIL OF ALAMEDA COUNTY AND ITS AFFILIATED LOCAL UNIONS

EFFECTIVE as of December 7, 2021

DocuSign Envelope ID: EE3B5204-E840-4CD2-A96A-13519F6DA077

INTRODUCTION/FINDINGS

This Community Workforce Agreement (the "Agreement") is entered into this 7th day of December, 2021 ("the Effective Date"), by and between the City of Dublin (hereinafter the "City"), together with contractors and subcontractors of all tiers, who shall become signatory to this Agreement by signing the **"Agreement to be Bound" (Addendum A)** (hereinafter the "Contractor(s)/Employer(s)"), and the Building and Construction Trades Council of Alameda County (hereinafter the "Council") and its affiliated local Unions that have executed this Agreement (referred to collectively herein as the "Union(s)").

PURPOSE

The purpose of this Agreement is to promote the efficiency of construction operations for the City of Dublin through the use of skilled labor resulting in quality construction outcomes, to provide for the peaceful settlement of labor disputes and grievances without strikes or lockouts, thereby promoting the public interest in assuring the timely and economical completion of the Project(s) hereinafter defined and covered by this Agreement, and to increase training and employment opportunities in the construction trades through local hire, apprenticeship and pre-apprenticeship, and community partnership programs for residents of the Local Area hereinafter defined.

RECITALS

WHEREAS, the timely and successful completion of the City's construction projects is of the utmost importance to meet the needs of the City and avoid increased costs resulting from delays in construction; and

WHEREAS, large numbers of workers of various skills will be required in the performance of construction work on Projects and will be represented by the Unions who are signatory to this Agreement and employed by the Contractors and subcontractors who are also signatory to this Agreement; and

WHEREAS, the use of skilled labor on construction work increases the safety of construction projects as well as the quality of completed work; and

WHEREAS, the interests of the general public, the City, the Unions, and the Contractors/Employers would be best served if the construction work proceeded in an orderly manner without disruption because of strikes, sympathy strikes, work stoppages, picketing, lockouts, slowdowns or other interferences with work; and

WHEREAS, the Contractors/Employers and the Unions desire to mutually establish and stabilize wages, hours and working conditions for the workers employed on the Projects and to encourage close cooperation among the Contractors/Employers and the Unions so that a satisfactory, continuous and harmonious relationship will exist among the parties to the Agreement; and

WHEREAS, the Contractor/Employers and the Union(s) and the City of Dublin wish to ensure labor peace at the jobsite devoid of any disruption that could jeopardize the schedule and timeliness of the construction process, where both contractors that are signatory to collective bargaining agreements and contractors that are not signatory to collective bargaining agreements are supervising employees; and,

WHEREAS, this Agreement is not intended to replace, interfere with, abrogate, diminish or modify existing local or national collective bargaining agreements in effect during the duration of the Project, insofar as a legally binding agreement exists between the Contractors/Employers and the Unions, except to the extent that the provisions of this Agreement are inconsistent with said collective bargaining agreements, in which event the provisions of this Agreement shall prevail; and

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WHEREAS, the City places high priority upon the development of comprehensive programs for the recruitment, training and employment of local area residents and military veterans, and recognizes the ability of local pre-apprenticeship and apprenticeship programs to provide meaningful and sustainable career pathways in the construction industry; and

WHEREAS, SB 922, codified as Public Contract Code Section 2500 *et seq.,* authorizes public entities to use, enter into, or require contractors to enter into, project labor agreements for construction projects, provided the agreement includes specified taxpayer protection provisions, which requirements have been incorporated into this Agreement; and

WHEREAS, the contract(s) for construction work on the Projects will be awarded in accordance with the applicable provisions of the California State Public Contract Code and all state, local and federal laws; and

WHEREAS, the City of Dublin has the absolute right to select the lowest responsive and responsible bidder for the award of the construction contracts; and

WHEREAS, the parties to this Agreement pledge their full good faith and trust to work toward the mutually satisfactory completion of the Projects.

AGREEMENT

NOW, THEREFORE, IT IS AGREED AMONG THE PARTIES HERETO, AS FOLLOWS:

1 DEFINITIONS

1.1 "Agreement" means this Community Workforce Agreement.

1.2 "Agreement to be Bound" means the agreement (attached hereto as Addendum A) that shall be executed by each and every Contractor/Employer as a condition of working on the Project.

1.3 "City" means the City of Dublin.

1.4 "Completion" means that point at which there is Final Acceptance and the City has filed a Notice of Completion. For purposes of this definition, "Final Acceptance" means that point in time at which the City has determined upon final inspection that the work has been completed in all respects and all required contract documents, contract drawings, warranties, certificates, manuals and data have been submitted and training completed in accordance with the contract documents and the City has executed a written acceptance of the work.

1.5 "Construction Contract" means all of the contract(s) (including design-bid, design-build, lease-leaseback or other contracts under which construction of a Project is done) for construction of any Project as that term is hereinafter defined.

1.6 "Contractor(s)/Employer(s)" or "Contractor(s)" or "Employer(s)" means any individual, firm, partnership or corporation (including a prime contractor, general contractor, construction manager, design-build entity, lease-leaseback entity, or equivalent), or combination thereof, including joint ventures, and their successors and assigns, that is an independent business enterprise and enters into a contract with the City with respect to the construction of any part of the Project, under contract terms and conditions that are approved by the City, and all contractors and subcontractors of any tier.

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1.7 "Core Worker" is a person that a Contractor/Employer can demonstrate meets the all the following qualifications: he or she (a) appeared on the Contractor/Employer's active payroll for at least ninety (90) of the last one hundred and eighty (180) working days prior to award of a Construction Contract; (b) possesses of all licenses and certifications required by applicable state and federal law for the work being performed; (c) has the ability to safely perform the basic functions of the applicable trade as required by law; and(d) has worked at least one thousand (1,000) hours in the applicable craft or trade.

1.8 "Council" means the Building and Construction Trades Council of Alameda County.

1.9 "Effective Date" means December 7, 2021.

1.10 "Final Acceptance" means that point in time at which the City has finally determined that the work pursuant to a Construction Contract has been completed.

1.11 "Local Area" means all of Alameda County and the portions of Contra Costa County that are within a 15-mile radius of City limits (which includes but is not limited to all or portions of the cities and unincorporated communities of Alamo, Danville, San Ramon, Walnut Creek, Lafayette, Orinda, and Moraga).

1.12 "Local Resident" means a person permanently residing in the Local Area, as demonstrated by proof of residency that is not a post office box.

1.13 "Master Agreement" means the Master Collective Bargaining Agreement of each craft Union signatory hereto.

1.14 "New Apprentice" means a Local Resident who is being sponsored into or has been enrolled in a state-approved apprenticeship training program administered by a Joint Apprenticeship Training Committee for less than two years.

1.15 "Operative Date" means the date that is 90 calendar days following the Effective Date. However, should the City issue any bid documents, requests for proposals, or other equivalent solicitations for a project(s) that satisfies the definition in Section 1.17 between the Effective Date and the Operative Date, this Agreement and all of its provisions shall apply to said project(s).

1.16 "Operative Term" means the period of time that begins on the Operative Date and continues until the end of the Term.

1.17 "Project" means all City projects where the engineer's estimate of the total cost of the project, or the cumulative bid amount(s) submitted by the contractor(s) awarded Construction Contracts for the Project, meets or exceeds one million dollars ($1,000,000). All Construction Contracts required to complete an integrated Project shall be considered in determining whether this threshold is met. The City and the Council may mutually agree in writing to add additional projects or components to be covered by this Agreement. The term "Project" applies to each and all projects as defined in this section, whether used in the singular or plural herein. Projects shall not be divided or split into separate contracts for the purpose of evading coverage under this Agreement.

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1.18 "Project Manager" means the person(s) or entity(ies) designated by the City to oversee the Projects and the implementation of this Agreement.

1.19 "Schedule A" has the same meaning as Master Agreement.

1.20 "Sole Operator" means a licensed contractor with no employees and exempted by the Contractor's State License Board from the requirement to carry worker's compensation insurance, pursuant to California Business and Professions Code section 7125.

1.21 "Term" means the period of time consisting of the "Operative Term" and any "Extended Term(s)" as those phrases are defined in Section 18.2.

1.22 "Union" or "Unions" means the Building and Construction Trades Council of Alameda County and its affiliated Unions signatory to this Agreement, acting on their own behalf and on behalf of their respective affiliates and member organizations whose names are subscribed hereto and who have through their officers executed this Agreement..

1.23 "Veteran" means a person who served in the United States military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable, which is the same meaning set out in 38 U.S.C. § 101(2).

2 SCOPE OF AGREEMENT

2.1 Parties: This Agreement applies to and is limited to all Contractors/Employers performing Construction Contracts on the Project (including subcontractors at any tier), and their successors and assigns, the City, the Council, and the Unions.

2.2 Applicability: During the Operative Term, this Agreement governs all Construction Contracts awarded on a Project as defined. This Agreement shall no longer apply after Completion, except when the City directs a Contractor to engage in repairs, warranty work, modifications, or punch list work under a Construction Contract, when a Contractor performs work under a change order for a Construction Contract, and when start-up, calibration, commissioning, performance testing, repair, maintenance, and operational revisions to systems and/or subsystems for the Project are performed pursuant to a Construction Contract.

2.3 Covered Work: This Agreement covers, without limitation, site preparation, surveying, construction, alteration, demolition, installation, improvement, remediation, retrofit, painting or repair of buildings, structures and other works, and related activities for the Project, that is within the craft jurisdiction of one of the Unions and that is directly or indirectly part of a Project, including, without limitation to the following examples, geotechnical and exploratory drilling, soils and materials testing and inspection, temporary and permanent HVAC, landscaping and temporary fencing, pipelines (including those in linear corridors built to serve the Project), pumps, pump stations, start up, installation of modular furniture, and final clean up. On-site work includes work done for the Project in temporary yards, dedicated sites, or areas adjacent to the Project, and at any on-site or off-site batch plant constructed to supply materials to the Project.

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2.3.1 This Agreement covers all on-site fabrication work over which the City, Contractor(s)/Employer(s) or subcontractor(s) possess the right of control (including work done for the Project in any temporary yard or area established for the Project). This Agreement also covers any off-site work, including fabrication for the Project defined herein, that is traditionally performed by the Unions and is directly or indirectly part of the Project, provided such work is covered by a Master Agreement or local addenda to a national agreement of the applicable Union(s).

2.3.2 The furnishing of supplies, equipment or materials that are stockpiled for later use shall in no case be considered subcontracting. However, construction trucking work, such as the hauling and delivery of ready-mix, asphalt, aggregate, sand, soil or other fill or similar material that is directly incorporated into the construction process, as well as the off-hauling of soil, sand, gravel, rocks, concrete, asphalt, excavation material, construction debris and excess fill, material and/or mud, shall be covered by the terms and conditions of this Agreement. Contractor(s)/Employer(s), including brokers, of persons providing construction trucking work shall provide certified payroll records to the City within ten (10) days of written request or as required by the bid specifications.

2.3.3 The on-site installation or application of all items shall be performed by the craft having jurisdiction over such work as set forth under the provisions of this Agreement; provided, however, that the installation of specialty items which may be furnished by the Contractor shall be performed by construction persons employed under this Agreement who may be directed by other personnel in a supervisory role; further, provided, however, in circumstances requiring special knowledge of the particular item(s), work may be performed by construction persons of a manufacturer or vendor where necessary to protect a manufacturer's warranty provided the manufacturer or vendor can demonstrate, by an enumeration of specific tasks, that the work cannot be performed by construction persons employed under this Agreement.

2.3.4 Work covered by this Agreement within the following craft jurisdictions shall be performed under the terms of various National Agreements as follows: the National Agreement of Elevator Constructors, the National Transient Lodge (NTL) Articles of Agreement, the National Stack/Chimney Agreement, the National Cooling Tower Agreement, and any instrument calibration work and loop checking shall be performed under the terms of the UA/IBEW Joint National Agreement for Instrument and Control Systems Technicians, with the exception that Articles 4, 13, and 14 of this Agreement shall apply to such work.

2.4 Exclusions: The following shall be excluded from the scope of this Agreement.

2.4.1 Construction Contracts awarded by entities other than the City.

2.4.2 The current or anticipated operation, maintenance, repair, access to or use of any of the City's buildings or facilities, except in those circumstances where the Project satisfies the requirements set forth in Section 1.17 ("Projects").

2.4.3 Work performed by the City's own employees as permitted by the Public Contract Code.

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2.4.4 Contractor/Employer's non-construction craft employees such as executives, managerial employees, engineering employees, design employees, supervisors above the level of general foreman (unless covered by a Master Agreement), and office, clerical, and administrative personnel that are not performing construction work on the project.

2.4.5 Any non-Project work performed on, near or leading to the site of work covered by this Agreement that is undertaken by state, county, or other governmental bodies or their contractors; or by public or private utilities or their contractors. Work performed by public or private utilities including all electrical utility, voice-data-video, and security installation work ahead of and up to the electrical service entry connection or the main point of entry into the building shall be excluded. All electrical utility, voice-data-video, and security installation work performed after the electrical utility service entrance or the main point of entry shall be Covered Work. Additionally, all contracted work performed ahead of the service entrance connection and main point of entry that is inside the property line and provides for access to the building via a conduit or series of conduits shall be Covered Work.

2.4.6 Off-site maintenance of leased equipment and on-site supervision of such work.

2.4.7 Construction Contracts issued during a Locally Declared Emergency, pursuant to Dublin Municipal Code Chapter 2.44, which are associated with emergency response and recovery activities and are subject to FEMA Procurement and Contracting Requirements.

2.4.8 Construction Contracts substantially funded by any federal, state, local or other public agency that prohibits the application of this Agreement; however, with respect to such work, the City agrees to make a reasonable effort to defend the application of this Agreement, including by making a written request to the funding source. Notwithstanding the foregoing, should only a specific provision of the Agreement be prohibited by the funding source, then, upon mutual agreement by the Council, the City shall modify the requirements of this Agreement accordingly to allow this Agreement to remain in place and to advance the purposes of this Agreement to the maximum extent feasible.

2.5 Award of Contracts: It is understood and agreed that the City has the right to select any qualified bidder for the award of Construction Contracts under this Agreement, pursuant to Public Contract Code Section 2500 *et. seq.* The bidder need only be willing, ready, and able to execute the Agreement to be Bound. This Agreement shall be included in all bid documents, requests for proposals, or other equivalent Project solicitations, which shall indicate that entering into this Agreement is a condition of the award of a Construction Contract(s) for the Project. A copy of all invitations to bid shall be provided to the Council at the time of issuance. In the event that a Construction Contract extends beyond the Operative Term or any Extended Term, the terms of this Agreement incorporated therein shall survive until Completion, notwithstanding anything to the contrary in this Agreement.

2.6 Termination, Suspension and/or Delay of Work: It is understood and agreed that the City, at its sole option, may change, terminate, delay and/or suspend any and all portions of the covered work at any time; however, if such a Construction Contract or portion of a Construction Contract is later reauthorized, this Agreement shall apply. Furthermore, the City may prohibit some or all work on certain days or during certain hours of the day to comply with applicable codes, laws or

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regulations, permits or to accommodate the ongoing operations of the City's facilities and/or to mitigate the effect of the ongoing Project's work on the businesses and residents in the neighborhood of the Project sites; and/or require such other operational or schedule changes that may be deemed necessary, in its sole judgment, to effectively maintain the primary purpose of the City's facilities and to remain a good neighbor to the residents and businesses in the area of the Projects. In order to permit the Contractors and Unions to make appropriate scheduling plans, the City will provide the affected Contractor and Union(s) with reasonable notice of any changes it requires pursuant to this section.

3 EFFECT OF AGREEMENT

3.1 By executing this Agreement, the Council, the Unions and the City agree to be bound by each and all of the provisions of the Agreement.

3.2 By accepting the award of work under a Construction Contract for the Project, whether as a Contractor or subcontractor thereunder, all Contractors/Employers agree to be bound by each and every provision of this Agreement and agree to evidence their acceptance prior to the commencement of work by executing the **Agreement to be Bound** in the form attached hereto as **Addendum A**.

3.3 At the time that any Contractor/Employer enters into a subcontract with any subcontractor providing for the performance of work under a Construction Contract, the Contractor/Employer shall provide a copy of this Agreement to said subcontractor and shall require the subcontractor, as a condition of accepting the award of a construction subcontract, to agree in writing, by executing the **Agreement to be Bound**, to be bound by each and every provision of this Agreement prior to the commencement of work. The obligations of a Contractor may not be evaded by subcontracting. If the subcontractor refuses to execute the Agreement to be Bound, then such subcontractor shall not be awarded a Construction Contract on the Project.

3.4 The provisions of this Agreement, including the Schedule As incorporated herein by reference, shall apply to the work covered by this Agreement, notwithstanding the provisions of any other local, area and/or national agreements which may conflict with or differ from the terms of this Agreement. To the extent a provision of this Agreement conflicts with a Schedule A, the provision of this Agreement shall prevail. Where a provision of a Schedule A does not conflict with this Agreement, the provision of the Schedule A shall apply.

3.5 This Agreement shall only be binding on the signatory parties hereto, and their successors and assigns, and shall not apply to the parents, affiliates, subsidiaries, or other ventures of any such party. Each Contractor shall alone be liable and responsible for its own individual acts and conduct and for any breach or alleged breach of this Agreement, except as otherwise provided by law or the applicable Master Agreement. Any dispute between the Union(s) and the Contractor(s) with respect to compliance with this Agreement shall not affect the rights, liabilities, obligations and duties between the Union(s) and other Contractor(s) party to this Agreement.

3.6 The Contractor(s) has the primary obligation for performance of all conditions of this Agreement. This obligation cannot be relieved, evaded or diminished by subcontracting. Should the Contractor(s) elect to subcontract, the Contractor(s) shall continue to have such primary obligation.

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3.7 It is mutually agreed by the parties that any liability by a Union signatory to this Agreement shall be several and not joint. Any alleged breach of this Agreement by a Union shall not affect the rights, liabilities, obligations and duties between the Contractor(s) and the other Union(s) party to this Agreement.

3.8 The Unions agree that this agreement does not have the effect of creating any joint employment status between or among the City and/or any contractor or subcontractor.

4 WORK STOPPAGES, STRIKES, SYMPATHY STRIKES AND LOCKOUTS

4.1 The Council, the Unions, the City, and the Contractor(s)/Employer(s) covered by this Agreement agree that for the duration of the Project:

4.1.1 There shall be no strikes, sympathy strikes, work stoppages, picketing, handbilling or otherwise advising the public that a labor dispute exists, refusal to work, walk-off, sit down, stand-in, wobble, boycott, or slowdowns of any kind, for any reason, by the Unions or employees employed on the Project, at the job site of the Project or any other facility of the City because of a dispute on the Project. Disputes arising between the Unions and Contractor(s)/ Employer(s) on other City projects are not governed by the terms of the Agreement or this Article, except that the Unions or construction persons employed on the Projects may not participate in any strikes, sympathy strikes, work stoppages, picketing, hand billing, slowdowns, or otherwise advising the public that a labor dispute exists at a Project jobsite because of a dispute between Unions and Contractor(s) on any other project.

4.1.2 There shall be no lockout of any kind by a Contractor/Employer of workers employed on the Project.

4.1.3 As indicated in Section 4.1.1, there shall be no strike, sympathy strike, picketing, handbilling or otherwise advising the public that a labor dispute exists, refusal to work, walk-off, sit-down, stand-in, wobble, boycott, or slowdowns of any kind as a result of the expiration of any local, regional or other applicable labor agreement having application at the Projects and/or failure of the parties to that agreement to reach a new contract. If a Master Agreement expires before the Contractor/Employer completes the performance of work under a Construction Contract and the Union or Contractor/Employer gives notice of a demand for a new or modified Master Agreement, the Union agrees that it will not strike or withhold labor from the Contractor(s) on work covered by this Agreement and the Union and the Contractor/Employer agree that the expired Master Agreement will continue in full force and effect for work covered under this Agreement until a new or modified Master Agreement is reached. If the Union(s) and Contractor(s) agree to an interim agreement that will apply until a new Master Agreement is reached, the employees shall work under the terms of the interim agreement until a new or modified Master Agreement is reached between the Union(s) and Contractors(s). If the new or modified Master Agreement provides that any terms of the Master Agreement shall be retroactive, the Contractor/ Employer agrees to comply with any retroactive terms of the new or modified Master Agreement that are applicable to any employee(s) on the Project

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during the interim, with retroactive payment due within seven (7) calendar days of the effective date of the new or modified Master Agreement.

4.1.4 In consideration of the foregoing, the Contractor(s) shall not incite, encourage, or participate in any lockout or cause to be locked out any employee covered under the provisions of this Agreement. The term "lockout" does not refer to the discharge, termination or layoff of employees by the Contractor(s) for any reasons in the exercise of its rights as set forth in any provision of this Agreement, nor does "lockout" include the City's decision to terminate or suspend work on the site or any portion thereof for any reason.

4.1.5 In the case of nonpayment of wages or trust fund contributions on the Project, the Union shall give the City and the Contractor/Employer three (3) business days' notice when nonpayment of trust fund contributions has occurred, and one (1) business day's notice when nonpayment of wages has occurred or when paychecks being tendered to a financial institution normally recognized to honor such paychecks will not honor such paycheck, of the intent to withhold labor from the Contractor/Employers' or their subcontractor's workforce, during which time the Contractor/Employer may correct the default. In this instance, a Union's withholding of labor (but not picketing) from a Contractor/Employer who has failed to pay its fringe benefit contributions or failed to meet its weekly payroll shall not be considered a violation of this Article.

4.1.6 Notification: If the City or any Contractor contends that any Union has violated this Article, it will so notify, in writing, the Senior Executive of the Council and the Senior Executive of the Union, setting forth the facts alleged to violate the Article, prior to instituting the expedited arbitration procedure set forth below. The Council will immediately use its best efforts to cause the cessation of any violation of this Article. The leadership of the Union will immediately inform the workers of their obligations under this Article.

4.2 Expedited Arbitration: Any party to this Agreement shall institute the following procedure, prior to initiating any other action at law or equity, when a breach of this Article is alleged to have occurred.

4.2.1 A party invoking this procedure shall notify Robert Hirsch, as the permanent arbitrator, or Barry Winograd, as the alternate arbitrator, under this procedure. In the event the permanent arbitrator is unavailable at any time, the alternate will be contacted. If neither is available, the parties shall select the arbitrator from the list in Section 13.4. Notice to the arbitrator shall be by the most expeditious means available, with notice by email and telephone to the City, the involved Contractor, and the party alleged to be in violation, and to the Council and involved local Union if a Union is alleged to be in violation.

4.2.2 Upon receipt of said notice, the City will contact the permanent arbitrator named above, or the alternate if the permanent arbitrator is not available, who will attempt to convene a hearing within twenty-four (24) hours if it is contended that the violation still exists.

4.2.3 The arbitrator shall notify the parties by email and telephone of the place and time for the hearing. Said hearing shall be completed in one session, which, with appropriate

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recesses at the arbitrator's discretion, shall not exceed twenty-four (24) hours unless otherwise agreed upon by all parties. A failure of any party to attend said hearings shall not delay the hearing of evidence or the issuance of an award by the arbitrator.

4.2.4 The sole issue at the hearing shall be whether or not a violation of Section 4.1 of the Agreement has occurred. The arbitrator shall have no authority to consider any matter of justification, explanation or mitigation of such violation or to award damages, which issue is reserved for court proceedings, if any. The award shall be issued in writing within three (3) hours after the close of the hearing, and may be issued without a written opinion. If any party desires a written opinion, one shall be issued within fifteen (15) calendar days, but the parties shall not delay compliance with or enforcement of the award due to the issuance of a written opinion. The arbitrator may order cessation of the violation of this Article, and the arbitrator's award shall be served on all parties by hand or registered mail upon issuance.

4.2.5 Liquidated Damages: If the Arbitrator determines that a violation of Section 4.1 has occurred, the breaching party shall, within eight (8) hours of the issuance of the decision take all steps necessary to immediately cease such activities and return to work. If the breaching party involved does not cease such activities by the beginning of the next regularly scheduled shift following the expiration of the eight (8) hour period after the arbitrator's issuance of the decisions, then the breaching party shall pay the sum of ten thousand dollars ($10,000) as liquidated damages to the City per shift until the breach is remedied. The arbitrator shall retail jurisdiction for the sole purpose of determining compliance with this obligation and determining the amount of liquidated damages, if any; but such retention shall not prevent the moving party from seeking judicial enforcement of the initial decision.

4.2.6 The arbitrator's award may be enforced by any court of competent jurisdiction upon the filing of this Agreement and all other relevant documents referred to above in the following manner. The party filing such enforcement proceedings shall give written notice to the other party. In a proceeding to obtain a temporary order enforcing the arbitrator's award as issued under this Article, all parties waive the right to a hearing and agree that such proceeding may be *ex parte*. However, such agreement does not waive any party's right to seek or participate in a hearing for a final order of enforcement. Any court order enforcing the arbitrator's award shall be served on all parties by hand or delivered by certified mail.

4.2.7 Any rights created by statute or law governing arbitration proceedings inconsistent with the above procedure, or which interfere with compliance with the above procedure, are waived by the parties.

4.2.8 The fees and expenses of the arbitrator shall be divided equally between the party instituting the arbitration proceedings provided in this Article and the party alleged to be in breach of its obligation under this Article.

4.2.9 Should either the permanent or the alternate arbitrator identified above no longer work as a labor arbitrator, the City and the Council shall mutually agree to a replacement.

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5 PRE-JOB CONFERENCES

5.1 Timing: The Project Manager shall convene and conduct, at a physical or virtual location and time agreeable to the Council, a pre-job conference with the Unions and the representatives of all involved Contractors/Employers, who shall be prepared to announce craft assignments and discuss in detail the scope of work and the other issues set forth below, at least ten (10) working days prior to the commencement of any Project work, or the commencement of any Project work under a subsequently awarded Construction Contract.

5.2 The pre-job conference shall be attended by a representative of each participating Contractor and each affected Union, and the Council and City or their designee may attend at their discretion.

5.3 The pre-job conference shall include but not be limited to the following subjects:

5.3.1 A listing of each Contractor's scope of work
5.3.2 The craft assignments;
5.3.3 The estimated number of craft workers required to perform the work
5.3.4 Transportation arrangements;
5.3.5 The estimated start and completion dates of the work; and
5.3.6 Discussion of pre-fabricated materials.

5.4 Joint Administrative Committee: In order to ensure the terms of this Agreement are being fulfilled and concerns pertaining to the operation of this Agreement are addressed, the City and the Council shall establish a Joint Administrative Committee comprised of an equal number of representatives from the City and the Council. The Joint Administrative Committee shall meet on a periodic basis during the term of construction, at least annually, to assess the implementation of this Agreement, review the progress of Projects, and facilitate harmonious relations between the parties. Both the City and the Council shall have the right to call a meeting of the Joint Administrative Committee.

6 NO DISCRIMINATION

6.1 The Contractors and the Unions agree to not engage in any form of discrimination on the ground or because of race, color, creed, national origin, ancestry, age, sex, sexual orientation, gender identity, disability or any other basis made illegal by federal, state, and local law against any person, or applicant for employment on the Projects.

7 UNION REPRESENTATION

7.1 The Contractor(s)/Employer(s) recognize the Unions as the sole bargaining representative of all craft employees performing Covered Work under this Agreement, and all such employees must be represented by a Union for the duration of their employment on the Project.

7.2 The Contractor(s)/Employer(s) shall make and transmit all deductions for Union dues, fees, and assessments that have been authorized by employees in writing in accordance with the applicable Master Agreement. This Agreement does not require any employee of a non-Union contractor to join a Union or to pay dues or fees to a Union as a condition of working on the Project; however, nothing in this Article is intended to supersede the independent requirements of

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the applicable Master Agreements as to Contractors/Employers signatory to such Master Agreements and as to employees of those Contractors/Employers who are performing Covered Work.

7.3 Authorized representatives of the Unions shall have access to the Project whenever work covered by this Agreement is being, has been, or will be performed on the Project.

8 REFERRAL AND CORE WORKERS

8.1 Contractor(s)/Employer(s) performing construction work on the Project shall, in filling craft job requirements, utilize and be bound by the registration facilities and referral systems established or authorized by the Unions signatory hereto. The Unions shall operate the Job Referral System in a non-discriminatory manner and in full compliance with all federal, state, and local laws and regulations, including those that require equal employment opportunities and prohibit discrimination

8.2 The Contractor(s)/Employer(s), including those that are not signatory to a Master Agreement, shall have the right to reject any applicant referred by the Union(s), to the extent permitted under the terms of the applicable Master Agreement.

8.3 Sole Operators. A Sole Operator self-performing work on a covered Project shall execute an Agreement to be Bound, attend the pre-job conference and identify themselves as a Sole Operator, but shall not be required to request dispatch from the union hall with jurisdiction over the Sole Operator's work. However, if the Sole Operator hires any additional employees on a covered Project, the Sole Operator will be treated as a Core Worker and any subsequent employee(s) will be dispatched from the hiring hall. Before hiring an employee(s) on the Project, the Sole Operator must request permission from the JAC through the Coordinator and provide evidence of compliance with CLSB and Workers Compensation requirements..

8.4 Core Workers

8.4.1 A Contractor may request by name, and the local Union shall honor, referral of Core Workers. The Union will first refer to such Contractor one (1) worker from the applicable hiring hall, and then will refer one (1) of the Contractor's Core Workers. This alternating procedure shall repeat until such Contractor/Employer has hired a maximum of five (5) Core Workers. Thereafter, all additional employees shall be hired exclusively from the applicable hiring hall out-of-work list. For the duration of the Contractor's work, this ratio shall be maintained and when the Contractor's workforce is reduced, employees shall be reduced in reverse order and in the same ratio of Core Workers to hiring hall referrals as was applied in the initial hiring. This Section applies only to employers not signatory to a Master Agreement and is not intended to limit the transfer provisions of the Master Agreement of any trade. As part of this process, and in order to facilitate contract administration procedures and the appropriate fringe benefit fund coverage, all Contractors shall require their Core Workers to register with the appropriate Union hiring hall and be dispatched to the Project prior to starting work.

8.4.2 Upon request by any Party to this Agreement, including the applicable Union, the Contractor employing any Core Worker shall provide satisfactory proof (i.e., payroll

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records, quarterly tax records, or similar documentation) evidencing the worker's qualification as a Core Worker to the City and the Council.

8.4.3 Prior to each Contractor performing any Covered Work on a Project, such Contractor or subcontractor shall provide a list of its Core Workers to the City and the Council. Failure of such a Contractor to do so will result in that Contractor being prohibited from using any Core Workers on that Construction Contract.

8.5 Contractor(s)/Employer(s) shall have the unqualified right to select and hire directly all supervisors above the level of general foreman they consider necessary and desirable, without such persons being referred by the Union(s), unless such craft construction employee is covered by a Master Agreement.

8.6 In the event that referral facilities maintained by the Union(s) are unable to fill the requisition of a Contractor/Employer for employees within a forty-eight (48) hour period (Saturdays, Sundays and Holidays excluded) after such requisition is made by the Contractor/Employer, the Contractor/Employer shall be free to obtain the worker(s) from any source. A Contractor/Employer who hires any worker(s) pursuant to this section shall immediately provide the appropriate Union with the name and address of such worker(s) and shall immediately direct such worker(s) to the appropriate Union hiring hall to be referred for work on the Project.

9 WAGES AND BENEFITS

9.1 The Contractors/Employers agree to pay contributions to the vacation, pension and/or other deferred compensation plan, apprenticeship, worker protection and assistance, and health benefit funds established by the applicable Master Agreement(s) for each hour worked on the Project, in the amounts designated in the applicable Master Agreement(s).

9.2 By signing this Agreement, the Contractors/Employers adopt and agree to be bound by the written terms of the legally established Trust Agreements described in Section 9.1, which may from time to time be amended, specifying the detailed basis upon which payments are to be made into, and benefits paid out of, such Trust Funds. The Contractors/Employers authorize the parties to such local Trust Agreements to appoint trustees and successor trustees to administer the Trust Funds and hereby ratify and accept the trustees so appointed as if they were appointed by the Contractors/Employers. The Contractors/Employers agree to execute a separate subscription agreement(s) when such Trust Fund(s) requires such document(s).

9.3 Wages, Hours, Terms and Conditions of Employment: The wages, hours and other terms and conditions of employment on the Project shall be governed by the Master Agreement of the respective craft, to the extent such Master Agreement is not inconsistent with this Agreement. Where a subject is covered by the Master Agreement and not covered by this Agreement, the Master Agreement will prevail. When a subject is covered by both the Master Agreement and this Agreement, to the extent there is any inconsistency, this Agreement will prevail.

9.4 Holidays: Holidays shall be as set forth in the applicable Master Agreement.

9.5 Work on Fire Sprinkler Systems: All inspections on a Fire Sprinkler System shall be performed by an ASSE 15000 certified Sprinkler Fitter who is registered with the Office of the California State Fire

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Marshall. All testing and/or maintenance performed on any Fire Sprinkler System shall be performed by an individual who has graduated from a state-approved apprenticeship program. All apprentices working on fire protection systems shall be registered with a state-approved apprenticeship program.

10 LOCAL HIRE, APPRENTICES, AND WORKFORCE DEVELOPMENT

10.1 Local Hire: It is in the interest of the parties to this Agreement to facilitate employment of Local Area residents and to use resources in the Local Area in construction of the Project. It is the objective of the parties that not less than twenty percent (20%) of all hours worked on the Project will be worked by residents of the Local Area. The Unions will exert their utmost efforts to recruit sufficient numbers of craft persons that are Local Residents to fulfill the referral requirements of the Contractor(s)/Employer(s). To the greatest extent allowed by law, and to the greatest extent consistent with the Unions' hiring hall provisions, and as long as they possess the requisite skills and qualifications, the Unions shall refer Local Residents, including journeymen and apprentices, for Project work covered by this Agreement.

10.2 Apprenticeship and Workforce Development:

10.2.1 Recognizing the need to develop adequate numbers of competent workers in the construction industry, including on public works projects, the Contractors/Employers shall employ apprentices from a California state-approved Joint Apprenticeship Training Program in their respective crafts to perform such work as is within their capabilities and that is customarily performed by the craft in which they are indentured. Notwithstanding the foregoing, Contractor may employ an apprentice that is enrolled in a California state-approved apprenticeship program other than a Joint Apprenticeship Training Program provided that (i) the apprentice is a Local Resident, (ii) the Contractor previously requested a Local Resident apprentice from the applicable Joint Apprenticeship Training Committee and one was not provided, and (iii) the apprentice counts toward the maximum number of Core Workers allowed to the Contractor on the Project under Section 8.4.1.

10.2.2 Apprentice ratios will be in compliance with the provisions of the California Labor Code and the applicable state prevailing wage determination.

10.2.3 Consistent with the Master Agreements, there shall be no restriction on the utilization of apprentices in performing the work of their craft provided they are properly indentured and supervised.

10.2.4 Consistent with the requirements of California Labor Code §§ 1776, 1777.5 and 1777.6, Contractor(s)/Employer(s) shall hire one (1) New Apprentice for the first one million ($1,000,000) dollars as determined by the engineer's estimate. Thereafter, Contractor(s) will be required to hire one (1) New Apprentice for every five million dollars ($5,000,000) determined by the engineer's esimtate. The New Apprentice(s) must work a minimum of 10% of the total craft's work hours. The intent of this provision is to utilize New Apprentices to the fullest extent permissible by state law and the Master Agreements.

10.2.5 The Contractor may deploy the apprentice to work on another concurrent project in order to meet the minimum hours, and those hours will be counted towards the total hours of the

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craft on the City of Dublin project. Certified Payroll must reflect the hours worked. The Contractor must fully document efforts to hire a New Apprentice, through the following steps: 1) requesting New Apprentices through the Union dispatch procedure, 2) contacting a minimum of three (3) MC3-certified or Union pre-apprenticeship training programs for the applicable craft or trade for referral of Local Residents.

10.2.6 There can be no more than one (1) entry-level New Apprentice for each craft, provided said crafts have apprenticeship openings and the general contractor will be able to include New Apprentices hired by their subcontractor to meet this requirement. The Unions will agree to cooperate with the Contractor(s) in furnishing apprentices as requested and the hiring of the apprentices will be in accordance with the Apprenticeship provisions listed in the Master Agreements and/or the Union agreements with the Division of Apprenticeship Standards, and the apprentices shall be properly supervised and paid in accordance with provisions contained within the Master Agreements. The Unions and Contractor(s)/Employer(s) shall cooperate with local pre-apprenticeship programs to ensure Local Residents have the opportunity to apply for and enter into the apprenticeship programs.

10.2.7 Failure of Contractors and their subcontractors to maintain qualified apprentices on the job will be subject to corrective action and, if not corrected, monetary penalties, as determined by the Grievance Committee as identified in Article 13.

10.2.8 Enforcement, Compliance & Reporting: Contractors will be required to submit Certified Weekly Payrolls to the City along with monthly workforce utilization reports documenting the Contractor's compliance with the requirements described in this Article 10. At a minimum the monthly reports must include 1) data on Local Residents work hour utilization on a craft by craft basis, 2) number of New Apprentices hired and the hours they have worked, 3) documentation showing any requests made to the Union dispatchers for Local Residents and the Union's response to the request. Enforcement of this article shall be according to the Grievance and Arbitration procedure outlined in Article 13.

10.3 Community Workforce Partnerships. The parties recognize the need to build within the Tri-Valley Region a pipeline to careers in the construction industry. Such effort would serve the parties' mutual goals of providing career opportunities and of developing adequate numbers of competent workers in the construction industry. In furtherance of these goals, the parties agree to work together in good faith, and in partnership with the Construction Trades Workforce Initiative (CTWI), and in conjunction with other interested Tri-Valley community-based organizations, to identify and develop an initiative or multiple initiatives to connect residents of the Tri-Valley Region with careers in the Building and Construction Trades, with a particular focus on providing opportunities to disadvantaged individuals.

10.4 Helmets to Hardhats.

10.4.1 The Contractors/Employers and Unions recognize a desire to facilitate the entry into the building and construction trades of veterans who are interested in careers in the building and construction industry. The Contractors/Employers and Unions agree to utilize the services of the Center for Military Recruitment, Assessment and Veterans Employment (hereinafter "Center") and the Center's "Helmets to Hardhats" program to serve as a resource for preliminary orientation, assessment of construction aptitude, referral to

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apprenticeship programs or hiring halls, counseling and mentoring, support network, employment opportunities and other needs as identified by the parties.

10.4.2 The Unions and Contractors/Employers agree to coordinate with the Center to participate in an integrated database of veterans interested in working on the Project and of apprenticeship and employment opportunities for the Project. To the extent permitted by law, the Unions will give credit to such veterans for bona fide, provable past experience.

11 COMPLIANCE

11.1 It shall be the responsibility of the Contractor(s)/Employer(s) and Unions, and not the City, to investigate and monitor compliance with the provisions of Article 9 of this Agreement. Nothing in this Agreement shall be construed to interfere with or supersede the usual and customary legal remedies available to the Unions and/or employee benefit Trust Funds to collect delinquent wages or Trust Fund contributions from Contractors/Employers on the Project. Because the Project is a public work subject to the California Labor Code, the City or its designee shall comply with its obligations thereunder as well as this Agreement.

12 JOINT ADMINISTRATIVE COMMITTEE

12.1 There is hereby established a four (4) person Joint Administrative Committee ("JAC"). The JAC shall be comprised of two (2) representatives selected by the City and two (2) representatives selected by the Council. The City and the Council shall designate alternates who may serve in the absence of the designated representatives for any purpose. The JAC shall meet quarterly, or at the request of any Party to the Agreement, including Contractor(s)/Employer(s), to review the implementation of the Agreement, review progress of the Projects, and resolve concerns or issues relating to the administration of the Agreement; however, the JAC may not change, amend, add to or detract from any of the provisions of the Agreement. The Project Manager shall convene and facilitate the quarterly meetings and any other meetings as requested.

12.2 The City and Council representatives shall report on Project progress and provide ongoing workforce projections to facilitate efficient construction and compliance with the Local Hire goal.

12.3 The JAC shall convene in an effort to resolve any grievance filed pursuant to Article 13 by unanimous vote, with such resolutions to be final and binding on all signatories to the Agreement. The failure of any party to attend said hearing shall not delay the hearing or issuance of an award by the JAC, and in the absence of any party to the grievance, the hearing may proceed *ex parte*. If the JAC is unable to resolve the grievance, the grievance may be referred in accordance with Step 3 of Article 13.

13 GRIEVANCE ARBITRATION PROCEDURE

13.1 Project Labor Disputes: All disputes involving the application or interpretation of a Master Agreement to which a Contractor/Employer and a Union are parties shall be resolved pursuant to the resolution procedures of the Master Agreement. All disputes relating to the interpretation or application of this Agreement, other than disputes under Article 4 and Article 14, shall be subject to resolution by the grievance arbitration procedures set forth in this Article.

13.2 Employee Discipline: All disputes involving the discipline and/or discharge of an employee working on the Project shall be resolved through the grievance and arbitration provisions

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contained in the Master Agreement for the craft of the affected employee. No employee working on the Project shall be disciplined or discharged without just cause.

13.3 No grievance shall be recognized unless the grieving party (Union or District Council on its own behalf, or on behalf of an employee whom it represents, or a Contractor/Employer on its own behalf) provides notice in writing to the party with whom it has a dispute within five (5) business days after becoming aware of the dispute but in no event more than thirty (30) business days after it reasonably should have become aware of the event giving rise to the dispute. Time limits may be extended by mutual agreement of the parties.

13.4 Grievances shall be settled according to the following procedures:

Step 1: Within five (5) business days after the receipt of the written notice of the grievance, the representative of the involved Union or District Council, or his/her designee, and the representative of the involved Contractor/Employer, shall confer and attempt to resolve the grievance.

Step 2: If the grievance is not resolved at Step 1, within five (5) business days of the Step 1 meeting or the conclusion of efforts to resolve the grievance at Step 1, the alleged grievance may be referred in writing by either involved party to the Business Manager(s) of the affected Union(s) involved and the Labor Relations Manager of the Contractor/Employer, or the Contractor/Employer's designated representative, for discussion and resolution. This time limit may be extended by mutual consent of both parties. Regardless of which party has initiated the grievance, the Union shall notify its International Union representative prior to the Step 2 meeting, and the International Union representative shall advise if it intends to participate in the Step 2 meeting. The Project Manager and the Council shall have the right to participate in any efforts to resolve the dispute at Step 2.

Step 3: If the grievance is not resolved at Step 2, either party may request the dispute be submitted to arbitration within five (5) business days of the Step 2 meeting or the conclusion of efforts to resolve the grievance at Step 2. This time limit may be extended by mutual consent of both parties. Within five (5) business days after referral of a dispute to arbitration, the representatives shall notify the permanent arbitrator designated in Article 4, or if not available, the alternate arbitrator designated in Article 4, for final and binding arbitration. If the permanent arbitrator or the alternate is not available, an arbitrator shall be selected by the alternate striking method from the list of three (3) below. The order of striking names from the list of arbitrators shall be determined by a coin toss, the winner of which shall decide whether they wish to strike first or second.

1. William Riker
2. Carol Vendrillo
3. Morris Davis

13.5 The decision of the arbitrator shall be final and binding on all parties. The arbitrator shall have no authority to change, amend, add to or detract from any of the provisions of the Agreement. The expense of the arbitrator shall be borne equally by both parties. The arbitrator shall arrange for a hearing on the earliest available date from the date of his/her selection. A decision shall

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be given to the parties within five (5) calendar days after completion of the hearing unless such time is extended by mutual agreement. A written opinion may be requested by a party from the presiding arbitrator.

13.6 The time limits specified at any step of the grievance procedure may be extended by mutual agreement of the parties. However, failure to process a grievance, or failure to respond in writing within the time limits provided above, without an agreed upon extension of time, shall be deemed a waiver of such grievance without prejudice, or without precedent to the processing and/or resolution of like or similar grievances or disputes.

13.7 In order to encourage the resolution of disputes and grievances at Steps 1 and 2 of this grievance procedure, the parties agree that such settlements shall not be precedent setting.

13.8 Retention: At the time a grievance is submitted under this Agreement or any Master Agreement, the Union(s) may request that the City withhold and retain an amount from what is due and owing to the Contractor(s) against whom the grievance is filed, or its higher-tier Contractor, sufficient to cover the damages alleged in the grievance, should the Union(s) prevail. The amount shall be retained by the City until such time as the underlying grievance giving rise to the retention is withdrawn, settled, or otherwise resolved, and the retained amount shall be paid to whomever the parties to the grievance shall decide, or to whomever an arbitrator shall so order.

13.9 Should any of the arbitrators listed in this Article or Article 4 no longer work as a labor arbitrator, the City and the Council shall mutually agree to a replacement.

14 WORK ASSIGNMENTS AND JURISDICTIONAL DISPUTES

14.1 The assignment of Covered Work will be solely the responsibility of the Contractor(s)/Employer(s) performing the work involved; and such work assignments will be in accordance with the Plan for the Settlement of the Jurisdictional Disputes in the Construction Industry (the "Plan") or any successor Plan.

14.2 All jurisdictional disputes on this Project between or among the building and construction trades Unions and the Contractor(s)/Employer(s) shall be settled and adjusted according to the present Plan established by the Building and Construction Trades Department or any other plan or method of procedure that may be adopted in the future by the Building and Construction Trades Department. Decisions rendered shall be final, binding and conclusive on the Contractor(s)/Employer(s) and Unions parties to this Agreement.

14.3 If a dispute arising under this Article involves the Northern California Carpenters Regional Council or any of its subordinate bodies, an arbitrator shall be chosen by the procedures specified in Article V, Section 5 of the Plan from a list composed of John Kagel, Thomas Angelo, Robert Hirsch and Thomas Pagan, and the arbitrator's hearing on the dispute shall be held at the offices of the California State Building and Construction Trades Council in Sacramento, California within fourteen (14) calendar days of the selection of the arbitrator. All other procedures shall be as specified in the Plan.

14.4 All jurisdictional disputes shall be resolved without the occurrence of any strike, work stoppage, or slow-down of any nature, and the Employer's assignment shall be adhered to until the dispute is resolved. Individual employees violating this section shall be subject to immediate discharge.

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14.5 Each Employer will conduct a pre-job conference with the Council prior to commencing work. The City and the Project Manager will be advised in advance of all such conferences and may participate if they wish. Pre-job conferences for different Employers may be held together.

15 MANAGEMENT RIGHTS

15.1 Consistent with the Master Agreements, the Contractor(s)/Employer(s) shall retain full and exclusive authority for the management of their operations, including the right to direct their work force in their sole discretion. No rules, customs or practices shall be permitted or observed which limit or restrict production, or limit or restrict the working efforts of employees, except that all lawful manning provisions in the Master Agreement shall be recognized.

16 DRUG AND ALCOHOL TESTING

16.1 The use, sale, transfer, purchase and/or possession of a controlled substance, alcohol and/or firearms at any time during the work day is prohibited. In addition, the use and/or sale of tobacco or vaping products on City property is prohibited.

16.2 Drug and alcohol testing shall be conducted in accordance with the substance abuse prevention policies set forth in the applicable Schedule A.

17 SAVINGS CLAUSE

17.1 If any article, provision, clause, sentence or word of this Agreement is determined to be illegal or void as being in contravention of any applicable law, by a court of competent jurisdiction, the remainder of the Agreement shall remain in full force and effect. The parties further agree that if any article, provision, clause, sentence or word of the Agreement is determined to be illegal or void, by a court of competent jurisdiction, the parties shall substitute, by mutual agreement, in its place and stead, an article, provision, clause, sentence or word that will meet the objections to its validity and will be in accordance with its original intent.

17.2 In the event a decision of a court of competent jurisdiction materially alters the terms of this Agreement such that the intent of the parties is defeated, then the entire Agreement shall be null and void.

17.3 If a court of competent jurisdiction determines that all or part of the Agreement is invalid and/or enjoins the City from complying with all or part of the Agreement's provisions, and the City accordingly determines that compliance with this Agreement will not be required in order to perform work under a Construction Contract, the Unions will no longer be bound by the provisions of Article 4.

18 TERM

18.1 This Agreement shall be included in all bid documents, requests for proposals, or other equivalent Project solicitations, which shall indicate that entering into this Agreement is a condition of the award of a Construction Contract(s) for the Project.

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18.2 The Operative Term shall be a period of five (5) years. Prior to the five (5) year anniversary of the Operative Date of this Agreement, the City and the Council shall meet to discuss proposed changes to the Agreement and/or whether to extend the agreement for an additional period or periods of time (an "Extended Term(s)").

19 MISCELLANEOUS PROVISIONS

19.1 The section headings contained in this Agreement are inserted for convenience only and shall not affect in any way the meaning or interpretation of this Agreement. All defined terms used in this Agreement shall be deemed to refer to the singular and/or plural, in each instance as the context and/or particular facts may require.

19.2 This Agreement may be executed in counterparts, such that original signatures may appear on separate pages and when bound together all necessary signatures shall constitute an original. Faxed or emailed PDF signature pages transmitted to other parties to this Agreement shall be deemed the equivalent of original signatures. The Parties agree that the Agreement may be executed using electronic signatures so long as they are valid and enforceable under California law.

19.3 Each of the persons signing this Agreement represents and warrants that such person has been duly authorized to sign this Agreement on behalf of the party indicated, and each of the parties signing this Agreement warrants and represents that such party is legally authorized and entitled to enter into this Agreement.

19.4 The parties acknowledge that this is a negotiated agreement, that they have had the opportunity to have this Agreement reviewed by their respective legal counsel, and that the terms and conditions of this Agreement are not to be construed against any party on the basis of such party's draftsmanship thereof.

19.5 All defined terms used in this Agreement shall be deemed to refer to the singular and/or plural, in each instance as the context and/or particular facts may require.

[SIGNATURES TO FOLLOW]

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CITY:

CITY OF DUBLIN, a California Municipal Corporation

By: DocuSigned by: Linda Smith E33836CFFC044E0...
Linda Smith, City Manager

Date: 3/4/2022

Attest:

By: DocuSigned by: Marsha Moore 9BB70815D22F40A...
Marsha Moore, City Clerk

Approved as to Form:

By: DocuSigned by: 4D33BDE7E6D8453...
John Bakker, City Attorney

COUNCIL:

Building and Construction Trades Council of Alameda County , AFL-CIO

By: DocuSigned by: Andreas Cluver 0E01575E882740C...
Andreas Cluver, Secretary-Treasurer

Date: 2/16/2022

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SIGNATORY UNIONS

Asbestos Workers, Local 16 _____	Boilermakers, Local 549 _____
Bricklayers and Allied Craftworkers, Local 3 _____	Northern California Carpenters Regional Council (on behalf of Carpenters, Local 713, Carpenters, Local 2236, Lathers, Local 68L, Millwrights, Local 102, and Pile Drivers, Local 34) _____
Cement Masons, Local 300 _____	Plasterers, Local 66 _____
Electrical Workers, Local 595 _____	Elevator Constructors, Local 8 _____
International Union of Painters and Allied Trades, District Council No. 16 (on behalf of Auto & Marine Painters, Local 1176, Carpet & Linoleum Layers, Local 12, Glaziers, Architectural Metal & Glassworkers, Local 169, Painters & Tapers, Local 3) _____	Ironworkers, Local 378 _____
Laborers, Local 67 _____	Laborers, Local 304 _____
Operating Engineers, Local 3 _____	Roofers and Waterproofers, Local 81 _____

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Sheet Metal Workers, Local 104 _____	Sprinkler Fitters, Local 483 _____
Teamsters, Local 853 _____	United Association of Steamfitters, Pipefitters, Plumbers and Gasfitters, Local 342 _____
United Association, Underground Utility & Landscape, Local 355 _____	

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ADDENDUM A

AGREEMENT TO BE BOUND

[Date]

[Addressee]

[Address]

Re: Community Workforce Agreement for the City of Dublin

Agreement to be Bound

Dear _____:

The undersigned confirms that it agrees to be a party to and bound by the Community Workforce Agreement for the City of Dublin ("Agreement"), as such Agreement may, from time to time, be amended by the parties or interpreted pursuant to its terms.

By executing this Agreement to be Bound, the undersigned subscribes to, adopts and agrees to be bound by the written terms of the legally established trust fund documents as set forth in Section 9.1 of the Agreement, as they may from time to time be amended, specifying the detailed basis upon which contributions are to be made into, and benefits made out of, such trust funds, and ratifies and accepts the trustees appointed by the parties to such trust funds. The undersigned agrees to execute a separate subscription agreement(s) for such trust funds when such trust fund(s) require(s) such document(s).

The obligation to be a party to and bound by the Agreement shall extend to all work covered by the Agreement undertaken by the undersigned, and the undersigned shall require all of its subcontractors, of whatever tier, to become similarly bound for all their work within the scope of the Agreement by signing an identical Agreement to be Bound. This Agreement to Be Bound shall survive the end of the Term of the Agreement, as specified in Section 2.5 of the Agreement.

This letter shall constitute a subscription agreement, to the extent of the terms of the letter.

CONTRACTOR/SUBCONTRACTOR:_____

California Contractor State License No. or Motor Carrier (CA) Permit No.: _____

Name of Authorized Person (print): _____

Signature of Authorized Person: _____

Title of Authorized Person: _____

Telephone Number of Authorized Person:_____

Address of Authorized Person:_____

State Public Works Registration Number: _____

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ADDENDUM B

SIDE LETTER REGARDING AMADOR VALLEY INDUSTRIES

Pursuant to this Side Letter, the Community Workforce Agreement does not apply to off-hauling of construction debris contained in a debris box by the City of Dublin's solid waste franchisee, Amador Valley Industries, LCC, provided that such hauling is performed by a member of Teamsters Local 70. Any other off-hauling is covered by the Community Workforce Agreement if covered under Section 2.3.2. therein.

This Side Letter shall not apply to any other franchisee of the City.

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DUBLIN
CALIFORNIA

STAFF REPORT
CITY COUNCIL

DATE: **May 6, 2025**

TO: Honorable Mayor and City Councilmembers

FROM: Colleen Tribby, City Manager

SUBJECT: City of Dublin Human Services Grant Program Funding Recommendations for Fiscal Years 2025-26 and 2026-27
Prepared by: Brad Olson, Management Analyst II

EXECUTIVE SUMMARY:

The City Council will consider the funding recommendations for the Human Services Grant Program and approve funding allocations for Fiscal Years 2025-26 and 2026-27.

STAFF RECOMMENDATION:

Adopt the **Resolution** Approving Human Services Grant Program Funding Recommendations for Fiscal Years 2025-26 and 2026-27.

FINANCIAL IMPACT:

The City's Human Services Grant Program is supported by four funding sources – the General Fund, the Affordable Housing Fund, the Community Development Block Grant Program (CDBG), and the American Rescue Plan Act (ARPA). Each qualifying program/project is eligible for a minimum award of $5,000 and a maximum of $25,000.

DESCRIPTION:

Background
The Human Services Grant Program provides financial support to local non-profit organizations serving the Dublin community. Following a recommendation by the Human Services Commission, the City Council awards funding to organizations that best meet the community's needs in support of the City's adopted Mission and Vision (Attachment 3) and the community-level challenges and opportunity areas identified in the 2024 Eastern Alameda County Needs Assessment (Attachment 5).

In response to a key priority identified in 2024 Eastern Alameda County Needs Assessment, Staff collaborated with counterparts from the cities of Livermore and Pleasanton to revamp and streamline the human services grant process. The revised process includes a simplified

application, standardized documentation, and clarified application process. As a result of these improvements, organizations were able to apply for grant funding from all three cities (Dublin, Livermore, and Pleasanton) using a single unified application. Dublin and Livermore transitioned to a two-year grant cycle to further reduce the burden on applicants and provide a longer-term funding commitment. Due to fiscal challenges, Pleasanton chose to continue with a one-year grant cycle, with the option to reassess in the future.

Dublin's funding parameters remain unchanged under the new two-year cycle. Organizations are eligible to apply for an award ranging from $5,000 to $25,000 per project per year. The organizations that are awarded funds will enter into a Funding Agreement. Except for agreements that are for only one year of funding, agreements will stipulate that the total award will be paid over a two-year timeframe and will provide funding amounts for Year 1 and Year 2. These agreements will further stipulate that funding in Fiscal Year 2026-27 is contingent upon funding availability and the satisfactory completion of the grantee's obligations under the Agreement. Organizations receiving funds will be required to submit insurance documents, timely invoices, and quarterly progress reports on their projected goals. Organizations funded with the County-administered Community Development Block Grant (CDBG) will also be required to participate in annual site monitoring visits.

Fiscal Years 2025-26 and 2026-27 mark the 21st and 22nd years of this grant program. The table below summarizes the allocation history of the Human Services Grant Program. ARPA funding will remain available in Fiscal Year 2025-26 but will no longer be available in Fiscal Year 2026-27. At that time, the City's General Fund allocation is anticipated to return to $160,000.

Table 1: Funding Support History

Fiscal Year	General Fund	Affordable Housing Fund	CDBG	ARPA	TOTAL
2015-16	$120,000	$8,000	$69,812		$197,812
2016-17	$140,000	$8,000	$75,602		$223,602
2017-18	$140,000	$8,000	$79,781		$227,781
2018-19	$130,000	$8,000	$91,462		$229,462
2019-20	$130,000	$8,000	$93,970		$231,970
2020-21	$160,000	$8,000	$99,711		$267,711
2021-22	$89,780	$0*	$99,183	$163,251	$352,214
2022-23	$98,000	$0*	$99,000	$163,000	$360,000
2023-24	$99,000	$8,000	$59,862	$163,000	$329,862
2024-25	$89,000	$8,000	$70,000	$163,000	$330,000
2025-26	$99,000	$8,000	$60,000**	$163,000	$330,000
2026-27	$160,000	$8,000	$60,000***	$0****	$228,000

* Forecasted annually at $8,000 since FY 2015-16 – not utilized in FY 2021-22 and FY 2022-23.
**$14,500 is earmarked for a loan obligation, leaving $45,500 for the public service grants.
***$14,100 is earmarked for a loan obligation, leaving $45,900 for the public service grants.
****ARPA funding no longer available in FY 2026-27.

Alameda County Urban County CDBG Program

Urban County Cities
The City of Dublin participates in The Alameda County Urban County CDBG Program along with the cities of Albany, Emeryville, Newark, and Piedmont (cities whose population is/was less than 50,000). These are called the “Urban County Cities,” along with the unincorporated areas of Alameda County.

Public Service Grants
Per County limits on each Urban County City’s use of CDBG funds, only 15% of CDBG allocation can be used for public-service-based projects. The remaining 85% must be used for capital projects. The County’s past practice has been to review all applications received from each Urban County City to determine if the overall request for service-based projects exceeds the 15% limit. If so, the County requests that each city adjust the service-based project allocation.

As recently as Fisal Year 2022-23, CDBG accounted for almost $100,000 of the funds for public service projects. In more recent years, this amount has been reduced as participants in the Urban-County CDBG Program began using more of their share. For example, in Fiscal Year 2023-24, the amount from CDBG was reduced to $59,862, and in Fiscal Year 2024-25 it was reduced to $70,000. Staff is estimating $60,000 per year from CDBG in Fiscal Years 2025-26 and 2026-27. Of this amount, $14,500 is earmarked for the annual loan obligation for the Axis Community Health Clinic in Fiscal Year 2025-26, and $14,100 for the annual loan obligation in Fiscal Year 2026-27. This leaves an estimated $45,500 and $45,900 in Fiscal

Years 2025-26 and 2026-27 respectively, available from CDBG for the public service grants.

Capital Project Grant
For Fiscal Year 2025-26, Goodness Village has requested capital funding to address exterior damage to their existing tiny homes. The request, totaling $17,000, is anticipated to be available as part of the Urban County CDBG Capital Allocation after July 1, and will go straight to review by the Urban County Technical Advisory Committee (TAC). Therefore, it was not included in the competitive review and allocation completed by the Human Services Commission. Staff will return to the City Council to formally review the capital project and request funding support after approval by the TAC. No capital funding requests were submitted for the Fiscal Year 2026-27.

Fiscal Year 2025-27 Public Service Projects
Typically, the City receives far more service project requests than capital project requests, making the public service grant program relatively competitive. Applications were accepted via the online platform, ZoomGrants, between November 25, 2024 and January 17, 2025. Dublin received 24, as provided in Attachment 6. Table 2 summarizes the total funding requests and availability by source for each of the fiscal years.

Table 2. Funding Requests and Availability by Source and by Fiscal Year

Funding Source	2025-26 Requested	2025-26 Available	2026-27 Requested	2026-27 Anticipated
CDBG (Capital Projects)*	$17,000	TBD	$0	TBD
CDBG (Service Projects)*	$64,500	$60,000	$79,100	$60,000
City General Fund, Affordable Housing Fund & ARPA**	$405,349	$270,000	$387,367	$168,000
Total	**$486,849**	**$330,000**	**$466,467**	**$228,000**

* Funding from CDBG is not guaranteed for FY 2025-26 or FY 2026-27. Adjustments may be necessary before the start of the fiscal year.

** The $270,000 total in FY 2025-26 comprises $99,000 from the General Fund, $8,000 from the Affordable Housing Fund, and $163,000 from ARPA (for qualifying projects). The $168,000 total in FY 2026-27 comprises $160,000 from the General Fund and $8,000 from the Affordable Housing Fund.

Review and Rating Criteria
In February 2025, Staff and the Human Services Commission reviewed the public service grant applications to verify that all requests qualified for funding based on the adopted program guidelines. The Community Grant Program Guiding Principles and Rating Guide used in this review is included as Attachment 5.

The rating guide was one of several factors used in determining funding recommendations. Other factors included consideration of:

- The number of Dublin residents served and cost per participant.

- Past performance of existing Dublin programs.
- Whether the project addresses one or more of the 9 Community-Level Challenges and Opportunity Areas identified in the 2024 Eastern Alameda County Needs Assessment.
- Whether City funds are used to leverage other funding sources.
- Presentation at a Dublin, Livermore, and Pleasanton Joint Human Services Commission Meeting on February 11, 2025.

One application, from Senior Health Clinic, was removed from consideration during the review process. The organization is still developing the program and also lacks financial history as discussed during their presentation to the Human Services Commission.

Funding Recommendations

At its March 27, 2025, meeting, the Human Services Commission discussed and considered funding allocations. The Commission recommended funding all 23 applications in Fiscal Year 2025-26, and 17 applications in Fiscal Year 2026-27. The amounts recommended by the Human Services Commission include reductions across all program/project requests to align with available funding. Attachment 2 summarizes the amounts recommended by the Human Services Commission for each project/program. Six of the applications were from organizations that were new to Dublin, therefore a determination was made to not allocate funds to them in Year 2 (and focus instead of longer-standing grantees) due to the decrease in total anticipated funding. Therefore, the Human Services Commission recommended awarding these organizations $5,000 in Fiscal Year 2025-26 only.

Funding Breakdown by Project Type

Table 3 breaks down funding recommendations for the public service projects by type (loan obligation, food, shelter, and other). Attachment 2 is also sorted by project type.

Table 3: Funding Recommendations by Project Type

Project Type	**Recommended Funding FY 2025-26**	**Recommended Funding FY 2026-27**
Loan Obligation	$14,500	$14,100
Services - Food	$56,500	$34,840
Services - Shelter	$109,000	$70,425
Services - Other *	$150,000	$108,635
Total	**$330,000**	**$228,000**

* “Services – Other” includes projects/programs that provide safety-net services addressing issues like domestic violence/child abuse, disabled/special needs, financial/legal needs, medical/health needs, etc.

STRATEGIC PLAN INITIATIVE:

None.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

The City Council Agenda was posted, and all grant applicants were provided with a web link to the Staff Report.

Outreach and Promotion
In November and December 2024, in preparation for the first Tri-Valley grant application process, Staff from Dublin, Livermore, and Pleasanton conducted the following outreach efforts:

- Provided notice of funding to non-profit organizations.
- Advertised the funding availability in the *East Bay Times.*
- Provided information on the City website.
- Held a mandatory Grant Application Workshop to review the online application process and discuss program guidelines for the upcoming fiscal year.

ATTACHMENTS:

1) Resolution Approving Human Services Grant Program Funding Recommendations for Fiscal Years 2025-26 and 2026-27
2) Exhibit A to the Resolution - Human Services Commission Funding Recommendation Details for Fiscal Years 2025-26 and 2026-27
3) City of Dublin Mission and Vision Statements
4) 2024 Eastern Alameda County Needs Assessment Community-Level Challenges and Opportunity Areas
5) Community Grant Program Guiding Principles and Rating Guide
6) Fiscal Years 2025-26 and 2026-27 Human Services Grant Applications

RESOLUTION NO. XX – 25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUBLIN

APPROVING HUMAN SERVICES GRANT PROGRAM FUNDING RECOMMENDATIONS FOR FISCAL YEARS 2025-26 AND 2026-27

WHEREAS, the City received 24 qualifying public service applications for the Fiscal Year 2025-26 Human Services Grant Program and 23 qualifying public service applications for the Fiscal Year 2026-27 Human Services Grant Program; and

WHEREAS, funding sources for the Human Services Grant Program include the federally funded Community Development Block Grant (CDBG), the City of Dublin General Fund, the City of Dublin Affordable Housing Fund, and the American Rescue Plan Act (ARPA); and

WHEREAS, on March 27, 2025, the Human Services Commission recommended that 23 public service applications receive funding in Fiscal Year 2025-26, and that 17 public service applications receive funding in Fiscal Year 2026-27; and

WHEREAS, the City Council considered the recommended service projects attached hereto as **Exhibit A**;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Dublin approve the Human Services Grant Program Funding Recommendations for Fiscal Year 2025-26 and Fiscal Year 2026-27.

BE IT FURTHER RESOLVED that the City Manager is authorized to take the following actions:

1. Direct Staff to work with the County of Alameda as required on the CDBG funding allocations in Fiscal Year 2025-26 and Fiscal Year 2026-27 by reallocating funds as needed based on the confirmed CDBG funding guidelines and funding levels each year; and

2. Execute yearly agreements with the County of Alameda for use of CDBG funds, effective July 1, 2025 and July 1, 2026 respectively; and

3. Execute 2-year or 1-year agreements (as applicable) with each grant recipient effective July 1, 2025, in the amounts included in **Exhibit A,** and take such further actions as may be necessary or appropriate to carry out the City Council's obligations pursuant to this Resolution.

BE IT FURTHER RESOLVED that the City Manager is authorized to execute amendments to the agreements, and make any necessary, non-substantive changes to carry out the intent of this Resolution.

PASSED, APPROVED AND ADOPTED this 6th day of May 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Mayor

ATTEST:

_____
City Clerk

Human Services Commission Funding Recommendation Details for Fiscal Years 2025-26 and 2026-27

					FY 2025-26				FY 2026-27			
Organization Name	**Grant Proposal**	**Estimated Unduplicated Residents Served**	**Application Scoring Average**	**Funding Received FY24-25**	**Grant Amount Requested FY25-26**	**Funding Recommendation FY25-26**	**Average Cost Per Resident FY 25-26**	**Anticipated Funding Source**	**Grant Amount Requested FY26-27**	**Funding Recommendation FY26-27**	**Average Cost Per Resident FY 26-27**	**Anticipated Funding Source**
PROJECTS FUNDED OUTSIDE OF COMPETITIVE GRANTS PROGRAM					**$31,500**	**$14,500**			**$14,100**	**$14,100**		
City of Pleasanton	Section 108 Loan Obligation (Axis Community Health Clinic)	-	-	$15,000.00	$14,500	$14,500	-	CDBG	$14,100	$14,100	-	CDBG
Goodness Village	Home Preservation and Weatherproofing (Capital Project)	-	-	NEW	$17,000	TBD	-	-	$0	$0	-	-
SERVICES - FOOD		**316**			**$70,000**	**$56,500**			**$70,000**	**$34,840**		
Culinary Angels	Nutritious Meals for Cancer Patients and Caregivers	6	56.0	NEW	$10,000	$5,000	$833.33	GF	$10,000	$0	$0.00	-
Mercy Retirement and Care	Mercy Brown Bag Program	50	74.8	NEW	$10,000	$5,000	$100.00	GF	$10,000	$0	$0.00	-
Open Heart Kitchen	Senior Meal Program	200	87.3	$23,000.00	$25,000	$24,000	$120.00	ARPA/GF	$25,000	$17,980	$89.90	GF
Spectrum Community Services	Meals on Wheels: More Than a Meal	60	79.7	$22,500.00	$25,000	$22,500	$375.00	CDBG	$25,000	$16,860	$281.00	CDBG
SERVICES - SHELTER		**759**			**$157,446**	**$109,000**			**$153,568**	**$70,425**		
Arukah	Tri-Valley Housing and Human Services Grant	1	55.5	NEW	$10,000	$5,000	$5,000.00	GF	$10,000	$0	$0.00	-
Centro Legal de la Raza	Tri-Valley Fair and Secure Housing Project	10	75.3	$18,000.00	$22,446	$15,000	$1,500.00	ARPA/GF	$23,568	$11,240	$1,124.00	GF
City Serve of the Tri-Valley	Homeless Prevention, Intervention, and Crisis Stabilization	244	87.8	$23,000.00	$25,000	$23,000	$94.26	ARPA/GF	$25,000	$17,230	$70.61	GF
Community Resources for Independent Living	Housing and Independent Living Skills	30	80.7	$9,000.00	$15,000	$10,500	$350.00	ARPA/GF	$15,000	$7,870	$262.33	GF
East Bay Innovations	Tri-Valley Roadmap to Affordable Housing	15	70.5	NEW	$5,000	$5,000	$333.33	GF	$0	$0	$0.00	-
Front Porch Communities	Home Match	6	50.8	NEW	$20,000	$5,000	$833.33	GF	$20,000	$0	$0.00	-
Goodness Village	Building Vocational Skills, Community Engagement, and Pathways to Stability*	2	72.5	$12,500.00	$20,000	$12,500	$6,250.00	GF	$20,000	$9,365	$4,682.50	GF
Partners for Change Tri-Valley	Alleviating Poverty and Homelessness in the Tri-Valley	26	73.7	$5,000.00	$15,000	$10,000	$384.62	ARPA/GF	$15,000	$7,490	$288.08	GF
Tri-Valley Haven	Homeless and Family Support Services	425	87.2	$22,500.00	$25,000	$23,000	$54.12	CDBG	$25,000	$17,230	$40.54	CDBG
SERVICES - OTHER		**2200**			**$227,903**	**$150,000**			**$228,799**	**$108,635**		
Chabot-Las Positas Community College District dba Tri-Valley Career Center	Dublin Pathways to Employment	130	70.8	$16,000.00	$24,989	$19,000	$146.15	ARPA/GF	$24,989	$14,235	$109.50	GF
Chabot-Las Positas Community College District dba Tri-Valley Career Center	Dublin VITA Services	120	71.3	$16,000.00	$17,914	$16,000	$133.33	ARPA/GF	$18,810	$11,990	$99.92	GF
City Serve of the Tri-Valley	Senior 60+ Stabilization Program	35	77.5	$17,000.00	$25,000	$18,500	$528.57	GF	$25,000	$13,860	$396.00	GF
Hively	Hive on Wheels Mobile Family Resource Center	1000	90.3	$24,000.00	$25,000	$24,000	$24.00	ARPA/GF	$25,000	$17,980	$17.98	GF
Legal Assistance for Seniors	Legal Services, Medicare Counseling, and Community Education	15	81.7	$10,000.00	$15,000	$10,000	$666.67	CDBG/GF	$15,000	$7,490	$499.33	CDBG
Lions Center for the Visually Impaired	Independent Living Skills for Blind and Visually Impaired Adults	25	78.2	$4,500.00	$10,000	$9,000	$360.00	GF	$10,000	$6,745	$269.80	GF
Love Never Fails	Therapeutic Outreach Network	150	85.2	$7,500.00	$10,000	$7,500	$50.00	GF	$10,000	$5,620	$37.47	GF
Senior Health Program	Senior Health	-	60.0	NEW	$25,000	$0	$0.00	-	$25,000	$0	$0.00	-
Sewa	Cultivating Acceptance Love and Mindfulness	150	51.8	NEW	$25,000	$5,000	$33.33	GF	$25,000	$0	$0.00	-
Sunflower Hill	Dublin Food Access Project	500	76.3	$15,000.00	$25,000	$18,000	$36.00	GF	$25,000	$13,485	$26.97	GF
Tri-Valley Haven	Domestic Violence Services	75	87.3	$23,000.00	$25,000	$23,000	$306.67	ARPA/GF	$25,000	$17,230	$229.73	CDBG/GF
	*8,000 from Affordable Housing Fund			**Totals:**	**$486,849**	**$330,000**			**$466,467**	**$228,000**		

DUBLIN
CALIFORNIA
THE NEW
AMERICAN
BACKYARD

MISSION

The City of Dublin promotes and supports a high quality of life, ensures a safe, secure, and sustainable environment, fosters new opportunities, and champions a culture of equity, diversity, and inclusion.

VISION

Dublin is a great community to live, work, and raise a family. Dublin values:

- **Business** – We will provide a full spectrum of opportunity by supporting current and prospective businesses through ongoing economic development efforts and helping them grow and thrive locally.
- **Customer Service** – We will provide welcoming, excellent customer services to our residents and businesses at all times.
- **Diversity** – We will support a wide range of programs and events that reflect and cater to the diversity of our residents.
- **Environmental Sustainability** – We will continue to lead in building a well-planned sustainable community and protecting our natural resources.
- **Equity** – We will deliver our services in a way that ensures equitable access to all.
- **Finances** – We will strive to be fiscally transparent and balance our budgets annually.
- **History** – We will honor our history through places and programs that remind people of our beginnings.
- **Inclusivity** – We will advocate for programs and policies that support inclusive access to housing and cultural opportunities.
- **Innovation** – We will continue to innovate in every aspect of government and promote innovation within the business community.
- **Living an Active Lifestyle** – We will continuously promote an active lifestyle through our parks and facilities and encourage participation in local sports.
- **Safety** – We are dedicated to excellent public safety resources, including police and fire.

2024 Eastern Alameda County Human Services Needs Assessment Community-Level Challenges and Opportunity Areas*	
1	Housing Services
2	Health Care Services
3	Mental Health Services
4	Services Provision, Awareness, and Navigation
5	Racial/Linguistic/Cultural Responsiveness
6	Substance Abuse Services
7	Safety
8	Transportation
9	Youth Services

*See page 47 of the 2024 Eastern Alameda County Human Services Needs Assessment

DUBLIN
CALIFORNIA

Dublin Community Grant Program Guiding Principles

The City of Dublin Human Services Grants Program provides financial support to local non-profit organizations serving Dublin residents. The grant program is typically funded through three sources:

- The City General Fund
- Affordable Housing Fund
- Federal Community Development Block Grant Program (CDBG)

Other funding sources are also used as they become available. The principles listed below will provide guidance for each funding source.

1. All applications submitted must:
    a. Address at least one of the City Council's Funding Priorities
    b. Address at least one of HUD's Strategic Goals and Policy Priorities
    c. Address at least one of the 9 Community-Level Challenges and Opportunity Areas in the Eastern Alameda County Needs Assessment Report (https://www.dublin.ca.gov/DocumentCenter/View/36930/Final-Eastern-Alameda-County-Human-Services-Needs-Assessment-with-Executive-Summary)
2. All funded programs must benefit low-income or high-risk individuals or households in Dublin.
3. All agencies receiving funds cannot discriminate in selecting clients or proselytizing when providing services.
4. Organizations may apply for more than one grant. Each funding request must address a separate program or project and fulfill a different need. Each application will be evaluated on its own merits.
5. Households/individuals may be experiencing more than one critical need. A household/individual will be counted as an unduplicated client in each program that fulfills a different need.
6. The rating sheet will evaluate each application against a specific set of criteria and receive a score on the extent to which those criteria are met.
7. Grantees must submit demographic data on clients, board members, and staff to inform and support City Diversity, Equity, and Inclusion (DEI) initiatives.

City Council's Funding Priorities to fund programs that specifically address critical human service needs:

- Food and Nutrition
- Healthcare
- Homelessness
- Childcare

US Department of Housing and Urban Development (HUD) Strategic Goals

- Increase homeownership
- Promote decent affordable housing
- Strengthen communities
- Ensure equal opportunities in housing
- Promote participation of grass-roots faith-based and other community-based organizations

US Department of Housing and Urban Development (HUD) Policy Priorities

- Provide increased homeownership and rental opportunities for low and moderate-income persons, persons with disabilities, the elderly, minorities, and families with limited English proficiency.
- Improving the quality of life in our Nation's communities.
- Encouraging accessible design features.
- Participation of minority-serving institutions in HUD programs.
- End chronic homelessness within ten years.
- Removal of barriers to affordable housing.

Tri-Valley Needs Assessment Community-Level Challenges and Opportunity Areas:

- Housing Services
- Health Care Services
- Mental Health Services
- Services Provision, Awareness, and Navigation
- Racial/Linguistic/Cultural Responsiveness
- Substance Abuse Services
- Safety
- Transportation
- Youth Services

CITY OF DUBLIN
HUMAN SERVICES GRANT RATING GUIDE

Organization: _____

Program: _____

City Staff Score

Each project has already been scored by city staff in the Grant Ratings Worksheet using the criteria below. These scores will automatically be added to the scores you add for every project that is selected to receive funding.

Organization/Management (1 point each, maximum of 5)

Description	Score
The organization previously received funding from Dublin and has fully complied with the City's management procedures, including invoice and report deadlines.	
The organization, as presented in the application, is able to achieve the stated goals and outcomes.	
The organization and its staff are qualified and have the capacity to provide for the program. (non-profit status, resumes for staff, Board of Directors, information on clients served)	
The organization has completed all required aspects of the application process.	
The proposed program has a successful proven track record (not a new program).	

Commission Member Rating Categories

Please review each of the applications in ZoomGrants. For each application, provide a score (1-10) for each of the categories below. Descriptions of each score range are included below for guidance. Add your scores for each category, and any notes on each application, to the corresponding cells in the Grant Ratings Worksheet.

Need – Rate the need for this program/service.

Rating	Description	Score
Low 0-2	The applicant does not articulate a clear need for the project in their application and is unlikely to address that need.	
Mid 3-5	The applicant identifies a clear need, but it is not a critical human service need, and/or the applicant does not demonstrate a high likelihood of addressing that need.	
High 6-10	The applicant identifies a critical human service need in Dublin that other organizations do not and demonstrates a high likelihood of addressing that need.	

Benefit – Rate the benefit to low-income or high-risk individuals/households in Dublin.

Rating	Description	Score
Low 0-2	Applicant demonstrates a low number of low-income or high-risk Dublin individuals/households who will benefit from the project, and the application fails to identify any outcomes or ways it will measure project success.	
Mid 3-5	Applicant demonstrates a moderate number of low-income or high-risk Dublin individuals/households who will benefit from the project. The application identifies outcomes but is unclear or unlikely to demonstrate a project impact.	
High 6-10	Applicant demonstrates a high number of low-income or high-risk Dublin individuals/households who will benefit from the project. The application identifies clear and measurable outcomes to demonstrate project impact.	

Funding Request – Rate the applicant's funding request.

Rating	Description	Score
Low 0-2	The funding request is unreasonably high given the project's proposed impact, and the number of people served; the project budget is unrealistic.	
Mid 3-5	The funding request is reasonable but does not demonstrate a high impact or cost effectiveness given the proposed number of people served and/or the project budget has significant questions or flaws.	
High 6-10	The funding request is a reasonable amount demonstrating high impact and cost effectiveness given the proposed number of people served; the project budget is feasible and sound.	

Funding Sustainability – Rate the diversification of the project's funding sources.

Rating	Description	Score
Low 0-2	The Grant request is the only source of funds for the applicant's proposed project.	
Mid 3-5	The applicant has identified more than one funding source to support the proposed activity/service, but this grant request would be the main source of funds, and the long- term sustainability of the project is questionable.	
High 6-10	The applicant has identified multiple funding sources to support the proposed activity/service and ensure sustainability. The organization produces other income that may be used to support this program (fundraising).	

City Funding Necessity – Rate the necessity of City funding for this project.

Rating	Description	Score
Low 0-2	The project is not appropriate for City funds and will not reduce demands on other City resources.	
Mid 3-5	The project is an appropriate use for City funds but will not reduce demands on other City resources and/or other types of funding sources would be a better fit for this project.	
High 6-10	City funds are critical to the project, and funding request is appropriate for City sources and reduces demands for other City resources.	

Consistency with Policies – Rate the proposal's consistency with the HUD Strategic Goals and HUD Policy Priorities. (To determine CDBG eligibility)

Rating	Description	Score
Low 0-2	The proposal does not address any of the HUD Strategic Goals or HUD Policy Priorities.	
Mid 3-5	The proposal addresses one of the HUD Strategic Goals or HUD Policy Priorities.	
High 6-10	The proposal helps address multiple HUD Strategic Goals or HUD Policy Priorities.	

City Council Priorities – Rate the extent the proposal addresses one or more of the City Council's priorities.

Rating	Description	Score
Low 0-2	The proposal does not address any of the Council's priorities.	
Mid 3-5	The proposal addresses one or two of the Council's priorities but does not have a high likelihood of doing so effectively.	
High 6-10	The proposal demonstrates a high likelihood of addressing multiple Council priorities.	

Alameda County 9 Community-Level Challenges and Opportunity Areas – Rate the extent the proposal addresses one or more of the 9 challenges and opportunity areas as identified by the 2024 Eastern Alameda County Human Services Needs Assessment.

Rating	Description	Score
Low 0-2	The proposal does not address any of the 9 challenges and opportunity areas.	
Mid 3-5	The proposal addresses one or two of the 9 challenges and opportunity areas but does not have a high likelihood of doing so effectively.	
High 6-10	The proposal is highly likely to address multiple areas of the 9 challenges and opportunity areas.	

Innovation – If funds were allocated last year for the same project/activity, rate the extent to which the applicant adequately responds to changing community conditions. If the proposal is for a new project, rate the extent to which the project uses a new and innovative approach to solve an identified problem.

Rating	Description	Score
Low 0-2	The applicant does not demonstrate an ability to adapt the project to changing needs or is not using an innovative approach.	
Mid 3-5	It is unclear how the project will respond to changing community conditions identified in the application or use an effective but not particularly innovative approach.	
High 6-10	The applicant demonstrates a high likelihood of responding to changing conditions and/or using an innovative approach.	

Access – Rate the extent to which the project will ensure non-English speakers, people with disabilities, people experiencing homelessness, seniors, low-income families, and/or youth can access the proposed program or activities.

Rating	Description	Score
Low 0-2	The proposal does not mention accessibility concerns and does not describe how it will remove barriers or help community members access its services.	
Mid 3-5	The proposal addresses accessibility concerns but does not identify concrete or impactful ways the project will remove barriers for priority populations.	
High 6-10	The proposal describes concrete and impactful ways the applicant will improve language, technology, and/or transportation access for priority populations.	

Tri-Valley Grants Application

Attachment 6

Powered by ZoomGrants™ and

City of Dublin
Tri-Valley Grants Application
FY 2025-2027 Tri-Valley Housing and Human Services Grants
Deadline: 1/17/2025

Arukah

Arukah: 2025-2027 Tri-Valley Housing and Human Services Grant

Jump to: Application Questions Budget Documents

Submitted: 1/17/2025 1:28:13 PM (Pacific)

Project Contact
Josh Jonas
[redacted]

Arukah
[redacted]

Application Questions *top*

ORGANIZATION INFORMATION

1. Please identify if your organization is a Non-Profit or Public Agency:
For-profit agencies are not eligible for these grants funds

- [x] Non-Profit
- [ ] Public Agency

2. Please state your agency's mission and/or vision statement(s):
Mission: Arukah exists to help men who are dealing with the realities of homelessness due to loss of job, being recently released from prison, addictions, or lack of family support. We focus on men who are ready to move forward in life by providing transitional housing, job vocational training, and mentorship.

Vision: Arukah envisions Arukah Transitional Homes in every city in the Bay Area and throughout California. We want to give men the opportunity to become better men physically, relationally, emotionally, and spiritually which will in turn have them become better fathers, husbands, sons, friends, and employees.

PROJECT INFORMATION

3. Provide a brief summary of the project for which your agency is seeking grant funding. This

information will be used on the documents that go to the City Councils.
1-2 sentences
Arukah operates an independent living home for men, providing a supportive environment that fosters stability and growth. We are seeking grant funding to cover essential administrative costs to ensure the program's continued success.

4. Is this a Capital Improvement Project?
If yes, fill out questions 15-20.
- ☐ Yes
- ☑ No

5. How does this project align with your organization's annual goals?
Please include qualitative and quantitative metrics in your response.
This project directly aligns with Arukah's annual goals to provide safe housing and supportive services for individuals transitioning to independent living. Qualitatively, we aim to foster personal growth, stability, and a sense of community among residents. Quantitatively, our goal is to maintain a 90% occupancy rate in the independent living home, achieve a 100% rate of residents maintaining employment or pursuing education, and support at least 100% of residents in successfully transitioning to long-term stable housing within 12-15 months. Grant funding for administrative costs will ensure the sustainability and effectiveness of these outcomes.

6. Describe the needs, challenges, and/or service gaps that your project addresses. How will clients access the services?
If applicable, please describe how your organization's programs and services directly respond to negative economic or public health impacts of the COVID-19 Pandemic.
Arukah's transitional home addresses the critical need for stable, supportive housing for men transitioning from challenging circumstances, including homelessness, addiction recovery, or incarceration. Many of our clients face barriers such as unemployment, lack of affordable housing, and limited access to mental health or addiction recovery support. Our program bridges these gaps by providing safe housing, case management, job connections, and access to community resources. Clients access services through referrals from local organizations, social workers, and community partners.

Once our clients complete the Arukah House program, they have the opportunity to transition to our independent living home, known as the Elpo House. This home is designed for program graduates and other men in the community who have stable income but lack housing. It provides up to 15 months of low-cost independent living, promoting continued stability and independence.

Having experienced staffing for the Elpo home is critical to provide adequate support to residence.

In response to the economic and public health impacts of the COVID-19 pandemic, our program has experienced an increased demand as more individuals face unemployment, housing instability, and mental health challenges. By offering consistent support and a stable living environment, we help mitigate these effects, fostering resilience and long-term stability for our residents.

7. Describe how your organization will measure the effectiveness of this project?
Please include qualitative and quantitative metrics in your response.
To measure the effectiveness of this project, Arukah employs both qualitative and quantitative metrics. Qualitatively, we gather testimonials and feedback from residents to assess their personal growth, sense of community, and overall satisfaction with the program. Quantitatively, we track key metrics such as:
The percentage of residents who successfully transition to stable, long-term housing (target: 100%).
The percentage of residents who maintain employment or enroll in educational programs during their stay (target: 100%).
The occupancy rate of the Elpo House (target: 90% or higher).
The number of individuals served annually through the Elpo House. Currently the Elpo House can serve six men receiving services.

Additionally, we evaluate the program's success through partnerships with community organizations and analyze outcomes to identify areas for improvement. These metrics ensure accountability and help us adapt our services to meet the evolving needs of our clients.

8. Please indicate which City/Cities you are requesting funding from and state the amount in which is being requested (Dublin: Minimum $5,000, Maximum $25,000; Livermore: Minimum $5,000, No Maximum; Pleasanton: Minimum $5,000, No Maximum).
If not requesting funding from one or more of the cities below, please include "0" in the appropriate field (s). City subtotals and a Tri-Valley grand total will be automatically calculated and can be viewed by clicking 'Print preview' button above.

10,000	FY 2025-2026 Dublin
10,000	FY 2026-2027 Dublin
20,000.00	**SUBTOTAL**
25,000	FY 2025-2026 Livermore
25,000	FY 2026-2027 Livermore
50,000.00	**SUBTOTAL**
10,000	FY 2025-2026 Pleasanton
10,000.00	**SUBTOTAL**
80,000.00	**TOTAL**

9. Describe, in detail, how your agency will use the Housing and Human Services grant funds, and what results you expect to achieve with this project.
If different for each City, share specific details for each City.
The Housing and Human Services grant funds will be used to support essential administrative and staffing costs, which are critical to the continued operation and success of our programs. Specifically, the funding will cover salaries for program staff, including case managers and administrative personnel, who are responsible for coordinating services, maintaining operations, and providing direct support to residents. These funds will also help cover costs associated with program management, reporting, and community outreach.
By securing this funding, we expect to achieve significant results, including maintaining the operational stability of the Elpo House, ensuring consistent support for our residents, and meeting our target outcomes of housing stability, employment or educational attainment, and successful transitions to long-term independence. This investment in administrative and staffing infrastructure will enable us to effectively address the needs of our clients and sustain the long-term impact of our programs.

10. If this project was not funded by one or more of the Cities, would this project still exist? How would you adapt the project if it was partially funded by one or more of the Cities?
Currently, Arukah is funded by private donors, businesses, and small grants. While Arukah remains fiscally sound and has sufficient savings to continue the project for a set period, the absence of additional funding would ultimately jeopardize its long-term viability. Without supplemental support, such as the Tri-Valley Housing and Human Services Grant, this project may cease to exist in the future. The grant would provide critical resources to solidify the funding needed to operate efficiently over the next 2-3 years. If the project were partially funded by the Cities, Arukah would adapt by scaling down non-essential services and prioritizing core program operations to ensure the primary mission of providing stable housing and support for our residents remains intact.

11. Projected number of clients, by City, that this project plans to serve in FY 2025-2026 in each income category:

1	Dublin: Extremely Low Income (< 30%)

0	Dublin: Very Low Income (30-50% AMI)
0	Dublin: Low Income (50-80% AMI)
0	Dublin: Moderate Income (80-120% AMI)
0	Dublin: Above Moderate Income (>120% AMI)
1.00	**SUBTOTAL**
4	Livermore: Extremely Low Income (< 30%)
0	Livermore: Very Low Income (30-50% AMI)
0	Livermore: Low Income (50-80% AMI)
0	Livermore: Moderate Income (80-120% AMI)
0	Livermore: Above Moderate Income (>120% AMI)
4.00	**SUBTOTAL**
2	Pleasanton: Extremely Low Income (< 30%)
0	Pleasanton: Very Low Income (30-50% AMI)
0	Pleasanton: Low Income (50-80% AMI)
0	Pleasanton: Moderate Income (80-120% AMI)
0	Pleasanton: Above Moderate Income (>120% AMI)
2.00	**SUBTOTAL**
7.00	**TOTAL**

12. Projected number of clients, by City, that this project plans to serve in FY 2026-2027 in each income category:

1	Dublin: Extremely Low Income (< 30%)
	Dublin: Very Low Income (30-50% AMI)
	Dublin: Low Income (50-80% AMI)
	Dublin: Moderate Income (80-120% AMI)
	Dublin: Above Moderate Income (>120% AMI)
1.00	**SUBTOTAL**
5	Livermore: Extremely Low Income (< 30%)
	Livermore: Very Low Income (30-50% AMI)
	Livermore: Low Income (50-80% AMI)
	Livermore: Moderate Income (80-120% AMI)
	Livermore: Above Moderate Income (>120% AMI)
5.00	**SUBTOTAL**
6.00	**TOTAL**

13. How does your agency assess that your clients are "eligible beneficiaries"?

i.e. low- and moderate-income persons and/or presumed beneficiaries according to HUD.

Arukah assesses that our clients are "eligible beneficiaries" by encouraging them to utilize social services and support from our partnered agencies to enhance their stability. Although Arukah does not allow clients to directly use HUD funding during their stay in our programs, we actively encourage low-income clients to pursue HUD funding as a pathway to long-term housing solutions. Arukah's independent living home is

specifically designed to provide clients with the time and resources needed to identify and transition into suitable, stable housing options that meet their long-term needs.

EASTERN ALAMEDA COUNTY HUMAN SERVICES NEEDS ASSESSMENT

14. Which of the following Community-Level Focus Areas from the 2024 Eastern Alameda County Human Services Needs Assessment does your project identify with?
Select all that apply:

- [x] Housing Services (Page 47)
- [ ] Health Care Services (Page 52)
- [ ] Mental Health (Page 55)
- [ ] Service Provision, Awareness, and Navigation (Page 57)
- [ ] Racial/Linguistic/Cultural Responsiveness (Page 58)
- [ ] Substance Abuse Services (Page 60)
- [ ] Safety (Page 61)
- [ ] Transportation (Page 63)
- [ ] Youth (Page 65)
- [ ] Other:

CAPITAL IMPROVEMENT PROJECTS

15. For the capital improvement project, provide a detailed narrative (e.g. rehabilitation or new construction) and a detailed scope of work for the project.
If this is not a Capital Improvement Project, put "NA".
NA

16. For the capital improvement project, please describe the land tenure status (e.g. does your agency own or lease the property? If leasing, what are the lease terms?). If you do not have site control, describe your site control plans.
If this is not a Capital Improvement Project, put "NA".
NA

17. If the building is occupied, will relocation be required?
If this is not a Capital Improvement Project, put "NA".
NA

18. Identify the project team (e.g. architect/engineer, general contractor, and or consultants):
If this is not a Capital Improvement Project, put "NA".
NA

19. Has a market study, property needs assessment, and/or other evaluation which identifies the need for the proposed project been completed?
If this is not a Capital Improvement Project, put "NA".
NA

20. Will this project require implementation of Davis-Bacon/Fair Labor Standards Act Requirements?
If this is not a Capital Improvement Project, put "NA".
NA

POLITICAL REFORM ACT

21. Under Section 84308 of the Political Reform Act, certain elected and appointed officials are prohibited from taking part in a proceeding for an entitlement for use, including most contracts, if the official has received a contribution exceeding $250 from a party or participant in the proceeding within the preceding 12 months. Please answer Yes or No to the following question: Has your organization, or an employee of your organization, made a political contribution to a current Dublin, Pleasanton, or Livermore Councilmember, Mayor, or Commissioner within the last 12 months?

If Yes, please identify the employee(s) who made the political contribution, and the amount, date, and recipient of, the contribution.

No

AUTHORIZATION TO SUBMIT GRANT APPLICATION

22. By submitting this application, you confirm that you are authorized to apply to this grant on behalf of your organization.

☑ Yes, I am authorized to apply to this grant on behalf of this organization.

Budget top

2025-2026 Forecasted Revenue	Amount Committed	Amount Pending	Amount Planned	Amount Total
FY 2025-2026 City of Dublin	$ 0.00	$ 0.00	$ 10,000.00	$ 10,000.00
FY 2025-2026 City of Livermore	$ 0.00	$ 0.00	$ 25,000.00	$ 25,000.00
FY 2025-2026 City of Pleasanton	$ 0.00	$ 0.00	$ 10,000.00	$ 10,000.00
FY 2025-2026 Other (Please Describe)	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Total	**$ 0.00**	**$ 0.00**	**$ 45,000.00**	**$ 45,000.00**

2025-2026 Forecasted Expenses	City of Dublin	City of Livermore	City of Pleasanton	Other Sources	Total Project Cost
Personnel Costs	$ 10,400.00	$ 59,200.00	$ 10,400.00		$ 80,000.00
Operating Costs					$ 0.00
Administrative Costs					$ 0.00
Capital Costs (Pre-Development)					$ 0.00
Capital Costs (Construction)					$ 0.00
Other (Please Define)					$ 0.00
Other (Please Define)					$ 0.00
Other (Please Define)					$ 0.00
Total	**$ 10,400.00**	**$ 59,200.00**	**$ 10,400.00**	**$ 0.00**	**$ 80,000.00**

Documents top

Documents Requested *	Required?	Attached Documents *
Agency Audit Requirements and Copy of Last Audit	☑	Arukah 2023 990

Agency's Annual Budget	☑	Arukah Budget 2025 vs 2024 Actuals
(Capital Only) Capital Expenditure Budget for the project		
(Capital Only) Project photos, designs, site drawings, specifications		
(Capital Only) Proposed project budget, including all sources and uses and budget assumptions for development phases		
(Capital Only) Pro forma operating budget with estimated revenue and expenses		
(Capital Only) Evidence of Site Control		
(Capital Only) Title Report (acquisition, new facilities and substantial rehabilitation)		
(Capital Only) Environmental Reports (e.g. Phase I Environmental Site Assessment, ALTA Survey)		

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Application ID: 489861

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Tri-Valley Grants Application

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City of Dublin
Tri-Valley Grants Application
FY 2025-2027 Tri-Valley Housing and Human Services Grants
Deadline: 1/17/2025

Centro Legal de la Raza

Tri-Valley Fair & Secure Housing Project

Jump to: Application Questions Budget Documents

Submitted: 1/16/2025 4:44:42 PM (Pacific)

Project Contact
Brenda Orellana
[redacted]

Centro Legal de la Raza
[redacted]

Application Questions *top*

ORGANIZATION INFORMATION

1. Please identify if your organization is a Non-Profit or Public Agency:
For-profit agencies are not eligible for these grants funds

- [x] Non-Profit
- [ ] Public Agency

2. Please state your agency's mission and/or vision statement(s):
Our Mission: Founded in 1969, Centro Legal de la Raza is a legal services agency protecting and advancing the rights of low-income, immigrant, Black, and Latinx communities through bilingual legal representation, education, and advocacy. By combining quality legal services with know-your-rights education and youth development, Centro Legal de la Raza ensures access to justice for thousands of individuals throughout Northern and Central California.

Our Vision: Centro Legal's multifaceted approach to legal advocacy on behalf of the most vulnerable amongst us is purposefully designed to ensure access to justice. To this end, we pride ourselves in the three key components of our work: creating leadership, empowerment, and equity in our community.

We focus on leadership by providing guidance and mentorship to the next generation of attorneys and judges of color through our Youth Law Academy and Diversity Legal Pipeline programs. We incubate community empowerment by advocating for positive change in local and state governments, creating

meaningful dialogue on issues through our communications and media strategies, and by engaging in true, collaborative based, community lawyering. Finally, we ensure equity through high quality bilingual legal services and courtroom advocacy.

Founded in 2003, Centro Legal's Tenants' Rights Practice (Practice) has distinguished itself as a regional leader in the provision of no-cost legal assistance to low-income households to ensure access to safe, healthy, stable, affordable housing. We have 21 years of experience providing legal assistance to low-income tenants. We have also developed and refined a model of service provision that efficiently provides a wide range of services along the continuum of homeless prevention, eviction prevention, and anti-displacement work. Our model prioritizes accessibility, empowering tenants, and responding to emerging trends in landlord-tenant relations. The Practice strives to stop displacement and stabilize our communities through eviction defense, drop-in legal clinics, affirmative litigation, policy advocacy and administrative hearings before rent boards.

PROJECT INFORMATION

3. Provide a brief summary of the project for which your agency is seeking grant funding. This information will be used on the documents that go to the City Councils.

1-2 sentences

Centro Legal's Tri-Valley Fair & Secure Housing Project will provide tenant legal services to low-income tenants facing housing instability, eviction and potential displacement. Our service model provides pre-eviction consultation in addition to eviction representation. This approach enables us to address threats to housing stability early and effectively to keep Tri-Valley tenants housed, and in safe, stable, and affordable housing.

4. Is this a Capital Improvement Project?

If yes, fill out questions 15-20.

- ☐ Yes
- ☑ No

5. How does this project align with your organization's annual goals?

Please include qualitative and quantitative metrics in your response.

Since 1969, we have been fervently working to protect and advance the rights of low income immigrants and Black/Latino communities living in the Bay Area through bilingual legal representation, education and advocacy work. Our legal practices take on challenging cases, fight for our clients passionately, and ensure that everyone feels heard and supported. This project fits within the Tenants' Rights practice, one of our 3 core legal practices (Tenants' Rights, Immigrants' Rights, and Workers' Rights).

The Tenants' Rights practice has provided legal services since 2003; the team served over 1,400 low-income clients through direct legal services in FY 23-24. We provide a vital lifeline to families facing housing insecurity by offering regular legal clinics, workshops, and emergency eviction defense. Through comprehensive consultations and full-scope representation, we defend tenants' rights under local rent control laws, combat housing discrimination, address unsafe living conditions, and protect against landlord harassment.

Beyond direct legal services, we empower the community with know-your-rights education at our clinics and workshops. By equipping tenants with essential knowledge and resources, we help them assert their rights and secure stable housing in the face of growing challenges. This multi-faceted approach contributed to positive outcomes in 96% of all cases in 2024, further demonstrating the impact of our work in strengthening tenants' ability to maintain their homes.

Unfortunately, Alameda County is still in the midst of an eviction crisis, with eviction rates holding steady at 150% of pre-pandemic levels. Given this reality, all legal services providers have to target services to make the most impact. One of the Tenants' Rights practice's annual goals is to target our services towards tenants most at risk of eviction, tenants in underserved communities, and tenants who face barriers to accessing legal services. Tenants in Dublin and Pleasanton have traditionally been

underserved by eviction defense legal services providers.

This project has been critical in expanding access to eviction defense legal services in the Tri-Valley area. It also enables us to face tenants most at risk of eviction, which includes tenants with disabilities, women with children, elderly tenants, immigrant tenants, and tenants with extremely low income. In our most recent reporting period, 67% of the Dublin tenants we served had extremely low incomes, 50% had a household member with a disability, and 33% were female-headed households. In the same reporting period, 100% of the Pleasanton tenants we served had extremely low incomes, 67% had a household member with a disability, 33% had an elderly person in the home, and 33% were female-headed households. In this way, this project is directly in line with our broader goals and is critical to maximize our impact in Dublin and Pleasanton.

6. Describe the needs, challenges, and/or service gaps that your project addresses. How will clients access the services?

If applicable, please describe how your organization's programs and services directly respond to negative economic or public health impacts of the COVID-19 Pandemic.

Between 2010 - 2020, the share of renters that were burdened by the cost of housing in Tri-Valley increased from 42% to 47%, whereas the 9-county Bay Area saw a decrease from 50% to 47% in the same period (https://bayareaequityatlas.org/indicators/housing-burden). This has only worsened in the post-pandemic reality of increased inflation and the lingering financial impacts of the COVID-19 pandemic, which have affected women and women-headed household the most (https://bayareaequityatlas.org/recovery-tracker/how-women-are-faring).

Additionally, Alameda County is in the midst of an eviction crisis. Data from Alameda County Superior Court shows that eviction rates are holding steady at 150% of pre-pandemic levels, with no end in sight. This holds true for Pleasanton and Dublin. Between June 2023 and June 2024, 268 Dublin tenants and 278 Pleasanton tenants faced eviction cases. During that same time period, Dublin and Pleasanton had higher eviction rates than their rates of renter-occupied households. Evictions in Dublin comprised 3.8% of all County evictions, yet Dublin has 2.8% of the County's renter population. Evictions in Pleasanton comprised 3.7% of all County evictions, and Pleasanton has 3.5% of all County renters.

In FY 23-24, 27% of Dublin and Pleasanton tenants served by Centro Legal reported receiving an Unlawful Detainer (eviction notice); an additional 23% were unable to pay rent; 23% received a notice of termination of tenancy; 9% needed repairs necessary for health or safety; 9% reported they were still impacted by COVID-19; and 6% were dealing with unfair or illegal behavior by their landlord.

Data from the American Housing Survey estimates that there are 5.5 times as many "informal evictions" as formal evictions. (Zainulbai & Daly, Informal Evictions: Measuring Displacement Outside of the Courtroom (2022)). "Informal evictions" occur when a tenant is coerced or otherwise pushed to leave their home outside of the court process. This often occurs because tenants do not understand their legal rights and options. Equipping tenants with information before an eviction case is filed is critical to keeping tenants housed.

Historically, there has been a lack of tenant legal services targeted to Tri-Valley cities. This program is essential to meet the ongoing and increased need. If we do not receive funding, more residents will face eviction without the assistance of an attorney. Research consistently shows that low-income residents who have the right to stay in their homes need legal representation in order to make that right a reality.

Low-income clients will access our services by reaching us by phone, email, online, in-person, or through the Get Help Tool on the www.ac-housingsecure.org website. We also receive referrals from partner organizations by email, particularly from City Serve of the Tri-Valley. We hold virtual clinics to meet with clients in addition to phone and in-person meetings.

7. Describe how your organization will measure the effectiveness of this project?

Please include qualitative and quantitative metrics in your response.

Our primary objective is to enhance the quality of life for low-income tenants via housing-related services to prevent homelessness and to promote stable, affordable, healthy housing. We aim to achieve this objective through the goals and outcomes below.

Performance Goal 1: 35 Tenants will receive legal consultation for housing-related problems such as obtaining advice, resources and information about their legal options and rights. 10 of the 35 will be Dublin tenants and 25 will be Pleasanton tenants.

Performance Goal 2: 10 Tenants will receive legal representation for housing-related issues. 5 of the 10 will be Dublin tenants and 5 will be Pleasanton tenants.

Qualitative Outcome for Goal 1: At least 90% of Tenants served will be more aware of available resources and legal options and better prepared to successfully resolve their housing issues.

Qualitative Outcome for Goal 2: After legal representation, at least 75% of Tenants served will successfully resolve their legal matters and report improved housing stability, avoided an eviction, avoided homelessness, having a rent increase rescinded, receiving a rent reduction, or securing time and/or money to move.

Centro Legal uses the case management software JusticeServer, which allows us to track a significant amount of client data and assess quantitative goals on a monthly basis. Additionally, Centro Legal uses anonymous client surveys sent to tenants via text message to measure our impact and collect qualitative data over time. Centro Legal uses case outcome data and program evaluations to determine if a program is effectively meeting clients' needs. We also use information on the number of clients we serve and the types of issues our clients are facing to determine the level and types of services needed. Based on this information, we make changes to program design and our budget to expand services and staffing as needed.

Centro Legal has current CDBG contracts with the City of Hayward, Dublin, and Oakland. We are familiar with the CDBG guidelines and ensure that clients are low-income according to the guidelines. Prior to receiving a consultation, tenants certify their income and provide proof of income eligibility. In addition to income information, Centro Legal is collecting a lot of other demographic data such as race and ethnicity to ensure we are serving a diverse group and those most at risk of eviction and homelessness.

8. Please indicate which City/Cities you are requesting funding from and state the amount in which is being requested (Dublin: Minimum $5,000, Maximum $25,000; Livermore: Minimum $5,000, No Maximum; Pleasanton: Minimum $5,000, No Maximum).
If not requesting funding from one or more of the cities below, please include "0" in the appropriate field (s). City subtotals and a Tri-Valley grand total will be automatically calculated and can be viewed by clicking 'Print preview' button above.

$22,446	FY 2025-2026 Dublin
$23,568	FY 2026-2027 Dublin
46,014.00	**SUBTOTAL**
0	FY 2025-2026 Livermore
0	FY 2026-2027 Livermore
0.00	**SUBTOTAL**
$47,465	FY 2025-2026 Pleasanton
47,465.00	**SUBTOTAL**
93,479.00	**TOTAL**

9. Describe, in detail, how your agency will use the Housing and Human Services grant funds, and what results you expect to achieve with this project.
If different for each City, share specific details for each City.
This project expands access to legal services for low-income tenants at risk of displacement in Dublin and Pleasanton.

Having access to safe, stable, affordable housing is necessary to a high quality of life. Traditionally marginalized communities, such as persons of color, persons with disabilities, elderly persons, women-headed households, and domestic violence survivors face greater barriers to housing stability. This project prioritizes helping those most at risk of displacement, including persons who fall within these identities, and thereby helps Dublin and Pleasanton achieve the Cities' Vision Statements where tenants can safely live, work, and raise a family in a diverse and inclusive city.
Our model of legal services provision includes two key components: upstream and downstream prevention.

Upstream Prevention: Pre-Eviction Consultations

We provide one-to-one legal consultation services that can include drafting letters, providing legal advice, reviewing notices and contracts, helping tenants respond to notices, and providing other short-term, limited assistance to address risks such as eviction notices, rent increases, uninhabitable conditions, and landlord harassment.
Early intervention in landlord-tenant conflicts can prevent eviction lawsuits and provide tenants with important information about how to exercise their rights. Consultations are an efficient way of preventing displacement since they can be made available to large numbers of people and can prevent resource-intensive litigation.

Downstream Intervention: Legal Representation

Legal representation services are more expansive than legal consultation and will be provided where it is determined that more extensive services are necessary or appropriate to prevent displacement. Such services may include: (1) Representing a tenant in mediation or negotiations aimed at avoiding the filing of an unlawful detainer action and/or a rent increase that would result in displacement; or (2) Defending an unlawful detainer (eviction) action.

We ensure this project is cost effective and that the budget meets the needs of the anticipated results by leveraging existing infrastructure funded through Alameda County Housing Secure (ACHS), State Bar funding, and foundation grants. ACHS is a program that Centro Legal has administered since 2018, and administrative infrastructure and staffing of the program has been well established. Additionally, ACHS provides emergency financial assistance funds that Dublin and Pleasanton residents can access. This project allows for the ACHS program to be scaled up and leverages the program structure already created.

Deliverables are based on average attorney caseloads and are in proportion to the amount of funding received, which creates realistic deliverable goals. Our proposed budget would fund 0.15 FTE housing attorney (Dublin), 0.16 FTE housing attorney (Pleasanton) and 0.06 FTE paralegal (Pleasanton).

10. If this project was not funded by one or more of the Cities, would this project still exist? How would you adapt the project if it was partially funded by one or more of the Cities?
If this project was partially or not funded by one or more of the Cities, we would adjust our model to serve less clients proportionate to award amount and available funding. If the project was not funded at all, we would be able to serve very few Dublin and Pleasanton tenants under the County AC Housing Secure grant because of the high demand for services in all County jurisdictions. There are no other dedicated funds to serve Dublin or Pleasanton tenants in eviction cases.

11. Projected number of clients, by City, that this project plans to serve in FY 2025-2026 in each income category:

8	Dublin: Extremely Low Income (< 30%)
2	Dublin: Very Low Income (30-50% AMI)
	Dublin: Low Income (50-80% AMI)
	Dublin: Moderate Income (80-120% AMI)
	Dublin: Above Moderate Income (>120% AMI)

10.00	**SUBTOTAL**
	Livermore: Extremely Low Income (< 30%)
	Livermore: Very Low Income (30-50% AMI)
	Livermore: Low Income (50-80% AMI)
	Livermore: Moderate Income (80-120% AMI)
	Livermore: Above Moderate Income (>120% AMI)
0.00	**SUBTOTAL**
17	Pleasanton: Extremely Low Income (< 30%)
7	Pleasanton: Very Low Income (30-50% AMI)
1	Pleasanton: Low Income (50-80% AMI)
	Pleasanton: Moderate Income (80-120% AMI)
	Pleasanton: Above Moderate Income (>120% AMI)
25.00	**SUBTOTAL**
35.00	**TOTAL**

12. Projected number of clients, by City, that this project plans to serve in FY 2026-2027 in each income category:

8	Dublin: Extremely Low Income (< 30%)
2	Dublin: Very Low Income (30-50% AMI)
	Dublin: Low Income (50-80% AMI)
	Dublin: Moderate Income (80-120% AMI)
	Dublin: Above Moderate Income (>120% AMI)
10.00	**SUBTOTAL**
	Livermore: Extremely Low Income (< 30%)
	Livermore: Very Low Income (30-50% AMI)
	Livermore: Low Income (50-80% AMI)
	Livermore: Moderate Income (80-120% AMI)
	Livermore: Above Moderate Income (>120% AMI)
0.00	**SUBTOTAL**
10.00	**TOTAL**

13. How does your agency assess that your clients are "eligible beneficiaries"?

i.e. low- and moderate-income persons and/or presumed beneficiaries according to HUD.

Centro Legal currently has several CDBG Contracts and is familiar with screening clients in accordance with CDBG guidelines to ensure that 100% of the clients served are low-income according to those guidelines; at or below HUD Income Limit of 80% of AMI (Centro Legal's income eligibility threshold). In order to receive legal services from Centro Legal, individuals must provide information regarding income, city residency, and family size at intake to ensure they fall within the low-income guidelines. All case and demographic information is stored in our client management database which is used for reporting. Income and other demographic information is further verified by the staff assigned to the case through receipt of income documentation or, when tenants do not have traditional income documentation or are unable to obtain it, through written and oral attestations. In all legal representation cases, the tenant signs a retainer agreement in which they certify that the income information provided is accurate. We will also

continue to monitor our client information through monthly reports from our client database to ensure that the funding is benefiting low-income residents in Dublin and Pleasanton.

EASTERN ALAMEDA COUNTY HUMAN SERVICES NEEDS ASSESSMENT

14. Which of the following Community-Level Focus Areas from the 2024 Eastern Alameda County Human Services Needs Assessment does your project identify with?
Select all that apply:

- [x] Housing Services (Page 47)
- [ ] Health Care Services (Page 52)
- [ ] Mental Health (Page 55)
- [x] Service Provision, Awareness, and Navigation (Page 57)
- [x] Racial/Linguistic/Cultural Responsiveness (Page 58)
- [ ] Substance Abuse Services (Page 60)
- [ ] Safety (Page 61)
- [ ] Transportation (Page 63)
- [ ] Youth (Page 65)
- [ ] Other:

CAPITAL IMPROVEMENT PROJECTS

15. For the capital improvement project, provide a detailed narrative (e.g. rehabilitation or new construction) and a detailed scope of work for the project.
If this is not a Capital Improvement Project, put "NA".
N/A

16. For the capital improvement project, please describe the land tenure status (e.g. does your agency own or lease the property? If leasing, what are the lease terms?). If you do not have site control, describe your site control plans.
If this is not a Capital Improvement Project, put "NA".
N/A

17. If the building is occupied, will relocation be required?
If this is not a Capital Improvement Project, put "NA".
N/A

18. Identify the project team (e.g. architect/engineer, general contractor, and or consultants):
If this is not a Capital Improvement Project, put "NA".
N/A

19. Has a market study, property needs assessment, and/or other evaluation which identifies the need for the proposed project been completed?
If this is not a Capital Improvement Project, put "NA".
N/A

20. Will this project require implementation of Davis-Bacon/Fair Labor Standards Act Requirements?
If this is not a Capital Improvement Project, put "NA".
N/A

POLITICAL REFORM ACT

21. Under Section 84308 of the Political Reform Act, certain elected and appointed officials are prohibited from taking part in a proceeding for an entitlement for use, including most contracts, if the official has received a contribution exceeding $250 from a party or participant in the proceeding within the preceding 12 months. Please answer Yes or No to the following question: Has your organization, or an employee of your organization, made a political contribution to a current Dublin, Pleasanton, or Livermore Councilmember, Mayor, or Commissioner within the last 12 months?

If Yes, please identify the employee(s) who made the political contribution, and the amount, date, and recipient of, the contribution.

No.

AUTHORIZATION TO SUBMIT GRANT APPLICATION

22. By submitting this application, you confirm that you are authorized to apply to this grant on behalf of your organization.

☑ Yes, I am authorized to apply to this grant on behalf of this organization.

Budget top

2025-2026 Forecasted Revenue	Amount Committed	Amount Pending	Amount Planned	Amount Total
FY 2025-2026 City of Dublin			$ 22,446.00	$ 22,446.00
FY 2025-2026 City of Livermore				$ 0.00
FY 2025-2026 City of Pleasanton			$ 47,465.00	$ 47,465.00
FY 2025-2026 Other (Please Describe)				$ 0.00
Total	**$ 0.00**	**$ 0.00**	**$ 69,911.00**	**$ 69,911.00**

2025-2026 Forecasted Expenses	City of Dublin	City of Livermore	City of Pleasanton	Other Sources	Total Project Cost
Personnel Costs	$ 17,744.00		$ 30,543.00		$ 48,287.00
Operating Costs	$ 1,774.00		$ 3,054.00		$ 4,828.00
Administrative Costs	$ 2,928.00		$ 13,867.00		$ 16,795.00
Capital Costs (Pre-Development)					$ 0.00
Capital Costs (Construction)					$ 0.00
Other (Please Define)					$ 0.00
Other (Please Define)					$ 0.00
Other (Please Define)					$ 0.00
Total	**$ 22,446.00**	**$ 0.00**	**$ 47,464.00**	**$ 0.00**	**$ 69,910.00**

Budget Narrative

Centro Legal's legal services for the City of Dublin and Pleasanton will expand on the existing ACHS program that Centro Legal has administered since 2018. Funds provided under this grant can be leveraged with ACHS funds to exponentially increase reach. Expanding on ACHS makes it so low-income tenants in Dublin and Pleasanton can access Centro Legal's services. Additional funding sources that allow Centro Legal to provide legal services to tenants throughout Alameda County or

are not restricted funds and can be used to leverage City of Dublin and Pleasanton funds.

This proposal requests funding for staff attorney time to provide legal consultations and representations.

Our Dublin requested budget includes 15% FTE staff attorney, benefits, operating expenses and administrative totaling $22,446. Our request is for the same staffing as last year, the increased amount is to account for increased salary and other expenses. Our Pleasanton requested budget includes 16% staff attorney, 6% FTE paralegal and 4% directing attorney, benefits, operating expenses and administrative costs totaling $47,465. Our request is for the same staffing as last year, the increased amount is to account for increased salary and other expenses.

If we receive funding less than requested, we will provide services in proportion to funding received. We utilize 23% as our standard calculation for fringe which includes benefits. Our administrative costs include administrative staff such as finance coordinator, intake coordinator, grants staff and indirect costs at 15%. Operating costs are about 10% of staff costs and include costs such as insurance, rent, utilities, supplies and other non-salary program expenses.

Funding for eviction defense services and anti-displacement services is extremely cost-effective. One student in Massachusetts on the potential cost savings of enacting a right to counsel found that such a program would result in an overall estimated cost savings of $36.73 million annually, providing a return of approximately $2.40 for every one dollar spent on full legal representation in eviction cases. (https://www.aclu.org/news/womens-rights/new-report-illustrates-how-right-to-counsel-prevents-evictions-and-their-discriminatory-impacts-on-communities).

Documents *top*

Documents Requested *	Required?	Attached Documents *
Agency Audit Requirements and Copy of Last Audit	☑	Agency Audit Requirements and Copy of Last Audit
Agency's Annual Budget	☑	Agency's Annual Budget
(Capital Only) Capital Expenditure Budget for the project		
(Capital Only) Project photos, designs, site drawings, specifications		
(Capital Only) Proposed project budget, including all sources and uses and budget assumptions for development phases		
(Capital Only) Pro forma operating budget with estimated revenue and expenses		
(Capital Only) Evidence of Site Control		
(Capital Only) Title Report (acquisition, new facilities and substantial rehabilitation)		
(Capital Only) Environmental Reports (e.g. Phase I Environmental Site Assessment, ALTA Survey)		

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Tri-Valley Grants Application

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City of Dublin
Tri-Valley Grants Application
FY 2025-2027 Tri-Valley Housing and Human Services Grants
Deadline: 1/17/2025

Chabot-Las Positas Community College District dba Tri-Valley Career Center

Tri-Valley Pathways to Employment Program

Jump to: Application Questions Budget Documents

Submitted: 1/17/2025 12:43:54 PM (Pacific)

Project Contact
Alcian Lindo
[redacted]

Chabot-Las Positas Community College District dba Tri-Valley Career Center
[redacted]

Application Questions *top*

ORGANIZATION INFORMATION

1. Please identify if your organization is a Non-Profit or Public Agency:
For-profit agencies are not eligible for these grants funds

- ☐ Non-Profit
- ☑ Public Agency

2. Please state your agency's mission and/or vision statement(s):
The lead organization for this grant is two-tiered: the Chabot-Las Positas Community College District (CLPCCD) and the Tri-Valley Career Center (TVCC), which has been a service of CLPCCD for over two decades. CLPCCD will have fiscal and administrative oversight for the grant, and TVCC will act as service provider to carry out the programmatic duties. Both organizations are rooted in developing the future workforce of the Tri-Valley region.

The mission of the Tri-Valley Career Center is to empower individuals and communities to thrive by creating career, education, and economic opportunities. To do this, TVCC offers resources and guidance to job seekers, employers, and small business owners. We provide adult job seekers with purposeful assistance to achieve success in the job market through training, workshops, career counseling, virtual

services, and more. We assist local employers with the recruitment of new staff to help build their businesses. This combination of linking job seekers and employers helps us achieve a consistent 89% placement rate for all enrolled clients. TVCC sees over 1,000 individuals utilizing our in-person and virtual services every month.

Our core programs include career and employment services, group mental health counseling, soft skills workshops, free tax preparation for low-income families along with ITIN application and processing services, and job training and apprenticeship programs through the colleges. TVCC also provides free CalFresh application assistance, free Medicare counseling through the Health Insurance Counseling & Advocacy Program, referrals to low-cost housing and childcare services, and legal services in partnership with the Clean Slate program.

TVCC is one of six programs housed under the Economic Development and Contract Education (EDCE) department. The other programs are Apprenticeships, Child Welfare Training, OSHA Training Institute Education Center, Workforce Training and Fiscal Agency. TVCC works with many of these programs such as Apprenticeships and Workforce Training to provide robust workforce development opportunities to the Tri-Valley. It is our goal to provide all our clients, but particularly those facing socioeconomic challenges, with the tools and support needed to secure obtain self-sufficiency.

PROJECT INFORMATION

3. Provide a brief summary of the project for which your agency is seeking grant funding. This information will be used on the documents that go to the City Councils.
1-2 sentences
Through continuous conversations with employers, local chambers of commerce and the Alameda County Workforce Development Board, TVCC has identified the industries in the Tri-Valley and greater Alameda County with a critical need for employees and created the Pathways to Employment program, a free training program providing entry into high-demand occupations that offer livable wages and opportunities for growth.

We are seeking funding to continue providing career and supportive services to Tri-Valley residents while offering free job training that includes industry recognized certifications in the Healthcare, Professional Services, Advanced Manufacturing, Construction, Transportation and Warehousing industries.

4. Is this a Capital Improvement Project?
If yes, fill out questions 15-20.
- ☐ Yes
- ☑ No

5. How does this project align with your organization's annual goals?
Please include qualitative and quantitative metrics in your response.
This project directly aligns with several of our annual goals:

Goal #1: Increase opportunities for workforce development.

By expanding our Pathways to Employment program, we are creating new workforce development opportunities in the Tri-Valley.

Goal #2: Continue implementing Diversity, Equity, Inclusion, Accessibility and Anti-Racist (DEIAA) initiatives in our services and support programs for disproportionately impacted groups.

By working with other non-profits to target under-served populations within the Tri-Valley, this project will push DEIAA initiatives helping to create a racially and culturally responsive workforce.

Goal #3: Support the placement of 205 job seekers into employment in livable wage, high growth industries.

By preparing 80 Tri-Valley job seekers for high growth industries through intensive career counseling and industry-recognized trainings, this project will help us achieve our overall annual job placement goal.

6. Describe the needs, challenges, and/or service gaps that your project addresses. How will clients access the services?

If applicable, please describe how your organization's programs and services directly respond to negative economic or public health impacts of the COVID-19 Pandemic.

One of the actionable recommendations/goals brought forth in the Eastern Alameda County Human Services Needs Assessment is to build pipelines for a diverse workforce. This need is what the Pathways to Employment program will work to address.

By partnering with other non-profit organizations in the Tri-Valley, TVCC will recruit job seekers from diverse, low-income backgrounds and train them to work in occupational sectors experiencing challenges in finding qualified employees. By focusing on the Healthcare (including Mental Health), Professional Services, Advanced Manufacturing, Construction, Transportation and Warehousing industries, TVCC will not only work to address the need for racially, culturally and linguistically responsive workforce, TVCC will also work to address the growing shortages of workers, specifically healthcare and mental health workers, caused by the pandemic.

Our Certified Nursing Assistant program will help to fill in the gaps of services needed for the elderly as this population continues to grow in the Tri-Valley. Our Behavioral Health Technician Apprenticeship will help address the need for more mental health providers including those trained to work with individuals navigating substance abuse. Our Community Health Worker/Health Coach Apprenticeship will address the need for systems navigation support as these workers are trained to work with clients one-on-one to support their physical health while helping them navigate other community resources that will support their emotional and economical health.

Our Advanced Manufacturing, Construction, Transportation and Warehousing training will provide specific groups - veterans, justice-involved and those who prefer hands-on, technical work with the skills and certifications they need to make an actual living wage in the Tri-Valley. Meanwhile, our Professional Services training will provide job seekers with the skills they need to work in non-profits, government and social services agencies. All of these programs will push the Tri-Valley's most-underserved and underpaid residents towards economic stability.

Lastly, to address job retention issues, all program participants will have access to free, group mental health classes/workshops. TVCC will also connect participants, through referrals, to other services, such as housing, education and childcare support, as needed.

Clients will be able to access our services both in-person and online. Those who participate in our intensive training programs (i.e. Certified Nursing Assistant training) will be provided with transportation support such as Clipper Cards, Uber/Lyft vouchers and gas cards as needed to attend their in-person trainings.

7. Describe how your organization will measure the effectiveness of this project?

Please include qualitative and quantitative metrics in your response.

TVCC's one-on-one career counseling and case management is tracked through CalJobs and adheres to the Alameda County Workforce Development Board (ACWDB) and WIOA regulations. All counseling activity is recorded online in clients' files (located in CalJobs) and recorded for the ACWDB to follow and aggregate for the agency's quarterly and annual reports. TVCC also keeps hard copies of client files including enrollment, training and placement data in a secured filing cabinet.

Quantitative metrics that TVCC collects includes: the number of enrollments, placements, trainings and credentials obtained. TVCC also collects demographic information that includes annual income, city of residence, race/ethnicity and age through our program application. This application is required for anyone participating in intensive trainings like the Health Coach program. For those participating in one-on-one resume reviews, mock interviews or group workshops, this some metrics (income, race/ethnicity, age) is voluntary.

For those indicators not tracked through CalJobs, TVCC has several tracking mechanisms to assure quality of services. Workshop leaders distribute evaluation forms at the close of their workshops to gauge training effectiveness and find areas for improvement. Based on the evaluations, workshop leaders revise their workshops to address any identified issues. We also provide online surveys to both clients and employers following training and events.

For qualitative metrics, clients will be asked to voluntarily provide written and video-recorded success stories. Program progress, activities, and outcomes will be reported through a semi-annual and annual report.

Our criteria for success will be the achievement the following results at the end of this grant:

· support 520 unduplicated Tri-Valley residents total, providing hands-on career services

· provide mental health services to a minimum of 30 unduplicated residents through group mental health classes/workshops

· provide 80 Tri-Valley residents with free, intensive career training, an industry recognized credential and placement in a job earning a livable wage - 20 out of 80 will be Dublin residents, 29 out of 80 will be Livermore residents and 31 out of 80 will be Pleasanton residents.

The intensive, career training participant numbers are based upon the percentage of residents living below the Federal Poverty Level (FPL) in the Tri-Valley. According to the Eastern Alameda County Human Services Needs Assessment, 9,837 Tri-Valley residents live below the FPL, 39% are Pleasanton residents, 36% are Livermore residents and 25% are Dublin residents. These percentages were used to determine the number of clients out of 80 total that will be served from each city.

8. Please indicate which City/Cities you are requesting funding from and state the amount in which is being requested (Dublin: Minimum $5,000, Maximum $25,000; Livermore: Minimum $5,000, No Maximum; Pleasanton: Minimum $5,000, No Maximum).
If not requesting funding from one or more of the cities below, please include "0" in the appropriate field (s). City subtotals and a Tri-Valley grand total will be automatically calculated and can be viewed by clicking 'Print preview' button above.

24989	FY 2025-2026 Dublin
24989	FY 2026-2027 Dublin
49,978.00	**SUBTOTAL**
31635	FY 2025-2026 Livermore
31635	FY 2026-2027 Livermore
63,270.00	**SUBTOTAL**
31785	FY 2025-2026 Pleasanton
31,785.00	**SUBTOTAL**
145,033.00	**TOTAL**

9. Describe, in detail, how your agency will use the Housing and Human Services grant funds, and what results you expect to achieve with this project.
If different for each City, share specific details for each City.
TVCC has been a part of the Tri-Valley for more than 20 years. In that time, staff have helped thousands of job seekers find their next path in life – stopping their reliance on unemployment and other benefits and helping them to return to the working world. Our successful combination of self-paced and staff-assisted services allow job seekers to find their own path. Our experienced staff walk beside them, teaching skills, offering encouragement and building confidence through our workshops, Job Club, one-on-one counseling, comprehensive training and hiring events.

TVCC requests funding to continue our current services and expand our Pathways to Employment program with a focus on comprehensive training to get job seekers on a pathway to a career in one of the industries listed in question #6. This funding will specifically support supportive services for those enrolled in the Pathway to Employment program, client training costs, client mental health services costs, targeted outreach and recruitment costs, and some staffing costs. This includes career counseling, job training, group mental health counseling, financial literacy workshops and job placement in highly in-demand occupations in the Tri-Valley and greater Alameda County.

Staff who will primarily work on this project are the Program Manager, Enrollment Specialist, two Case Managers, a Job Developer and an Administrative Assistant. In addition, a contracted Training Coordinator will track and manage the certification training and a licensed clinical psychologist will manage the group mental health classes.

As listed in question #7, TVCC expects the following results:
· support 520 unduplicated Tri-Valley residents total, providing hands-on career services

· provide mental health services to a minimum of 30 unduplicated residents through group mental health classes/workshops

· provide 20 Dublin residents with free, intensive career training, an industry recognized credential and placement in a job earning a livable wage.

· provide 29 Livermore residents with free, intensive career training, an industry recognized credential and placement in a job earning a livable wage.

· provide 31 Pleasanton residents with free, intensive career training, an industry recognized credential and placement in a job earning a livable wage.

By providing residents with free job training and certifications, supportive services and direct connections to local employers, TVCC is strengthening our community through direct resident and business support.

10. If this project was not funded by one or more of the Cities, would this project still exist? How would you adapt the project if it was partially funded by one or more of the Cities?
Without funding, we will have to scale back our intensive career training program. Though the program would still exist, we would not be able to dedicate/reserve training spots for Tri-Valley residents. Instead, the training opportunities would be open to any Alameda County resident who is able to get to our offices. We also would not be able to provide transportation stipends, making it difficult and in some cases impossible for Tri-Valley residents to participate in the in-person trainings that lead to industry certifications. With limited public transportation options in the Tri-Valley, this could create a situation in which the majority of trainees are from cities outside of the Tri-Valley with more accessible public transportation.

If only partially funded by one or more of the Cities, we may need to adjust the number of clients we serve and the amount of outreach we do in the cities offering partial funding.

Depending on the funding gap, we may also have to end the mental health services we currently provide to job seekers.

11. Projected number of clients, by City, that this project plans to serve in FY 2025-2026 in each income category:

30	Dublin: Extremely Low Income (< 30%)
60	Dublin: Very Low Income (30-50% AMI)
25	Dublin: Low Income (50-80% AMI)
15	Dublin: Moderate Income (80-120% AMI)
0	Dublin: Above Moderate Income (>120% AMI)

130.00	**SUBTOTAL**
55	Livermore: Extremely Low Income (< 30%)
50	Livermore: Very Low Income (30-50% AMI)
65	Livermore: Low Income (50-80% AMI)
10	Livermore: Moderate Income (80-120% AMI)
0	Livermore: Above Moderate Income (>120% AMI)
180.00	**SUBTOTAL**
30	Pleasanton: Extremely Low Income (< 30%)
40	Pleasanton: Very Low Income (30-50% AMI)
55	Pleasanton: Low Income (50-80% AMI)
30	Pleasanton: Moderate Income (80-120% AMI)
15	Pleasanton: Above Moderate Income (>120% AMI)
170.00	**SUBTOTAL**
480.00	**TOTAL**

12. Projected number of clients, by City, that this project plans to serve in FY 2026-2027 in each income category:

30	Dublin: Extremely Low Income (< 30%)
60	Dublin: Very Low Income (30-50% AMI)
25	Dublin: Low Income (50-80% AMI)
15	Dublin: Moderate Income (80-120% AMI)
0	Dublin: Above Moderate Income (>120% AMI)
130.00	**SUBTOTAL**
55	Livermore: Extremely Low Income (< 30%)
60	Livermore: Very Low Income (30-50% AMI)
65	Livermore: Low Income (50-80% AMI)
10	Livermore: Moderate Income (80-120% AMI)
0	Livermore: Above Moderate Income (>120% AMI)
190.00	**SUBTOTAL**
320.00	**TOTAL**

13. How does your agency assess that your clients are "eligible beneficiaries"?
i.e. low- and moderate-income persons and/or presumed beneficiaries according to HUD.
The ACWDB has written policies and procedures to accurately determine which participants are eligible for our services. TVCC has followed and will continue to follow these policies and procedures unless revisions are made by the ACWDB. These procedures include accurately assessing income level and barriers to employment.

To determine eligible beneficiaries, TVCC also partners with local community-based organizations (CBOs) who specialize in helping specific populations. TVCC has several formal partners with MOUs in place. Both the formal and informal partners have been selected for their experience and ability to (1) focus their services on a specific population that faces employment barriers and (2) serve the Tri-Valley and greater Alameda County. The following is a list of all eligible populations and the CBO partners that

TVCC will
collaborate with:

• Dislocated workers: Tri-Valley Career Center, Dublin Adult School, Livermore Adult School, Pleasanton Adult School, Las Positas College, Chabot College, CLPCCD Apprenticeship programs, and La Familia, Shepard's Gate

• Under-employed workers: Tri-Valley Career Center, Trends/WorkABLE, Las Positas College, Chabot College, CityServe of the Tri-Valley, Partners for Change, CLPCCD Apprenticeship programs, and the International Rescue Committee, La Familia and the Diversity in Healthcare Training Institute

• Job seekers with disabilities: East Bay Innovations and Trends/WorkABLE, TriValley Regional Occupational Program, Dublin Unified School District Workability program

• Job seekers and workers who need basic education: Dublin Adult School, Livermore Adult School, and Pleasanton Adult School

• Veterans: Swords to Plowshares and Trends/WorkABLE and CLPCCD veteran centers on each campus

• Homeless: Vineyards Resource Center, CityServe of the TriValley, Tri-Valley Haven, Cornerstone Fellowship, Partners for Change, Open Heart Kitchen, Swords to Plowshares

• Immigrants and refugees: International Rescue Committee, Pleasanton Adult School Livermore Adult School, and Dublin Adult School, La Familia and the Diversity in Healthcare Training Institute

• Re-Entry: CleanSlate, Open Gate, Emerge, La Familia

EASTERN ALAMEDA COUNTY HUMAN SERVICES NEEDS ASSESSMENT

14. Which of the following Community-Level Focus Areas from the 2024 Eastern Alameda County Human Services Needs Assessment does your project identify with?
Select all that apply:

- ☐ Housing Services (Page 47)
- ☐ Health Care Services (Page 52)
- ☑ Mental Health (Page 55)
- ☑ Service Provision, Awareness, and Navigation (Page 57)
- ☑ Racial/Linguistic/Cultural Responsiveness (Page 58)
- ☐ Substance Abuse Services (Page 60)
- ☐ Safety (Page 61)
- ☐ Transportation (Page 63)
- ☐ Youth (Page 65)
- ☑ Other: Workforce Development (Health and Mental Health Providers)

CAPITAL IMPROVEMENT PROJECTS

15. For the capital improvement project, provide a detailed narrative (e.g. rehabilitation or new construction) and a detailed scope of work for the project.
If this is not a Capital Improvement Project, put "NA".
NA

16. For the capital improvement project, please describe the land tenure status (e.g. does your agency own or lease the property? If leasing, what are the lease terms?). If you do not have site control, describe your site control plans.
If this is not a Capital Improvement Project, put "NA".
NA

17. If the building is occupied, will relocation be required?
If this is not a Capital Improvement Project, put "NA".
NA

18. Identify the project team (e.g. architect/engineer, general contractor, and or consultants):
If this is not a Capital Improvement Project, put "NA".
NA

19. Has a market study, property needs assessment, and/or other evaluation which identifies the need for the proposed project been completed?
If this is not a Capital Improvement Project, put "NA".
NA

20. Will this project require implementation of Davis-Bacon/Fair Labor Standards Act Requirements?
If this is not a Capital Improvement Project, put "NA".
NA

POLITICAL REFORM ACT

21. Under Section 84308 of the Political Reform Act, certain elected and appointed officials are prohibited from taking part in a proceeding for an entitlement for use, including most contracts, if the official has received a contribution exceeding $250 from a party or participant in the proceeding within the preceding 12 months. Please answer Yes or No to the following question: Has your organization, or an employee of your organization, made a political contribution to a current Dublin, Pleasanton, or Livermore Councilmember, Mayor, or Commissioner within the last 12 months?
If Yes, please identify the employee(s) who made the political contribution, and the amount, date, and recipient of, the contribution.
No

AUTHORIZATION TO SUBMIT GRANT APPLICATION

22. By submitting this application, you confirm that you are authorized to apply to this grant on behalf of your organization.
☑ Yes, I am authorized to apply to this grant on behalf of this organization.

Budget top

2025-2026 Forecasted Revenue	Amount Committed	Amount Pending	Amount Planned	Amount Total
FY 2025-2026 City of Dublin			$ 24,989.00	$ 24,989.00
FY 2025-2026 City of Livermore			$ 31,635.00	$ 31,635.00
FY 2025-2026 City of Pleasanton			$ 31,785.00	$ 31,785.00
FY 2025-2026 Alameda				

County Workforce Development Board		$ 250,000.00		$ 250,000.00
FY 2025-2026 Prologis		$ 165,000.00		$ 165,000.00
FY 2025-2026 Alameda County - Oakland Community Action Partnership	$ 40,000.00			$ 40,000.00
Total	**$ 40,000.00**	**$ 415,000.00**	**$ 88,409.00**	**$ 543,409.00**

2025-2026 Forecasted Expenses	City of Dublin	City of Livermore	City of Pleasanton	Other Sources	Total Project Cost
Personnel Costs: Salary & Benefits	$ 10,196.00	$ 12,654.00	$ 12,714.00	$ 359,578.00	$ 395,142.00
Operating Costs	$ 550.00	$ 680.00	$ 770.00	$ 350.00	$ 2,350.00
Marketing & Outreach	$ 275.00	$ 396.00	$ 350.00	$ 600.00	$ 1,621.00
Contracted Services	$ 2,000.00	$ 2,100.00	$ 2,200.00	$ 6,032.00	$ 12,332.00
Client Training Fees	$ 7,618.00	$ 9,305.00	$ 9,351.00	$ 69,980.00	$ 96,254.00
Client Supportive Services	$ 4,000.00	$ 5,800.00	$ 6,200.00	$ 1,100.00	$ 17,100.00
Transportation	$ 350.00	$ 700.00	$ 200.00	$ 160.00	$ 1,410.00
Total	**$ 24,989.00**	**$ 31,635.00**	**$ 31,785.00**	**$ 437,800.00**	**$ 526,209.00**

Budget Narrative

Operational costs for community service programs are often the most challenging to cover as they may not seem as compelling as specific projects. However, without funding for operational and staff expenses we could not serve our communities. With our delivery of services revolving around training cohort models, our operational costs and staff expenses have increased and the need for support to continue serving our community is greater than ever.

Staff Salary & Benefits - We are requesting $35,564 total for staff costs. Below is the employee and the percentage of their salary and benefits that will be paid with grant funds:

Program Manager: 1%, $1,778.00/yr
Administrative Assistant: 2%, $1,778.00/yr
Enrollment Specialist: 9%, $7,113.00/yr
Receptionist: 6%, $3,556.00/yr
Case Managers #1: 8%, $7,113.00/yr
Case Managers #2: 10%, $7,113.00/yr
Job Developer: 10%, 9%, $7,113.00/yr

Operating Costs: This line item will cover costs to run the training program. These costs include supplies (notebooks, pens etc.), pre-training fees (i.e. fingerprinting services as required by the state of California for all who apply for Certified Nursing Assistant Training), printing costs and exam fees for clients.

Marketing: this line item will help us cover the cost of paid, targeted marketing to Tri-Valley residents

Contracted Services: This line item will help us cover the cost of our training coordinator dedicated to our Pathway to Employment program and mental health service providers for clients.

Client Training Fees: This line item will help us cover additional training fees that pose barriers to program completion. This includes training school fees, books, uniforms, and other training related expenses.

Client Supportive Services: This line item is for client supportive services. This fund directly supports

clients, providing them with transportation, food and childcare stipends during their training, job interviews and/or first 2 weeks of employment.

Transportation: This line item is for staff transportation. It will help reimburse travel for outreach and events that occur offsite.

Documents *top*

Documents Requested *	Required?	Attached Documents *
Agency Audit Requirements and Copy of Last Audit	☑	Copy of Last Audit
Agency's Annual Budget	☑	CLPCCD Annual Budget
(Capital Only) Capital Expenditure Budget for the project		
(Capital Only) Project photos, designs, site drawings, specifications		
(Capital Only) Proposed project budget, including all sources and uses and budget assumptions for development phases		
(Capital Only) Pro forma operating budget with estimated revenue and expenses		
(Capital Only) Evidence of Site Control		
(Capital Only) Title Report (acquisition, new facilities and substantial rehabilitation)		
(Capital Only) Environmental Reports (e.g. Phase I Environmental Site Assessment, ALTA Survey)		

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Application ID: 489514

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Tri-Valley Grants Application

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City of Dublin
Tri-Valley Grants Application
FY 2025-2027 Tri-Valley Housing and Human Services Grants
Deadline: 1/17/2025

Chabot-Las Positas Community College District dba Tri-Valley Career Center

Tri-Valley VITA Program

Jump to: Application Questions Budget Documents

Submitted: 1/17/2025 12:42:29 PM (Pacific)

Project Contact
Alcian Lindo
[redacted]

Chabot-Las Positas Community College District dba Tri-Valley Career Center
[redacted]

Application Questions *top*

ORGANIZATION INFORMATION

1. Please identify if your organization is a Non-Profit or Public Agency:
For-profit agencies are not eligible for these grants funds

- ☐ Non-Profit
- ☑ Public Agency

2. Please state your agency's mission and/or vision statement(s):
The lead organization for this grant is two-tiered: the Chabot-Las Positas Community College District (CLPCCD) and the Tri-Valley Career Center (TVCC), which has been a service of CLPCCD for over two decades. CLPCCD will have fiscal and administrative oversight for the grant, and TVCC will act as service provider to carry out the programmatic duties. Both organizations are rooted in developing the future workforce of the Tri-Valley region.

The mission of the Tri-Valley Career Center is to empower individuals and communities to thrive by creating career, education, and economic opportunities. To do this, TVCC offers resources and guidance to job seekers, employers, and small business owners. We provide adult job seekers with purposeful assistance to achieve success in the job market through training, workshops, career counseling, virtual

services, and more. We assist local employers with the recruitment of new staff to help build their businesses. This combination of linking job seekers and employers helps us achieve a consistent 89% placement rate for all enrolled clients. TVCC sees over 1,000 individuals utilizing our in-person and virtual services every month.

Our core programs include career and employment services, group mental health counseling, soft skills workshops, free tax preparation for low-income families along with ITIN application and processing services, and job training and apprenticeship programs through the colleges. TVCC also provides free CalFresh application assistance, free Medicare counseling through the Health Insurance Counseling & Advocacy Program, referrals to low-cost housing and childcare services, and legal services in partnership with the Clean Slate program.

TVCC is one of six programs housed under the Economic Development and Contract Education (EDCE) department. The other programs are Apprenticeships, Child Welfare Training, OSHA Training Institute Education Center, Workforce Training and Fiscal Agency. TVCC works with many of these programs such as Apprenticeships and Workforce Training to provide robust workforce development opportunities to the Tri-Valley. It is our goal to provide all our clients, but particularly those facing socioeconomic challenges, with the tools and support needed to secure obtain self-sufficiency.

PROJECT INFORMATION

3. Provide a brief summary of the project for which your agency is seeking grant funding. This information will be used on the documents that go to the City Councils.
1-2 sentences
TVCC's Volunteer Income Tax Assistance (VITA) offers free tax preparation services to low- to moderate-income individuals and families, especially Earned Income Tax Credit (EITC)-eligible families. In addition to preparing the current year's taxes, we also help with previous years' taxes, amended taxes, paper returns and extensions.

TVCC is the only accepting agency in the Tri-Valley authorized to prepare taxes for immigrants with ITIN numbers, who are individuals required to have a U.S. taxpayer identification number because they do not have and are not eligible to obtain a Social Security number.

4. Is this a Capital Improvement Project?
If yes, fill out questions 15-20.
- ☐ Yes
- ☑ No

5. How does this project align with your organization's annual goals?
Please include qualitative and quantitative metrics in your response.
This project directly aligns with several of our annual goals:
Goal #1: Increase opportunities for workforce development.
Free tax preparation services play a significant role in increasing opportunities for workforce development by providing several key benefits:

Training and Professional Development - Volunteers who assist in free tax preparation receive training in tax law, financial literacy, and customer service. This training enhances their skills and knowledge, making them more employable and preparing them for roles in accounting, finance, or customer service.

Workforce Readiness - By offering free tax preparation services, individuals gain exposure to financial concepts, such as budgeting, saving, investing, and understanding tax benefits. This can empower people to make informed decisions about their income, career, and financial goals.

Support for Career Transitions - Tax credits or refunds can be used by individuals seeking to transition into new career fields. For example, the extra funds could be invested in education, retraining, or job search expenses, making it easier for individuals to pursue career growth.

Access to Benefits and Social Services - TVCC's tax preparers also help clients navigate other social services, including unemployment benefits, child care subsidies, or healthcare options. This holistic approach supports workforce development by ensuring individuals are equipped with the resources they need to be successful in the workforce.

Goal #2: Continue implementing Diversity, Equity, Inclusion, Accessibility and Anti-Racist (DEIAA) initiatives in our services and support programs for disproportionately impacted groups.

The Tri-Valley VITA program helps bridge the gap for low-income individuals, including people of color, who may not have the financial means to afford commercial tax preparation. This ensures that these communities can benefit from the same tax credits and deductions as others. This service also aims to reduce disparities by helping people access financial support, such as the Earned Income Tax Credit (EITC) or Child Tax Credit, which can be transformative for families in need.

Lastly, many racial and ethnic minority groups face systemic barriers that result in wealth disparities, and free tax preparation services work to counter these inequities. By ensuring fair and equitable access to tax credits and deductions, these services can help reduce the racial wealth gap. It also helps individuals navigate complex tax systems and avoid predatory financial practices, such as high-fee tax preparers or refund anticipation loans.

6. Describe the needs, challenges, and/or service gaps that your project addresses. How will clients access the services?

If applicable, please describe how your organization's programs and services directly respond to negative economic or public health impacts of the COVID-19 Pandemic.

One of the actionable recommendations/goals brought forth in the Eastern Alameda County Human Services Needs Assessment is to consider multi-sector solutions to challenges influenced by structural factors. This need is what the Tri-Valley VITA program will work to address. By assisting individuals and families in accessing their Earned Income Tax Credit and providing them with financial literacy workshops, the VITA program provides temporary financial assistance to those in need; specifically for those experiencing or at risk of becoming unhoused.

Many families use their EITC refund to catch up on past due bills or start their first savings fund. In the past, TVCC has also had clients who have used their refund to keep them afloat while they complete a short-term career training program at our center. VITA can be the push that clients need to start their journey towards economic stability. While clients meet with tax preparers, they are also screened for CalFresh eligibility. Those who are eligible for CalFresh but have not applied are connected to our CalFresh enrollment specialist who works with them one-on-one to help them secure this resource. Not only does the Tri-Valley VITA program provide clients with a financial boost, it also assists those in need with obtaining food benefits.

To access this program, we will offer in-person tax preparation services at multiple locations across the Tri-Valley with our Pleasanton location being the main hub. This location has ample parking and is directly across the street from Pleasanton BART and multiple bus stops. With enough funding, we plan to reopen an additional site at the Livermore library (pending library approval and volunteer numbers) and/or at the Vineyard Resource Center, to increase access specifically for the unhoused community in Livermore as well as other residents who are unable to commute to our Pleasanton location.

7. Describe how your organization will measure the effectiveness of this project?

Please include qualitative and quantitative metrics in your response.

We measure the effectiveness of this project by how many tax returns we've prepared, the average and total amount of federal refunds clients receive broken down by city and how many clients applied and received CalFresh benefits. Our partnership with the IRS and United Way of the Bay Area provides us with quantitative tax data while our partnership with the Alameda County Food Bank and Alameda County Social Services provides us with quantitative CalFresh data. Each year, we set a numeric goal for the overall number of taxes we plan to prepare. We also set a numeric goal for each city that provides funding. In addition to this, we set a numeric goal for the number of CalFresh application submitted and approved.

We obtain qualitative data directly from clients and volunteers through surveys and testimonials which we collect throughout the program.

Our criteria for success will be the achievement the following results at the end of this grant:

· provide 120 Dublin residents with free tax prep services.
· provide 175 Livermore residents with free tax prep services.
· provide 170 Pleasanton residents with free tax prep services.

Our overall goal is to provide a total of 465 Tri-Valley residents with free tax prep services.

8. Please indicate which City/Cities you are requesting funding from and state the amount in which is being requested (Dublin: Minimum $5,000, Maximum $25,000; Livermore: Minimum $5,000, No Maximum; Pleasanton: Minimum $5,000, No Maximum).
If not requesting funding from one or more of the cities below, please include "0" in the appropriate field (s). City subtotals and a Tri-Valley grand total will be automatically calculated and can be viewed by clicking 'Print preview' button above.

17914	FY 2025-2026 Dublin
18810	FY 2026-2027 Dublin
36,724.00	**SUBTOTAL**
20396	FY 2025-2026 Livermore
21416	FY 2026-2027 Livermore
41,812.00	**SUBTOTAL**
18914	FY 2025-2026 Pleasanton
18,914.00	**SUBTOTAL**
97,450.00	**TOTAL**

9. Describe, in detail, how your agency will use the Housing and Human Services grant funds, and what results you expect to achieve with this project.
If different for each City, share specific details for each City.
By law, the VITA program is a completely free service. However, it is not free to operate. It takes dedicated organizations and people to establish the services and provide free tax preparation. It takes a small army of volunteers to be certified and prepare the taxes. And it takes funding. The IRS funds organizations nationwide to provide VITA services. In the Bay Area, that funding regularly goes to United Way, which then parcels out its allocation to organizations in seven Bay Area counties, including TVCC. However, this funding does not cover all our expenses to plan, market and execute a successful VITA program in the Tri-Valley. The COVID-19 pandemic has added expenses to the program not needed in prior years such as PPE and secure-sharing software.

Due to our growing number of clients each year, we anticipate an even greater need for support. Most of our expenses come from staff who will dedicate approximately 570 hours plus 45% in fringe benefits to the program. We also need to hire a Coordinator who will complete 1,120 hours helping to expand the program further throughout the Tri-Valley.

VITA is a workforce development program as the EITC has been shown to encourage work for low-income families. However, our efforts in this are outside our main workforce development contracts. As such, the program is entirely grant funded and must be exceedingly efficient with its small, dedicated funds. The program's efficiency come from these components:

· By law, the taxes can only be prepared by volunteers. These volunteers must be certified by the IRS in the appropriate tax law and the software used nationally for the returned to be e-filed. TVCC usually has more than 40 volunteers who speak 5 different languages. Our project includes in-kind work of at least 2820 hours from volunteers, which equates to approximately $111,000.

·The College district donates the supervisory management of VITA program. Though the Program Coordinator is the strength of the TVCC VITA program, it does District staff oversee it, plan the marketing and write reports. This time is donated to the program.

For FY 2025-2026 and beyond, we are in urgent need of a Program Coordinator for both VITA and ITIN services. Our previous coordinator - who was a TVCC staff member volunteering their time, has been promoted to a new role within the District and no longer has the capacity to manage the program, Because of this, TVCC is in danger of losing services-specifically the free ITIN application services.

Much of these funds will be spent hiring a contractor who can manage the VITA program and processing/approving ITIN applications and tax documents. This service is particularly important because it allows clients without social security numbers to file taxes and access their EITC. As the only free, certified ITIN acceptance agency in the Tri-Valley, losing this service would have a huge impact on the community as most ITIN agencies charge $500+ for services.

10. If this project was not funded by one or more of the Cities, would this project still exist? How would you adapt the project if it was partially funded by one or more of the Cities?
If this project was not funded by one or more of the Cities, the program would still exist but it would not run at full capacity. If our budget comes up short, we cannot afford to pay for the development and placement of advertising, which will negatively affect both volunteer and client recruitment. Fewer volunteers limit our ability to serve clients, leaving hundreds without access to this program. Last year, we turned away more than 45 residents due to volunteer shortages.

In addition to this, preparing taxes for hundreds of low-income individuals incurs steep operating costs including printing, postage and volunteer training costs. A reduction of funding would impact our operating budget and to adapt, we would have to reduce the number of clients we serve.

Without the funding needed to hire a Program Coordinator, we will unfortunately have to end our ITIN services.

11. Projected number of clients, by City, that this project plans to serve in FY 2025-2026 in each income category:

72	Dublin: Extremely Low Income (< 30%)
32	Dublin: Very Low Income (30-50% AMI)
16	Dublin: Low Income (50-80% AMI)
0	Dublin: Moderate Income (80-120% AMI)
0	Dublin: Above Moderate Income (>120% AMI)
120.00	**SUBTOTAL**
105	Livermore: Extremely Low Income (< 30%)
49	Livermore: Very Low Income (30-50% AMI)
21	Livermore: Low Income (50-80% AMI)
0	Livermore: Moderate Income (80-120% AMI)
0	Livermore: Above Moderate Income (>120% AMI)
175.00	**SUBTOTAL**
105	Pleasanton: Extremely Low Income (< 30%)
39	Pleasanton: Very Low Income (30-50% AMI)
26	Pleasanton: Low Income (50-80% AMI)
0	Pleasanton: Moderate Income (80-120% AMI)

0 Pleasanton: Above Moderate Income (>120% AMI)

170.00 **SUBTOTAL**

465.00 **TOTAL**

12. Projected number of clients, by City, that this project plans to serve in FY 2026-2027 in each income category:

75 Dublin: Extremely Low Income (< 30%)

34 Dublin: Very Low Income (30-50% AMI)

16 Dublin: Low Income (50-80% AMI)

0 Dublin: Moderate Income (80-120% AMI)

0 Dublin: Above Moderate Income (>120% AMI)

125.00 **SUBTOTAL**

108 Livermore: Extremely Low Income (< 30%)

52 Livermore: Very Low Income (30-50% AMI)

20 Livermore: Low Income (50-80% AMI)

0 Livermore: Moderate Income (80-120% AMI)

0 Livermore: Above Moderate Income (>120% AMI)

180.00 **SUBTOTAL**

305.00 **TOTAL**

13. How does your agency assess that your clients are "eligible beneficiaries"?
i.e. low- and moderate-income persons and/or presumed beneficiaries according to HUD.
All VITA clients have low- to-moderate income as required by the IRS. There are very stringent rules, set and monitored by the IRS that govern the program. Volunteers are provided with a chart that shows income limits relative to household size. These income limits are based on Federal Poverty Limits with adjustments made to account for the high cost of living in the Bay Area. Income is then assessed directly from the clients' tax documents and tax appointments are made for those who qualify.

EASTERN ALAMEDA COUNTY HUMAN SERVICES NEEDS ASSESSMENT

14. Which of the following Community-Level Focus Areas from the 2024 Eastern Alameda County Human Services Needs Assessment does your project identify with?
Select all that apply:

- ☐ Housing Services (Page 47)
- ☐ Health Care Services (Page 52)
- ☐ Mental Health (Page 55)
- ☑ Service Provision, Awareness, and Navigation (Page 57)
- ☑ Racial/Linguistic/Cultural Responsiveness (Page 58)
- ☐ Substance Abuse Services (Page 60)
- ☐ Safety (Page 61)
- ☐ Transportation (Page 63)
- ☐ Youth (Page 65)
- ☑ Other: Workforce

CAPITAL IMPROVEMENT PROJECTS

15. For the capital improvement project, provide a detailed narrative (e.g. rehabilitation or new construction) and a detailed scope of work for the project.
If this is not a Capital Improvement Project, put "NA".
NA

16. For the capital improvement project, please describe the land tenure status (e.g. does your agency own or lease the property? If leasing, what are the lease terms?). If you do not have site control, describe your site control plans.
If this is not a Capital Improvement Project, put "NA".
NA

17. If the building is occupied, will relocation be required?
If this is not a Capital Improvement Project, put "NA".
NA

18. Identify the project team (e.g. architect/engineer, general contractor, and or consultants):
If this is not a Capital Improvement Project, put "NA".
NA

19. Has a market study, property needs assessment, and/or other evaluation which identifies the need for the proposed project been completed?
If this is not a Capital Improvement Project, put "NA".
NA

20. Will this project require implementation of Davis-Bacon/Fair Labor Standards Act Requirements?
If this is not a Capital Improvement Project, put "NA".
NA

POLITICAL REFORM ACT

21. Under Section 84308 of the Political Reform Act, certain elected and appointed officials are prohibited from taking part in a proceeding for an entitlement for use, including most contracts, if the official has received a contribution exceeding $250 from a party or participant in the proceeding within the preceding 12 months. Please answer Yes or No to the following question: Has your organization, or an employee of your organization, made a political contribution to a current Dublin, Pleasanton, or Livermore Councilmember, Mayor, or Commissioner within the last 12 months?
If Yes, please identify the employee(s) who made the political contribution, and the amount, date, and recipient of, the contribution.
No

AUTHORIZATION TO SUBMIT GRANT APPLICATION

22. By submitting this application, you confirm that you are authorized to apply to this grant on behalf of your organization.
☑ Yes, I am authorized to apply to this grant on behalf of this organization.

Budget *top*

2025-2026 Forecasted Revenue	Amount Committed	Amount Pending	Amount Planned	Amount Total

FY 2025-2026 City of Dublin			$ 17,914.00	$ 17,914.00
FY 2025-2026 City of Livermore			$ 20,396.00	$ 20,396.00
FY 2025-2026 City of Pleasanton			$ 18,914.00	$ 18,914.00
FY 2025-2026 United Way of the Bay Area		$ 0.00	$ 40,000.00	$ 40,000.00
		$ 0.00		$ 0.00
	$ 0.00			$ 0.00
Total	**$ 0.00**	**$ 0.00**	**$ 97,224.00**	**$ 97,224.00**

2025-2026 Forecasted Expenses	City of Dublin	City of Livermore	City of Pleasanton	Other Sources	Total Project Cost
Personnel Costs: Salary & Benefits	$ 6,749.00	$ 4,000.00	$ 3,954.00	$ 23,900.00	$ 38,603.00
Supplies/Operating Expense	$ 550.00	$ 680.00	$ 570.00	$ 5,000.00	$ 6,800.00
Marketing & Outreach	$ 275.00	$ 396.00	$ 350.00	$ 600.00	$ 1,621.00
Contracted Coordinator	$ 10,140.00	$ 14,820.00	$ 14,040.00	$ 10,000.00	$ 49,000.00
Transportation	$ 200.00	$ 500.00	$ 0.00	$ 500.00	$ 1,200.00
	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Total	**$ 17,914.00**	**$ 20,396.00**	**$ 18,914.00**	**$ 40,000.00**	**$ 97,224.00**

Budget Narrative
Personnel Costs: Salaries & Benefits: Due to our growing number of clients, we anticipate an even greater need resulting from the pandemic. So many people in the community are without jobs and living expenses are only increasing. We are projecting to reach more people when we open our second location. A portion of expenses comes from staff which total about 582 hours plus 45% in fringe benefits. We are requesting $14,703 total for staff costs. Below is the employee and the percentage of their salary and benefits that will be paid with grant funds:

Program Manager: 1%, $1,470.30/yr
Administrative Assistant: 9%, $7,351.50/yr
Receptionist: 10%, $5881.20/yr
.
Supplies/Operating Expenses: Includes the cost of fingerprinting all volunteers which is mandatory for the program. Also includes printing fees, postage fees, and recognition for volunteers for in-kind work as required by the VITA program. This expense also includes snacks for volunteers during their in-person, mandatory, 3 full-day trainings as well as transportation support for low-income clients who travel to our offices for services and basic supplies (paper, pens etc.)

Marketing and Outreach: this line item will help us cover the cost of paid, targeted marketing to Tri-Valley residents so that we can recruit both volunteers and clients.

Contracted Coordinator; We are in need of a contractor who will manage the second site as well as the ITIN portion of our program. Without a coordinator, we will not be able to open a second location and we will have to end our ITIN assistance program

Transportation: To support staff traveling to our multiple sites across the Tri-Valley to help volunteers and pick up/deliver supplies.

This budget does not include the in-kind work of 4725 hours from 65 volunteers, which is about $180,435.93

Documents *top*

Documents Requested *	Required?	Attached Documents *
Agency Audit Requirements and Copy of Last Audit	☑	Audit Documents
Agency's Annual Budget	☑	CLPCCD Annual Budget
(Capital Only) Capital Expenditure Budget for the project		
(Capital Only) Project photos, designs, site drawings, specifications		
(Capital Only) Proposed project budget, including all sources and uses and budget assumptions for development phases		
(Capital Only) Pro forma operating budget with estimated revenue and expenses		
(Capital Only) Evidence of Site Control		
(Capital Only) Title Report (acquisition, new facilities and substantial rehabilitation)		
(Capital Only) Environmental Reports (e.g. Phase I Environmental Site Assessment, ALTA Survey)		

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Application ID: 490007

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Tri-Valley Grants Application

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City of Dublin
Tri-Valley Grants Application
FY 2025-2027 Tri-Valley Housing and Human Services Grants
Deadline: 1/17/2025

City Serve of the Tri-Valley

Tri-Valley Regional Homeless Prevention, Intervention and Crisis Stabilization Program

Jump to: Application Questions Budget Documents

Submitted: 1/2/2025 5:51:41 PM (Pacific)

Project Contact
Christine Beitsch-Bahmani
[redacted]

City Serve of the Tri-Valley
[redacted]

Application Questions *top*

ORGANIZATION INFORMATION

1. Please identify if your organization is a Non-Profit or Public Agency:
For-profit agencies are not eligible for these grants funds

- [x] Non-Profit
- [ ] Public Agency

2. Please state your agency's mission and/or vision statement(s):
CityServe's vision is to mobilize mercy, practical compassion, in the Tri-Valley by care coordination (case management), outreach to underserved communities and to inspire community engagement; this mobilization is designed to humanize the human services.

CityServe has grown significantly over the past five years, reflecting a deepening commitment to supporting individuals and families experiencing or at risk of homelessness. In 2017, we assisted 150 people experiencing homelessness (PEH). By 2023, that number had grown to 534 households provided with assistance—a testament to the effectiveness and expansion of our programs. At the heart of our approach is case management and care coordination, which embodies our commitment to walking

alongside individuals and families as they navigate their journey toward stability.

PROJECT INFORMATION

3. Provide a brief summary of the project for which your agency is seeking grant funding. This information will be used on the documents that go to the City Councils.
1-2 sentences
In short: CityServe provides comprehensive, wrap-around care coordination for low to no-income families and individuals of all ages. Our crisis stabilization services include securing shelter, street outreach, housing, transportation, financial literacy, resource education, caregiver support, food, life skills classes, homebound senior visits and other basic safety-net necessities for our most vulnerable populations here in the Tri-Valley.

In 2021, CityServe leadership introduced the Care Wheel model as the framework for care, providing a comprehensive approach to meeting the diverse needs of the individuals and families served. The Care Wheel highlights six essential focus areas, ensuring a holistic view of each person's situation and goals:
Basic Needs: Addressing immediate essentials such as shelter, food, clothing, and hygiene resources.
Financial Stability: Offering guidance on budgeting, savings, employment support, and accessing financial assistance for long-term self-sufficiency.
Community/Spiritual Health: Connecting individuals and families to supportive networks, community engagement opportunities, and, if desired, spiritual resources.
Physical Health: Facilitating access to healthcare, including medical, dental, and preventive services, ensuring overall well-being.
Emotional Health and Wellbeing: Providing mental health resources, counseling, and emotional support to build resilience and address trauma.
Educational and Vocational Health: Supporting job training, skill development, and educational advancement to empower individuals toward stable employment and independence.

Through care coordination, CityServe establishes true partnerships with those served, rooted in mutual trust and shared goals. These partnerships begin with a care session led by a designated care coordinator. During this session, individuals and families develop a personalized action plan outlining next steps and achievable goals tailored to their unique circumstances. Typical case management lasts anywhere from four months to one year, reflecting our dedication to providing sustained support.

CityServe leverages its extensive network of over 50 service partners to secure appropriate specialized services. However, the Care Wheel ensures our work goes beyond meeting immediate needs. It empowers individuals and families with the tools, resources, and support required to address all aspects of their lives, fostering long-term stability and transformative change.

This comprehensive framework, introduced in 2021, has become a cornerstone of CityServe's mission. By mobilizing compassion and addressing needs holistically, CityServe continues to make a lasting impact on individuals and families throughout the Tri-Valley region and beyond.

4. Is this a Capital Improvement Project?
If yes, fill out questions 15-20.
- ☐ Yes
- ☑ No

5. How does this project align with your organization's annual goals?
Please include qualitative and quantitative metrics in your response.
CityServe is dedicated to humanizing human services by offering compassionate, individualized care that restores dignity and empowers individuals and families. In regard to qualitative alignment this project supports our mission in several key ways:

Comprehensive Care Coordination: By addressing diverse needs such as housing, food security, transportation, and resource education, the project ensures holistic support for families and individuals.
Community Engagement: We partner with over 50 nonprofits, city and county agencies, businesses, clubs, and churches to leverage resources and expertise, ensuring we meet the diverse needs of residents without duplication.
Targeted Support for Vulnerable Populations: The project emphasizes services for low-to-no-income individuals, housing-unstable families, victims of domestic violence, and aging seniors.
The project is designed to achieve measurable outcomes that align with our annual goals:
Care Coordination: Serve over 6,500 individuals annually through case management, crisis stabilization, and direct support.
Housing Support: Assist at least 150 households annually in securing stable housing or emergency shelter, addressing the ongoing housing crisis.
Senior Outreach: Conduct 200+ in-home visits to homebound seniors annually, providing companionship and critical resources to reduce isolation.
Food Security: Distribute 6,000+ resource flyers annually to families and individuals in need, ensuring access to nutritious food.
Transportation Assistance: Provide 200+ rides for medical appointments, employment, or shelter needs, removing barriers to critical services.
Collaboration: Strengthen partnerships with existing organizations and expand our network to ensure efficient and comprehensive service delivery through hosting quarterly Collab Lab gatherings.
This project ensures that CityServe continues to meet its goal of acting as a safety net for vulnerable populations while fostering long-term stability. By addressing crises and providing the tools and resources needed for self-sufficiency, the project empowers individuals and families to move toward stability and independence.
Through targeted outreach, comprehensive care, and strong community collaboration, this project not only aligns with our organizational goals but also strengthens our ability to respond to the evolving needs of the Tri-Valley community. With both qualitative and quantitative measures in place, it demonstrates our commitment to serving the Tri-Valley region most effectively and compassionately.

6. Describe the needs, challenges, and/or service gaps that your project addresses. How will clients access the services?

If applicable, please describe how your organization's programs and services directly respond to negative economic or public health impacts of the COVID-19 Pandemic.

The primary problem this project seeks to address is the lack of access to essential services and resources for low-to-no-income families, unhoused individuals, and vulnerable seniors in the Tri-Valley region. Rising housing costs, economic instability, and fragmented social services leave many without stable housing, access to basic necessities, or the support needed to navigate crises. Additionally, homebound seniors face increasing isolation, contributing to physical and emotional decline and highlighting gaps in current services.
This project is designed to address these critical gaps by providing holistic, wrap-around services that stabilize individuals and families and empower them toward long-term independence. Housing instability is a key focus, with services that include housing navigation, emergency shelter placement, and assistance in securing long-term housing. The project also addresses the immediate needs of food, transportation, financial literacy, and life skills training to ensure clients can meet basic necessities. For individuals facing health challenges or crises such as domestic violence, the program provides case management and crisis intervention to stabilize their situations. Seniors, who are often isolated, benefit from regular visits, companionship, caregiver support, and resource navigation to improve their overall well-being.
Clients access these services through multiple, inclusive entry points. Street outreach teams engage unhoused individuals directly, offering immediate crisis intervention and referrals to services. Our extensive network of over 50 partner organizations ensures a robust referral system, reaching individuals already in crisis. Clients can also walk into our easy access office locations for personalized care coordination, participate in community resource events, or connect through phone or online platforms for support.
By addressing these needs through targeted interventions and accessible services, this project ensures vulnerable populations in the Tri-Valley region receive the comprehensive support necessary to achieve stability and independence. It provides a pathway to address immediate crises while building a foundatio

for long-term resilience and well-being.

7. Describe how your organization will measure the effectiveness of this project?

Please include qualitative and quantitative metrics in your response.

CityServe will measure the effectiveness of this project using a combination of qualitative and quantitative metrics to ensure that it meets its objectives and creates meaningful impact for the community.

We will track specific, measurable outcomes to evaluate the project's performance, including:

Number of Individuals Served: Track the total number of clients receiving services, with a target of serving 6,500+ individuals annually through care coordination, crisis stabilization, and outreach.

Housing Outcomes: Measure the number of clients successfully placed in temporary or permanent housing, with a goal of assisting 150+ households annually.

Crisis Intervention Metrics: Record the number of clients engaged through street outreach and immediate crisis intervention, ensuring timely responses to urgent needs.

Senior Support: Monitor the delivery of 200+ home visits annually to reduce isolation and connect seniors with critical resources.

Basic Necessities Distributed: Track the distribution of essential items, as well as transportation support and other resources.

Client Retention and Follow-Up: Record the percentage of clients who continue to engage in care coordination programs to ensure long-term stability.

We will also collect qualitative data to understand the impact of the project on individual lives and the community at large:

Client Testimonials: Gather feedback and personal stories from clients to highlight how services have positively impacted their lives and helped them achieve stability.

Partnership Feedback: Conduct surveys and interviews with our strategic service partners to evaluate the effectiveness of collaboration and identify opportunities for improvement.

Case Studies: Provide in-depth case studies showcasing success stories and the program's role in overcoming challenges such as housing instability, food insecurity, and social isolation. (Launch a 2.0 version of our newly released 5 year case study entitled, "From Crisis to Stability: CityServe's Plan to End and Prevent Homelessness in the Tri-Valley"

Lastly, we will use our client management system to record and analyze data in real-time, enabling us to track progress against project goals. Regular evaluations and reports will assess key performance indicators and inform the team regarding any adjustments needed to optimize program effectiveness.

By combining these qualitative and quantitative methods, CityServe ensures a comprehensive understanding of the project's impact. This approach allows us to identify trends, successes, address gaps, and continuously improve our services to better meet the needs of the Tri-Valley community.

8. Please indicate which City/Cities you are requesting funding from and state the amount in which is being requested (Dublin: Minimum $5,000, Maximum $25,000; Livermore: Minimum $5,000, No Maximum; Pleasanton: Minimum $5,000, No Maximum).

If not requesting funding from one or more of the cities below, please include "0" in the appropriate field (s). City subtotals and a Tri-Valley grand total will be automatically calculated and can be viewed by clicking 'Print preview' button above.

25,000.00	FY 2025-2026 Dublin
25,000.00	FY 2026-2027 Dublin
50,000.00	**SUBTOTAL**
226,000.00	FY 2025-2026 Livermore
226,000.00	FY 2026-2027 Livermore
452,000.00	**SUBTOTAL**
80,000.00	FY 2025-2026 Pleasanton
80,000.00	**SUBTOTAL**
582,000.00	**TOTAL**

9. Describe, in detail, how your agency will use the Housing and Human Services grant funds, and what results you expect to achieve with this project.
If different for each City, share specific details for each City.
Across all three cities, the grant will enable CityServe to provide the appropriate amount of services according to each city's award amount. With full funding the goal would be to:
Serve 6,500+ individuals annually with comprehensive services.
Stabilize 2000+ households through coordinated care and housing support.
Reach and resource 586 unsheltered individuals and complete 120 mental health assessments.
Increase community engagement and collaboration with 50+ partner organizations to address systemic challenges.
Collect and organize distribution of safety-net basic necessities throughout the year for additional support.
Provide care coordination for those in the emergency hotel program.

The Housing and Human Services grant funds will allow CityServe to build stronger, more sustainable services that meet the unique needs of Pleasanton, Dublin, and Livermore, ensuring that every resident has access to the resources and support they need to achieve stability and independence.

In addition to all these services that we provide for free for the public, the Livermore request will also include supplemental funding to provide capacity stabilization and program oversight services.

10. If this project was not funded by one or more of the Cities, would this project still exist? How would you adapt the project if it was partially funded by one or more of the Cities?
If this project were not fully funded by one or more of the Cities, it would significantly impact the scope and reach of services we provide to the Tri-Valley community. While CityServe remains committed to supporting low-to-no-income families, unhoused individuals, and vulnerable seniors, we would need to adapt by limiting walk-in hours, prioritizing the most urgent services, such as housing navigation and crisis stabilization. Outreach efforts would likely focus on high-need areas, and we would rely more heavily on our 50+ partner organizations for in-kind resources and volunteer support. We are actively seeking supplemental funding from grants and private donors to fill any gaps. While the project would continue in a limited capacity, its effectiveness and ability to serve the full community would be diminished without full funding. Full support is essential to maintaining the quality and scale of services needed to meet the growing challenges faced by vulnerable populations. Our five year data collection shows the impact and significance of CityServe's value to the cities where we provide these vital services.

11. Projected number of clients, by City, that this project plans to serve in FY 2025-2026 in each income category:

198	Dublin: Extremely Low Income (< 30%)
21	Dublin: Very Low Income (30-50% AMI)
25	Dublin: Low Income (50-80% AMI)
0	Dublin: Moderate Income (80-120% AMI)
0	Dublin: Above Moderate Income (>120% AMI)
244.00	**SUBTOTAL**
469	Livermore: Extremely Low Income (< 30%)
26	Livermore: Very Low Income (30-50% AMI)
13	Livermore: Low Income (50-80% AMI)
6	Livermore: Moderate Income (80-120% AMI)
0	Livermore: Above Moderate Income (>120% AMI)
514.00	**SUBTOTAL**
350	Pleasanton: Extremely Low Income (< 30%)

150	Pleasanton: Very Low Income (30-50% AMI)
50	Pleasanton: Low Income (50-80% AMI)
0	Pleasanton: Moderate Income (80-120% AMI)
0	Pleasanton: Above Moderate Income (>120% AMI)
550.00	**SUBTOTAL**
1,308.00	**TOTAL**

12. Projected number of clients, by City, that this project plans to serve in FY 2026-2027 in each income category:

198	Dublin: Extremely Low Income (< 30%)
21	Dublin: Very Low Income (30-50% AMI)
25	Dublin: Low Income (50-80% AMI)
0	Dublin: Moderate Income (80-120% AMI)
0	Dublin: Above Moderate Income (>120% AMI)
244.00	**SUBTOTAL**
469	Livermore: Extremely Low Income (< 30%)
26	Livermore: Very Low Income (30-50% AMI)
13	Livermore: Low Income (50-80% AMI)
6	Livermore: Moderate Income (80-120% AMI)
0	Livermore: Above Moderate Income (>120% AMI)
514.00	**SUBTOTAL**
758.00	**TOTAL**

13. How does your agency assess that your clients are "eligible beneficiaries"?

i.e. low- and moderate-income persons and/or presumed beneficiaries according to HUD.

Our data collection process is robust and utilizes multiple systems to ensure accurate and comprehensive tracking of client services and outcomes. For the unhoused population, we use the Homeless Management Information System (HMIS/Clarity) via Alameda County. Both CityServe and Abode staff are trained and have access to this critical database. For our senior clientele, we supplement our internal custom database with RTZ Get Care, which allows us to capture all aspects of our care coordination model.

We collect a wide range of data, including:

Demographics: Race/ethnicity, gender, and specific categories such as female heads of household, disabled individuals, veterans, youth, and seniors.

Client Details: City/location, housing status, income, family size, and client satisfaction.

Care Coordination Metrics: Care plan goals, outcomes, referrals made, mental health assessments, and enrollment in internal programs such as transportation, classes, emergency hotel stays, and rental assistance.

Additional Insights: Survey results, safety warnings, and personal stories or quotes that highlight client experiences and needs.

This comprehensive approach allows us to tailor our services to meet the unique needs of each client while also tracking the effectiveness of our care coordination and outreach efforts.

14. Which of the following Community-Level Focus Areas from the 2024 Eastern Alameda County Human Services Needs Assessment does your project identify with?
Select all that apply:

- [x] Housing Services (Page 47)
- [x] Health Care Services (Page 52)
- [x] Mental Health (Page 55)
- [x] Service Provision, Awareness, and Navigation (Page 57)
- [x] Racial/Linguistic/Cultural Responsiveness (Page 58)
- [x] Substance Abuse Services (Page 60)
- [x] Safety (Page 61)
- [x] Transportation (Page 63)
- [x] Youth (Page 65)
- [ ] Other:

CAPITAL IMPROVEMENT PROJECTS

15. For the capital improvement project, provide a detailed narrative (e.g. rehabilitation or new construction) and a detailed scope of work for the project.
If this is not a Capital Improvement Project, put "NA".
NA

16. For the capital improvement project, please describe the land tenure status (e.g. does your agency own or lease the property? If leasing, what are the lease terms?). If you do not have site control, describe your site control plans.
If this is not a Capital Improvement Project, put "NA".
NA

17. If the building is occupied, will relocation be required?
If this is not a Capital Improvement Project, put "NA".
NA

18. Identify the project team (e.g. architect/engineer, general contractor, and or consultants):
If this is not a Capital Improvement Project, put "NA".
NA

19. Has a market study, property needs assessment, and/or other evaluation which identifies the need for the proposed project been completed?
If this is not a Capital Improvement Project, put "NA".
NA

20. Will this project require implementation of Davis-Bacon/Fair Labor Standards Act Requirements?
If this is not a Capital Improvement Project, put "NA".
NA

POLITICAL REFORM ACT

21. Under Section 84308 of the Political Reform Act, certain elected and appointed officials are prohibited from taking part in a proceeding for an entitlement for use, including most contracts, if the official has received a contribution exceeding $250 from a party or participant in the proceeding within the preceding 12 months. Please answer Yes or No to the following question: Has your organization, or an employee of your organization, made a political contribution to a current Dublin, Pleasanton, or Livermore Councilmember, Mayor, or Commissioner within the

last 12 months?

If Yes, please identify the employee(s) who made the political contribution, and the amount, date, and recipient of, the contribution.

NO

AUTHORIZATION TO SUBMIT GRANT APPLICATION

22. By submitting this application, you confirm that you are authorized to apply to this grant on behalf of your organization.

☑ Yes, I am authorized to apply to this grant on behalf of this organization.

Budget *top*

2025-2026 Forecasted Revenue	Amount Committed	Amount Pending	Amount Planned	Amount Total
FY 2025-2026 City of Dublin		$ 25,000.00	$ 25,000.00	$ 50,000.00
FY 2025-2026 City of Livermore			$ 226,000.00	$ 226,000.00
FY 2025-2026 City of Pleasanton			$ 80,000.00	$ 80,000.00
FY 2025-2026 PLHA funds	$ 110,000.00			$ 110,000.00
Measure A	$ 25,000.00		$ 0.00	$ 25,000.00
AAA Case Management	$ 85,000.00			$ 85,000.00
APS	$ 60,000.00			$ 60,000.00
Local Churches	$ 40,000.00			$ 40,000.00
Individual Donors	$ 24,000.00			$ 24,000.00
Foundations/Groups		$ 65,000.00		$ 65,000.00
Total	**$ 344,000.00**	**$ 90,000.00**	**$ 331,000.00**	**$ 765,000.00**

2025-2026 Forecasted Expenses	City of Dublin	City of Livermore	City of Pleasanton	Other Sources	Total Project Cost
Personnel Costs/Benefits	$ 23,000.00	$ 192,100.00	$ 77,500.00	$ 292,400.00	$ 585,000.00
Operating Costs					$ 0.00
Administrative Costs	$ 2,000.00	$ 33,900.00	$ 2,500.00	$ 51,600.00	$ 90,000.00
Capital Costs (Pre-Development)					$ 0.00
Capital Costs (Construction)					$ 0.00
Other (Please Define)					$ 0.00
Other (Please Define)					$ 0.00
Other (Please Define)					$ 0.00
Total	**$ 25,000.00**	**$ 226,000.00**	**$ 80,000.00**	**$ 344,000.00**	**$ 675,000.00**

Budget Narrative

The Homeless Prevention, Intervention, and Crisis Stabilization Program serves Dublin, Livermore, and Pleasanton, operating full-time, five days a week. The program's overarching goal is to provide holistic, cross-trained care coordination that addresses homelessness and supports stabilization efforts across the Tri-Valley region. The funding will support key personnel, administrative costs, and program operations, enabling targeted efforts in each city.

Livermore Request: $226,000 The funding requested from Livermore will support:
Care, Resource & Housing Coordinators (equivalent of 3.5 FTE, 50–100%) Focused on connecting clients to vital resources such as housing and Care Advocates who walk alongside program participants during immediate crises.
Services will be offered at the Livermore office, during street and hotel outreach, and through pop-up resource tables like Fridays at Cornerstone Church or Vineyard 2.0.
Program Manager/Director (equivalent of 1.25 FTE) Responsible for capacity stabilization, outreach strategy development, and overseeing day-to-day operations.
Covers 97% of salary and benefits. Administrative Personnel (15%) Dedicated to gathering critical data, analyzing trends, and promoting essential services to underserved communities.
Cost Breakdown: Total monthly costs: $19,000.00 Total annual costs: $226,000

Pleasanton Request: $80,000 The funding requested from Pleasanton will provide:
Care Coordinator/s (Case Manager/s)Supports individuals and families facing homelessness by offering case management, housing navigation, and crisis intervention.
Covers 70% of salary and benefits. Outreach/Crisis Line/Intake Team Member/s Provides intake services, handles crisis calls, and conducts outreach in apartment complexes to connect individuals to resources and services. Covers 15% of salary and benefits.
Administrative Costs (15%) Supports program management, data collection, and reporting efforts.
Cost Breakdown:Total monthly costs: $6650.00 Total annual costs: $80,000

Dublin Request: $25,000 The funding for Dublin will focus on:
Part-Time Resource Specialist, Intake/Crisis Call Coordinator (Care Coordinator) Provides individualized care and resource navigation for extremely low, very low, and low-income individuals and families.Handles crisis calls and intake, ensuring Dublin residents receive effective support.
Covers 47% of salary/benefits. Cost:Total monthly costs: $2,100.00 Total annual $25,00

Documents *top*

Documents Requested *	Required?	Attached Documents *
Agency Audit Requirements and Copy of Last Audit	☑	Audit now In progress/last audit here
Agency's Annual Budget	☑	Annual Budget
(Capital Only) Capital Expenditure Budget for the project		
(Capital Only) Project photos, designs, site drawings, specifications		
(Capital Only) Proposed project budget, including all sources and uses and budget assumptions for development phases		
(Capital Only) Pro forma operating budget with estimated revenue and expenses		
(Capital Only) Evidence of Site Control		
(Capital Only) Title Report (acquisition, new facilities and substantial rehabilitation)		
(Capital Only) Environmental Reports (e.g. Phase I Environmental Site Assessment, ALTA Survey)		

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Application ID: 488078

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Tri-Valley Grants Application

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City of Dublin
Tri-Valley Grants Application
FY 2025-2027 Tri-Valley Housing and Human Services Grants
Deadline: 1/17/2025

City Serve of the Tri-Valley

Dublin Senior 60+ Stabilization Program

Jump to: Application Questions Budget Documents

Submitted: 1/2/2025 5:52:31 PM (Pacific)

Project Contact
Christine Beitsch-Bahmani
[redacted]

City Serve of the Tri-Valley
[redacted]

Application Questions *top*

ORGANIZATION INFORMATION

1. Please identify if your organization is a Non-Profit or Public Agency:
For-profit agencies are not eligible for these grants funds

- [x] Non-Profit
- [ ] Public Agency

2. Please state your agency's mission and/or vision statement(s):
Our vision is to mobilize mercy, practical compassion, in the Tri-Valley by care coordination (case management), outreach to underserved communities and to inspire community engagement; this mobilization is designed to humanize the human services.

PROJECT INFORMATION

3. Provide a brief summary of the project for which your agency is seeking grant funding. This

information will be used on the documents that go to the City Councils.

1-2 sentences

CityServe provides comprehensive, wrap-around care coordination for low to no-income seniors 60+. Our crisis stabilization services include securing shelter, street outreach, housing, transportation, financial literacy, resource education, caregiver support, food security, health education, connection events, homebound senior visits and other basic safety-net necessities for our most vulnerable seniors here in the Tri-Valley. Our fastest growing homeless population is those 60+ so our goal is to ensure those with homes understand their resources and opportunities while having a plan that keeps them housed.

We collaborate with Dublin Senior Center, local housing complexes and over 50 local senior specific nonprofits, cities, county agencies, businesses, clubs, and churches. This network allows us to effectively meet the diverse needs of seniors in Dublin whether they are victims of elder abuse, lost a loved one, became disabled, unhoused or housing unstable, and/or are aging quickly.

4. Is this a Capital Improvement Project?

If yes, fill out questions 15-20.

- ☐ Yes
- ☑ No

5. How does this project align with your organization's annual goals?

Please include qualitative and quantitative metrics in your response.

CityServe is dedicated to humanizing human services by offering compassionate, individualized care that restores dignity and empowers aging adults 60+. In regard to qualitative alignment this project supports our mission in several key ways:

Comprehensive Care Coordination: By addressing diverse needs such as housing, food security, transportation, and resource education, the project ensures holistic support for seniors.

Community Engagement: We partner with over 50 nonprofits, city and county agencies, businesses, clubs, and churches to leverage resources and expertise, ensuring we meet the diverse needs of Dublin residents without duplication.

Targeted Support for Vulnerable Senior Populations: The project emphasizes services for low-to-no-income housing-unstable seniors, victims of elder abuse, and seniors with declining health.

The project is designed to achieve measurable outcomes that align with our annual goals:

Regional Care Coordination (all cities/all ages): Serve over 6,500 individuals annually through case management, crisis stabilization, and direct support.

Housing Support: Assist at least 150 households annually in securing stable housing or emergency shelter, addressing the ongoing housing crisis.

Senior Outreach: Conduct 200+ in-home visits to homebound seniors annually, providing companionship and critical resources to reduce isolation.

Food Security: Distribute 6,000+ resource flyers annually to families and individuals in need, ensuring access to nutritious food.

Transportation Assistance: Provide 200+ rides for medical appointments, employment, or shelter needs, removing barriers to critical services.

Collaboration: Strengthen partnerships with existing organizations and expand our network to ensure efficient and comprehensive service delivery through hosting quarterly Collab Lab gatherings.

This project ensures that CityServe continues to meet its goal of acting as a safety net for vulnerable seniors while fostering long-term stability. By addressing crises and providing the tools and resources needed for self-sufficiency, the project empowers seniors to move toward stability and independence. Through targeted outreach, comprehensive care, and strong community collaboration, this project not only aligns with our organizational goals but also strengthens our ability to respond to the evolving needs of the Tri-Valley community. With both qualitative and quantitative measures in place, it demonstrates our commitment to serving the Tri-Valley region most effectively and compassionately.

6. Describe the needs, challenges, and/or service gaps that your project addresses. How will clients access the services?

If applicable, please describe how your organization's programs and services directly respond to negative economic or public health impacts of the COVID-19 Pandemic.

The primary problem this project seeks to address is the lack of access to essential services and resources for low-to-no-income vulnerable seniors in the Tri-Valley region. Rising housing costs, economic instability, and fragmented social services leave many without stable housing, access to basic necessities, or the support needed to navigate crises. Additionally, homebound seniors face increasing isolation, contributing to physical and emotional decline and highlighting gaps in current services.

This project is designed to address these critical gaps by providing holistic, wrap-around services that stabilize seniors and empower them toward independence. Housing instability is a key focus, with services that include housing navigation, emergency shelter placement, and assistance in securing longer-term or supportive housing such as skilled nursing or cognitive care facilities. The project also addresses the immediate needs of food, transportation, financial literacy, and life skills training to ensure clients can meet basic necessities. For individuals facing health challenges or crises such as elder abuse, the program provides case management and crisis intervention to stabilize their situations. Seniors, who are often isolated, benefit from regular visits, companionship, caregiver support, and resource navigation to improve their overall well-being.

Clients access these services through multiple, inclusive entry points. Street outreach teams engage unhoused individuals directly, offering immediate crisis intervention and referrals to services. Our extensive network of over 50 partner organizations ensures a robust referral system, reaching seniors already in crisis. Clients can also walk into our easy access office locations for personalized care coordination, participate in community resource events, or connect through phone or online platforms for support. We also provide care coordination in-home for those that are homebound.

By addressing these needs through targeted interventions and accessible services, this project ensures vulnerable seniors in the Tri-Valley region receive the comprehensive support necessary to achieve stability and independence. It provides a pathway to address immediate crises while building a foundation for long-term resilience and well-being.

7. Describe how your organization will measure the effectiveness of this project?

Please include qualitative and quantitative metrics in your response.

CityServe will measure the effectiveness of this project using a combination of qualitative and quantitative metrics to ensure that it meets its objectives and creates meaningful impact for the community.

We will track specific, measurable outcomes to evaluate the project's performance, including:

Number of Individuals Served: Track the total number of clients receiving services, with a target of serving 6,500+ individuals annually through care coordination, crisis stabilization, and outreach.

Housing Outcomes: Measure the number of clients successfully placed in temporary or permanent housing, with a goal of assisting 150+ households annually.

Crisis Intervention Metrics: Record the number of clients engaged through street outreach and immediate crisis intervention, ensuring timely responses to urgent needs.

Senior Support: Monitor the delivery of 200+ home visits annually to reduce isolation and connect seniors with critical resources.

Basic Necessities Distributed: Track the distribution of essential items, as well as transportation support and other resources.

Client Retention and Follow-Up: Record the percentage of clients who continue to engage in care coordination programs to ensure long-term stability.

We will also collect qualitative data to understand the impact of the project on individual lives and the community at large:

Client Testimonials: Gather feedback and personal stories from clients to highlight how services have positively impacted their lives and helped them achieve stability.

Partnership Feedback: Conduct surveys and interviews with our strategic service partners to evaluate the effectiveness of collaboration and identify opportunities for improvement.

Case Studies: Provide in-depth case studies showcasing success stories and the program's role in overcoming challenges such as housing instability, food insecurity, and social isolation. (Launch a 2.0 version of our newly released 5 year case study entitled, "From Crisis to Stability: CityServe's Plan to End and Prevent Homelessness in the Tri-Valley"

Lastly, we will use our client management system to record and analyze data in real-time, enabling us to track progress against project goals. Regular evaluations and reports will assess key performance indicators and inform the team regarding any adjustments needed to optimize program effectiveness.

8. Please indicate which City/Cities you are requesting funding from and state the amount in which is being requested (Dublin: Minimum $5,000, Maximum $25,000; Livermore: Minimum $5,000, No Maximum; Pleasanton: Minimum $5,000, No Maximum).

If not requesting funding from one or more of the cities below, please include "0" in the appropriate field (s). City subtotals and a Tri-Valley grand total will be automatically calculated and can be viewed by clicking 'Print preview' button above.

25,000.	FY 2025-2026 Dublin
25,000.	FY 2026-2027 Dublin
50,000.00	**SUBTOTAL**
0	FY 2025-2026 Livermore
0	FY 2026-2027 Livermore
0.00	**SUBTOTAL**
0	FY 2025-2026 Pleasanton
0.00	**SUBTOTAL**
50,000.00	**TOTAL**

9. Describe, in detail, how your agency will use the Housing and Human Services grant funds, and what results you expect to achieve with this project.

If different for each City, share specific details for each City.

Our Senior 60+ Stabilization Program provides bilingual: 1) Crisis Intervention: Street Outreach or homebound visits, 2) Crisis Stabilization: Case Management/Care Coordination, and 3) Community Support: Care Advocacy. We serve the most vulnerable Dublin senior residents by supporting them with resourcing for safety net fiscal assistance, food security, transportation, housing navigation, individualized resourcing (aka case management, special programs), and enrollment for workshops focused on health education (Finding Wellness curriculum), mental health and well-being counseling and/or specific fitness training such as fall prevention classes to ensure stabilization and well-being.

Our goal will be to enroll 35 of the most vulnerable Dublin seniors into care coordination, transportation and caring visitor programs per year.

10. If this project was not funded by one or more of the Cities, would this project still exist? How would you adapt the project if it was partially funded by one or more of the Cities?

If this project were not fully funded by Dublins, it would significantly impact the scope and reach of services we provide to senior Dublin residents. While CityServe remains committed to supporting low-to-no-income vulnerable seniors, we would need to adapt by limiting homebound care coordination session, prioritizing the most urgent services, such as housing navigation and crisis stabilization. Outreach efforts would likely focus on high-need areas, and we would rely more heavily on our 50+ partner organizations for in-kind resources and volunteer support. We are actively seeking supplemental funding from grants and private donors to fill any gaps. While the project would continue in a limited capacity, its effectiveness and ability to serve the senior community would be diminished without full funding. Full support is essential to maintaining the quality and scale of services needed to meet the growing challenges faced by vulnerable senior populations.

11. Projected number of clients, by City, that this project plans to serve in FY 2025-2026 in each income category:

25	Dublin: Extremely Low Income (< 30%)
7	Dublin: Very Low Income (30-50% AMI)
3	Dublin: Low Income (50-80% AMI)
0	Dublin: Moderate Income (80-120% AMI)

0	Dublin: Above Moderate Income (>120% AMI)
35.00	**SUBTOTAL**
0	Livermore: Extremely Low Income (< 30%)
0	Livermore: Very Low Income (30-50% AMI)
0	Livermore: Low Income (50-80% AMI)
0	Livermore: Moderate Income (80-120% AMI)
0	Livermore: Above Moderate Income (>120% AMI)
0.00	**SUBTOTAL**
0	Pleasanton: Extremely Low Income (< 30%)
0	Pleasanton: Very Low Income (30-50% AMI)
0	Pleasanton: Low Income (50-80% AMI)
0	Pleasanton: Moderate Income (80-120% AMI)
0	Pleasanton: Above Moderate Income (>120% AMI)
0.00	**SUBTOTAL**
35.00	**TOTAL**

12. Projected number of clients, by City, that this project plans to serve in FY 2026-2027 in each income category:

25	Dublin: Extremely Low Income (< 30%)
7	Dublin: Very Low Income (30-50% AMI)
3	Dublin: Low Income (50-80% AMI)
0	Dublin: Moderate Income (80-120% AMI)
0	Dublin: Above Moderate Income (>120% AMI)
35.00	**SUBTOTAL**
0	Livermore: Extremely Low Income (< 30%)
0	Livermore: Very Low Income (30-50% AMI)
0	Livermore: Low Income (50-80% AMI)
0	Livermore: Moderate Income (80-120% AMI)
00	Livermore: Above Moderate Income (>120% AMI)
0.00	**SUBTOTAL**
35.00	**TOTAL**

13. How does your agency assess that your clients are "eligible beneficiaries"?

i.e. low- and moderate-income persons and/or presumed beneficiaries according to HUD.

Our data collection process is robust and utilizes multiple systems to ensure accurate and comprehensive tracking of client services and outcomes. For the unhoused population, we use the Homeless Management Information System (HMIS/Clarity) via Alameda County. Both CityServe and Abode staff are trained and have access to this critical database. For our senior clientele, we supplement our internal custom database with RTZ Get Care, which allows us to capture all aspects of our care coordination model.

We collect a wide range of data, including:

Demographics: Race/ethnicity, gender, and specific categories such as female heads of household,

disabled individuals, veterans, youth, and seniors.
Client Details: City/location, housing status, income, family size, and client satisfaction.
Care Coordination Metrics: Care plan goals, outcomes, referrals made, mental health assessments, and enrollment in internal programs such as transportation, classes, emergency hotel stays, and rental assistance.
Additional Insights: Survey results, safety warnings, and personal stories or quotes that highlight client experiences and needs.
This comprehensive approach allows us to tailor our services to meet the unique needs of each client while also tracking the effectiveness of our care coordination and outreach efforts.

EASTERN ALAMEDA COUNTY HUMAN SERVICES NEEDS ASSESSMENT

14. Which of the following Community-Level Focus Areas from the 2024 Eastern Alameda County Human Services Needs Assessment does your project identify with?
Select all that apply:

- [x] Housing Services (Page 47)
- [x] Health Care Services (Page 52)
- [x] Mental Health (Page 55)
- [x] Service Provision, Awareness, and Navigation (Page 57)
- [x] Racial/Linguistic/Cultural Responsiveness (Page 58)
- [x] Substance Abuse Services (Page 60)
- [x] Safety (Page 61)
- [x] Transportation (Page 63)
- [ ] Youth (Page 65)
- [ ] Other:

CAPITAL IMPROVEMENT PROJECTS

15. For the capital improvement project, provide a detailed narrative (e.g. rehabilitation or new construction) and a detailed scope of work for the project.
If this is not a Capital Improvement Project, put "NA".
NA

16. For the capital improvement project, please describe the land tenure status (e.g. does your agency own or lease the property? If leasing, what are the lease terms?). If you do not have site control, describe your site control plans.
If this is not a Capital Improvement Project, put "NA".
NA

17. If the building is occupied, will relocation be required?
If this is not a Capital Improvement Project, put "NA".
NA

18. Identify the project team (e.g. architect/engineer, general contractor, and or consultants):
If this is not a Capital Improvement Project, put "NA".
NA

19. Has a market study, property needs assessment, and/or other evaluation which identifies the need for the proposed project been completed?
If this is not a Capital Improvement Project, put "NA".
NA

20. Will this project require implementation of Davis-Bacon/Fair Labor Standards Act Requirements?
If this is not a Capital Improvement Project, put "NA".
NA

POLITICAL REFORM ACT

21. Under Section 84308 of the Political Reform Act, certain elected and appointed officials are prohibited from taking part in a proceeding for an entitlement for use, including most contracts, if the official has received a contribution exceeding $250 from a party or participant in the proceeding within the preceding 12 months. Please answer Yes or No to the following question: Has your organization, or an employee of your organization, made a political contribution to a current Dublin, Pleasanton, or Livermore Councilmember, Mayor, or Commissioner within the last 12 months?
If Yes, please identify the employee(s) who made the political contribution, and the amount, date, and recipient of, the contribution.
NO

AUTHORIZATION TO SUBMIT GRANT APPLICATION

22. By submitting this application, you confirm that you are authorized to apply to this grant on behalf of your organization.
☑ Yes, I am authorized to apply to this grant on behalf of this organization.

Budget top

2025-2026 Forecasted Revenue	Amount Committed	Amount Pending	Amount Planned	Amount Total
FY 2025-2026 City of Dublin		$ 0.00	$ 25,000.00	$ 25,000.00
Churches	$ 20,000.00		$ 0.00	$ 20,000.00
Individuals/Groups	$ 20,000.00		$ 0.00	$ 20,000.00
AAA Case Management			$ 85,000.00	$ 85,000.00
Adult Protective Services Case Management			$ 60,000.00	$ 60,000.00
			$ 0.00	$ 0.00
	$ 0.00		$ 0.00	$ 0.00
	$ 0.00		$ 0.00	$ 0.00
Total	**$ 40,000.00**	**$ 0.00**	**$ 170,000.00**	**$ 210,000.00**

2025-2026 Forecasted Expenses	City of Dublin	City of Livermore	City of Pleasanton	Other Sources	Total Project Cost
Personnel Costs	$ 23,000.00			$ 157,250.00	$ 180,250.00
Operating Costs					$ 0.00
Administrative Costs	$ 2,000.00			$ 27,750.00	$ 29,750.00
Capital Costs (Pre-Development)					$ 0.00
Capital Costs (Construction)					$ 0.00
Other (Please Define)					$ 0.00
Other (Please Define)					$ 0.00
Other (Please Define)					$ 0.00
Total	**$ 25,000.00**	**$ 0.00**	**$ 0.00**	**$**	**$ 210,000.00**

185,000.00

Budget Narrative
The funding requested from Dublin will focus on:
Targeted Senior Care Coordinator/s
Focused on senior homelessness prevention and stabilization for at-risk seniors (60+).
Includes a Part-Time Senior Resource Specialist and Intake Care Coordinator/s (equivalent to approximately 47% salary/benefits).
Cost Breakdown:
Total monthly costs: $2,100
Total annual costs: $25,000

Documents *top*

Documents Requested *	Required?	Attached Documents *
Agency Audit Requirements and Copy of Last Audit	☑	Audit now In progress/last audit here
Agency's Annual Budget	☑	Budget
(Capital Only) Capital Expenditure Budget for the project		
(Capital Only) Project photos, designs, site drawings, specifications		
(Capital Only) Proposed project budget, including all sources and uses and budget assumptions for development phases		
(Capital Only) Pro forma operating budget with estimated revenue and expenses		
(Capital Only) Evidence of Site Control		
(Capital Only) Title Report (acquisition, new facilities and substantial rehabilitation)		
(Capital Only) Environmental Reports (e.g. Phase I Environmental Site Assessment, ALTA Survey)		

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Tri-Valley Grants Application

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City of Dublin
Tri-Valley Grants Application
FY 2025-2027 Tri-Valley Housing and Human Services Grants
Deadline: 1/17/2025

Community Resources for Independent Living

Housing and Independent Living Skills

Jump to: Application Questions Budget Documents

Submitted: 12/23/2024 2:11:58 PM (Pacific)

Project Contact
Alejandra Hacker
[redacted]

Community Resources for Independent Living
[redacted]

Application Questions *top*

ORGANIZATION INFORMATION

1. Please identify if your organization is a Non-Profit or Public Agency:
For-profit agencies are not eligible for these grants funds

- [x] Non-Profit
- [ ] Public Agency

2. Please state your agency's mission and/or vision statement(s):
Community Resources for Independent Living (CRIL) was founded in 1979 as a peer-based disability resource and advocacy agency for southern and eastern Alameda County residents with any type of disability or functional limitation.
CRIL's mission is to provide advocacy and resources to people with disabilities to improve lives and make communities fully accessible.
CRIL's range of self-sufficiency services, coupled with peer support and self-advocacy training, facilitate vulnerable and underrepresented members of the community to take control of their lives and gain or maintain the ability to live as independently as desired.

PROJECT INFORMATION

3. Provide a brief summary of the project for which your agency is seeking grant funding. This

information will be used on the documents that go to the City Councils.
1-2 sentences
CRIL's Housing and Independent Living Services will provide Tri-Valley residents who have a disability with housing search assistance, peer counseling, assistive technology, independent living skills, transition services, travel training and wheelchair accessible transportation, Blind Services and services for those with traumatic brain injury.. In this program, CRIL provides an array of services to encourage independence - this is accomplished through peer work. 60% of CRIL's staff have a disability.

4. Is this a Capital Improvement Project?
If yes, fill out questions 15-20.
- ☐ Yes
- ☑ No

5. How does this project align with your organization's annual goals?
Please include qualitative and quantitative metrics in your response.
Below you will find the goals of CRIL's 2004-2006 Strategic Plan:

CRIL Strategic Plan
2024-2026

Strategic Priority 1: Program Development
Goal: By 2026, CRIL will continue to develop financially sustainable services that support older adults and individuals with disabilities to become more independent in their community.

Strategic Priority 2: Fiscal Responsibility
Goal: By 2026, CRIL will operate with a positive net surplus

Strategic Priority 3: Advocacy
Goal: By 2026, CRIL will provide opportunities and services that promote self and group advocacy for CRIL consumers.

Strategic Priority 4: Staff and Board Development
Goal 1: By 2026, CRIL will support the development CRIL staff to optimize performance and consumer satisfaction.
Goal 2: By 2026, CRIL board of directors will be responsible for organizational accountability and developing capacity with support from management.

Strategic Priority 5: Diversity and Inclusion
Goal: 2024-2026, CRIL will actively seek to broaden its outreach to underserved communities and will provide opportunities for staff formation in areas of diversity and inclusion.

You will notice that CRIL is dedicated to supporting our consumers independent life, as well as, advocating to make our communities fully accessible. Our Tri-Valley Goals align with CRIL's strategic Plan.

6. Describe the needs, challenges, and/or service gaps that your project addresses. How will clients access the services?
If applicable, please describe how your organization's programs and services directly respond to negative economic or public health impacts of the COVID-19 Pandemic.
2023 American Community Survey estimates indicate there are 226,689 residents in the cities of Dublin, Livermore, and Pleasanton. 32, 643 of whom are over the age of 65 (14.4%). Additionally, an estimated 12,000 to 24,000 Tri-Valley residents have a disability or some type of independent living difficulty.

The need for accessible Long Term Services & Supports (LTSS) is a growing healthcare & quality of life concern for our rapidly aging population - an issue mirrored in the 2024 Eastern Alameda County Needs

Assessment. As our residents age & live longer, we need to develop systems & services that address their desire to age in place gracefully & with dignity. 1 CRIL staff has been trained in the Coleman Care Transitions Intervention which will support transitions from hospital to home. Another CRIL staff focuses on Transition Services and another on Long Services and Supports. In addition, CRIL has a staff person dedicated to connecting consumers to public health opportunities.

Alameda County has one of the highest rates of poverty among adults with disabilities age 18 to 64 years in the Bay Area. 2020 U.S. Census data shows that over 10,000 Tri-Valley residents (4.5%) are living below poverty, many of whom are disabled. These residents are among the poorest Americans by HUD Income Guidelines & need access to free and/or low cost nutritional food, healthcare, transportation, housing & LTSS service coordination.

CRIL's services meet many of these critical needs: Information & Referral; ADA; Peer support; Housing counseling & assistance; Personal Assistant referral, training ; Independent living skills; Disaster preparedness workshops; Assistive technology referral & loans; Employment counseling; Long-term services & supports; Leadership training; travel training, Transition Services and Group & Individual Advocacy. CRIL offers Blinds and Youth Services. CRIL has provided COVID vaccine info and access assistance.

CRIL's Housing & Independent Living Services are free to Tri-Valley residents of all ages with functional limitations or disabilities.

7. Describe how your organization will measure the effectiveness of this project?
Please include qualitative and quantitative metrics in your response.
Consumers are asked to complete a Satisfaction Survey which allows us to evaluate the type & quality of services provided. Consumers provide management & the board of directors with feedback on the impact that our services & supports have had on their level of independence.

Every quarter, the Program Director goes over goals and outcomes with the staff. This is done in a staff meeting since the staff is responsible for accomplishments. Areas of strength and weakness are evaluated and solutions agreed upon. These work sessions deal with individual grants, as well as, the agency's grants as a whole.

8. Please indicate which City/Cities you are requesting funding from and state the amount in which is being requested (Dublin: Minimum $5,000, Maximum $25,000; Livermore: Minimum $5,000, No Maximum; Pleasanton: Minimum $5,000, No Maximum).
If not requesting funding from one or more of the cities below, please include "0" in the appropriate field (s). City subtotals and a Tri-Valley grand total will be automatically calculated and can be viewed by clicking 'Print preview' button above.

15,000	FY 2025-2026 Dublin
15,000	FY 2026-2027 Dublin
30,000.00	**SUBTOTAL**
15,000	FY 2025-2026 Livermore
15,000	FY 2026-2027 Livermore
30,000.00	**SUBTOTAL**
16,000	FY 2025-2026 Pleasanton
16,000.00	**SUBTOTAL**
76,000.00	**TOTAL**

9. Describe, in detail, how your agency will use the Housing and Human Services grant funds, and what results you expect to achieve with this project.
If different for each City, share specific details for each City.
The Tri-Valley Program operating budget of $70,000 covers the minimum costs for CRIL to continue

operating a full-service branch office for the disabled residents of Livermore, Pleasanton and Dublin. With these funds, CRIL supports an Independent Living Coordinator who provides nearly 200 unduplicated Tri-Valley residents with disabilities with all of CRIL's numerous independent living services including the Housing & IL Services program along. Some portions of supervision and administrative time are also allocated to this program. The remaining non-personnel costs are associated with the necessary operations of an office: rent, utilities, accounting, IT support, insurance & staff travel reimbursement.

10. If this project was not funded by one or more of the Cities, would this project still exist? How would you adapt the project if it was partially funded by one or more of the Cities?
CRIL's Housing & Independent Living Services will provide Pleasanton residents who have a disability with housing search assistance, peer counseling, independent living skills & travel training. In this program, CRIL provides an array of services to encourage independence - this is accomplished through peer work. The majority of CRIL's staff has a disability.

Without funding from anyone of Tri-Valley cities, CRIL will attempt to meet the needs of Tri-Valley residents but this would place stress on the agency's flexibility and ability to address crises that arise.

11. Projected number of clients, by City, that this project plans to serve in FY 2025-2026 in each income category:

20	Dublin: Extremely Low Income (< 30%)
5	Dublin: Very Low Income (30-50% AMI)
2	Dublin: Low Income (50-80% AMI)
2	Dublin: Moderate Income (80-120% AMI)
1	Dublin: Above Moderate Income (>120% AMI)
30.00	**SUBTOTAL**
22	Livermore: Extremely Low Income (< 30%)
4	Livermore: Very Low Income (30-50% AMI)
1	Livermore: Low Income (50-80% AMI)
1	Livermore: Moderate Income (80-120% AMI)
1	Livermore: Above Moderate Income (>120% AMI)
29.00	**SUBTOTAL**
18	Pleasanton: Extremely Low Income (< 30%)
5	Pleasanton: Very Low Income (30-50% AMI)
3	Pleasanton: Low Income (50-80% AMI)
2	Pleasanton: Moderate Income (80-120% AMI)
2	Pleasanton: Above Moderate Income (>120% AMI)
30.00	**SUBTOTAL**
89.00	**TOTAL**

12. Projected number of clients, by City, that this project plans to serve in FY 2026-2027 in each income category:

20	Dublin: Extremely Low Income (< 30%)
5	Dublin: Very Low Income (30-50% AMI)
2	Dublin: Low Income (50-80% AMI)

2	Dublin: Moderate Income (80-120% AMI)
1	Dublin: Above Moderate Income (>120% AMI)
30.00	**SUBTOTAL**
22	Livermore: Extremely Low Income (< 30%)
4	Livermore: Very Low Income (30-50% AMI)
2	Livermore: Low Income (50-80% AMI)
1	Livermore: Moderate Income (80-120% AMI)
1	Livermore: Above Moderate Income (>120% AMI)
30.00	**SUBTOTAL**
60.00	**TOTAL**

13. How does your agency assess that your clients are "eligible beneficiaries"?
i.e. low- and moderate-income persons and/or presumed beneficiaries according to HUD.
Yes. Consumers receiving direct services are persons with disabilities who fit HUD's Income Guidelines for low-income beneficiaries. CRIL's Intake Form asks for a current address, income level & source (SSI/SSDI) , and personal demographics.

EASTERN ALAMEDA COUNTY HUMAN SERVICES NEEDS ASSESSMENT

14. Which of the following Community-Level Focus Areas from the 2024 Eastern Alameda County Human Services Needs Assessment does your project identify with?
Select all that apply:

- [x] Housing Services (Page 47)
- [ ] Health Care Services (Page 52)
- [ ] Mental Health (Page 55)
- [x] Service Provision, Awareness, and Navigation (Page 57)
- [x] Racial/Linguistic/Cultural Responsiveness (Page 58)
- [x] Substance Abuse Services (Page 60)
- [x] Safety (Page 61)
- [x] Transportation (Page 63)
- [x] Youth (Page 65)
- [ ] Other:

CAPITAL IMPROVEMENT PROJECTS

15. For the capital improvement project, provide a detailed narrative (e.g. rehabilitation or new construction) and a detailed scope of work for the project.
If this is not a Capital Improvement Project, put "NA".
N/A

16. For the capital improvement project, please describe the land tenure status (e.g. does your agency own or lease the property? If leasing, what are the lease terms?). If you do not have site control, describe your site control plans.
If this is not a Capital Improvement Project, put "NA".
N/A

17. If the building is occupied, will relocation be required?

If this is not a Capital Improvement Project, put "NA".
N/A

18. Identify the project team (e.g. architect/engineer, general contractor, and or consultants):
If this is not a Capital Improvement Project, put "NA".
N/A

19. Has a market study, property needs assessment, and/or other evaluation which identifies the need for the proposed project been completed?
If this is not a Capital Improvement Project, put "NA".
N/A

20. Will this project require implementation of Davis-Bacon/Fair Labor Standards Act Requirements?
If this is not a Capital Improvement Project, put "NA".
N/A

POLITICAL REFORM ACT

21. Under Section 84308 of the Political Reform Act, certain elected and appointed officials are prohibited from taking part in a proceeding for an entitlement for use, including most contracts, if the official has received a contribution exceeding $250 from a party or participant in the proceeding within the preceding 12 months. Please answer Yes or No to the following question: Has your organization, or an employee of your organization, made a political contribution to a current Dublin, Pleasanton, or Livermore Councilmember, Mayor, or Commissioner within the last 12 months?
If Yes, please identify the employee(s) who made the political contribution, and the amount, date, and recipient of, the contribution.
No

AUTHORIZATION TO SUBMIT GRANT APPLICATION

22. By submitting this application, you confirm that you are authorized to apply to this grant on behalf of your organization.
☑ Yes, I am authorized to apply to this grant on behalf of this organization.

Budget top

2025-2026 Forecasted Revenue	Amount Committed	Amount Pending	Amount Planned	Amount Total
FY 2025-2026 City of Dublin		$ 15,000.00		$ 15,000.00
FY 2025-2026 City of Livermore		$ 15,000.00		$ 15,000.00
FY 2025-2026 City of Pleasanton		$ 16,000.00		$ 16,000.00
FY 2025-2026 Other (Please Describe) : Department of Rehabilitation	$ 24,000.00			$ 24,000.00
Total	**$ 24,000.00**	**$ 46,000.00**	**$ 0.00**	**$ 70,000.00**

2025-2026 Forecasted Expenses	City of Dublin	City of Livermore	City of Pleasanton	Other Sources	Total Project Cost
Personnel Costs	$ 11,500.00	$ 11,500.00	$ 12,500.00	$ 17,500.00	$ 53,000.00
Operating Costs	$ 2,750.00	$ 2,750.00	$ 2,500.00	$ 3,500.00	$ 11,500.00
Administrative Costs	$ 750.00	$ 750.00	$ 1,000.00	$ 3,000.00	$ 5,500.00
Capital Costs (Pre-Development)					$ 0.00
Capital Costs (Construction)					$ 0.00
Other (Please Define)					$ 0.00
Other (Please Define)					$ 0.00
Other (Please Define)					$ 0.00
Total	**$ 15,000.00**	**$ 15,000.00**	**$ 16,000.00**	**$ 24,000.00**	**$ 70,000.00**

Budget Narrative
Anne Adams: 45,500: 34,000 (74%) covered by tri-valley city grants
Alejandra Hacker 2,000: 750 (37%) covered by tri-valley city grants
Nermina Dzano 2,000: 750 (37%) covered by tri-valley city grants

Documents *top*

Documents Requested *	Required?	Attached Documents *
Agency Audit Requirements and Copy of Last Audit	☑	Audit
Agency's Annual Budget	☑	Budget
(Capital Only) Capital Expenditure Budget for the project		
(Capital Only) Project photos, designs, site drawings, specifications		
(Capital Only) Proposed project budget, including all sources and uses and budget assumptions for development phases		
(Capital Only) Pro forma operating budget with estimated revenue and expenses		
(Capital Only) Evidence of Site Control		
(Capital Only) Title Report (acquisition, new facilities and substantial rehabilitation)		
(Capital Only) Environmental Reports (e.g. Phase I Environmental Site Assessment, ALTA Survey)		

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Tri-Valley Grants Application

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City of Dublin
Tri-Valley Grants Application
FY 2025-2027 Tri-Valley Housing and Human Services Grants
Deadline: 1/17/2025

Culinary Angels

Nutritious Meals for Cancer Patients and Caregivers

Jump to: Application Questions Budget Documents

Submitted: 1/7/2025 1:38:03 PM (Pacific)

Project Contact
Ronnie DeSupinski
[redacted]

Culinary Angels
[redacted]

Application Questions *top*

ORGANIZATION INFORMATION

1. Please identify if your organization is a Non-Profit or Public Agency:
For-profit agencies are not eligible for these grants funds

- [x] Non-Profit
- [ ] Public Agency

2. Please state your agency's mission and/or vision statement(s):
Our mission is to be the Tri-Valley's leading provider of locally sourced, organic, nutrient-rich meals and nutrition education to those going through a cancer challenge as well as to their caregivers. Our meals, designed by a professional chef and a dietician, are delivered weekly to recipients' doors. Unlike other no-cost meal delivery programs, ours is based on the "food as medicine" concept and is focused on cancer patients, a population that is amongst the most malnourished of all patient groups.

According to the California Cancer Registry, between 2017 and 2021 there were over 64,000 cases of cancer diagnosed in Alameda and Contra Costa counties. Culinary Angels hopes to gain funding to help offset the costs we incur in providing our organic, nutrient rich meals to as many of those patients and caregivers in Livermore, Pleasanton, Dublin, San Ramon and Danville as we can reach. By providing this access to nutritional support during a stressful and possibly depressive period when the time, physical ability, and mental energy to shop for and prepare nutritious meals may be out of reach, we participate in the work of improving patient care, outcomes, and costs.

PROJECT INFORMATION

3. Provide a brief summary of the project for which your agency is seeking grant funding. This information will be used on the documents that go to the City Councils.

1-2 sentences

Under the guidance of a professional chef and a dietician, Culinary Angels prepares and delivers free nutritious meals to cancer patients and caregivers in the cities of Livermore, Pleasanton, Dublin, San Ramon and Danville. Our meals, which emphasize organic, plant-based and seasonal ingredients, are designed to fortify those going through a cancer challenge.

4. Is this a Capital Improvement Project?

If yes, fill out questions 15-20.

- ☐ Yes
- ☑ No

5. How does this project align with your organization's annual goals?

Please include qualitative and quantitative metrics in your response.

The organization's general goals include expanding our capacity to prepare and deliver meals, increasing the number of cancer patients and caregivers to whom we provide meals, continuing to expand and publicize our nutrition education program, and further developing sustainable revenue streams.

Almost every year since our inception in 2016 we have seen substantial growth in the number of meals we deliver to our recipients. For instance, by the end of November 2024 we had delivered over 700 more meals than we did in all of 2023, a 16% increase. Currently Culinary Angels provides a full meal once per week to each of their meal recipients but in 2025 we plan to expand our meal production so that each recipient receives an additional soup, bone broth or other food item that can be frozen for use at another time. By providing an additional food item with each full meal, we will expand our days in the kitchen from 3 days to 5, and make use of more of our volunteer roster for kitchen staffing purposes and produce pickup at the farms and markets with whom we partner.

6. Describe the needs, challenges, and/or service gaps that your project addresses. How will clients access the services?

If applicable, please describe how your organization's programs and services directly respond to negative economic or public health impacts of the COVID-19 Pandemic.

According to the World Cancer Research Fund, approximately 40% of cancer cases and deaths in high-income countries like the US may be explained by modifiable lifestyle and environmental risk factors including diet. Research also suggests that risk factors such as obesity, physical activity, diet, and alcohol intake may affect the risk of recurrence and overall survival after a cancer diagnosis. In 2019 an article in the journal JAMA Internal Medicine reported that participation in a medically tailored meals program may be associated with fewer hospital and skilled nursing admissions, and less overall medical spending. And perhaps most importantly, several large studies have shown that cancer patients are amongst the most malnourished of all patient groups, becoming malnourished due to factors including: decreased appetite caused by the cancer itself, side effects from cancer treatments like chemotherapy and radiation, and the pain and discomfort associated with tumors.

Research also clearly shows that cancer patients and their caregivers commonly experience depression, symptoms of which include loss of appetite and weight change. An article on the Harvard Health Blog points out that diet is an important component of mental health and has inspired a field of medicine called "nutritional psychiatry," based on the idea that what we eat matters for every aspect of our health, but especially our mental health.

According to the California Cancer Registry, between 2017 and 2021 there were over 64,000 cases of cancer diagnosed in Alameda and Contra Costa counties.

Cancer patients in our service area are often given our brochure when they see their oncologist at several local healthcare delivery sites. We also publicize our meal delivery services on social media sites such as Facebook and Instagram. In addition, a large proportion of our meal recipients come to us through word of mouth or after reading about us and our events in local newspapers. Last, they hear of our services through other organizations serving the same population, such as our partner Cancer Support Community. Prospective recipients are pointed to our website, where they can learn about the services we provide, view our Nutrition Education Empowerment Program, and fill out an intake form. They then receive a phone call from our Intake Coordinator who confirms their information, after which they are put onto the meal delivery schedule. Meals are then delivered to their doors once per week.

7. Describe how your organization will measure the effectiveness of this project?
Please include qualitative and quantitative metrics in your response.
Progress is monitored toward our goals, and we gauge our impact, by tracking the number of meals prepared and delivered each week; soliciting feedback on the quality of meals; monitoring average meal cost; tracking growth in the number of cancer patients served and retained; counting page views on our website; recipient reporting on improved nutrition practices; social media hits and number of public-facing events held; number of partnerships we maintain; revenue raised through fundraising; and donor retention.

With regard to the expansion of our program to include an extra food item each week, the key success metric will be how much our meal production increases. We anticipate adding one frozen soup or broth to every full meal. In 2024 we delivered an average of 110 meals per week, meaning that with this expansion of the program another 110 frozen soups or similar items will also be provided.

8. Please indicate which City/Cities you are requesting funding from and state the amount in which is being requested (Dublin: Minimum $5,000, Maximum $25,000; Livermore: Minimum $5,000, No Maximum; Pleasanton: Minimum $5,000, No Maximum).
If not requesting funding from one or more of the cities below, please include "0" in the appropriate field (s). City subtotals and a Tri-Valley grand total will be automatically calculated and can be viewed by clicking 'Print preview' button above.

10000	FY 2025-2026 Dublin
10000	FY 2026-2027 Dublin
20,000.00	**SUBTOTAL**
10000	FY 2025-2026 Livermore
10000	FY 2026-2027 Livermore
20,000.00	**SUBTOTAL**
10000	FY 2025-2026 Pleasanton
10,000.00	**SUBTOTAL**
50,000.00	**TOTAL**

9. Describe, in detail, how your agency will use the Housing and Human Services grant funds, and what results you expect to achieve with this project.
If different for each City, share specific details for each City.
Although some of our organic fruits and vegetables are donated and the organization primarily operates with volunteer labor, the provision of our high-quality nutritious meals requires significant financial outlays. We incur costs for food and ingredients, packaging supplies, kitchen supplies and equipment, cleaning services, appropriate apparel, PPE (personal protective equipment), repairs and maintenance, pest control, and technical support so that we may comply with health regulations while providing a product specifically designed to benefit those in need of extra nutritional support and who are likely

immunocompromised.

This year, rather than focus on expanding the number of people we serve, we plan to focus on increasing the amount of food that we provide our meal recipients, since one meal per week does not do enough to address cancer patients' nutritional needs. We currently deliver approximately 110 meals per week and we anticipate providing 110 supplemental food items per week. Increasing the food items means that we will expand our days in the kitchen from 3 days to 5 days, and although our kitchen space is donated and our workforce is primarily volunteer, this expansion will increase all of the operational costs listed above, and it is those operational costs that these grant funds will help defray.

10. If this project was not funded by one or more of the Cities, would this project still exist? How would you adapt the project if it was partially funded by one or more of the Cities?
This project has operated since 2016 without funding from Dublin, Pleasanton and Livermore. In the early years our services were provided in only three cities, expanding to five in 2021. In the past we provided meals only twice per month, but in 2023 we were able to increase frequency to once per week. Should the cities decide not to fund us or only partially fund us in 2025/2026, we would have to consider postponing the proposed expansion of our food program, meaning that meal recipients would not receive an extra food item with each full meal. At the same time we would pursue current donors and donor prospects for new or increased charitable donations to make up the shortfall.

11. Projected number of clients, by City, that this project plans to serve in FY 2025-2026 in each income category:

4	Dublin: Extremely Low Income (< 30%)
1	Dublin: Very Low Income (30-50% AMI)
0	Dublin: Low Income (50-80% AMI)
0	Dublin: Moderate Income (80-120% AMI)
1	Dublin: Above Moderate Income (>120% AMI)
6.00	**SUBTOTAL**
10	Livermore: Extremely Low Income (< 30%)
6	Livermore: Very Low Income (30-50% AMI)
6	Livermore: Low Income (50-80% AMI)
3	Livermore: Moderate Income (80-120% AMI)
8	Livermore: Above Moderate Income (>120% AMI)
33.00	**SUBTOTAL**
11	Pleasanton: Extremely Low Income (< 30%)
5	Pleasanton: Very Low Income (30-50% AMI)
7	Pleasanton: Low Income (50-80% AMI)
2	Pleasanton: Moderate Income (80-120% AMI)
3	Pleasanton: Above Moderate Income (>120% AMI)
28.00	**SUBTOTAL**
67.00	**TOTAL**

12. Projected number of clients, by City, that this project plans to serve in FY 2026-2027 in each income category:

4	Dublin: Extremely Low Income (< 30%)
1	Dublin: Very Low Income (30-50% AMI)

0	Dublin: Low Income (50-80% AMI)
0	Dublin: Moderate Income (80-120% AMI)
1	Dublin: Above Moderate Income (>120% AMI)
6.00	**SUBTOTAL**
10	Livermore: Extremely Low Income (< 30%)
6	Livermore: Very Low Income (30-50% AMI)
6	Livermore: Low Income (50-80% AMI)
3	Livermore: Moderate Income (80-120% AMI)
8	Livermore: Above Moderate Income (>120% AMI)
33.00	**SUBTOTAL**
39.00	**TOTAL**

13. How does your agency assess that your clients are "eligible beneficiaries"?
i.e. low- and moderate-income persons and/or presumed beneficiaries according to HUD.
Culinary Angels will deliver nutritious meals to any cancer patient and caregiver within the cities of Dublin, Pleasanton, Livermore, San Ramon and Danville. Our services are provided free of charge, without regard to income or any other demographic category. Our only criterion for eligibility is that the person is undergoing cancer treatment or caring for someone undergoing treatment. Interested cancer patients fill out an intake form which asks them to describe their health challenges. The Intake Coordinator follows up with a phone call to make sure that the person is indeed undergoing treatment for cancer, or has been referred by one of our healthcare provider partners.

EASTERN ALAMEDA COUNTY HUMAN SERVICES NEEDS ASSESSMENT

14. Which of the following Community-Level Focus Areas from the 2024 Eastern Alameda County Human Services Needs Assessment does your project identify with?
Select all that apply:

- ☐ Housing Services (Page 47)
- ☑ Health Care Services (Page 52)
- ☑ Mental Health (Page 55)
- ☑ Service Provision, Awareness, and Navigation (Page 57)
- ☐ Racial/Linguistic/Cultural Responsiveness (Page 58)
- ☐ Substance Abuse Services (Page 60)
- ☐ Safety (Page 61)
- ☐ Transportation (Page 63)
- ☐ Youth (Page 65)
- ☐ Other:

CAPITAL IMPROVEMENT PROJECTS

15. For the capital improvement project, provide a detailed narrative (e.g. rehabilitation or new construction) and a detailed scope of work for the project.
If this is not a Capital Improvement Project, put "NA".
N/A

16. For the capital improvement project, please describe the land tenure status (e.g. does your agency own or lease the property? If leasing, what are the lease terms?). If you do not have site

control, describe your site control plans.
If this is not a Capital Improvement Project, put "NA".
N/A

17. If the building is occupied, will relocation be required?
If this is not a Capital Improvement Project, put "NA".
N/A

18. Identify the project team (e.g. architect/engineer, general contractor, and or consultants):
If this is not a Capital Improvement Project, put "NA".
N/A

19. Has a market study, property needs assessment, and/or other evaluation which identifies the need for the proposed project been completed?
If this is not a Capital Improvement Project, put "NA".
N/A

20. Will this project require implementation of Davis-Bacon/Fair Labor Standards Act Requirements?
If this is not a Capital Improvement Project, put "NA".
N/A

POLITICAL REFORM ACT

21. Under Section 84308 of the Political Reform Act, certain elected and appointed officials are prohibited from taking part in a proceeding for an entitlement for use, including most contracts, if the official has received a contribution exceeding $250 from a party or participant in the proceeding within the preceding 12 months. Please answer Yes or No to the following question: Has your organization, or an employee of your organization, made a political contribution to a current Dublin, Pleasanton, or Livermore Councilmember, Mayor, or Commissioner within the last 12 months?
If Yes, please identify the employee(s) who made the political contribution, and the amount, date, and recipient of, the contribution.
No

AUTHORIZATION TO SUBMIT GRANT APPLICATION

22. By submitting this application, you confirm that you are authorized to apply to this grant on behalf of your organization.
☑ Yes, I am authorized to apply to this grant on behalf of this organization.

Budget top

2025-2026 Forecasted Revenue	Amount Committed	Amount Pending	Amount Planned	Amount Total
FY 2025-2026 City of Dublin		$ 10,000.00		$ 10,000.00
FY 2025-2026 City of Livermore		$ 10,000.00		$ 10,000.00
FY 2025-2026 City of Pleasanton		$ 10,000.00		$ 10,000.00
FY 2025-2026 Other (CHEF/Giving Tuesday)	$ 15,000.00			$ 15,000.00

FY 2025-2026 Other (2024 No Gala Gala fundraiser)	$ 70,000.00			$ 70,000.00
FY 2025-2026 Other (Individual gifts)	$ 21,000.00		$ 16,845.00	$ 37,845.00
FY 2025-2026 Other (Grant applications outstanding)		$ 42,000.00		$ 42,000.00
FY 2025-2026 Other (Planned grant applications)			$ 47,000.00	$ 47,000.00
Total	**$ 106,000.00**	**$ 72,000.00**	**$ 63,845.00**	**$ 241,845.00**

2025-2026 Forecasted Expenses	City of Dublin	City of Livermore	City of Pleasanton	Other Sources	Total Project Cost
Personnel Costs				$ 158,725.00	$ 158,725.00
Operating Costs	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 36,150.00	$ 66,150.00
Administrative Costs	$ 0.00	$ 0.00	$ 0.00	$ 16,970.00	$ 16,970.00
Capital Costs (Pre-Development)					$ 0.00
Capital Costs (Construction)					$ 0.00
Other (Please Define)					$ 0.00
Other (Please Define)					$ 0.00
Other (Please Define)					$ 0.00
Total	**$ 10,000.00**	**$ 10,000.00**	**$ 10,000.00**	**$ 211,845.00**	**$ 241,845.00**

Budget Narrative
The cities are being asked to help defray Culinary Angels' operating expenses only. Those include food and ingredients, packaging and other supplies, kitchen apparel and equipment, cleaning expenses and other expenses incurred in the donated kitchen space. Personnel and administrative costs will be covered through other fundraising.

Documents *top*

Documents Requested *	**Required?**	**Attached Documents ***
Agency Audit Requirements and Copy of Last Audit	☑	Culinary Angels 2023 990 form
Agency's Annual Budget	☑	Culinary Angels 2025 Draft Budget
(Capital Only) Capital Expenditure Budget for the project		
(Capital Only) Project photos, designs, site drawings, specifications		
(Capital Only) Proposed project budget, including all sources and uses and budget assumptions for development phases		
(Capital Only) Pro forma operating budget with estimated revenue and expenses		
(Capital Only) Evidence of Site Control		
(Capital Only) Title Report (acquisition, new facilities and substantial rehabilitation)		

(Capital Only) Environmental Reports (e.g. Phase I Environmental Site Assessment, ALTA Survey)	

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Tri-Valley Grants Application

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City of Dublin
Tri-Valley Grants Application
FY 2025-2027 Tri-Valley Housing and Human Services Grants
Deadline: 1/17/2025

East Bay Innovations

Tri-Valley Roadmap to Affordable Housing (TVRAH) Program

Jump to: Application Questions Budget Documents

Submitted: 1/13/2025 2:39:07 PM (Pacific)

Project Contact
Caitlyn Lopez
[redacted]

East Bay Innovations
[redacted]

Application Questions *top*

ORGANIZATION INFORMATION

1. Please identify if your organization is a Non-Profit or Public Agency:
For-profit agencies are not eligible for these grants funds

- [x] Non-Profit
- [ ] Public Agency

2. Please state your agency's mission and/or vision statement(s):
Established as a non-profit organization in 1994, East Bay Innovations (EBI) supports people with disabilities to live on their own, work in competitive employment settings, and become empowered to make choices, take risks, and advocate for the resources they need to live as independently as possible. Today, EBI employs 200 staff to provide services to more than 1000 individuals with developmental disabilities such as autism, cerebral palsy, and/or intellectual disabilities, and adults who've become significantly disabled as a result of health crises, chronic medical conditions, accidents, and acts of violence. While our main office is located in San Leandro, with a sizable number of our client population living in the Tri-Valley area, we've maintained a satellite office in the Livermore Multi-Service Center at 3550 Pacific Ave for more than two decades.
EBI has a strong presence in the Tri-Valley area and has been awarded funding from the Tri-Valley Housing and Human Services Grants for Pleasanton and Livermore for multiple years in the past.

EBI's major program components are Supported Living, Independent Living, Employment, and

Transitional Care Case Management Services. Supported Living provides intensive staffing for individuals who, because of physical, health, and/or behavioral needs, require supervision to live safely in the community; Independent Living teaches adults with disabilities the skills they need – budgeting, shopping, meal preparation, using public transit, etc -- to successfully live on their own; and, Employment Services offers training, job placement; and, on-the-job coaching to clients pursuing employment. EBI's Transitional Care Case Management department assists individuals living in skilled nursing facilities and persons who are unhoused and/or at risk of institutionalization to access affordable, accessible housing and utilize a range of services critically needed to increase their independence and stability.

While EBI's board of directors and staff have always considered its greatest accomplishments to be the increasing independence of clients, EBI's innovative programs and practices have also been formally commended by local, national, and international organizations and institutions. The National Alliance for Direct Support Professionals and Research/Training Center on Community Living at the University of Minnesota's Moving Mountains Best Practice Award, the International Project SEARCH award for job placement, the Contra Costa & Alameda County Developmental Disabilities Joint Council's Life Time Recognition Awards, and the Jackson Healthcare Hospital Charitable Service Award for EBI's work with UCSF Benioff Children's Hospital, are just a small example of the many awards and far-reaching recognition EBI has received.

PROJECT INFORMATION

3. Provide a brief summary of the project for which your agency is seeking grant funding. This information will be used on the documents that go to the City Councils.

1-2 sentences

EBI is seeking one year of funding from the cities of Dublin, Livermore, and Pleasanton for our proposed Tri-Valley Roadmap to Affordable Housing (TVRAH), a series of four informational webinars for adults with disabilities and their families addressing "how to" pursue affordable, local housing and prepare for independent living. As an agency with more thirty years of experience assisting vulnerable adults to access housing and live independently in Alameda County, TVRAH's informational sessions will demystify the process of finding housing, and help families develop realistic expectations about the timing and "nuts and bolts" of preparing for and pursuing housing in the Tri-Valley.

4. Is this a Capital Improvement Project?

If yes, fill out questions 15-20.

- ☐ Yes
- ☑ No

5. How does this project align with your organization's annual goals?

Please include qualitative and quantitative metrics in your response.

EBI's overarching goal is to empower individuals with disabilities to live in their own homes, work in jobs of their choosing, and feel a sense of membership in their community. With three decades of experience successfully helping adults with disabilities and limited income to secure and maintain housing Alameda County-wide, EBI is well-positioned to focus on working with Tri-Valley families/individuals seeking housing. EBI currently assists nearly 100 individuals with disabilities in the Tri-Valley to live independently in affordable housing secured through our services and we know there are additional families (many with transition-age family members) who would benefit from the information provided through TVRAH. Approximately 90% of EBI's clients served in the Tri-Valley are considered, by HUD guidelines, low income to extremely low income, making it extremely challenging to find affordable housing that meets their needs.

With a well-established track record of successfully supporting individuals to apply for housing/subsidies, manage deposits and costs associated with moving and furnishing an apartment, and securing public benefits to help maintain their housing, EBI has seen how access to affordable housing has greatly enhanced the quality of our clients' lives, in accordance with our mission. The result of having access to housing is often life-changing for clients, as described in the description that follows. Recently, an EBI

client with a developmental disability was living in a single-room occupancy (SRO) unit. With significant health concerns– heart disease and diabetes, the SRO's limitations posed significant risks to the individual's health. The client explained that, "…not having a full kitchen and having to share a bathroom with approximately 15 other residents negatively affected my physical, mental, and emotional well-being." Furthermore, the high cost of the SRO, fully two-thirds of the tenant's monthly SSI income, exacerbated day to day challenges. Soon after connecting with EBI, the individual said that finding affordable housing that meets their needs at 30% of their income improved their financial situation and enhanced their health and autonomy. "My mental and emotional health has improved considerably, enabling me to focus on improving my physical well-being. With support, I secured affordable housing in Livermore in a safe neighborhood near the shopping center and bus routes."

This client's story is one of many that demonstrates the importance of affordable housing on individuals' health, safety, and well-being. By educating clients/families through TVRAH about their options and showing them various support resources that are stepping stones to securing affordable housing, the likelihood of individuals' achieving positive physical, emotional, and mental health outcomes is much greater.

6. Describe the needs, challenges, and/or service gaps that your project addresses. How will clients access the services?

If applicable, please describe how your organization's programs and services directly respond to negative economic or public health impacts of the COVID-19 Pandemic.

The Eastern Alameda County Human Services Needs Assessment indicates that "finding affordable housing is near-impossible" for individuals with disabilities or people receiving Supplemental Security Income (SSI) or Social Security Disability Insurance Program (SSDI). This report identifies people with disabilities as a group that is disproportionately affected by the lack of affordable housing options and housing instability, which in turn negatively impacts multiple significant areas in their lives (physical health, mental health, and more). Additionally, people with disabilities and family members assisting them often struggle when navigating unfamiliar systems and resources. The process of finding accessible and affordable housing can be daunting, particularly for those with disabilities who have extremely low income, and face significant financial barriers.

To address the identified gaps and barriers to housing, EBI's outreach efforts will include collaborating and coordinating with other agencies and organizations in the Tri-Valley working with individuals with disabilities and their families. Through a series of hour-long educational webinars that include an interactive question and answer (Q & A) component, participants will receive essential information about applying for affordable housing, accessing waiting lists, becoming eligible for subsidies, the various benefits of different housing programs, and the local community resources available to them. This four-part series will also address essential life skills needed to live independently. TVRAH online webinars – with accessibility features including closed captioning, chat features, etc.-- will provide information and foundational tools to participants that can inform their next steps in securing affordable housing in the Tri-Valley Area. Participants can choose to attend one or more sessions, depending on their interest in the topics covered.

WIth experienced, qualified staff, a well-established history of accessing housing in the Tri-Valley, and a longstanding commitment to seeing individuals with disabilities live independently, EBI is confident that the proposed TVRAH program will make a dramatic difference in the lives of the individuals it reaches.

7. Describe how your organization will measure the effectiveness of this project?

Please include qualitative and quantitative metrics in your response.

The primary objective of TVRAH is to equip people with disabilities and their families with knowledge about affordable housing opportunities. The program's effectiveness will be measured by utilizing surveys to assess participants' understanding of and sense of preparedness about pursuing housing in the Tri-Valley. To collect measurable data, participants will be asked to complete two brief surveys: a pre-survey during the time of registration, and a post-survey after each webinar.. The pre-survey and the post-survey will ask various quantitative, scale-based questions to measure the participants' perception of preparedness and confidence in pursuing affordable housing options and, based on self-reporting, their knowledge about affordable housing. Additionally, the pre-survey will include qualitative, open-ended questions that allow participants to ask questions or share specific challenges they have experienced as it relates to housing. Once the webinar has ended, the post-survey will prompt follow-up questions and allow participants to provide feedback on the information they received. Results from both sets of surveys will then be compared to show changes in participants' knowledge and confidence level in navigating

affordable housing programs and opportunities.

8. Please indicate which City/Cities you are requesting funding from and state the amount in which is being requested (Dublin: Minimum $5,000, Maximum $25,000; Livermore: Minimum $5,000, No Maximum; Pleasanton: Minimum $5,000, No Maximum).

If not requesting funding from one or more of the cities below, please include "0" in the appropriate field (s). City subtotals and a Tri-Valley grand total will be automatically calculated and can be viewed by clicking 'Print preview' button above.

5,000	FY 2025-2026 Dublin
	FY 2026-2027 Dublin
5,000.00	**SUBTOTAL**
10,000	FY 2025-2026 Livermore
	FY 2026-2027 Livermore
10,000.00	**SUBTOTAL**
10,000	FY 2025-2026 Pleasanton
10,000.00	**SUBTOTAL**
25,000.00	**TOTAL**

9. Describe, in detail, how your agency will use the Housing and Human Services grant funds, and what results you expect to achieve with this project.

If different for each City, share specific details for each City.

The Tri-Valley Roadmap to Affordable Housing is intended to provide crucial foundational and introductory information that will benefit 120 family members of/and individuals with disabilities interested in accessible and affordable housing options in the Tri-Valley area. To prepare them to pursue housing that meets their needs, EBI will utilize Housing and Human Services grant funds to meet the following program objectives: prepare marketing materials; conduct outreach to local agencies and partner organizations serving individuals with disabilities in the Tri-Valley; develop webinar content, including information addressing the questions/interests identified through the registration process; produce webinar content and facilitate/deliver the webinars; develop pre-and post-training surveys; evaluate surveys; and, facilitate follow-up with participants who request additional information. To accomplish these objectives, EBI will allocate funding to partially cover the salary of an EBI staff member who will serve as the Program Coordinator (20% FTE) and a small amount of funding allocated to operating costs for marketing/outreach and program evaluation. With a commitment to sustainability, the Program Coordinator will explore and utilize various formats to make the webinar content available to Tri-Valley residents following the grant period.

10. If this project was not funded by one or more of the Cities, would this project still exist? How would you adapt the project if it was partially funded by one or more of the Cities?

If this project was not funded by one or more of the cities, its scope would need to be adjusted. Outreach would be more targeted to agencies and individuals in the cities funding the project. The number of sessions would likely decrease from four sessions, to three or possibly two, depending on the funds awarded.

11. Projected number of clients, by City, that this project plans to serve in FY 2025-2026 in each income category:

2	Dublin: Extremely Low Income (< 30%)
3	Dublin: Very Low Income (30-50% AMI)
10	Dublin: Low Income (50-80% AMI)
0	Dublin: Moderate Income (80-120% AMI)

0	Dublin: Above Moderate Income (>120% AMI)
15.00	**SUBTOTAL**
5	Livermore: Extremely Low Income (< 30%)
10	Livermore: Very Low Income (30-50% AMI)
15	Livermore: Low Income (50-80% AMI)
0	Livermore: Moderate Income (80-120% AMI)
0	Livermore: Above Moderate Income (>120% AMI)
30.00	**SUBTOTAL**
5	Pleasanton: Extremely Low Income (< 30%)
10	Pleasanton: Very Low Income (30-50% AMI)
15	Pleasanton: Low Income (50-80% AMI)
0	Pleasanton: Moderate Income (80-120% AMI)
0	Pleasanton: Above Moderate Income (>120% AMI)
30.00	**SUBTOTAL**
75.00	**TOTAL**

12. Projected number of clients, by City, that this project plans to serve in FY 2026-2027 in each income category:

0	Dublin: Extremely Low Income (< 30%)
0	Dublin: Very Low Income (30-50% AMI)
0	Dublin: Low Income (50-80% AMI)
0	Dublin: Moderate Income (80-120% AMI)
0	Dublin: Above Moderate Income (>120% AMI)
0.00	**SUBTOTAL**
0	Livermore: Extremely Low Income (< 30%)
0	Livermore: Very Low Income (30-50% AMI)
0	Livermore: Low Income (50-80% AMI)
0	Livermore: Moderate Income (80-120% AMI)
0	Livermore: Above Moderate Income (>120% AMI)
0.00	**SUBTOTAL**
0.00	**TOTAL**

13. How does your agency assess that your clients are "eligible beneficiaries"?
i.e. low- and moderate-income persons and/or presumed beneficiaries according to HUD.
Based on HUD guidelines, EBI will assess whether participants are eligible beneficiaries based on their income as reported to EBI during the registration process.

EASTERN ALAMEDA COUNTY HUMAN SERVICES NEEDS ASSESSMENT

14. Which of the following Community-Level Focus Areas from the 2024 Eastern Alameda County Human Services Needs Assessment does your project identify with?

Select all that apply:

- [x] Housing Services (Page 47)
- [ ] Health Care Services (Page 52)
- [ ] Mental Health (Page 55)
- [x] Service Provision, Awareness, and Navigation (Page 57)
- [ ] Racial/Linguistic/Cultural Responsiveness (Page 58)
- [ ] Substance Abuse Services (Page 60)
- [ ] Safety (Page 61)
- [ ] Transportation (Page 63)
- [ ] Youth (Page 65)
- [x] Other: Disability

CAPITAL IMPROVEMENT PROJECTS

15. For the capital improvement project, provide a detailed narrative (e.g. rehabilitation or new construction) and a detailed scope of work for the project.
If this is not a Capital Improvement Project, put "NA".
N/A

16. For the capital improvement project, please describe the land tenure status (e.g. does your agency own or lease the property? If leasing, what are the lease terms?). If you do not have site control, describe your site control plans.
If this is not a Capital Improvement Project, put "NA".
N/A

17. If the building is occupied, will relocation be required?
If this is not a Capital Improvement Project, put "NA".
N/A

18. Identify the project team (e.g. architect/engineer, general contractor, and or consultants):
If this is not a Capital Improvement Project, put "NA".
N/A

19. Has a market study, property needs assessment, and/or other evaluation which identifies the need for the proposed project been completed?
If this is not a Capital Improvement Project, put "NA".
N/A

20. Will this project require implementation of Davis-Bacon/Fair Labor Standards Act Requirements?
If this is not a Capital Improvement Project, put "NA".
N/A

POLITICAL REFORM ACT

21. Under Section 84308 of the Political Reform Act, certain elected and appointed officials are prohibited from taking part in a proceeding for an entitlement for use, including most contracts, if the official has received a contribution exceeding $250 from a party or participant in the proceeding within the preceding 12 months. Please answer Yes or No to the following question: Has your organization, or an employee of your organization, made a political contribution to a current Dublin, Pleasanton, or Livermore Councilmember, Mayor, or Commissioner within the last 12 months?
If Yes, please identify the employee(s) who made the political contribution, and the amount, date, and

recipient of, the contribution.
No.

AUTHORIZATION TO SUBMIT GRANT APPLICATION

22. By submitting this application, you confirm that you are authorized to apply to this grant on behalf of your organization.

☑ Yes, I am authorized to apply to this grant on behalf of this organization.

Budget *top*

2025-2026 Forecasted Revenue	Amount Committed	Amount Pending	Amount Planned	Amount Total
FY 2025-2026 City of Dublin	$ 0.00	$ 0.00	$ 5,000.00	$ 5,000.00
FY 2025-2026 City of Livermore	$ 0.00	$ 0.00	$ 10,000.00	$ 10,000.00
FY 2025-2026 City of Pleasanton	$ 0.00	$ 0.00	$ 10,000.00	$ 10,000.00
FY 2025-2026 Other (Please Describe)				$ 0.00
Total	**$ 0.00**	**$ 0.00**	**$ 25,000.00**	**$ 25,000.00**

2025-2026 Forecasted Expenses	City of Dublin	City of Livermore	City of Pleasanton	Other Sources	Total Project Cost
Personnel Costs	$ 3,804.00	$ 7,608.00	$ 7,608.00	$ 0.00	$ 19,020.00
Operating Costs	$ 742.00	$ 1,483.00	$ 1,483.00	$ 0.00	$ 3,708.00
Administrative Costs	$ 454.00	$ 909.00	$ 909.00	$ 0.00	$ 2,272.00
Capital Costs (Pre-Development)					$ 0.00
Capital Costs (Construction)					$ 0.00
Other (Please Define)					$ 0.00
Other (Please Define)					$ 0.00
Other (Please Define)					$ 0.00
Total	**$ 5,000.00**	**$ 10,000.00**	**$ 10,000.00**	**$ 0.00**	**$ 25,000.00**

Budget Narrative
Personnel: TVRAH Coordinator Position @ .2FTE and 33% fringes = $19,019 (total for Dublin, Livermore and Pleasanton.) This position is responsible for coordinating and overseeing all aspects of the program -- including, but not limited to: conducting outreach to schools, service providers, community organizations; developing curriculum content; assessing participant income status to ensure compliance with guidelines; creating and implementing webinars, etc.
Operating: Projected cost = $3,708 (total for Dublin, Livermore and Pleasanton.) Working with consultant to design print and social media outreach materials; cost of printing and mailing materials; utilizing consultant to evaluate program effectiveness.
Administrative Cost: Overhead @10% = $2,273 (total for Dublin, Livermore and Pleasanton.)

Please note that EBI in-kind funding is not listed as a funding source. EBI's Independent Living and Supported Living Program Directors will consult, in-kind, with the TVRAH Coordinator to provide curriculum content.

Documents *top*

Documents Requested *	Required?	Attached Documents *
Agency Audit Requirements and Copy of Last Audit	☑	Audit Report 6-30-24
Agency's Annual Budget	☑	Agency Budget 6-3-24
(Capital Only) Capital Expenditure Budget for the project		
(Capital Only) Project photos, designs, site drawings, specifications		
(Capital Only) Proposed project budget, including all sources and uses and budget assumptions for development phases		
(Capital Only) Pro forma operating budget with estimated revenue and expenses		
(Capital Only) Evidence of Site Control		
(Capital Only) Title Report (acquisition, new facilities and substantial rehabilitation)		
(Capital Only) Environmental Reports (e.g. Phase I Environmental Site Assessment, ALTA Survey)		

** ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 487762

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Tri-Valley Grants Application

Powered by ZoomGrants™ and

City of Dublin
Tri-Valley Grants Application
FY 2025-2027 Tri-Valley Housing and Human Services Grants
Deadline: 1/17/2025

Front Porch Communities Foundation

Home Match

Jump to: Application Questions Budget Documents

Submitted: 1/16/2025 8:23:49 AM (Pacific)

Project Contact
Deborah Weirick
[redacted]

Front Porch Communities Foundation
[redacted]

Application Questions *top*

ORGANIZATION INFORMATION

1. Please identify if your organization is a Non-Profit or Public Agency:
For-profit agencies are not eligible for these grants funds

- [x] Non-Profit
- [ ] Public Agency

2. Please state your agency's mission and/or vision statement(s):
Front Porch Communities and Services (Front Porch) is a California non-profit owner/operator of older adult retirement and affordable housing communities, supporting 7,500 residents at 54 sites. Formerly operating in Northern California for over 50 years as Covia, Front Porch and Covia merged in 2020 to reach throughout California. Front Porch's mission is to inspire and build community, cultivating meaningful relationships and experiences that respond creatively to changing needs, with a vision to empower older individuals to live connected and fulfilled lives through community and innovation. A key component of Front Porch's nonprofit social accountability investment is the 20+ year-old Front Porch Community Services Division (FPCS), which positively impacts the lives of 15,000 people annually by addressing three critical social problems disproportionately affecting older adults: isolation and loneliness, food insecurity, and unstable housing. Most of the individuals served by FPCS programs are not Front Porch community residents, but rather, vulnerable older adults in neighborhoods where Front Porch communities exist.

To address unstable housing, FPCS's Home Match Program specifically attempts to assist older adults stay housed through supported home sharing, which enables two or more unrelated people to share housing for mutual benefit. The program matches homeowners, or "home providers," with people seeking affordable rent, "home seekers." Home providers are typically older homeowners who are struggling financially or feel isolated, and who would like assistance with searching for and vetting renters who could help ease their financial burden and social isolation. Some providers are primary tenants, but the vast majority of home providers outside of San Francisco are homeowners. Home seekers are a diverse population seeking more affordable housing opportunities closer to where they work or go to school. Home seekers range from members of the low-to-moderate income local workforce (teachers, service industry employees, nonprofit workers, etc.) to older people living on a low-to-moderate fixed income that are being priced out of their chosen communities.

Home Match was established in 2012 in Marin County, and now also operates in Alameda (since 2018), Contra Costa, and San Francisco counties. Across all counties since its inception, Home Match has created over 465 matches, serving over 940 people; all services are delivered at no cost to participants. The typical "home provider" is a 71-year-old single household with an average income of $55,725; 43% live with one or more disability. The typical "home seeker" is 52, with an average income of $39,605. People living under these circumstances are vulnerable to losing their housing should they experience just one unforeseen adverse event.

PROJECT INFORMATION

3. Provide a brief summary of the project for which your agency is seeking grant funding. This information will be used on the documents that go to the City Councils.

1-2 sentences

Home Match safely and carefully connects older people who have an extra room in their home or apartment, and who would benefit from the economic and social support of having a roommate with other local residents, such as members of the local workforce or recently retired older people who are seeking more affordable housing opportunities. Front Porch Community Services seeks grant funding to expand its Home Match Alameda County program to the Tri-Valley cities of Pleasanton, Livermore, and Dublin.

4. Is this a Capital Improvement Project?

If yes, fill out questions 15-20.

- ☐ Yes
- ☑ No

5. How does this project align with your organization's annual goals?

Please include qualitative and quantitative metrics in your response.

The Home Match program is a preventative measure that increases housing stability before someone experiences a housing emergency or becomes unhoused. It is a unique program model that utilizes supported home sharing as a comparatively very inexpensive and efficient tool, as opposed to developing and building more affordable housing, to help solve the region's severe housing shortage and unaffordability crisis.

Home Match's annual goals include strategically expanding its services within Alameda County, in which it already has an established footprint. Thus far, Home Match Alameda County's limited resources have mainly been deployed in Oakland and Berkley. However, with funding sources from other municipalities being made available, Home Match believes it can effectively leverage its existing program, staff, and expertise to expand its services to economically older adults in the cities of Pleasanton, Livermore, and Dublin. While poverty in the Tri-Valley cities are lower than Alameda county as whole, the largest demographic of people living in poverty in Pleasanton, for example, are females aged 75 and over; in Livermore it is females aged 65 to 75, and in Dublin it is females between the ages of 55 and 64. Serving these populations aligns with Home Match's mission and goals of providing stable housing for economically vulnerable older adults. This project also moves Home Match toward reaching its longer-term, program-wide goal of doubling its impact over the next three years across all of the counties it

serves, and in Alameda County specifically, increasing the amount of home matches it makes from 25 to 50.

Front Porch Community Service programs are designed to help the whole person; all programs, but especially Home Match, are considered "high touch," meaning participants are guided along the application process and through any necessary mediation, at a pace and method comfortable to them. Too often, help is piecemeal or obfuscated behind complicated applications or requirements that can be difficult to parse for even the most government- or tech-savvy person. Home Match in particular is designed to assuage all those issues through the human element – face-to-face contact and reassurance that they can improve their living situation, mental health, and even financial health. Through Home Match and all other programs, Front Porch intends to not just help older adults in the Tri-Valley survive, but thrive.

6. Describe the needs, challenges, and/or service gaps that your project addresses. How will clients access the services?

If applicable, please describe how your organization's programs and services directly respond to negative economic or public health impacts of the COVID-19 Pandemic.

According to the 2024 Eastern Alameda County Human Services Needs Assessment, the median home rental cost is more than 40% higher than in the median state home rental cost, and as many as 50% of Tri-Valley renters and 27% of Tri-Valley homeowners are "housing cost burdened," meaning 30% or more of household income is spent on housing, utilities, taxes, and insurance if applicable. According to the assessment, "Housing is best summed up as a need for more…with certain groups or sub-populations disproportionately affected…including older adults."

The most fundamental tenet of the Home Match program is preserving housing for older adults who are at risk of displacement. Even as rent and interest rates continue to balloon, Front Porch believes that everybody deserves the opportunity to age in place. Home Match creates more affordable housing opportunities without subsidies or expensive real estate development projects. The program is also intentionally designed to cater to individuals who often fall through the cracks of support services, are currently awaiting HUD housing, or those who do not quite qualify for a housing voucher or other government funded support services. With Home Match, both home providers and home seekers gain housing stability through a thoroughly vetted process, ensuring that home providers can remain safely in their homes, and home seekers will not be priced out of their chosen communities.

Home Match staff engage with potential participants through in-person tabling events at libraries, senior centers, and resource fairs; partnerships with and referrals from local community-based organizations and municipalities; USPS Every Door Direct Mailing (EDDM); digital social media marketing, as well as traditional media outlets. These outreach efforts are focused on the program's target communities and populations (economically vulnerable older adults), and are designed to educate individuals broadly about the concept of supported home sharing, and more specifically, how Home Match can help meet their housing and supplemental income needs.

Home Match Alameda County currently has an office in Oakland, but program staff is cognizant that coming to an office for an in-person meeting may be difficult for individuals with disabilities, mobility issues, and limited resources or access to transportation. Therefore, most initial inquiries are fielded in-person at an outreach event, or by phone or email. Follow-up for an intake, and eventually the more intensive work of matching and supporting matches, is done via Zoom or in-person at a mutually agreed-upon and convenient public location. In other areas, Home Match program staff have established co-location agreements with local senior/community centers, libraries, nonprofit organizations, and local municipalities where intakes or other match-related meetings can conveniently take place for clients.

7. Describe how your organization will measure the effectiveness of this project?

Please include qualitative and quantitative metrics in your response.

In addition to the straightforward quantitative measurement of the number of inquiries fielded, the number of intakes conducted, and the number of matches made, Home Match reviews data such as referral sources, demographics, length of time to create a match, and reasons why matches end. Staff survey matched participants annually about their confidence and trust in the program, housing stability, financial

status, if the match met their goals, alleviated worries about money, and whether they feel less isolated and more connected to their community. Surveys are reviewed by staff and management to identify areas for improvement, and where Home Match is most effective. All data is tracked in a proprietary client relationship management platform.

Last year, Home Match's survey of successfully matched clients resulted in the following: 93% of respondents reported their housing was stabilized, 92% reported their finances improved, 92% reported feeling more socially connected, 93% reported they can age in place, and 95% of participants reported they are satisfied with Home Match's services. Home Match staff anticipate similar results among successfully matched Tri-Valley residents.

In addition to site-specific impact and evaluation, Home Match is engaged in a multifaceted research and evaluation project with UCSF, UC Berkeley, CSU Chico, CSU Sacramento, and UMASS Boston to better understand the program's impact on the financial and social wellbeing of participants, as well as optimize the program's service delivery. Research ranges from qualitative approaches such as participant interviews aimed at better understanding motivations for joining Home Match, to quantitative analysis of survey data designed to measure change in social health and wellbeing, in order to discover different dynamics in participant relationships and the role Home Match plays in helping participants meet their financial and social needs.

Data is often used to determine if specific demographics, such as historically marginalized groups, need more targeted outreach in order to understand the availability or benefits of the program, or whether extra features would be beneficial in a specific area, such as shallow rent subsidies or service exchange programs wherein tasks such as grocery shopping or light household chores can be exchanged for further below-market rate rent for seekers who are struggling to find housing in a specific area.

8. Please indicate which City/Cities you are requesting funding from and state the amount in which is being requested (Dublin: Minimum $5,000, Maximum $25,000; Livermore: Minimum $5,000, No Maximum; Pleasanton: Minimum $5,000, No Maximum).
If not requesting funding from one or more of the cities below, please include "0" in the appropriate field (s). City subtotals and a Tri-Valley grand total will be automatically calculated and can be viewed by clicking 'Print preview' button above.

20000	FY 2025-2026 Dublin
20000	FY 2026-2027 Dublin
40,000.00	**SUBTOTAL**
25000	FY 2025-2026 Livermore
25000	FY 2026-2027 Livermore
50,000.00	**SUBTOTAL**
25000	FY 2025-2026 Pleasanton
25,000.00	**SUBTOTAL**
115,000.00	**TOTAL**

9. Describe, in detail, how your agency will use the Housing and Human Services grant funds, and what results you expect to achieve with this project.
If different for each City, share specific details for each City.
Funding from each of the municipalities would allow Home Match to expand its Alameda County (HMAC) efforts into Pleasanton, Dublin, and Livermore. Specifically, funding would go toward allocating a portion of HMAC staff time for an increased presence in the Tri-Valley cities, funding a Home Match awareness campaign in the area, and supporting operation costs required to make effective matches in the Tri-Valley area.

In each of the three cities, Home Match expects to achieve the following results with this project:

1. Conduct an awareness campaign of the Home Match program, including: in-person presentations; tabling events at libraries, senior centers, and resource fairs; partnerships with and referrals from local community-based organizations and municipalities; USPS EDDM, digital, and social media marketing, including Facebook and Nextdoor; and traditional media outlets. These outreach efforts will be focused on economically vulnerable older adults in the program's target communities and populations in each of the cities, and will be designed to educate individuals broadly about the concept of supported home sharing, while getting specific about how Home Match can help meet their housing and supplemental income needs.

2. Historically, Home Match has a .01% annual penetration/successful match rate based on overall population. This .01% rate generally takes one year to achieve, and in the ramp-up year, a .005% match rate is more typical. Given the respective populations of the Tri-Valley municipalities, the following results to expect by city and year would be:
a. Dublin (pop. 69,000): 3 matches (6 individuals) in year 1, 6 matches (12 individuals) in year 2.
b. Livermore (pop. 83,000): 4 matches (8 individuals) in year 1, 8 matches (16 individuals) in year 2
c. Pleasanton (pop. 75,000): 4 matches (8 individuals) in year 1.
Home Match's high-touch best practices include carefully vetting all prospective participants; making introductions based on age, lifestyle preferences, communication style, and personal compatibility; supporting the development of comprehensive leases; and providing ongoing support throughout the match. Home Match also supports users in creating a "Living Together Agreement," outlining shared responsibilities, expectations, and guidelines, including items such as guest and cleaning policies. This proactive approach helps avoid surprises and misunderstandings, and encourages open communication between home mates.
3. Provide on-going support and counseling for matched participants in each city, including providing support not only during the matching process, but through the end of the arrangement. Home Match helps address any issues creating a strain on the shared housing relationship through problem solving, including resource navigation, empowering healthy communication, outside mediation services in rare cases when necessary, and support in transitioning to a new housing situation when a match ends

10. If this project was not funded by one or more of the Cities, would this project still exist? How would you adapt the project if it was partially funded by one or more of the Cities?
While Front Porch is committed to offering Home Match services in all of the Tri-Valley cities, if funding is not awarded from each municipality, Home Match efforts will be focused on the cities from which funding is received. However, it should be noted that the staffing model works best if the costs can be shared across the three entities, with an economy of scale model already built into the administration of the overall program.

Realistically speaking, with the geographic proximity of the three cities, marketing Home Match in one city will help publicize the program in a neighboring city – so even if all cities do not participate fiscally, progress would likely still be made in educating all communities as to the benefits of home sharing, which is key when launching Home Match in a new area.

Regardless, should only partial funding of this request be made available, Front Porch remains committed to expanding its Alameda County footprint, and will work to seek additional support from other funding sources. If the ideal budget is not met, Home Match still intends to make inroads, but will have less staff time and fewer dollars to dedicate to that effort. Consequently, there would be fewer successful matches, and a longer start-up time to give economically vulnerable older adults in Pleasanton, Livermore, and Dublin the stability they need.

11. Projected number of clients, by City, that this project plans to serve in FY 2025-2026 in each income category:

2	Dublin: Extremely Low Income (< 30%)
1	Dublin: Very Low Income (30-50% AMI)
1	Dublin: Low Income (50-80% AMI)

2	Dublin: Moderate Income (80-120% AMI)
0	Dublin: Above Moderate Income (>120% AMI)
6.00	**SUBTOTAL**
2	Livermore: Extremely Low Income (< 30%)
2	Livermore: Very Low Income (30-50% AMI)
2	Livermore: Low Income (50-80% AMI)
2	Livermore: Moderate Income (80-120% AMI)
0	Livermore: Above Moderate Income (>120% AMI)
8.00	**SUBTOTAL**
3	Pleasanton: Extremely Low Income (< 30%)
1	Pleasanton: Very Low Income (30-50% AMI)
1	Pleasanton: Low Income (50-80% AMI)
3	Pleasanton: Moderate Income (80-120% AMI)
0	Pleasanton: Above Moderate Income (>120% AMI)
8.00	**SUBTOTAL**
22.00	**TOTAL**

12. Projected number of clients, by City, that this project plans to serve in FY 2026-2027 in each income category:

4	Dublin: Extremely Low Income (< 30%)
2	Dublin: Very Low Income (30-50% AMI)
2	Dublin: Low Income (50-80% AMI)
4	Dublin: Moderate Income (80-120% AMI)
0	Dublin: Above Moderate Income (>120% AMI)
12.00	**SUBTOTAL**
4	Livermore: Extremely Low Income (< 30%)
4	Livermore: Very Low Income (30-50% AMI)
4	Livermore: Low Income (50-80% AMI)
4	Livermore: Moderate Income (80-120% AMI)
0	Livermore: Above Moderate Income (>120% AMI)
16.00	**SUBTOTAL**
28.00	**TOTAL**

13. How does your agency assess that your clients are "eligible beneficiaries"?

i.e. low- and moderate-income persons and/or presumed beneficiaries according to HUD.

Upon initial contact with a potential participant, Home Match staff gather basic information such as why and where an individual is looking for affordable housing, and what their ideal living situation looks like. After being given time to peruse our Available Rooms Catalog and ask questions, staff begin to verify income and other details relevant to cohabitation.

To verify the income eligibility of potential clients, income documentation is required. Home Match requests bank statements for the past three months, paystubs for the past three months, and any award

letters from other needs-based, income-eligible entitlement programs in which the client participates. Identities are verified through a copy of a legal form of ID, including a driver's license, an ID card, or a passport. In addition, Home Match runs a background check on all participants.

Once a participant profile is completed in Home Match's client relationship management database, preferences are considered, and the matching process begins. Staff personally review each participant's wants and needs, and set up introductory meetings virtually, in-person, or over the phone if necessary. Ultimately, the decision to move forward into a match is up to both the home provider and home seeker.

EASTERN ALAMEDA COUNTY HUMAN SERVICES NEEDS ASSESSMENT

14. Which of the following Community-Level Focus Areas from the 2024 Eastern Alameda County Human Services Needs Assessment does your project identify with?
Select all that apply:

- [x] Housing Services (Page 47)
- [ ] Health Care Services (Page 52)
- [ ] Mental Health (Page 55)
- [ ] Service Provision, Awareness, and Navigation (Page 57)
- [ ] Racial/Linguistic/Cultural Responsiveness (Page 58)
- [ ] Substance Abuse Services (Page 60)
- [ ] Safety (Page 61)
- [ ] Transportation (Page 63)
- [ ] Youth (Page 65)
- [ ] Other:

CAPITAL IMPROVEMENT PROJECTS

15. For the capital improvement project, provide a detailed narrative (e.g. rehabilitation or new construction) and a detailed scope of work for the project.
If this is not a Capital Improvement Project, put "NA".
N/A

16. For the capital improvement project, please describe the land tenure status (e.g. does your agency own or lease the property? If leasing, what are the lease terms?). If you do not have site control, describe your site control plans.
If this is not a Capital Improvement Project, put "NA".
N/A

17. If the building is occupied, will relocation be required?
If this is not a Capital Improvement Project, put "NA".
N/A

18. Identify the project team (e.g. architect/engineer, general contractor, and or consultants):
If this is not a Capital Improvement Project, put "NA".
N/A

19. Has a market study, property needs assessment, and/or other evaluation which identifies the need for the proposed project been completed?
If this is not a Capital Improvement Project, put "NA".
N/A

20. Will this project require implementation of Davis-Bacon/Fair Labor Standards Act

Requirements?
If this is not a Capital Improvement Project, put "NA".
N/A

POLITICAL REFORM ACT

21. Under Section 84308 of the Political Reform Act, certain elected and appointed officials are prohibited from taking part in a proceeding for an entitlement for use, including most contracts, if the official has received a contribution exceeding $250 from a party or participant in the proceeding within the preceding 12 months. Please answer Yes or No to the following question: Has your organization, or an employee of your organization, made a political contribution to a current Dublin, Pleasanton, or Livermore Councilmember, Mayor, or Commissioner within the last 12 months?
If Yes, please identify the employee(s) who made the political contribution, and the amount, date, and recipient of, the contribution.
No

AUTHORIZATION TO SUBMIT GRANT APPLICATION

22. By submitting this application, you confirm that you are authorized to apply to this grant on behalf of your organization.
☑ Yes, I am authorized to apply to this grant on behalf of this organization.

Budget top

2025-2026 Forecasted Revenue	Amount Committed	Amount Pending	Amount Planned	Amount Total
FY 2025-2026 City of Dublin	$ 25,397.00	$ 10,000.00	$ 20,000.00	$ 55,397.00
FY 2025-2026 City of Livermore	$ 25,887.00	$ 10,000.00	$ 25,000.00	$ 60,887.00
FY 2025-2026 City of Pleasanton	$ 25,887.00	$ 10,000.00	$ 25,000.00	$ 60,887.00
FY 2025-2026 Other (Please Describe)				$ 0.00
Total	**$ 77,171.00**	**$ 30,000.00**	**$ 70,000.00**	**$ 177,171.00**

2025-2026 Forecasted Expenses	City of Dublin	City of Livermore	City of Pleasanton	Other Sources	Total Project Cost
Personnel Costs	$ 36,587.00	$ 39,587.00	$ 39,587.00		$ 115,761.00
Operating Costs	$ 13,810.00	$ 16,300.00	$ 16,300.00		$ 46,410.00
Administrative Costs	$ 5,000.00	$ 5,000.00	$ 5,000.00		$ 15,000.00
Capital Costs (Pre-Development)					$ 0.00
Capital Costs (Construction)					$ 0.00
Other (Please Define)					$ 0.00
Other (Please Define)					$ 0.00
Other (Please Define)					$ 0.00
Total	**$ 55,397.00**	**$ 60,887.00**	**$ 60,887.00**	**$ 0.00**	**$ 177,171.00**

Budget Narrative
Revenue:
Committed dollars are comprised of grants, donations, and a portion of Front Porch social accountability investment in its Community Services Division (see organizational budget attachment). Pending dollars are other grant requests.

Expenses:

Personnel:
Rachel Matthews, Director of Home Match Alameda County (HMAC), 10% of salary and benefits ($151,800) to support each city; Brenna Lamusga, Program Manager HMAC, 12.5% of salary and benefits ($120,000) for Dublin and 15% for Livermore and Pleasanton; Luke Barnesmoore, Director of Strategy Home Match, 2.5% of salary ($128,308)—not billing for benefits; Lucie Ashley, Director of Operations Home Match, 2.5% of salary ($128,000)—not billing for benefits

Operations:
Background checks: Home Match runs a background check on all participants, with an average cost of $70. To make 3 matches, typically we need to run background checks on at least 8 home providers and 15 home seekers; to make 4 matches, we need to run at background checks on at least 10 home providers and 20 home seekers.
Rent: current office rent is $3,750—we may need to acquire additional office space in the tri-valley area—we are allocating 8% of this amount, per city

Marketing: entering a new geography requires an intense marketing and outreach educational campaign—this includes digital ads on Facebook, Instagram, LinkedIn and mailers and placing ads in various local publications; can also include give-aways for in person events.

Collateral: includes writing, design, and printing of all digital and hard copy educational/outreach materials for Home Match—annual budget is $25,000, allocating $10,000 over the 3 cities

Phone/internet: includes a portion of each employee's cell phone and internet expenses—annual expense is $6,000—allocating 10% across 3 cities

Travel: annual total is 4,000—30% allocated over the 3 cities

Admin: this represents the time/cost of overall organizational support; annually this represents $20,250—we are allocating $5,000/city:
• Community Services Senior Director of Operations—invoicing + mediation support—$150,000--5% of time (no benefits) = $7,500/city
• Front Porch Legal—minimum of 35 hours/city x $250/hour=$8,750
• Outside mediation services/contract—2,000 per city
• Front Porch HR—allocation/training= 1,000/city
• Front Porch Finance—monthly reconciliation = 1,000/city
• Total admin per city: 20,250—we are only allocating 5,000/city

Documents *top*

Documents Requested *	Required?	Attached Documents *
Agency Audit Requirements and Copy of Last Audit	☑	Audit
Agency's Annual Budget	☑	Agency Annual Budget
(Capital Only) Capital Expenditure Budget for the project		
(Capital Only) Project photos, designs, site drawings, specifications		

(Capital Only) Proposed project budget, including all sources and uses and budget assumptions for development phases		
(Capital Only) Pro forma operating budget with estimated revenue and expenses		
(Capital Only) Evidence of Site Control		
(Capital Only) Title Report (acquisition, new facilities and substantial rehabilitation)		
(Capital Only) Environmental Reports (e.g. Phase I Environmental Site Assessment, ALTA Survey)		

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Tri-Valley Grants Application

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City of Dublin
Tri-Valley Grants Application
FY 2025-2027 Tri-Valley Housing and Human Services Grants
Deadline: 1/17/2025

Goodness Village

Building Independence: Vocational Skills, Community Engagement, and Pathways to Stability

Jump to: Application Questions Budget Documents

Submitted: 1/11/2025 1:58:43 PM (Pacific)

Project Contact
Kim Curtis
[redacted]

Goodness Village
[redacted]

Application Questions *top*

ORGANIZATION INFORMATION

1. Please identify if your organization is a Non-Profit or Public Agency:
For-profit agencies are not eligible for these grants funds
- [x] Non-Profit
- [ ] Public Agency

2. Please state your agency's mission and/or vision statement(s):
Vision Statement:
To create a thriving, inclusive community where formerly unsheltered individuals are empowered to rebuild their lives, find stability, and contribute to a supportive network, leading to long-term well-being and independence.

Mission Statement:
Goodness Village provides a safe, supportive, and compassionate environment for formerly chronically unsheltered individuals. Through the Housing First model, vocational training, social services, and community engagement, we help our neighbors heal, develop independence, and thrive as integral members of the community.

PROJECT INFORMATION

3. Provide a brief summary of the project for which your agency is seeking grant funding. This information will be used on the documents that go to the City Councils.

1-2 sentences

Goodness Village is seeking grant funding to support its Vocational Program, which provides essential vocational skill-building, social skills development, and opportunities for community engagement to chronically unsheltered individuals. This program is designed to help participants gain independence through meaningful work, develop confidence, and engage with a supportive network of local businesses. Additionally, the program serves as a valuable tool for gathering data to support participants' Supplemental Security Income (SSI) applications. Participants also have the opportunity to offset their monthly program fees by taking on vocational roles within the village as they work to establish sustainable income. The Vocational Program is central to fostering a sense of purpose and strengthening the overall community, encouraging collaboration, and supporting long-term stability for our neighbors.

4. Is this a Capital Improvement Project?

If yes, fill out questions 15-20.

- ☐ Yes
- ☑ No

5. How does this project align with your organization's annual goals?

Please include qualitative and quantitative metrics in your response.

The Vocational Program directly supports Goodness Village's annual goals by addressing key areas of housing retention, community integration, and overall well-being for our neighbors. Through skill-building and community engagement, this project helps increase Housing Retention Rates by providing participants with the tools and confidence to maintain stable housing and achieve greater independence. The program also contributes to Improved Quality of Life by enhancing social connections and reducing reliance on emergency services through job readiness and vocational skill development. As participants gain meaningful employment or complete vocational training, the program will improve Employment and Vocational Growth outcomes, providing both immediate and long-term pathways to financial stability. Lastly, the program fosters Community Integration by encouraging neighbors to participate in vocational roles within the village, strengthening bonds with one another and connecting them to supportive employment businesses within the broader community. These measurable outcomes will be tracked and reported to assess the program's success in meeting both short-term and long-term goals for the individuals we serve.

6. Describe the needs, challenges, and/or service gaps that your project addresses. How will clients access the services?

If applicable, please describe how your organization's programs and services directly respond to negative economic or public health impacts of the COVID-19 Pandemic.

Chronically unsheltered individuals face significant challenges, including limited access to sustainable income, lack of job skills, and social isolation. Many also struggle to secure Supplemental Security Income (SSI) due to a lack of supporting documentation or work history. While housing programs typically address immediate needs, there is a service gap when it comes to fostering long-term independence through employment, skill-building, and community integration.

Goodness Village's Vocational Program fills this gap by offering on-site vocational training, social skills development, and opportunities for participants to engage in work roles within the village. These roles help reduce monthly program fees while providing participants with valuable work experience. The program also supports SSI applications by gathering data on participants' work history and social engagement, essential for strengthening benefit claims.Clients access the Vocational Program through their enrollment at Goodness Village. Once enrolled, residents are invited to participate in vocational training, community roles, and skill-building workshops. The Vocational Manager works closely with participants to tailor the program to their needs and interests, helping them develop skills that enhance both their confidence and employment opportunities. Additionally, the program establishes partnerships with local businesses to provide employment opportunities as participants transition to the workforce. These services are easily accessible to all Goodness Village residents, offering them a pathway to long-term stability, income, and community integration.

7. Describe how your organization will measure the effectiveness of this project?

Please include qualitative and quantitative metrics in your response.

1. Housing Retention Rates: Monitoring the percentage of participants who maintain stable housing after engaging in the program.
2. Employment and Vocational Growth: Tracking the number of participants who secure jobs or complete vocational training programs, as well as the number of community roles filled within the village.
3. Improved Quality of Life: Assessing improvements in mental and physical health, reduced hospitalizations and incarcerations, and increased social connections among participants through surveys and case manager reports.
4. Community Integration: Measuring the level of rparticipant involvement in community events, partnerships with local businesses, and engagement with the broader community.

Additionally, data will be collected to support SSI applications, documenting residents' work history, skills acquired, and social participation. Participant feedback and progress assessments will also be gathered through regular check-ins with the Vocational Manager and staff to ensure continuous improvement.

8. Please indicate which City/Cities you are requesting funding from and state the amount in which is being requested (Dublin: Minimum $5,000, Maximum $25,000; Livermore: Minimum $5,000, No Maximum; Pleasanton: Minimum $5,000, No Maximum).

If not requesting funding from one or more of the cities below, please include "0" in the appropriate field (s). City subtotals and a Tri-Valley grand total will be automatically calculated and can be viewed by clicking 'Print preview' button above.

20000	FY 2025-2026 Dublin
20000	FY 2026-2027 Dublin
40,000.00	**SUBTOTAL**
30000	FY 2025-2026 Livermore
30000	FY 2026-2027 Livermore
60,000.00	**SUBTOTAL**
30000	FY 2025-2026 Pleasanton
30,000.00	**SUBTOTAL**
130,000.00	**TOTAL**

9. Describe, in detail, how your agency will use the Housing and Human Services grant funds, and what results you expect to achieve with this project.

If different for each City, share specific details for each City.

Goodness Village is seeking a total of $80,000 in grant funding to support the Vocational Program. These funds will be used to cover the salary and benefits of the Vocational Manager, who will provide essential vocational and social skill-building services to our residents.Vocational Manager Salary and Benefits: $70,968 (Salary) + $11,047 (Benefits at 15%) = $82,015 for the full year.Given the requested breakdown across Dublin ($20,000), Livermore ($30,000), and Pleasanton ($30,000), funds from each city will be distributed to support the overall program and ensure its sustainability, with a focus on vocational training and employment pathways for chronically unsheltered individuals.

With these funds, Goodness Village expects to achieve the following results:

Increased Housing Retention: By providing vocational training and employment opportunities, we expect to further stabilize residents in their housing and reduce reliance on emergency services.

Employment and Vocational Growth: Currently, 90% of Goodness Village neighbors participate in the Vocational Program. Over the last year, the Vocational Manager has successfully increased the number of participants in Tier 3 (off-site supportive employment), with 5 individuals now employed outside of the village. We aim to grow this number by adding two additional off-site employment sites each year. This will provide more residents with the opportunity to gain outside work experience and financial independence. Additionally, 2 individuals have pending SSI applications due to the data collected throug

the Vocational Program, helping to ensure they receive the benefits they are eligible for. The program also helps reduce overall operational costs as neighbors contribute by taking care of janitorial and landscaping needs within the village.
Improved Quality of Life: The vocational opportunities provide not only employment but also skills development and increased social connections. These opportunities will help reduce hospitalizations and incarcerations while improving both mental and physical health for our residents.
Community Integration: By filling key roles within the village and engaging with local businesses for external employment, residents will integrate more into the broader community, developing stronger relationships and a sense of belonging.
The grant funding will help expand the Vocational Program, improving employment outcomes, supporting SSI applications, and reducing costs, while fostering a more integrated and self-sustaining community for Goodness Village residents.

10. If this project was not funded by one or more of the Cities, would this project still exist? How would you adapt the project if it was partially funded by one or more of the Cities?
If this project were not fully funded by one or more of the cities, Goodness Village would need to seek alternative funding sources to sustain the core elements of the Vocational Program. The role of the Vocational Manager is essential to the success of the program, as her work directly contributes to residents' ability to maintain housing, secure employment, and integrate into the broader community. Without full funding for this role, we would face significant challenges in delivering these vital services.

If the project were only partially funded, we would prioritize maintaining the Vocational Manager's salary to ensure continued access to vocational training, job placement assistance, and skill-building services. However, to accommodate any funding shortfalls, we would need to explore reducing or adjusting other key areas of the permanent supportive program.

These reductions would likely impact residents' access to necessary supportive services, which are crucial for housing retention, mental well-being, and long-term success. It could also affect our ability to expand external employment opportunities and community engagement, both of which are integral to the program's impact. Full funding is essential to ensuring the program's long-term success and its capacity to support residents' transition to self-sufficiency.

11. Projected number of clients, by City, that this project plans to serve in FY 2025-2026 in each income category:

2	Dublin: Extremely Low Income (< 30%)
0	Dublin: Very Low Income (30-50% AMI)
0	Dublin: Low Income (50-80% AMI)
0	Dublin: Moderate Income (80-120% AMI)
0	Dublin: Above Moderate Income (>120% AMI)
2.00	**SUBTOTAL**
12	Livermore: Extremely Low Income (< 30%)
3	Livermore: Very Low Income (30-50% AMI)
0	Livermore: Low Income (50-80% AMI)
0	Livermore: Moderate Income (80-120% AMI)
0	Livermore: Above Moderate Income (>120% AMI)
15.00	**SUBTOTAL**
10	Pleasanton: Extremely Low Income (< 30%)
	Pleasanton: Very Low Income (30-50% AMI)
	Pleasanton: Low Income (50-80% AMI)

	Pleasanton: Moderate Income (80-120% AMI)
	Pleasanton: Above Moderate Income (>120% AMI)
10.00	**SUBTOTAL**
27.00	**TOTAL**

12. Projected number of clients, by City, that this project plans to serve in FY 2026-2027 in each income category:

2	Dublin: Extremely Low Income (< 30%)
0	Dublin: Very Low Income (30-50% AMI)
0	Dublin: Low Income (50-80% AMI)
0	Dublin: Moderate Income (80-120% AMI)
0	Dublin: Above Moderate Income (>120% AMI)
2.00	**SUBTOTAL**
12	Livermore: Extremely Low Income (< 30%)
3	Livermore: Very Low Income (30-50% AMI)
0	Livermore: Low Income (50-80% AMI)
0	Livermore: Moderate Income (80-120% AMI)
0	Livermore: Above Moderate Income (>120% AMI)
15.00	**SUBTOTAL**
17.00	**TOTAL**

13. How does your agency assess that your clients are "eligible beneficiaries"?
i.e. low- and moderate-income persons and/or presumed beneficiaries according to HUD.
Goodness Village assesses that clients are eligible beneficiaries through a combination of income verifications, street outreach organization vetting, and annual recertifications.

Income Verifications: We review clients' income and financial status to ensure they meet the necessary criteria for supportive housing programs.
Street Outreach Organization Vetting: We collaborate with local outreach organizations to verify the status of individuals experiencing homelessness, ensuring they meet the required criteria for eligibility.
Annual Recertifications: We conduct regular recertifications to ensure that participants continue to meet the eligibility requirements, especially as their circumstances may change over time.
These processes help ensure that the individuals we serve are eligible for our supportive housing services and that they are receiving the appropriate level of care and resources.

EASTERN ALAMEDA COUNTY HUMAN SERVICES NEEDS ASSESSMENT

14. Which of the following Community-Level Focus Areas from the 2024 Eastern Alameda County Human Services Needs Assessment does your project identify with?
Select all that apply:

- [x] Housing Services (Page 47)
- [ ] Health Care Services (Page 52)
- [x] Mental Health (Page 55)
- [ ] Service Provision, Awareness, and Navigation (Page 57)
- [ ] Racial/Linguistic/Cultural Responsiveness (Page 58)
- [ ] Substance Abuse Services (Page 60)

- ☐ Safety (Page 61)
- ☐ Transportation (Page 63)
- ☐ Youth (Page 65)
- ☐ Other:

CAPITAL IMPROVEMENT PROJECTS

15. For the capital improvement project, provide a detailed narrative (e.g. rehabilitation or new construction) and a detailed scope of work for the project.
If this is not a Capital Improvement Project, put "NA".
N/A

16. For the capital improvement project, please describe the land tenure status (e.g. does your agency own or lease the property? If leasing, what are the lease terms?). If you do not have site control, describe your site control plans.
If this is not a Capital Improvement Project, put "NA".
N/A

17. If the building is occupied, will relocation be required?
If this is not a Capital Improvement Project, put "NA".
N/A

18. Identify the project team (e.g. architect/engineer, general contractor, and or consultants):
If this is not a Capital Improvement Project, put "NA".
N/A

19. Has a market study, property needs assessment, and/or other evaluation which identifies the need for the proposed project been completed?
If this is not a Capital Improvement Project, put "NA".
N/A

20. Will this project require implementation of Davis-Bacon/Fair Labor Standards Act Requirements?
If this is not a Capital Improvement Project, put "NA".
N/A

POLITICAL REFORM ACT

21. Under Section 84308 of the Political Reform Act, certain elected and appointed officials are prohibited from taking part in a proceeding for an entitlement for use, including most contracts, if the official has received a contribution exceeding $250 from a party or participant in the proceeding within the preceding 12 months. Please answer Yes or No to the following question: Has your organization, or an employee of your organization, made a political contribution to a current Dublin, Pleasanton, or Livermore Councilmember, Mayor, or Commissioner within the last 12 months?
If Yes, please identify the employee(s) who made the political contribution, and the amount, date, and recipient of, the contribution.
None

AUTHORIZATION TO SUBMIT GRANT APPLICATION

22. By submitting this application, you confirm that you are authorized to apply to this grant on behalf of your organization.

☑ Yes, I am authorized to apply to this grant on behalf of this organization.

Budget *top*

2025-2026 Forecasted Revenue	Amount Committed	Amount Pending	Amount Planned	Amount Total
FY 2025-2026 City of Dublin			$ 20,000.00	$ 20,000.00
FY 2025-2026 City of Livermore			$ 30,000.00	$ 30,000.00
FY 2025-2026 City of Pleasanton			$ 30,000.00	$ 30,000.00
Committed Monthly Donations	$ 2,015.00			$ 2,015.00
Total	**$ 2,015.00**	**$ 0.00**	**$ 80,000.00**	**$ 82,015.00**

2025-2026 Forecasted Expenses	City of Dublin	City of Livermore	City of Pleasanton	Other Sources	Total Project Cost
Personnel Costs	$ 20,000.00	$ 30,000.00	$ 30,000.00	$ 2,015.00	$ 82,015.00
Operating Costs					$ 0.00
Administrative Costs					$ 0.00
Capital Costs (Pre-Development)					$ 0.00
Capital Costs (Construction)					$ 0.00
Other (Please Define)					$ 0.00
Other (Please Define)					$ 0.00
Other (Please Define)					$ 0.00
Total	**$ 20,000.00**	**$ 30,000.00**	**$ 30,000.00**	**$ 2,015.00**	**$ 82,015.00**

Budget Narrative
Vocational Manager Terri Kendro Salary and Benefits: $70,968 (Salary) + $11,047 (Benefits, Taxes and Workmans Comp at 15%) = $82,015 for the full year.

Documents *top*

Documents Requested *	Required?	Attached Documents *
Agency Audit Requirements and Copy of Last Audit	☑	2023 Audit Report
Agency's Annual Budget	☑	2025 budget
(Capital Only) Capital Expenditure Budget for the project		
(Capital Only) Project photos, designs, site drawings, specifications		
(Capital Only) Proposed project budget, including all sources and uses and budget assumptions for development phases		
(Capital Only) Pro forma operating budget with estimated revenue and expenses		
(Capital Only) Evidence of Site Control		

(Capital Only) Title Report (acquisition, new facilities and substantial rehabilitation)

(Capital Only) Environmental Reports (e.g. Phase I Environmental Site Assessment, ALTA Survey)

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Application ID: 489354

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Tri-Valley Grants Application

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City of Dublin
Tri-Valley Grants Application
FY 2025-2027 Tri-Valley Housing and Human Services Grants
Deadline: 1/17/2025

Hively

The Hive on Wheels: Mobile Family Resource Center

Jump to: Application Questions Budget Documents

Submitted: 1/17/2025 8:10:40 AM (Pacific)

Project Contact
Mary Hekl
[redacted]

Hively
[redacted]

Application Questions *top*

ORGANIZATION INFORMATION

1. Please identify if your organization is a Non-Profit or Public Agency:
For-profit agencies are not eligible for these grants funds

- [x] Non-Profit
- [ ] Public Agency

2. Please state your agency's mission and/or vision statement(s):
Hively builds meaningful connections with families and communities, ensuring access to resources every child in Alameda County needs to thrive. Our vision is to transform the lives of children and families to benefit all communities and ensure a promising future for generations to come. We support families through child care stipends and referrals, family resource navigation, parent education classes, and clinical mental health services.

Hively connects income-eligible families with Child Care assistance through CalWorks Subsidy and California Alternative Payment programs provided by state and federal funds. Our Family Support Specialists help families locate the child care that best fits their family's needs.

Developing strong partnerships with Child Care Providers ensures an abundance of high quality early learning spaces for children. Hively collaborates with local child care providers and supports

new providers, offering training, workshops and resources necessary to start, build and grow thriving child care businesses.

Our two Family Resource Centers in Pleasanton & Oakland provide a one-stop shop for families to access basic essentials, free-of-charge, such as children's clothing, shoes, diapers, books and early learning materials. Our resource centers also act as a support and education resource hub for both families and child care providers.

Hively Mental Health offers counseling services in three Alameda County locations for all ages, toddler to adult, via Medi-Cal and private pay options. Our clinicians are licensed marriage and family therapists and pre-licensed trainees.

PROJECT INFORMATION

3. Provide a brief summary of the project for which your agency is seeking grant funding. This information will be used on the documents that go to the City Councils.

1-2 sentences

Hively's Family Resource Centers are vital one-stop shop community resource and outreach hubs where parents access not only children's essentials, but critical family strengthening resource navigation services. Since our first center opened in Dublin in 2022, we've connected with thousands of families seeking services and support and we continue to strengthen many of those families for the long term through Hively program enrollments.

Building on the success of our established, but fixed-in-place, Hively Family Resource Centers, our proposed project, The Hive on Wheels, will expand our service delivery capabilities, literally putting our family resource centers on wheels, in order to reach into the area of Tri-Valley communities where families live, work, worship and play.

Stocked with diapers, wipes, clothing, books and children's essentials and staffed with community resource staff and family support specialists, the van will station itself at a proposed 10 events / per year / per city (i.e. community events, churches, recreational areas and other gathering spots). The Hively Bee Mascot will be an inviting draw for youngsters, bringing families in and then entertaining children with age-appropriate enrichment activities while parents are offered the time and space to engage with Hively family support staff to learn more about child care and other available resources. This bold take on family resources solves the problem of service delivery. Instead of "bring them to us," we "go to them."

4. Is this a Capital Improvement Project?

If yes, fill out questions 15-20.

- ☐ Yes
- ☑ No

5. How does this project align with your organization's annual goals?

Please include qualitative and quantitative metrics in your response.

Hively's objective is to develop the most effective means for connecting families with programs and resources for which they are qualified, convert those families into enrollments for our subsidized programs and introduce families to other available resources we can provide such as: daily children's essentials and early learning materials, mental health counseling services, parent education workshops and healthcare enrollment options.

In the Tri-Valley, Hively is exclusively contracted to enroll families in all levels of CalWorks child care subsidy contracts. Stage 1 families are defined as families in which one or both parents are currently receiving CalWorks cash assistance. Stage 2 families are defined as families in which one or both parents have received CalWorks cash assistance at any point within the past two years. These families qualify for substantial child care subsidies to help bolster their growth and provide avenues for increased

work and education, critical building blocks for financial independence. The problem? Many families who qualify for this support do not know it exists. In fact, there are over 100,000 children in Alameda County who live in families that qualify for child care assistance. But, only 1 in 7 children are receiving this support. In the Tri-Valley alone, 9,668 children under the age of 12 are in families that are eligible for subsidized child care, but Hively only has 803 enrolled. As part of our efforts to identify families who qualify for vital stage 2 subsidies and are in need of our continued support, Hively's VP of Programs, Mona Shirk, has advocated alongside the Child Law Center and Parent Voices of California and in partnership with Alameda County to access a monthly list of families (and their zip codes) who are entitled for our Stage 2 program. Approximately 900 new children will qualify for this program every year. Hively only has 2.7% of those 900 eligible children currently enrolled in Stage 2 subsidies. By leveraging this information and combining it with our mobilization and outreach efforts, pinpointed in the most vulnerable areas of the Tri Valley, we will be able to cast a wide net and increase our ability to connect with the families who both qualify for, and are in need of, our programs and support.

As we meet families, we will develop relationships. We know that most people learn about our services by word-of-mouth from a family member, friend or through a child care provider. As the Hive on Wheels becomes more of a community fixture, we will naturally become more a part of the community conversation. We'll invite parents to sign up to receive communications so they can find out where the Mobile Resource van (and the Bee mascot!) will be next. They will share news and information with their friends and our efforts will multiply.

6. Describe the needs, challenges, and/or service gaps that your project addresses. How will clients access the services?

If applicable, please describe how your organization's programs and services directly respond to negative economic or public health impacts of the COVID-19 Pandemic.

Our Hively family resource centers provide an important foundation for families who need support. We offer access to diapers, wipes, infant formula, children's clothing and shoes, and early learning and literacy materials. These additional resources help our most vulnerable families get the essentials they need. Nearly 50% of Americans with young children cannot afford all the diapers they need, according to the National Diaper Bank Network. About 25% of those families reported missing work because they didn't have enough extra diapers to give to child care facilities. Providing these key resources while also offering a gathering place for families with knowledgeable and friendly staff is not only incredibly valuable for the communities we serve, but also an important outreach tool for meeting and assisting families who also qualify for our child care programs. Moreover, with 43% of Hively staff who are bilingual or multilingual, we are prepared with the capacity to relate to the diverse groups and families that make up the Tri-Valley area. Our family resource centers are vital community resource and outreach hubs, but they are fixed in place.

By mobilizing our Family Resource Centers, we can broaden our outreach in the Tri Valley. The Hive on Wheels: Mobile Family Resource Center will reach into the areas of the community where families live, work, worship and play. The Mobile Family Resource Center is designed to break down transportation and accessibility barriers.

Child Care Providers will also benefit from this expanded outreach. Our resources are also available to them and through continued enrollments and partnership, our efforts will support quality child care environments and strong small businesses. The child care sector is facing challenges due to low wages, poor benefits, and high turnover rates. Strengthening the provider workforce with health enrollments, basic essentials, training and professional development is essential. Many providers access the partnership and support we provide through our Family Resource Centers. Adding the mobile component will increase this access.

7. Describe how your organization will measure the effectiveness of this project?

Please include qualitative and quantitative metrics in your response.

Currently, we use a database called "Charity Tracker" to track clients who visit our family resource centers. We log the number of visits, types of items procured, number of children per family, and additional demographics. We will continue to use Charity Tracker to track clients served via the mobile family resource center. Additionally, we will be implementing a new Customer Relationship Management (CRM)

system in 2025 which will further expand our data collection, marketing, communications, volunteers' management, and reporting capabilities.

As part of our design for The Hive on Wheels, we will be asking residents to fill out an evaluation form. Not only will we track information about the individuals accessing the mobile family resource center, but we will gather input from local parents to learn what resources they need the most and what additional features they would like to see as part of the outreach vehicle.

Additionally, we'll account for how many of the individuals encountered are converted to enrollments in Hively programs to measure the efficacy of our mobile outreach program in finding the families who are eligible for support.

8. Please indicate which City/Cities you are requesting funding from and state the amount in which is being requested (Dublin: Minimum $5,000, Maximum $25,000; Livermore: Minimum $5,000, No Maximum; Pleasanton: Minimum $5,000, No Maximum).

If not requesting funding from one or more of the cities below, please include "0" in the appropriate field (s). City subtotals and a Tri-Valley grand total will be automatically calculated and can be viewed by clicking 'Print preview' button above.

$25,000	FY 2025-2026 Dublin
$25,000	FY 2026-2027 Dublin
50,000.00	**SUBTOTAL**
$25,000	FY 2025-2026 Livermore
$25,000	FY 2026-2027 Livermore
50,000.00	**SUBTOTAL**
$25,000	FY 2025-2026 Pleasanton
25,000.00	**SUBTOTAL**
125,000.00	**TOTAL**

9. Describe, in detail, how your agency will use the Housing and Human Services grant funds, and what results you expect to achieve with this project.

If different for each City, share specific details for each City.

Fully-funded at the amounts requested, "The Hive on Wheels" will be able to travel to 10 events per city (Pleasanton, Livermore, Dublin) / per year and engage with 100 residents on average at each event (ranging from 50 at smaller events to 250 - 300 at larger events.) Over the course of the year, we'll introduce Hively and our services to a proposed 1,000 residents (per city) or more. Depending on the event and available staffing, the Mobile Family Resource Center can operate at a single event for anywhere between 2 to 6 hours. The cost to run a single instance of the Mobile Family Resource Center will be $2500/ per event. Therefore the average per resident cost will be $25. 100% of grant funding from the cities of Dublin, Livermore and Pleasanton will go towards recurring costs for operations and personnel. Funding requested from Tri Valley cities will support key personnel and employee benefits at 23% of total (per city).

Not only will the mobile family resource center help us reach more families, but our expanded presence in the communities of the Tri-Valley will raise awareness and our services and make Hively an increasing part of the conversation, as residents identify us as part of a go-to support network. Our "boots on the ground" presence will also enable us to learn more about what is needed in the future to help Tri-Valley families thrive and grow.

Our target population will be Tri-Valley families with young children in need of a variety of family support services such as: child care, mental health counseling, healthcare and basic children's essentials. For year one, we project that we will connect with 1,000 residents in each of the three cities (3,000 total) and

convert 25% of those residents as beneficiaries of Hively programs and services.

10. If this project was not funded by one or more of the Cities, would this project still exist? How would you adapt the project if it was partially funded by one or more of the Cities?
The Mobile Family Resource Center is currently in an early pilot and development phase. As we build our capacity to attend events over the next few months, we will calendar and prioritize events in the cities where we have received funding.

If we only receive a portion of the requested funds, we will necessarily scale back on the number of proposed events.

Full funding enables us to reach our outlined targets of 10 events / 1,000 residents per year in your city.

11. Projected number of clients, by City, that this project plans to serve in FY 2025-2026 in each income category:

700	Dublin: Extremely Low Income (< 30%)
200	Dublin: Very Low Income (30-50% AMI)
100	Dublin: Low Income (50-80% AMI)
0	Dublin: Moderate Income (80-120% AMI)
0	Dublin: Above Moderate Income (>120% AMI)
1,000.00	**SUBTOTAL**
700	Livermore: Extremely Low Income (< 30%)
200	Livermore: Very Low Income (30-50% AMI)
100	Livermore: Low Income (50-80% AMI)
0	Livermore: Moderate Income (80-120% AMI)
0	Livermore: Above Moderate Income (>120% AMI)
1,000.00	**SUBTOTAL**
700	Pleasanton: Extremely Low Income (< 30%)
200	Pleasanton: Very Low Income (30-50% AMI)
100	Pleasanton: Low Income (50-80% AMI)
0	Pleasanton: Moderate Income (80-120% AMI)
0	Pleasanton: Above Moderate Income (>120% AMI)
1,000.00	**SUBTOTAL**
3,000.00	**TOTAL**

12. Projected number of clients, by City, that this project plans to serve in FY 2026-2027 in each income category:

700	Dublin: Extremely Low Income (< 30%)
200	Dublin: Very Low Income (30-50% AMI)
100	Dublin: Low Income (50-80% AMI)
0	Dublin: Moderate Income (80-120% AMI)
0	Dublin: Above Moderate Income (>120% AMI)

1,000.00	**SUBTOTAL**
700	Livermore: Extremely Low Income (< 30%)
200	Livermore: Very Low Income (30-50% AMI)
100	Livermore: Low Income (50-80% AMI)
0	Livermore: Moderate Income (80-120% AMI)
0	Livermore: Above Moderate Income (>120% AMI)
1,000.00	**SUBTOTAL**
2,000.00	**TOTAL**

13. How does your agency assess that your clients are "eligible beneficiaries"?
i.e. low- and moderate-income persons and/or presumed beneficiaries according to HUD.
Our clients are eligible beneficiaries because we serve a population of low-income and very low-income families who qualify for CalWORKs Stage 1, 2 and 3 and Alternative Payment child care subsidy programs.

EASTERN ALAMEDA COUNTY HUMAN SERVICES NEEDS ASSESSMENT

14. Which of the following Community-Level Focus Areas from the 2024 Eastern Alameda County Human Services Needs Assessment does your project identify with?
Select all that apply:

- ☐ Housing Services (Page 47)
- ☐ Health Care Services (Page 52)
- ☑ Mental Health (Page 55)
- ☑ Service Provision, Awareness, and Navigation (Page 57)
- ☑ Racial/Linguistic/Cultural Responsiveness (Page 58)
- ☐ Substance Abuse Services (Page 60)
- ☐ Safety (Page 61)
- ☐ Transportation (Page 63)
- ☑ Youth (Page 65)
- ☐ Other:

CAPITAL IMPROVEMENT PROJECTS

15. For the capital improvement project, provide a detailed narrative (e.g. rehabilitation or new construction) and a detailed scope of work for the project.
If this is not a Capital Improvement Project, put "NA".
N/A

16. For the capital improvement project, please describe the land tenure status (e.g. does your agency own or lease the property? If leasing, what are the lease terms?). If you do not have site control, describe your site control plans.
If this is not a Capital Improvement Project, put "NA".
N/A

17. If the building is occupied, will relocation be required?
If this is not a Capital Improvement Project, put "NA".
N/A

18. Identify the project team (e.g. architect/engineer, general contractor, and or consultants):
If this is not a Capital Improvement Project, put "NA".
N/A

19. Has a market study, property needs assessment, and/or other evaluation which identifies the need for the proposed project been completed?
If this is not a Capital Improvement Project, put "NA".
N/A

20. Will this project require implementation of Davis-Bacon/Fair Labor Standards Act Requirements?
If this is not a Capital Improvement Project, put "NA".
N/A

POLITICAL REFORM ACT

21. Under Section 84308 of the Political Reform Act, certain elected and appointed officials are prohibited from taking part in a proceeding for an entitlement for use, including most contracts, if the official has received a contribution exceeding $250 from a party or participant in the proceeding within the preceding 12 months. Please answer Yes or No to the following question: Has your organization, or an employee of your organization, made a political contribution to a current Dublin, Pleasanton, or Livermore Councilmember, Mayor, or Commissioner within the last 12 months?
If Yes, please identify the employee(s) who made the political contribution, and the amount, date, and recipient of, the contribution.
No

AUTHORIZATION TO SUBMIT GRANT APPLICATION

22. By submitting this application, you confirm that you are authorized to apply to this grant on behalf of your organization.
☑ Yes, I am authorized to apply to this grant on behalf of this organization.

Budget top

2025-2026 Forecasted Revenue	Amount Committed	Amount Pending	Amount Planned	Amount Total
FY 2025-2026 City of Dublin			$ 25,000.00	$ 25,000.00
FY 2025-2026 City of Livermore			$ 25,000.00	$ 25,000.00
FY 2025-2026 City of Pleasanton			$ 25,000.00	$ 25,000.00
FY 2025-26 City of Fremont		$ 50,000.00		$ 50,000.00
Sunlight Giving	$ 25,000.00	$ 0.00		$ 25,000.00
Corporate Sponsors		$ 20,000.00		$ 20,000.00
CDSS Alternative Payment Earned Admin	$ 40,000.00			$ 40,000.00
CDSS SB140 Administrative Support Allocation	$ 40,000.00			$ 40,000.00

(detailed project budget in attached documents)				$ 0.00
Total	**$ 105,000.00**	**$ 70,000.00**	**$ 75,000.00**	$ 250,000.00

2025-2026 Forecasted Expenses	City of Dublin	City of Livermore	City of Pleasanton	Other Sources	Total Project Cost
Capital Costs (One-time; Pre-Development)	$ 0.00	$ 0.00	$ 0.00	$ 100,000.00	$ 100,000.00
Recurring Costs (Personnel)	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 39,390.00	$ 114,390.00
Recurring Costs (Operating Expenses)	$ 0.00	$ 0.00	$ 0.00	$ 35,610.00	$ 35,610.00
(detailed project budget in attached documents)					$ 0.00
Total	**$ 25,000.00**	**$ 25,000.00**	**$ 25,000.00**	**$ 175,000.00**	**$ 250,000.00**

Budget Narrative
Total recurring cost per event: $2,500

-Funding to support the Mobile Family Resource Center to be received from various one-time and recurring sources.
-Recurring sources include CDSS Alternative Payment Program contract revenue to outreach and parent support programs.
-Other grant sources requested to offset onetime costs which make up 40% of the total expenses in year one.
-Recurring costs are roughly 60% in year 1 and include 1.3 FTEs. Other Operating expenses include sorting space and storage.

Personnel Details:
-Funds requested from Tri Valley cities will support key personnel and benefits including medical, dental, retirement and others.
-Funding received from Tri Valley cities will fund 69% (or 23% per city) of the Mobile Outreach Manager (allocated 1 FTE to the project) and 22% (or 7%) of the Operations Assistant (allocated at 0.25 FTE to the project).
-Other funding secured and pending will fund the remaining portion of the key personnel on the project.

Documents *top*

Documents Requested *	Required?	Attached Documents *
Agency Audit Requirements and Copy of Last Audit	☑	Audit Report June 2024
Agency's Annual Budget	☑	Annual Agency Budget FY25 Mobile Family Resource Center Budget
(Capital Only) Capital Expenditure Budget for the project		
(Capital Only) Project photos, designs, site drawings, specifications		
(Capital Only) Proposed project budget, including all sources and uses and budget assumptions for development phases		

(Capital Only) Pro forma operating budget with estimated revenue and expenses		
(Capital Only) Evidence of Site Control		
(Capital Only) Title Report (acquisition, new facilities and substantial rehabilitation)		
(Capital Only) Environmental Reports (e.g. Phase I Environmental Site Assessment, ALTA Survey)		

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Tri-Valley Grants Application

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City of Dublin
Tri-Valley Grants Application
FY 2025-2027 Tri-Valley Housing and Human Services Grants
Deadline: 1/17/2025

Legal Assistance for Seniors

Legal Services, Medicare Counseling & Community Education for Tri-Valley Seniors

Jump to: Application Questions Budget Documents

Submitted: 1/17/2025 3:22:49 PM (Pacific)

Project Contact
Caitlin Chan
[redacted]

Legal Assistance for Seniors
[redacted]

[redacted]

Application Questions *top*

ORGANIZATION INFORMATION

1. Please identify if your organization is a Non-Profit or Public Agency:
For-profit agencies are not eligible for these grants funds

- [x] Non-Profit
- [ ] Public Agency

2. Please state your agency's mission and/or vision statement(s):
The mission of Legal Assistance for Seniors is to ensure the independence and dignity of older adults by protecting their legal rights through education, counseling, and advocacy.

LAS primarily serves clients who are 60+, low-income, and from communities of color. Our vision is that all older adults will be able to live full and joyful lives, regardless of their economic, social, or health circumstances. LAS's service model removes common barriers that have historically prevented older adults from receiving legal help. LAS's model recognizes that older adults require tailored, holistic legal services to achieve optimal case outcomes. These services include home visits, an in-house case manager to address clients' non-legal needs, and workshops on protecting rights and preventing abuse.

PROJECT INFORMATION

3. Provide a brief summary of the project for which your agency is seeking grant funding. This information will be used on the documents that go to the City Councils.
1-2 sentences
Legal Assistance for Seniors (LAS) will provide free legal services to older adults in Dublin, Livermore, and Pleasanton in the areas of housing, elder abuse/consumer protection, guardianship, health law, public benefits, and naturalization. LAS will provide free community education and outreach to older adults, their families, and service providers. LAS's Health Insurance Counseling and Advocacy Program (HICAP) will provide free, individualized counseling on Medicare and related health insurance issues.

4. Is this a Capital Improvement Project?
If yes, fill out questions 15-20.
- ☐ Yes
- ☑ No

5. How does this project align with your organization's annual goals?
Please include qualitative and quantitative metrics in your response.
Our overarching current agency goal is to strengthen the foundation of LAS to enable us to grow in a sustainable way, while maintaining the quality of our services. During 2024 the number of baby boomers aging into Medicare crested, as it's the beginning of the largest surge of Americans turning 65 in history. At the same time, inflation and the cost of living in Alameda County have increased even more rapidly since the pandemic. This has exacerbated existing housing instability and the ability of low-income older adults to meet their basic needs.

To meet the growing need, one of our goals is to ensure that we are reaching older adults with the most need in all parts of Alameda County. While our services are available to residents at all income levels, we focus our efforts on reaching low-income BIPOC clients who have historically faced service access challenges due to language, cultural, physical, and financial barriers. We achieve this by conducting outreach in low-income areas and by partnering with agencies that serve low-income BIPOC communities.

LAS anticipates serving approximately 1,200 legal services clients next year. The primary goal of the legal program is to successfully resolve issues critical to low-income seniors, including housing, healthcare, income, and safety. The intended outcome is that our clients will be able to live their lives with greater safety, independence, and dignity.
We plan to provide HICAP counseling to about 2,000 individuals. Our goal is to increase health insurance access for people who are eligible for Medicare, and to save them money on healthcare costs.

We anticipate reaching 8,000 people through community education and outreach. We will educate seniors, caregivers and service providers on important issues such as healthcare, income, and abuse prevention, while also raising awareness of LAS's free services. Our goal is for seniors to be able to make informed decisions about their own healthcare, income, and safety, and know where to seek additional help when necessary.

6. Describe the needs, challenges, and/or service gaps that your project addresses. How will clients access the services?
If applicable, please describe how your organization's programs and services directly respond to negative economic or public health impacts of the COVID-19 Pandemic.
Housing: According to the 2024 Eastern Alameda County Human Services Needs Assessment (2024 Needs Assessment), residents are deeply concerned about the lack of affordable housing. LAS's attorneys provide advice and representation in matters related to eviction, fair housing, habitability, harassment, and displacement. A case manager attends to clients' non-legal needs.

Elder Abuse/Consumer Protection: More than one in 10 older adults suffers some form of elder abuse annually. It strains familial relationships, decreases autonomy, and negatively impacts quality of life. LAS

attorneys help older adults file for restraining orders that protect them from their abusers and advocate for their rights as consumers.

Guardianship: Over 800 foster youth currently reside in Alameda County. It is far preferable to keep children out of the foster care system and with their own extended families. LAS helps older adults obtain the legal right to raise minor children.

Health Law: Older adults' healthcare benefits and rights are often threatened or denied. In tandem with our Health Insurance Counseling and Advocacy Program (HICAP), our health law attorneys provide older adults with the advocacy required to maintain their health benefits.

Public Benefits: According to Alameda County's Countywide Area Plan for Older Adults (2024-2028), BIPOC older adults are disproportionately vulnerable to income insecurity. Interruptions or reductions in public benefits cause an inability to pay for housing, food, and medical care. LAS's attorneys protect older adults' public benefits through advocacy and representation.

Naturalization: Many older legal permanent residents qualify for U.S. citizenship but, without assistance, are unsuccessful in obtaining citizenship. LAS attorneys help these older adults with applications and represent them at hearings.

Medicare Counseling: According to the 2024 Needs Assessment, residents are concerned about their health care, including accessibility, cost, and quality. LAS's Health Insurance Counseling and Advocacy Program (HICAP) helps older adults navigate the complex world of Medicare by providing individual counseling on Medicare and related issues.

Education: The 2024 Needs Assessment reports that residents need education on avoiding eviction, preventing homelessness, and available social services. LAS's Community Education program educates older adults on these and other vital issues, empowering them to make informed decisions.

Access to Services: All of LAS's services are free and accessible, regardless of disabilities, transportation, or language barriers. LAS prioritizes low-income BIPOC older adults by providing services at easily accessible locations, such as low-income senior housing sites and senior centers, in addition to making home visits. LAS staff and volunteers provide verbal and written translation in multiple languages, and use Language Line if needed, which provides translators in 240 languages.

7. Describe how your organization will measure the effectiveness of this project?
Please include qualitative and quantitative metrics in your response.
LAS will consider this project to have been effective if we complete or exceed our program goals. We expect most clients will achieve their desired outcomes, and that the vast majority of returned evaluations will indicate that clients were satisfied with the services they received.

LAS's Legal Director and Health Insurance Counseling and Advocacy Program (HICAP) Manager review case notes for all completed cases, which include the client's goals, actions taken, the outcome of the case, and whether the client experienced financial savings or received financial reimbursement. Examples of legal outcomes include obtaining an elder abuse restraining order, preventing eviction, obtaining guardianship of a minor in the client's care, or restoring a client's public benefits. HICAP outcomes include a client successfully enrolling in a Medicare Part D plan or applying for a cost-savings program.

LAS's management team also reviews completed client evaluations for all three programs. We expect most clients will achieve their desired outcomes, and most evaluations will indicate clients were satisfied with the services received. For community education presentations, we expect participants' knowledge of the subject matter will increase. If there is negative feedback, a member of the management team follows up with the client to better understand the comments and determine whether the client needs further assistance.

Client feedback is a major driver of program improvement at LAS. We request feedback from our clients at the conclusion of services, including whether they felt supported and had their concerns addressed. Ou

goal is for every client to feel satisfied with the service they received, even if their case could not be resolved in an ideal manner due to outside factors.

Additionally, LAS evaluates emerging trends for areas of unmet need, which it then incorporates into future services. In addition to soliciting feedback directly from clients through evaluations, LAS consults with its community partners to evaluate how LAS's services may better serve diverse communities. Additionally, LAS's Diversity, Equity, and Inclusion (DEI) Client Data Workgroup looks at the demographics of the clients we serve and addresses any gaps in services we find. As we collect large sets of client data, we're able to evaluate client demographics to gauge if our client population reflects the community's demographics. We then use data and program analysis to inform our strategies. We've intentionally built out time for this collaboration, evaluation, and brainstorming to meet LAS's long-term goals.

8. Please indicate which City/Cities you are requesting funding from and state the amount in which is being requested (Dublin: Minimum $5,000, Maximum $25,000; Livermore: Minimum $5,000, No Maximum; Pleasanton: Minimum $5,000, No Maximum).
If not requesting funding from one or more of the cities below, please include "0" in the appropriate field (s). City subtotals and a Tri-Valley grand total will be automatically calculated and can be viewed by clicking 'Print preview' button above.

15,000	FY 2025-2026 Dublin
15,000	FY 2026-2027 Dublin
30,000.00	**SUBTOTAL**
15,000	FY 2025-2026 Livermore
15,000	FY 2026-2027 Livermore
30,000.00	**SUBTOTAL**
10,000	FY 2025-2026 Pleasanton
10,000.00	**SUBTOTAL**
70,000.00	**TOTAL**

9. Describe, in detail, how your agency will use the Housing and Human Services grant funds, and what results you expect to achieve with this project.
If different for each City, share specific details for each City.
With this funding, LAS plans to provide the following services in each city:

In Dublin, LAS will provide services to a total of 320 unduplicated older adults: 15 legal clients, 45 HICAP clients, and 250 attendees of 10 community education presentations or events.

In Livermore, LAS will provide services to a total of 320 unduplicated older adults: 15 legal clients, 45 HICAP clients, and 250 attendees of 10 community education presentations or events.

In Pleasanton, LAS will provide services to a total of 217 unduplicated older adults: 10 legal clients, 30 HICAP clients, and 170 attendees of 7 community education presentations or events.

LAS's legal services will include counsel and representation for housing matters, elder abuse/consumer protection, guardianship, health law, public benefits, and naturalization. Services will be provided to residents ages 60 and older, or 50 and older for guardianship. For elder abuse, LAS will assist residents 65 or older, or dependent adults of any age. These services will secure older adults' basic human rights including shelter, healthcare, and personal safety.

LAS's Health Insurance Counseling and Advocacy Program (HICAP) services will help older adults navigate the confusing Medicare system as well as related health insurance issues. Counselors will help older adults and people with disabilities enroll in Medicare, supplemental and prescription drug plans, an

apply for cost-saving programs. Counselors will assist clients in resolving coverage issues, referring to LAS's legal program when needed. We want our HICAP clients to receive the healthcare they need at a price they can afford, thus enhancing both their health and financial security.

LAS's community education offerings will include presentations and outreach on issues of importance to older adults, including housing rights, health care, avoiding scams and fraud, hiring and working with caregivers, and public benefits. Examples of presentations include 'Basic Housing Rights for Seniors,' 'How to Get Help with Health Care Costs,' and more. Presentations will take place throughout the year at locations convenient for Tri-City residents. LAS's continuing education programming targets older adults, their families, caregivers, and service providers.

Funds from the cities of Dublin, Livermore, and Pleasanton will contribute to salaries for LAS's program staff, including staff attorneys and advocates. Funds will also be used for administrative expenses like postage, phones, and rent. To ensure services are provided in a cost-effective manner, we work extensively with volunteers for both program support and direct services, with supervision and support from program staff. The budget presented in this proposal is leveraged with additional public and private grants.

10. If this project was not funded by one or more of the Cities, would this project still exist? How would you adapt the project if it was partially funded by one or more of the Cities?
If this project was not funded by one or more of the Cities, the project would still exist, albeit with reduced service levels for said unfunded City. Funding from the Cities enables LAS to provide highly tailored legal and educational services to older adults. This includes home visits for legal clients as well as legal consultations, HICAP counseling, and community education presentations at many City locations. Demand for our services in Alameda County continues to outpace our capacity to provide these services, so we must prioritize clients and community sites where we have dedicated funding. Any reduction in funding from a City would likely result in LAS needing to reduce the number of clients served in that City.

11. Projected number of clients, by City, that this project plans to serve in FY 2025-2026 in each income category:

9	Dublin: Extremely Low Income (< 30%)
3	Dublin: Very Low Income (30-50% AMI)
2	Dublin: Low Income (50-80% AMI)
1	Dublin: Moderate Income (80-120% AMI)
0	Dublin: Above Moderate Income (>120% AMI)
15.00	**SUBTOTAL**
12	Livermore: Extremely Low Income (< 30%)
2	Livermore: Very Low Income (30-50% AMI)
1	Livermore: Low Income (50-80% AMI)
0	Livermore: Moderate Income (80-120% AMI)
0	Livermore: Above Moderate Income (>120% AMI)
15.00	**SUBTOTAL**
5	Pleasanton: Extremely Low Income (< 30%)
2	Pleasanton: Very Low Income (30-50% AMI)
1	Pleasanton: Low Income (50-80% AMI)
1	Pleasanton: Moderate Income (80-120% AMI)
0	Pleasanton: Above Moderate Income (>120% AMI)
9.00	**SUBTOTAL**

39.00 **TOTAL**

12. Projected number of clients, by City, that this project plans to serve in FY 2026-2027 in each income category:

9 Dublin: Extremely Low Income (< 30%)
3 Dublin: Very Low Income (30-50% AMI)
2 Dublin: Low Income (50-80% AMI)
1 Dublin: Moderate Income (80-120% AMI)
0 Dublin: Above Moderate Income (>120% AMI)
15.00 **SUBTOTAL**
12 Livermore: Extremely Low Income (< 30%)
2 Livermore: Very Low Income (30-50% AMI)
1 Livermore: Low Income (50-80% AMI)
0 Livermore: Moderate Income (80-120% AMI)
0 Livermore: Above Moderate Income (>120% AMI)
15.00 **SUBTOTAL**
30.00 **TOTAL**

13. How does your agency assess that your clients are "eligible beneficiaries"?
i.e. low- and moderate-income persons and/or presumed beneficiaries according to HUD.
As older adults, LAS's clients are presumed to be eligible beneficiaries. As an Older Americans Act funded program, we do not base eligibility for our services on income level. Legal clients self-report their income and address to LAS staff and, in some cases, income is further verified through paperwork when it relates to a client's case. Addresses are also often verified when LAS staff review a client's legal paperwork. LAS believes it is important to not require older adults to provide income documentation when not otherwise necessary because it is our goal to teach older adults to safeguard their financial and identifying information for their own protection. The vast majority of LAS's clients classify as very low-income or low-income.

HICAP does not track precise income data, and while the community education evaluations ask for income levels, this information is not verified by an intake process. For that reason, we cannot verify that 100% of older adults who receive our services are low-income. However, LAS makes it a priority to provide these services to low-income older adults by focusing on service locations that are easily accessible to them, such as low-income senior housing and senior centers.

EASTERN ALAMEDA COUNTY HUMAN SERVICES NEEDS ASSESSMENT

14. Which of the following Community-Level Focus Areas from the 2024 Eastern Alameda County Human Services Needs Assessment does your project identify with?
Select all that apply:

- [x] Housing Services (Page 47)
- [x] Health Care Services (Page 52)
- [ ] Mental Health (Page 55)
- [x] Service Provision, Awareness, and Navigation (Page 57)
- [x] Racial/Linguistic/Cultural Responsiveness (Page 58)
- [ ] Substance Abuse Services (Page 60)
- [x] Safety (Page 61)

- ☐ Transportation (Page 63)
- ☐ Youth (Page 65)
- ☐ Other:

CAPITAL IMPROVEMENT PROJECTS

15. For the capital improvement project, provide a detailed narrative (e.g. rehabilitation or new construction) and a detailed scope of work for the project.
If this is not a Capital Improvement Project, put "NA".
NA

16. For the capital improvement project, please describe the land tenure status (e.g. does your agency own or lease the property? If leasing, what are the lease terms?). If you do not have site control, describe your site control plans.
If this is not a Capital Improvement Project, put "NA".
NA

17. If the building is occupied, will relocation be required?
If this is not a Capital Improvement Project, put "NA".
NA

18. Identify the project team (e.g. architect/engineer, general contractor, and or consultants):
If this is not a Capital Improvement Project, put "NA".
NA

19. Has a market study, property needs assessment, and/or other evaluation which identifies the need for the proposed project been completed?
If this is not a Capital Improvement Project, put "NA".
NA

20. Will this project require implementation of Davis-Bacon/Fair Labor Standards Act Requirements?
If this is not a Capital Improvement Project, put "NA".
NA

POLITICAL REFORM ACT

21. Under Section 84308 of the Political Reform Act, certain elected and appointed officials are prohibited from taking part in a proceeding for an entitlement for use, including most contracts, if the official has received a contribution exceeding $250 from a party or participant in the proceeding within the preceding 12 months. Please answer Yes or No to the following question: Has your organization, or an employee of your organization, made a political contribution to a current Dublin, Pleasanton, or Livermore Councilmember, Mayor, or Commissioner within the last 12 months?
If Yes, please identify the employee(s) who made the political contribution, and the amount, date, and recipient of, the contribution.
No

AUTHORIZATION TO SUBMIT GRANT APPLICATION

22. By submitting this application, you confirm that you are authorized to apply to this grant on behalf of your organization.
- ☑ Yes, I am authorized to apply to this grant on behalf of this organization.

Budget *top*

2025-2026 Forecasted Revenue	Amount Committed	Amount Pending	Amount Planned	Amount Total
FY 2025-2026 City of Dublin	$ 75,188.00	$ 323.00	$ 42,404.00	$ 117,915.00
FY 2025-2026 City of Livermore	$ 124,537.00	$ 535.00	$ 60,391.00	$ 185,463.00
FY 2025-2026 City of Pleasanton	$ 116,532.00	$ 517.00	$ 57,679.00	$ 174,728.00
FY 2025-2026 Other (Please Describe)	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Total	**$ 316,257.00**	**$ 1,375.00**	**$ 160,474.00**	**$ 478,106.00**

2025-2026 Forecasted Expenses	City of Dublin	City of Livermore	City of Pleasanton	Other Sources	Total Project Cost
Personnel Costs	$ 11,250.00	$ 11,250.00	$ 7,500.00	$ 330,307.00	$ 360,307.00
Operating Costs	$ 3,750.00	$ 3,750.00	$ 2,500.00	$ 107,800.00	$ 117,800.00
Administrative Costs	$ 0.00	$ 0.00	$ 0.00		$ 0.00
Capital Costs (Pre-Development)	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Capital Costs (Construction)	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Other (Please Define)	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Other (Please Define)	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Other (Please Define)	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Total	**$ 15,000.00**	**$ 15,000.00**	**$ 10,000.00**	**$ 438,107.00**	**$ 478,107.00**

Budget Narrative
The requested budget funds from the City of Dublin for salaries are as follows:

Legal Director (1% @ $115 p/mo./$1,390 per annum); 3 Supervising Attorneys (each @ 1%, $74 p/mo./$890 per annum each = $2,670); 5 Staff Attorneys (each @ 1%, $53 p/mo./$637 per annum each = $3,185); Advocate (1% @ $62.50 p/mo./$750 per annum) and Community Educator/Advocate (1% @ $60 p/mo./$725 per annum).

Fringe Benefits include FICAer (7.65%), SUI & workers compensation (1.23%), health/dental/vision/life insurance (12.07%) and retirement/benefit plan fees (3%) for a total of $2,530 (23.95%). Actual agency fringe benefits are approximately 27%; the remaining 3.05% of benefits for staff salaries will be underwritten by the agency.

The requested budget funds from the City of Livermore for salaries are as follows:

Legal Director (1% @ $115 p/mo./$1,390 per annum); 3 Supervising Attorneys (each @ 1%, $74 p/mo./$890 per annum each = $2,670); 5 Staff Attorneys (each @ 1%, $53 p/mo./$637 per annum each = $3,185); Advocate (1% @ $62.50 p/mo./$750 per annum) and Community Educator/Advocate (1% @ $60 p/mo./$725 per annum).

Fringe Benefits include FICAer (7.65%), SUI & workers compensation (1.23%), health/dental/vision/life insurance (12.07%) and retirement/benefit plan fees (3%) for a total of $2,530 (23.95%). Actual agency fringe benefits are approximately 27%; the remaining 3.05% of benefits for staff salaries will be underwritten by the agency.

The requested budget funds from the City of Pleasanton for salaries are as follows:

Legal Director (1% @ $78 p/mo/$930 per annum); 3 Supervising Attorneys (each @ 1%, $49 p/mo/ $593 per annum each = $1,780); 5 Staff Attorneys (each @ 1%, $35 p/mo/$424 per annum each = $2,120); Advocate (1% @ $42 p/mo/$500 per annum) and Community Educator/Advocate (1% @ $40 p/mo/$480 per annum).

Fringe Benefits include FICAer (7.65%), SUI & workers compensation (1.23%), health/dental/vision/life insurance (12.07%) and retirement/benefit plan fees (3%) for a total of $2,530 (23.95%). Actual agency fringe benefits are approximately 27%; the remaining 3.05% of benefits for staff salaries will be underwritten by the agency.

Documents *top*

Documents Requested *	Required?	Attached Documents *
Agency Audit Requirements and Copy of Last Audit	☑	FY2022-23 Audit
Agency's Annual Budget	☑	FY2024-25 Agency Wide Budget
(Capital Only) Capital Expenditure Budget for the project		
(Capital Only) Project photos, designs, site drawings, specifications		
(Capital Only) Proposed project budget, including all sources and uses and budget assumptions for development phases		
(Capital Only) Pro forma operating budget with estimated revenue and expenses		
(Capital Only) Evidence of Site Control		
(Capital Only) Title Report (acquisition, new facilities and substantial rehabilitation)		
(Capital Only) Environmental Reports (e.g. Phase I Environmental Site Assessment, ALTA Survey)		

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Tri-Valley Grants Application

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City of Dublin
Tri-Valley Grants Application
FY 2025-2027 Tri-Valley Housing and Human Services Grants
Deadline: 1/17/2025

Lions Center for the Visually Impaired

Lions Center for the Visually Impaired Independent Living Skills for Blind and Visually Impaired Adults

Jump to: Application Questions Budget Documents

Submitted: 12/20/2024 3:36:06 PM (Pacific)

Project Contact
Bill Ridle
[redacted]

Lions Center for the Visually Impaired
[redacted]

Application Questions *top*

ORGANIZATION INFORMATION

1. Please identify if your organization is a Non-Profit or Public Agency:
For-profit agencies are not eligible for these grants funds
- [x] Non-Profit
- [ ] Public Agency

2. Please state your agency's mission and/or vision statement(s):
Our Vision is a world where visually impaired/blind individuals have access to innovative, high quality, affordable vision care.

PROJECT INFORMATION

3. Provide a brief summary of the project for which your agency is seeking grant funding. This information will be used on the documents that go to the City Councils.
1-2 sentences
To provide supportive services to seniors who are blind and visually impaired in the City of Pleasanton, Dublin and Livermore.

4. Is this a Capital Improvement Project?

If yes, fill out questions 15-20.

- ☐ Yes
- ☑ No

5. How does this project align with your organization's annual goals?

Please include qualitative and quantitative metrics in your response.

This project directly aligns with our organization's annual goals. The goal of all our services is to preserve functional eyesight and prevent further vision loss, foster independence and safety for visually impaired seniors and improve their quality of life. We know that our services are successful with our target population as it shows in our quantitative and qualitative evaluation process and with feedback from our consumers.

6. Describe the needs, challenges, and/or service gaps that your project addresses. How will clients access the services?

If applicable, please describe how your organization's programs and services directly respond to negative economic or public health impacts of the COVID-19 Pandemic.

It is extremely difficult for older adults to maintain their health if they are unable to see well enough to read labels on their medication, prepare meals safely or get themselves to medical appointments. Based on statistics from the American Institute for the Blind we estimate at least 26,736 adults Alameda County (1,166 in the city of Livermore) are living with significant visual impairment-impairments; severe enough to need training in orientation, mobility, and independent living skills in order to maintain their independence and quality of life. The number of blind adults is expected to increase dramatically in the next five to ten years as the population ages. In fact, California's Department of Rehabilitation estimates that there will be a 200% increase in blindness in adults 65 and older. This increase is borne out in a rising demand for the services we provide and is reflected in our service statistics. With targeted outreach efforts we have made and will continue to make significant strides in serving more Native Americans, Hispanics/Latinos Americans, Asian Americans, and African Americans; in the next several years we would like to expand our targeted outreach to include more cultural-ethnic groups, as well as LGBTQ+, Veterans, and Homeless as they make up a significant part of the population in Alameda County. We will focus our outreach efforts there, but will continue to serve the entire County.

7. Describe how your organization will measure the effectiveness of this project?

Please include qualitative and quantitative metrics in your response.

To measure the effectiveness of this project, our organization will primarily focus on customer satisfaction levels through our quantitative and qualitative evaluation
process, and with feedback from our consumers. The number of positive reviews we have received so far and continue to do the level best,

8. Please indicate which City/Cities you are requesting funding from and state the amount in which is being requested (Dublin: Minimum $5,000, Maximum $25,000; Livermore: Minimum $5,000, No Maximum; Pleasanton: Minimum $5,000, No Maximum).

If not requesting funding from one or more of the cities below, please include "0" in the appropriate field (s). City subtotals and a Tri-Valley grand total will be automatically calculated and can be viewed by clicking 'Print preview' button above.

10,000	FY 2025-2026 Dublin
10,000	FY 2026-2027 Dublin
20,000.00	**SUBTOTAL**
15,000	FY 2025-2026 Livermore
15,000	FY 2026-2027 Livermore

30,000.00	**SUBTOTAL**
15,000	FY 2025-2026 Pleasanton
15,000.00	**SUBTOTAL**
65,000.00	**TOTAL**

9. Describe, in detail, how your agency will use the Housing and Human Services grant funds, and what results you expect to achieve with this project.
If different for each City, share specific details for each City.
Our professional staff (orientation and mobility teacher and outreach/vision specialist) provide one-on-one in-home assessment, orientation and training to adults with vision impairments helping them to make the best possible adjustment to their vision loss so that they regain or maintain independence and dignity for as long as possible. Practical, professional help includes teaching clients how to shop and cook safely so they can maintain good nutrition, training them to use white canes and public transit to cross streets and travel safely in their community, teaching them how to manage their medications even when they are unable to see the labels, provide visual aids (such as lighted hand magnifiers), giving them instructions in adaptive living skills such as personal grooming, housekeeping, and financial management and linking them to peer support groups, and activities so they can maintain good mental and emotional health. Staff and outreach materials in Spanish and Tagalog, Chinese(Mandarin), Chinese(Traditional) ensure that services are culturally appropriate and accessible for those with limited English. When a person loses their vision they tend to stay at home where they feel safe. The idea of leaving their home is very frightening, but social isolation and inactivity often leads to boredom, depression, and self-hurt. In addition to home visits by our staff we also regularly sponsor group classes and activities in order to meet our clients' need for recreation and socialization and even provide clients with vouchers for free transit to encourage their participation. These activities include one adult day program tailored for the visually impaired and other programs such as arts & crafts and exercise and field trips. Our center sponsors Support/Discussion groups by professionals (our own staff) at sites throughout the county to help clients share their personal fears, anger and frustration and receive practical tips and support from their peers.

10. If this project was not funded by one or more of the Cities, would this project still exist? How would you adapt the project if it was partially funded by one or more of the Cities?

If our project was not funded by any of the Cities, it is highly unlikely it would exist in its current form, as the City funding appears to be a crucial component for its feasibility and scale. However, depending on the project's nature, it could potentially be adapted to a smaller, more localized version with funding from alternative sources like community grants, private donations, or non-profit organizations focused on the project's goals.

11. Projected number of clients, by City, that this project plans to serve in FY 2025-2026 in each income category:

10	Dublin: Extremely Low Income (< 30%)
10	Dublin: Very Low Income (30-50% AMI)
5	Dublin: Low Income (50-80% AMI)
	Dublin: Moderate Income (80-120% AMI)
	Dublin: Above Moderate Income (>120% AMI)
25.00	**SUBTOTAL**
10	Livermore: Extremely Low Income (< 30%)
10	Livermore: Very Low Income (30-50% AMI)
5	Livermore: Low Income (50-80% AMI)
	Livermore: Moderate Income (80-120% AMI)

	Livermore: Above Moderate Income (>120% AMI)
25.00	**SUBTOTAL**
10	Pleasanton: Extremely Low Income (< 30%)
10	Pleasanton: Very Low Income (30-50% AMI)
5	Pleasanton: Low Income (50-80% AMI)
	Pleasanton: Moderate Income (80-120% AMI)
	Pleasanton: Above Moderate Income (>120% AMI)
25.00	**SUBTOTAL**
75.00	**TOTAL**

12. Projected number of clients, by City, that this project plans to serve in FY 2026-2027 in each income category:

10	Dublin: Extremely Low Income (< 30%)
10	Dublin: Very Low Income (30-50% AMI)
5	Dublin: Low Income (50-80% AMI)
	Dublin: Moderate Income (80-120% AMI)
	Dublin: Above Moderate Income (>120% AMI)
25.00	**SUBTOTAL**
10	Livermore: Extremely Low Income (< 30%)
10	Livermore: Very Low Income (30-50% AMI)
5	Livermore: Low Income (50-80% AMI)
	Livermore: Moderate Income (80-120% AMI)
	Livermore: Above Moderate Income (>120% AMI)
25.00	**SUBTOTAL**
50.00	**TOTAL**

13. How does your agency assess that your clients are "eligible beneficiaries"?
i.e. low- and moderate-income persons and/or presumed beneficiaries according to HUD.
LCVI utilizes each customized process provided from funders to provide outcome results data. Demographic data(i.e. age, sex, ethnicity, income level, degree of impairment, living situation, city of residence, etc.) from each client is collected at Intake.

EASTERN ALAMEDA COUNTY HUMAN SERVICES NEEDS ASSESSMENT

14. Which of the following Community-Level Focus Areas from the 2024 Eastern Alameda County Human Services Needs Assessment does your project identify with?
Select all that apply:

- ☐ Housing Services (Page 47)
- ☐ Health Care Services (Page 52)
- ☐ Mental Health (Page 55)
- ☑ Service Provision, Awareness, and Navigation (Page 57)
- ☑ Racial/Linguistic/Cultural Responsiveness (Page 58)
- ☐ Substance Abuse Services (Page 60)

- [x] Safety (Page 61)
- [x] Transportation (Page 63)
- [ ] Youth (Page 65)
- [ ] Other:

CAPITAL IMPROVEMENT PROJECTS

15. For the capital improvement project, provide a detailed narrative (e.g. rehabilitation or new construction) and a detailed scope of work for the project.
If this is not a Capital Improvement Project, put "NA".
N/A

16. For the capital improvement project, please describe the land tenure status (e.g. does your agency own or lease the property? If leasing, what are the lease terms?). If you do not have site control, describe your site control plans.
If this is not a Capital Improvement Project, put "NA".
N/A

17. If the building is occupied, will relocation be required?
If this is not a Capital Improvement Project, put "NA".
N/A

18. Identify the project team (e.g. architect/engineer, general contractor, and or consultants):
If this is not a Capital Improvement Project, put "NA".
N/A

19. Has a market study, property needs assessment, and/or other evaluation which identifies the need for the proposed project been completed?
If this is not a Capital Improvement Project, put "NA".
N/A

20. Will this project require implementation of Davis-Bacon/Fair Labor Standards Act Requirements?
If this is not a Capital Improvement Project, put "NA".
N/A

POLITICAL REFORM ACT

21. Under Section 84308 of the Political Reform Act, certain elected and appointed officials are prohibited from taking part in a proceeding for an entitlement for use, including most contracts, if the official has received a contribution exceeding $250 from a party or participant in the proceeding within the preceding 12 months. Please answer Yes or No to the following question: Has your organization, or an employee of your organization, made a political contribution to a current Dublin, Pleasanton, or Livermore Councilmember, Mayor, or Commissioner within the last 12 months?
If Yes, please identify the employee(s) who made the political contribution, and the amount, date, and recipient of, the contribution.
N/A

AUTHORIZATION TO SUBMIT GRANT APPLICATION

22. By submitting this application, you confirm that you are authorized to apply to this grant on

behalf of your organization.

☑ Yes, I am authorized to apply to this grant on behalf of this organization.

Budget *top*

2025-2026 Forecasted Revenue	Amount Committed	Amount Pending	Amount Planned	Amount Total
FY 2025-2026 City of Dublin	$ 5,000.00		$ 10,000.00	$ 15,000.00
FY 2025-2026 City of Livermore	$ 5,000.00		$ 15,000.00	$ 20,000.00
FY 2025-2026 City of Pleasanton	$ 5,000.00		$ 15,000.00	$ 20,000.00
FY 2025-2026 Other (East Bay Community Foundation		$ 7,000.00		$ 7,000.00
FY 2025-2026 Lesher Foundation		$ 15,000.00		$ 15,000.00
Total	**$ 15,000.00**	**$ 22,000.00**	**$ 40,000.00**	**$ 77,000.00**

2025-2026 Forecasted Expenses	City of Dublin	City of Livermore	City of Pleasanton	Other Sources	Total Project Cost
Personnel Costs	$ 5,000.00	$ 7,000.00	$ 7,000.00	$ 8,000.00	$ 27,000.00
Operating Costs	$ 3,000.00	$ 5,000.00	$ 5,000.00	$ 2,000.00	$ 15,000.00
Administrative Costs	$ 2,000.00	$ 3,000.00	$ 3,000.00	$ 2,000.00	$ 10,000.00
Capital Costs (Pre-Development)					$ 0.00
Capital Costs (Construction)					$ 0.00
Other (Please Define)					$ 0.00
Other (Please Define)					$ 0.00
Other (Please Define)					$ 0.00
Total	**$ 10,000.00**	**$ 15,000.00**	**$ 15,000.00**	**$ 12,000.00**	**$ 52,000.00**

Budget Narrative

Personnel costs:
DIRECT CLIENT SERVICES:
Orientation & Access Manager- Vicki McDaniel $34.50 Per hour 6% of (HHSG) funds
Vision Health Outreach Coordinator- Marilou Bautista $27.00 per hour 6% of (HHSG) funds
Activities and Marketing Coordinator-Richard Grange $27.00 per hour 5% of (HHSG) funds
ADMINASTRATIVE SERVICES:
Manager of Grants Operations-Rajnish Ladhar $32.00 per hour 3% of (HHSG) funds
Executive Director- Bill Ridle $25.00 per hour 2% of (HHSG) funds

OPERATIONS:
Printing
Postage
cost of Adaptive Aids
Travel to and for Client services

Documents *top*

Documents Requested *	Required?	Attached Documents *
Agency Audit Requirements and Copy of Last Audit	☑	LCVI AUDIT 2023
		LCVI BUDGET JULY-2024-JULY2025

Agency's Annual Budget	☑	LCVI BUDGET JULY-2024-JULY2025
(Capital Only) Capital Expenditure Budget for the project		
(Capital Only) Project photos, designs, site drawings, specifications		
(Capital Only) Proposed project budget, including all sources and uses and budget assumptions for development phases		
(Capital Only) Pro forma operating budget with estimated revenue and expenses		
(Capital Only) Evidence of Site Control		
(Capital Only) Title Report (acquisition, new facilities and substantial rehabilitation)		
(Capital Only) Environmental Reports (e.g. Phase I Environmental Site Assessment, ALTA Survey)		

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Tri-Valley Grants Application

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City of Dublin
Tri-Valley Grants Application
FY 2025-2027 Tri-Valley Housing and Human Services Grants
Deadline: 1/17/2025

Love Never Fails

Therapeutic Outreach Network - Dublin, Livermore and Pleasanton

Jump to: Application Questions Budget Documents

Submitted: 1/17/2025 1:44:34 PM (Pacific)

Project Contact
Vanessa Russell
[redacted]

Love Never Fails
[redacted]

Application Questions *top*

ORGANIZATION INFORMATION

1. Please identify if your organization is a Non-Profit or Public Agency:
For-profit agencies are not eligible for these grants funds

- [x] Non-Profit
- [ ] Public Agency

2. Please state your agency's mission and/or vision statement(s):
The mission of Love Never Fails (LNF) is to eliminate human trafficking in the Bay Area through holistic, survivor-led solutions that address the root causes of exploitation. We do this by restoring, educating, and protecting survivors of human trafficking and their communities. We dismantle the networks of exploitation, amplify the voices of those who have been silenced, and ensure justice for all. Every step we take towards ending trafficking is a step towards a future where freedom and dignity are rights enjoyed by all.

We also support other vulnerable populations at high risk of being trafficked, including victims of domestic violence, justice-involved individuals, unhoused and low/no-income populations, and individuals involved in the foster care system. Among those we serve, 65% are unhoused, 86% are BIPOC, 30% are youth, 72% are women, and 100% are confirmed as low/no income. Additionally, 75% live with disabilities, 30% are refugees or immigrants, and 15% identify as LGBTQIA+. Our programs encompass housing, prevention education, case management, mentoring, legal services, and advocacy for systemic change. LNF programs have positively impacted over 800,000 individuals since 2011.

All of LNF's services are guided by a profound understanding of the vulnerabilities and experiences of trauma survivors, addressing the physical, social, and emotional impacts of trauma. Our staff are also unique in that 92% of LNF staff are survivors of gender-based and interpersonal violence. This lived experience enables the team to empathize with participants' struggles as they work towards transforming their lives and achieving self-reliance.

PROJECT INFORMATION

3. Provide a brief summary of the project for which your agency is seeking grant funding. This information will be used on the documents that go to the City Councils.

1-2 sentences

The proposed project will provide culturally relevant outreach and comprehensive support services for exploited, at-risk, and unhoused individuals in Dublin, Livermore, and Pleasanton. LNF will conduct weekly street outreach in each city and offer individuals harm reduction supplies (clothing and toiletries, meals and food supplies, and warm referrals to LNF's wraparound services including emergency/transitional/long-term housing, mental health counseling, workforce development, and legal support.

4. Is this a Capital Improvement Project?

If yes, fill out questions 15-20.

- ☐ Yes
- ☑ No

5. How does this project align with your organization's annual goals?

Please include qualitative and quantitative metrics in your response.

LNF's annual goal is to provide services and support to victims of trafficking, and other exploited individuals in the Bay Area in an effort to end human trafficking in our community.

To help us achieve this goal, we have developed an outreach strategy that reaches at least 15,000 exploited people each year. This means that every year 15,000 of our community's most vulnerable individuals have an opportunity to exit exploitation and break the cycle of victimization through access to basic safety net services, trauma-informed care and crisis support, mental health counseling, and long-term stabilization services such as housing and workforce development training. The proposed project will reach 750 individuals (over the 2 year period) to provide these much-needed services in Dublin, Livermore, and Pleasanton.

Outreach is just one of the many ways we work to fight human trafficking and break the cycle of poverty, exploitation, and violence in our communities. These issues create a complex set of challenges that need holistic solutions. LNF's work is guided by six basic principles, listed below:

1. Protect: Eight LNF safe houses have provided housing for over 400 men, women, and youth since 2011. LNF housing programs have a 50% completion rate (far above the industry average).

2. Educate: IT workforce development training provides job training and placement services for 200+ individuals annually, leading to economic stability. LNF's job training programs have an 89% retention rate, nearly all graduates secure paid internships, and 61% of students are placed in living wage jobs within six months of graduation.

3. Prevent: LNF provides prevention education to over 5,000 people a year about interpersonal violence and the dangers of trafficking, and gives individuals tools and resources to protect themselves.

4. Reach: Our comprehensive outreach services provide crisis support, on-site counseling, case management, and referrals to long-term support services, helping 15,000 individuals each year to escape exploitation and find safety.

5. Empower: LNF's Survivor Empowerment programs give survivors a platform to share their stories, inform new LNF initiatives, and inspire other survivors of human trafficking, violence, and exploitation. Survivors are also given the opportunity to serve as community leaders in advocacy activities that aim to impact the community on a larger scale.

6. Advocate: LNF collaborates with lawmakers and government agencies to champion stronger anti-trafficking legislation and drive systemic changes.

6. Describe the needs, challenges, and/or service gaps that your project addresses. How will clients access the services?

If applicable, please describe how your organization's programs and services directly respond to negative economic or public health impacts of the COVID-19 Pandemic.

LNF's project is designed to identify and meet the complex needs of victims of human trafficking and other forms of exploitation in the East Bay Area. According to the National Human Trafficking Hotline, Alameda County has the 3rd highest rate of human trafficking in the U.S.. LNF focuses its outreach services in cities like Dublin, Livermore, and

Pleasanton, with increasing levels of homelessness and human trafficking activities.

The relationship between homelessness and trafficking is strongly correlated, and homelessness is a well-documented problem in Alameda County (with an 79% increase in homeless individuals from 2017-2022). With a $30/hr income required to rent a studio apartment in the county (National Low Housing Income Coalition), housing is unaffordable for many. Nearly 10% of Alameda County residents live in poverty (U.S. Census). Poverty is a risk factor for human trafficking as traffickers will offer false promises of employment and education opportunities to people who lack financial resources. Further, a 2019 survey of unhoused youth in Alameda County indicated that nearly half have psychiatric or mental health issues, putting them at even greater risk of exploitation.

These unaddressed needs enable a cycle of victimization in which victims have no way to escape, and if they do, they may return to trafficking due to a lack of support services. LNF has designed this project to break this cycle, meet the needs of survivors and those at risk, and to help to prevent and/or end human trafficking in Dublin, Livermore, and Pleasanton. Our evidence-based approach meets people where they are and meets the immediate and long-term needs of victims by giving them access to safe housing, counseling, mentoring, workforce development training, and educational opportunities.

The project will reach individuals living on the streets in Dublin, Livermore, and Pleasanton through weekly street outreach conducted by trained volunteers and LNF staff. Outreach workers will build trust with individuals by providing them with emotional support and meeting their basic needs for food and hygiene through the distribution of harm reduction supplies. Individuals can also access mobile counseling and crisis support, and will be given warm referrals to long-term services provided by LNF and our partner agencies.

LNF is one of the only organizations doing street outreach to deliver life-changing services directly to those who need them most. Other organizations provide mental health services, but the wait time can be up to five weeks. People being trafficked or those who are unhoused also do not often have transportation to attend therapy sessions, therefore this project meets people where they are to provide these critical services on the street. This helps stabilize the immediate crisis and enables people to access long-term support services to ensure positive outcomes for the future.

7. Describe how your organization will measure the effectiveness of this project?
Please include qualitative and quantitative metrics in your response.
The following quantitative metrics will be used to measure the effectiveness of the project:

1. LNF’s outreach project will provide harm reduction supplies, on-site counseling and crisis support, as well as referrals to ongoing trauma-focused care, mentoring, counseling, housing, education, and workforce development training to 300 vulnerable individuals in Dublin during the grant period (FY25-FY27).

2. LNF’s outreach project will provide harm reduction supplies, on-site counseling and crisis support, as well as referrals to ongoing trauma-focused care, mentoring, counseling, housing, education, and workforce development training to 300 vulnerable individuals in Livermore during the grant period (FY25-FY27).

3. LNF’s outreach project will provide harm reduction supplies, on-site counseling and crisis support, as well as referrals to ongoing trauma-focused care, mentoring, counseling, housing, education, and workforce development training to 150 vulnerable individuals in Pleasanton during the grant period (FY25-FY26).

The following qualitative metrics will be used to measure the effectiveness of the project:

1. Individuals served through the project will gain increased knowledge and access to critical safety net services (emergency housing, counseling, etc.), social services (victims compensation), and programs that promote economic stability (workforce development training, restorative housing, education).

LNF maintains in-depth data collection practices and data-driven evaluations to track a program’s effectiveness and make necessary adjustments for continuous improvement. We utilize Salesforce to track key demographics and performance indicators, including participant names, gender, age, services provided, location of the meeting, and outcome of all proposed project activities.

LNF's programs have a robust track record of consistently meeting the needs of victims of human trafficking and other vulnerable individuals. LNF’s safe and transitional housing programs have an 50% completion rate as participants heal, become empowered, and transform their lives through economic sustainability and education. LNF's IT workforce development training experiences have an 89% retention rate, with 61% of graduates securing a paid internship or living wage job within just six months of graduation.

8. Please indicate which City/Cities you are requesting funding from and state the amount in which is being requested (Dublin: Minimum $5,000, Maximum $25,000; Livermore: Minimum $5,000, No Maximum; Pleasanton: Minimum $5,000, No Maximum).

If not requesting funding from one or more of the cities below, please include "0" in the appropriate field(s). City subtotals and a Tri-Valley grand total will be automatically calculated and can be viewed by clicking 'Print preview' button above.

10000	FY 2025-2026 Dublin
10000	FY 2026-2027 Dublin
20,000.00	**SUBTOTAL**
10000	FY 2025-2026 Livermore
10000	FY 2026-2027 Livermore
20,000.00	**SUBTOTAL**
10000	FY 2025-2026 Pleasanton
10,000.00	**SUBTOTAL**
50,000.00	**TOTAL**

9. Describe, in detail, how your agency will use the Housing and Human Services grant funds, and what results you expect to achieve with this project.

If different for each City, share specific details for each City.

Grant funds will be used to support LNF's outreach activities in Dublin, Livermore, and Pleasanton. Outreach workers will provide tailored, immediate, and ongoing support services to address the physical and mental health needs of unhoused and other vulnerable individuals, as well as their needs for immediate safety and emotional support. LNF's Mobile Outreach Team will be dispatched weekly during the afternoon and evening hours to offer harm reduction supplies (clothing and toiletries), meals, and food distribution, as well as referrals to long-term solutions, including housing, counseling, mentoring, education, and workforce development training. The intended results of these services are to prevent trafficking in our community by identifying current and potential victims, building trust with the unhoused population, raising awareness of services and how to access them, and providing victims with access to immediate and ongoing support.

The Outreach Team will work to stabilize the individual in crisis and begin to create an appropriate plan for the next steps. Every member of the team is trained in up-to-date de-escalation methods and trauma-informed therapeutic support specifically tailored to each person's lived experiences and needs. Outreach workers are able to provide immediate crisis support and are trained to create an environment of trust with individuals so that they can be more easily engaged in ongoing services designed to support their needs and help them achieve self-sufficiency.

LNF provides many of these services in-house, including three safe restorative housing options for trafficking survivors, workforce development training through our successful ITBiz Tech Academy, case management services, creative therapies, legal services (applying for victims compensation, advocacy services), and family reunification support. The proposed project also gives individuals access to comprehensive wrap-around services by partnering with community organizations dedicated to serving the most vulnerable individuals in the East Bay area. Our partners offer services including mentoring, life skills education, coaching, therapy, and educational opportunities. Through the proposed project, warm referrals will be made to these services to ensure that an individual's long-term needs are met in addition to their immediate safety needs.

To effectively reach and engage the target population, LNF employs several culturally relevant strategies. Two of LNF's outreach workers are fluent in English and Spanish, to accommodate the high number of Spanish speakers in Alameda County. Additionally, LNF staff are credible messengers with lived experience representing their community. Ninety-two percent are survivors of gender-based/interpersonal violence, 80% are BIPOC, and 80% are women. This credibility is crucial when working with the population LNF serves. It helps establish trust and enables effective communication and true understanding.

10. If this project was not funded by one or more of the Cities, would this project still exist? How would you adapt the project if it was partially funded by one or more of the Cities?

Without funding, the outreach services described in this proposal will still exist. If the project is partially funded by one or more of the Cities, we will purchase (and therefore distribute) fewer harm reduction supplies and focus the awarded funding on covering the project's personnel expenses.

11. Projected number of clients, by City, that this project plans to serve in FY 2025-2026 in each income category:

150	Dublin: Extremely Low Income (< 30%)
	Dublin: Very Low Income (30-50% AMI)
	Dublin: Low Income (50-80% AMI)
	Dublin: Moderate Income (80-120% AMI)
	Dublin: Above Moderate Income (>120% AMI)
150.00	**SUBTOTAL**
150	Livermore: Extremely Low Income (< 30%)
	Livermore: Very Low Income (30-50% AMI)
	Livermore: Low Income (50-80% AMI)
	Livermore: Moderate Income (80-120% AMI)
	Livermore: Above Moderate Income (>120% AMI)
150.00	**SUBTOTAL**
150	Pleasanton: Extremely Low Income (< 30%)
	Pleasanton: Very Low Income (30-50% AMI)
	Pleasanton: Low Income (50-80% AMI)
	Pleasanton: Moderate Income (80-120% AMI)
	Pleasanton: Above Moderate Income (>120% AMI)
150.00	**SUBTOTAL**
450.00	**TOTAL**

12. Projected number of clients, by City, that this project plans to serve in FY 2026-2027 in each income category:

150	Dublin: Extremely Low Income (< 30%)
	Dublin: Very Low Income (30-50% AMI)
	Dublin: Low Income (50-80% AMI)
	Dublin: Moderate Income (80-120% AMI)
	Dublin: Above Moderate Income (>120% AMI)
150.00	**SUBTOTAL**
150	Livermore: Extremely Low Income (< 30%)
	Livermore: Very Low Income (30-50% AMI)
	Livermore: Low Income (50-80% AMI)
	Livermore: Moderate Income (80-120% AMI)
	Livermore: Above Moderate Income (>120% AMI)
150.00	**SUBTOTAL**
300.00	**TOTAL**

13. How does your agency assess that your clients are "eligible beneficiaries"?

i.e. low- and moderate-income persons and/or presumed beneficiaries according to HUD.

LNF confirms income status through documentation showing enrollment in government support programs such as CalFresh, CalWORKs and/or Medi-Cal. The population we work with through our street outreach usually have no income and sometimes are not yet enrolled in public benefits programs. Through our case management and advocacy services, LNF helps individuals to access and enroll in benefits programs to help them achieve financial stability.

EASTERN ALAMEDA COUNTY HUMAN SERVICES NEEDS ASSESSMENT

14. Which of the following Community-Level Focus Areas from the 2024 Eastern Alameda County Human Services Needs Assessment does your project identify with?

Select all that apply:

- [x] Housing Services (Page 47)
- [ ] Health Care Services (Page 52)
- [x] Mental Health (Page 55)
- [x] Service Provision, Awareness, and Navigation (Page 57)
- [x] Racial/Linguistic/Cultural Responsiveness (Page 58)
- [ ] Substance Abuse Services (Page 60)
- [x] Safety (Page 61)
- [ ] Transportation (Page 63)
- [x] Youth (Page 65)
- [ ] Other:

CAPITAL IMPROVEMENT PROJECTS

15. For the capital improvement project, provide a detailed narrative (e.g. rehabilitation or new construction) and a detailed scope of work for the project.

If this is not a Capital Improvement Project, put "NA".

N/A

16. For the capital improvement project, please describe the land tenure status (e.g. does your agency own or lease the property? If leasing, what are the lease terms?). If you do not have site control, describe your site control plans.

If this is not a Capital Improvement Project, put "NA".

N/A

17. If the building is occupied, will relocation be required?

If this is not a Capital Improvement Project, put "NA".

N/A

18. Identify the project team (e.g. architect/engineer, general contractor, and or consultants):

If this is not a Capital Improvement Project, put "NA".

N/A

19. Has a market study, property needs assessment, and/or other evaluation which identifies the need for the proposed project been completed?

If this is not a Capital Improvement Project, put "NA".

N/A

20. Will this project require implementation of Davis-Bacon/Fair Labor Standards Act Requirements?

If this is not a Capital Improvement Project, put "NA".

N/A

POLITICAL REFORM ACT

21. Under Section 84308 of the Political Reform Act, certain elected and appointed officials are prohibited from taking part in a proceeding for an entitlement for use, including most contracts, if the official has received a contribution exceeding $250 from a party or participant in the proceeding within the preceding 12 months. Please answer Yes or No to the following question: Has your organization, or an employee of your organization, made a political contribution to a current Dublin, Pleasanton, or Livermore Councilmember, Mayor, or Commissioner within the last 12 months?

If Yes, please identify the employee(s) who made the political contribution, and the amount, date, and recipient of, the contribution.

No

AUTHORIZATION TO SUBMIT GRANT APPLICATION

22. By submitting this application, you confirm that you are authorized to apply to this grant on behalf of your organization.

☑ Yes, I am authorized to apply to this grant on behalf of this organization.

Budget *top*

2025-2026 Forecasted Revenue	Amount Committed	Amount Pending	Amount Planned	Amount Total
FY 2025-2026 City of Dublin			$ 10,000.00	$ 10,000.00
FY 2025-2026 City of Livermore			$ 10,000.00	$ 10,000.00
FY 2025-2026 City of Pleasanton			$ 10,000.00	$ 10,000.00
FY 2025-2026 Other (Please Describe)				$ 0.00
Total	**$ 0.00**	**$ 0.00**	**$ 30,000.00**	$ 30,000.00

2025-2026 Forecasted Expenses	City of Dublin	City of Livermore	City of Pleasanton	Other Sources	Total Project Cost
Personnel Costs (Outreach Coordinator))	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 0.00	$ 15,000.00
Harm Reduction Supplies	$ 5,000.00	$ 5,000.00	$ 5,000.00		$ 15,000.00
Total	**$ 10,000.00**	**$ 10,000.00**	**$ 10,000.00**	**$ 0.00**	$ 30,000.00

Budget Narrative

Outreach Coordinator - .11FTE ($45,000 annual salary)

Documents *top*

Documents Requested *	Required?	Attached Documents *
Agency Audit Requirements and Copy of Last Audit	☑	LNF Audit Agency Audit Requirements
Agency's Annual Budget	☑	LNF Annual Budget
(Capital Only) Capital Expenditure Budget for the project		
(Capital Only) Project photos, designs, site drawings, specifications		
(Capital Only) Proposed project budget, including all sources and uses and budget assumptions for development phases		
(Capital Only) Pro forma operating budget with estimated revenue and expenses		
(Capital Only) Evidence of Site Control		
(Capital Only) Title Report (acquisition, new facilities and substantial rehabilitation)		
(Capital Only) Environmental Reports (e.g. Phase I Environmental Site Assessment, ALTA Survey)		

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DUBLIN CALIFORNIA LIVERMORE PLEASANTON
Tri-Valley Grants Application

Powered by ZoomGrants™ and

City of Dublin
Tri-Valley Grants Application
FY 2025-2027 Tri-Valley Housing and Human Services Grants
Deadline: 1/17/2025

Mercy Retirement and Care Center

Mercy Brown Bag Program

Jump to: Application Questions Budget Documents

Submitted: 1/17/2025 2:19:20 PM (Pacific)

Project Contact
Janice Roberts
[redacted]

Mercy Retirement and Care Center
[redacted]

Application Questions *top*

ORGANIZATION INFORMATION

1. Please identify if your organization is a Non-Profit or Public Agency:
For-profit agencies are not eligible for these grants funds

- [x] Non-Profit
- [ ] Public Agency

2. Please state your agency's mission and/or vision statement(s):
Since 1982 Mercy Brown Bag Program (MBBP) has distributed free, fresh and nutritious groceries across Alameda County to low-income seniors 60 years of age or older. The program was originated by residents of Mercy Retirement and Care Center who saw the poverty and senior need in the surrounding Fruitvale neighborhood and approached the Sisters of Mercy leadership to begin putting together bags of food for those in need. These eager senior volunteers laid the foundation for what would become MBBP.

MBBP currently delivers food to 80 sites across Alameda County and has grown to serve 8600+ senior households. MBBP currently delivers to 129 older adult households twice each month in the City of Livermore, distributed across four different sites including Arbor Vista, Carmen Ave Apartments, Hill Crest Garden and Vineyard Village senior residencies. In the City of Pleasanton we serve 245 households across five different sites, also twice a month. Pleasanton low-income senior residencies include: Chestnut Square, Estabrook Place, Kottinger Gardens, Ridgeview Commons and Stanley Gunction. We would like to expand to the City of Dublin as we receive calls requesting these services

weekly in our office.

Because we get frequent calls from the eastern county area (typically 1 to 3 each week of the year) we are interested in establishing at least one or two new, central hubs where independent seniors could go for groceries, such as local senior centers or community centers. We have 12 of these sites today distributing food from Albany south to Newark. We would love to open one or two in the eastern part of the county.

MBBP is focused on improved health outcomes (reported by over 90% of our recipients) and are strategically headed toward 'Food as Medicine' where our seniors could get food 'Prescriptions' from their doctor to treat ailments. 52% of our bags are fresh fruit and vegetables today, combined with protein and whole grains, and fats as appropriate. In addition, with over 500 volunteers across our network, most of which are seniors, we offer critical social connections important for senior mental health.

PROJECT INFORMATION

3. Provide a brief summary of the project for which your agency is seeking grant funding. This information will be used on the documents that go to the City Councils.

1-2 sentences

Mercy Brown Bag Program (MBBP) seeks grant funding to sustain and expand its vital grocery services addressing senior hunger in Dublin, Livermore, and Pleasanton, where we currently serve over 400 low-income older adults twice a month with fresh, nutritious groceries. With the average income of Livermore Brown Bag recipients at $985/mo and Pleasanton recipients at $1,080 monthly, the need is critical. This is further underlined with a 63% rise in food assistance needs across the Tri-Valley since 2020, MBBP is urgently scaling efforts to meet the growing demand and provide a critical safety net for vulnerable seniors.

4. Is this a Capital Improvement Project?

If yes, fill out questions 15-20.

- ☐ Yes
- ☑ No

5. How does this project align with your organization's annual goals?

Please include qualitative and quantitative metrics in your response.

This project aligns directly with MBBP's annual goals of addressing senior hunger by maintaining the high-quality food assistance services we currently provide to nutrition-insecure older adults in Livermore and Pleasanton. With the senior population steadily increasing and the Alameda County Community Food Bank estimating that 18,000 seniors in the county face food insecurity, it is crucial to ensure that our existing services in these communities remain consistent and impactful. Today, Mercy Brown Bag feeds roughly half of those nutrition-insecure older adults in the county.

We receive frequent phone calls, typically 1-3 weekly from seniors, case workers, and concerned families in Dublin, Livermore, and Pleasanton, expressing the need for access to nutritious food and inquiring about how to join our program. These inquiries reflect not only the ongoing demand but also the trust these communities place in MBBP to support their food security. Our focus is on sustaining the level of care, reliability, and quality that our recipients expect, ensuring that we remain a lifeline for older adults in these areas.

Qualitatively, our services have a proven positive impact, as shared through personal testimonies and survey feedback from program participants. For instance:
- 98% of surveyed recipients tell us the groceries they receive from Mercy Brown Bag improve their overall health and wellbeing. Also,
- 96% of our recipients polled tell us Mercy Brown Bag has given them the opportunity to socialize with others, a critical health measure according to current medical thinking.

Quantitatively, our goal is to maintain consistent service delivery to hundreds of seniors we currently serve

in these cities while ensuring that our operational capacity keeps pace with their needs. This project ensures that we can continue to provide a dependable safety net, upholding the dignity and well-being of the seniors we serve in Livermore and Pleasanton and those we hope to serve in Dublin.

6. Describe the needs, challenges, and/or service gaps that your project addresses. How will clients access the services?

If applicable, please describe how your organization's programs and services directly respond to negative economic or public health impacts of the COVID-19 Pandemic.

The Mercy Brown Bag Program is committed to addressing the critical needs, challenges, and service gaps faced by low-income seniors in Livermore, Pleasanton, and Dublin. Currently, we serve 129 seniors in Livermore at Arbor Vista, Carmen Avenue Apartments, Hillcrest Garden, and Vineyard Village. In Pleasanton, 245 seniors rely on our food assistance at locations including Chestnut Square, Estabrook Place, Kottinger Gardens, Ridgeview Commons, and Stanley Junction. However, a significant gap remains in Dublin, where we are unable to provide direct services despite growing demand.

Each week, we receive calls from Dublin residents seeking food assistance, many of whom face substantial barriers to accessing our services in Livermore or Pleasanton. Transportation is a major obstacle for these seniors, who often lack access to a personal vehicle or face financial and mobility constraints that make public transit difficult or impossible, especially burdened with a 20 pound bag of groceries. These challenges emphasize the urgent need for localized support in Dublin.

To address this gap, MBBP plans to establish a new distribution site in Dublin, providing convenient access to nutritious groceries within the community. This site will follow the same model as our existing culturally sensitive, USDA-compliant food distributions, prioritizing fresh fruits, vegetables, lean protein, and whole grains to support healthier outcomes. Clients will have access to this site through an inclusive intake process, and our community coordinators—MBBP drivers who serve as transporters and on-site resources—will ensure the site is welcoming, efficient, and supportive.

MBBP's efforts extend beyond hunger relief to combatting social isolation, which the U.S. Surgeon General in 2023 identified as being as deadly as heart disease, cancer, and diabetes. Our robust volunteer network of 43 volunteers contributing 1,513.25 hours across Livermore and Pleasanton in calendar year 2024—plays a critical role in fostering community connections. At key sites like Hillcrest (330.5 hours), Vineyard Village (294 hours), and Ridgeview Commons (326.75 hours), volunteers not only provide practical support but also offer companionship, helping to alleviate the loneliness that many seniors face. These efforts are part of the 19,271 volunteer hours logged across all Mercy Brown Bag sites in 2024, creating a sense of purpose and improving mental health for both seniors and volunteers.

The addition of a proposed Dublin site represents a vital step forward in our mission to combat senior hunger and create equitable access to resources across all three cities, and our ability to respond positively to your residents in need. With this expansion, MBBP will not only fill a critical service gap but also foster a stronger, more connected community of support for the vulnerable seniors of Dublin, addressing both their nutritional needs and the devastating effects of isolation.

7. Describe how your organization will measure the effectiveness of this project?

Please include qualitative and quantitative metrics in your response.

The Mercy Brown Bag Program (MBBP) employs a robust system of qualitative and quantitative measures to evaluate the effectiveness of our program, ensuring accountability and continuous improvement. Following years of disruption caused by COVID-19 and key findings from our 2022 audit, we have strengthened our data collection and tracking processes to better serve our community.

We use quantitative metrics to systematically track outcomes, MBBP utilizes Link2Feed, an electronic client-tracking database designed for case management and inventory management. This platform enables us to gather and analyze detailed data about our recipients, including demographics such as ethnicity, language, income level, and sources of income. It also monitors the movement and volume of food distributed, providing a clear picture of operational efficiency and food allocation.

Employees and volunteers collect data during the intake process for new recipients and regularly update records during food distributions to ensure the accuracy and relevance of our data. Metrics like the total number of recipients served, pounds of food distributed, and the frequency of distributions provide clear, measurable indicators of our program's reach and impact.

To complement these quantitative measures, MBBP conducts recipient surveys to gain deeper insights into their needs, experiences, and satisfaction with our services. These surveys explore critical areas such as recipients' perceptions of food quality, accessibility of distribution sites, and overall satisfaction with the program. Additionally, they collect information on broader aspects of recipient health and wellness, including physical activity, social engagement, and nutritional improvements resulting from our services.

Survey feedback is vital for identifying service gaps and guiding enhancements. For example, insights gained from these surveys have driven our recent efforts to increase recipient choice by incorporating food preferences into our distribution model. This approach not only enhances the dignity and satisfaction of those we serve but also reduces food waste and improves program efficiency.

By combining quantitative and qualitative data, MBBP evaluates both operational success and recipient well-being. Key performance indicators (KPIs) include the percentage of recipients reporting that the program meets most or all of their food needs, the volume of food to underserved areas, and improvements in recipient health outcomes such as diet quality and social connectivity.

Additionally, MBBP uses historical data and year-over-year comparisons to monitor trends, assess the effectiveness of new initiatives, and adapt strategies to meet changing community needs. For example, feedback on our 'Food as Medicine' initiative, which integrates health outcomes with food assistance, will be closely monitored to measure its impact on recipient wellness.

8. Please indicate which City/Cities you are requesting funding from and state the amount in which is being requested (Dublin: Minimum $5,000, Maximum $25,000; Livermore: Minimum $5,000, No Maximum; Pleasanton: Minimum $5,000, No Maximum).
If not requesting funding from one or more of the cities below, please include "0" in the appropriate field (s). City subtotals and a Tri-Valley grand total will be automatically calculated and can be viewed by clicking 'Print preview' button above.

10,000	FY 2025-2026 Dublin
10,000	FY 2026-2027 Dublin
20,000.00	**SUBTOTAL**
25,000	FY 2025-2026 Livermore
25,000	FY 2026-2027 Livermore
50,000.00	**SUBTOTAL**
50,000	FY 2025-2026 Pleasanton
50,000.00	**SUBTOTAL**
120,000.00	**TOTAL**

9. Describe, in detail, how your agency will use the Housing and Human Services grant funds, and what results you expect to achieve with this project.
If different for each City, share specific details for each City.
MBBP aims to combat senior nutrition insecurity in Pleasanton, Livermore, and with hopes of expanding into Dublin, addressing the growing needs of low-income elderly residents in these areas. By providing

consistent access to nutritious food, the program seeks to improve health outcomes, enhance quality of life, and build a stronger support network for seniors in the Tri-Valley region.

Our goals are to serve 9,000 seniors in 2025: MBBP will continue bi-weekly grocery distributions to meet the rising demand, building on the 8,583 households we served last fiscal year. This will include maintaining and expanding services in Pleasanton and Livermore while establishing local distribution points in Dublin to reduce travel barriers for Dublin residents.

Maintain our 80 distribution points across Alameda County: Increasing accessibility for seniors in Pleasanton and Livermore while adding new sites in Dublin will ensure equitable access to food assistance throughout the Tri-Valley area.

Provide culturally sensitive food options aligned with USDA guidelines: Distributions will include at least 50% fresh fruits and vegetables, complemented by lean protein (so essential for senior health) and whole grains, catering to the diverse dietary needs and preferences of the communities we serve.

Intended outcomes are improved access to nutritious food for seniors in Pleasanton, Livermore, and Dublin: This will reduce food insecurity and provide seniors with a reliable source of high-quality groceries. MBBP hopes to strengthen community connections by offering culturally appropriate and consistent services, MBBP will foster a sense of belonging and support among seniors in the region.

The Housing and Human Services grant funds will directly support the acquisition, transportation, and distribution of food for seniors in Pleasanton, Livermore, and Dublin. A significant portion of the funding will be allocated to purchasing nutritious groceries, including fresh fruits, vegetables, lean protein, and whole grains, ensuring that seniors receive culturally appropriate and health-promoting food options. Additionally, a percentage of the funds will be used to support the Mercy Brown Bag Program (MBBP) drivers who serve as community coordinators. These drivers play a dual role by not only transporting food to Tri-Valley points but also helping coordinate volunteers and fostering connections with recipients, addressing concerns, and providing critical support to seniors at each site.

10. If this project was not funded by one or more of the Cities, would this project still exist? How would you adapt the project if it was partially funded by one or more of the Cities?
If the Mercy Brown Bag Program were not funded by the cities of Livermore and Pleasanton, it would face significant challenges in sustaining current operations and meeting the growing needs of vulnerable seniors in those areas. City funding is essential to our ability to provide consistent, nutritious groceries to seniors who face barriers to food access. Without this critical support, maintaining service levels and expanding to underserved areas, such as establishing distribution sites within Dublin, would be extremely difficult. As a result, many Dublin residents would continue to face the choice of no local food assistance from MBBP or the burden of traveling 11 miles to our closest senior center open to the public.

Partial funding from the Cities of Livermore and Pleasanton would necessitate strategic adjustments to ensure the program's continued impact. First, we would prioritize establishing local distribution sites in Dublin to reduce the travel burden for seniors and improve access to food assistance for this underserved community. This approach aligns with our mission to eliminate barriers and provide equitable access to resources. Additionally, we would focus on streamlining operations by optimizing delivery schedules, enhancing volunteer coordination, and leveraging partnerships with community organizations to maintain a strong distribution network.

To address potential funding gaps, the Mercy Brown Bag Program would intensify targeted fundraising efforts within Livermore, Pleasanton, and Dublin. These efforts would include engaging local businesses, individual donors, and community groups to increase private contributions. We would also explore opportunities to collaborate with healthcare providers, faith-based organizations, and other local stakeholders to implement innovative initiatives like 'Food as Medicine,' which integrates food assistance with health and wellness outcomes.

The impact of reduced funding would be significant, as more than 85% of our recipients report that the groceries provided by our program account for most or all of the food they consume. Limited resources could result in fewer food deliveries, disproportionately affecting the most vulnerable seniors who depend

on consistent access to healthy groceries. Despite these challenges, the Mercy Brown Bag Program remains committed to its mission of ensuring that seniors in Livermore, Pleasanton, and Dublin have reliable access to the nutritious food they need to thrive.

Full funding from the Cities of Livermore and Pleasanton would allow us to sustain current service levels, close a critical $200,000 gap caused by uncertainties in other contributions, and continue meeting the needs of seniors in our communities. It would also enable us to explore innovative service expansions, such as integrating health outcomes with food assistance, ensuring that seniors not only receive groceries but also experience improved overall well-being.

11. Projected number of clients, by City, that this project plans to serve in FY 2025-2026 in each income category:

50	Dublin: Extremely Low Income (< 30%)
	Dublin: Very Low Income (30-50% AMI)
	Dublin: Low Income (50-80% AMI)
	Dublin: Moderate Income (80-120% AMI)
	Dublin: Above Moderate Income (>120% AMI)
50.00	**SUBTOTAL**
150	Livermore: Extremely Low Income (< 30%)
	Livermore: Very Low Income (30-50% AMI)
	Livermore: Low Income (50-80% AMI)
	Livermore: Moderate Income (80-120% AMI)
	Livermore: Above Moderate Income (>120% AMI)
150.00	**SUBTOTAL**
300	Pleasanton: Extremely Low Income (< 30%)
	Pleasanton: Very Low Income (30-50% AMI)
	Pleasanton: Low Income (50-80% AMI)
	Pleasanton: Moderate Income (80-120% AMI)
	Pleasanton: Above Moderate Income (>120% AMI)
300.00	**SUBTOTAL**
500.00	**TOTAL**

12. Projected number of clients, by City, that this project plans to serve in FY 2026-2027 in each income category:

100	Dublin: Extremely Low Income (< 30%)
	Dublin: Very Low Income (30-50% AMI)
	Dublin: Low Income (50-80% AMI)
	Dublin: Moderate Income (80-120% AMI)
	Dublin: Above Moderate Income (>120% AMI)
100.00	**SUBTOTAL**

200	Livermore: Extremely Low Income (< 30%)
	Livermore: Very Low Income (30-50% AMI)
	Livermore: Low Income (50-80% AMI)
	Livermore: Moderate Income (80-120% AMI)
	Livermore: Above Moderate Income (>120% AMI)
200.00	**SUBTOTAL**
300.00	**TOTAL**

13. How does your agency assess that your clients are "eligible beneficiaries"?
i.e. low- and moderate-income persons and/or presumed beneficiaries according to HUD.
The Mercy Brown Bag Program ensures that all clients meet eligibility criteria as "eligible beneficiaries" in alignment with HUD guidelines by serving low- and moderate-income individuals who are 60 years of age or older. Eligibility is determined based on income thresholds set at 232% of the federal poverty line, as outlined in the guidelines for our USDA-supported sites.

To qualify for the program, individuals must meet the following income criteria:

For a one-person household, the maximum monthly income is $2,949.
For a two-person household, the maximum monthly income is $4,002.
For a household of three or more, the maximum monthly income is $5,056.

The fact is, the majority of Mercy Brown Bag recipients fall far short of these income guidelines. Our average recipients lives in the Bay Area with an income of $1068 a month. This is additionally noteworthy when taken in context to the UCSF study of the unhoused in Northern California, conducted in early 2024. That research found almost 50% of the unhoused today are seniors, most of which have never been unhoused before now. Additionally, and more worrisome compared to our monthly number of $1068, the average older adult currently unhoused was found to have a monthly income of $960 - just $100 less than the Mercy Brown Bag recipients, underlining the vulnerability of those we serve.

NOTE: Average income for our Livermore recipients, stated above, is $985/mo and for Pleasanton $1,080/mo. This data is collected upon registering each recipient and is self-submitted.

EASTERN ALAMEDA COUNTY HUMAN SERVICES NEEDS ASSESSMENT

14. Which of the following Community-Level Focus Areas from the 2024 Eastern Alameda County Human Services Needs Assessment does your project identify with?
Select all that apply:

- [ ] Housing Services (Page 47)
- [x] Health Care Services (Page 52)
- [x] Mental Health (Page 55)
- [ ] Service Provision, Awareness, and Navigation (Page 57)
- [x] Racial/Linguistic/Cultural Responsiveness (Page 58)
- [ ] Substance Abuse Services (Page 60)
- [ ] Safety (Page 61)
- [ ] Transportation (Page 63)
- [ ] Youth (Page 65)
- [ ] Other:

CAPITAL IMPROVEMENT PROJECTS

15. For the capital improvement project, provide a detailed narrative (e.g. rehabilitation or new construction) and a detailed scope of work for the project.
If this is not a Capital Improvement Project, put "NA".
N/A.

16. For the capital improvement project, please describe the land tenure status (e.g. does your agency own or lease the property? If leasing, what are the lease terms?). If you do not have site control, describe your site control plans.
If this is not a Capital Improvement Project, put "NA".
N/A.

17. If the building is occupied, will relocation be required?
If this is not a Capital Improvement Project, put "NA".
N/A.

18. Identify the project team (e.g. architect/engineer, general contractor, and or consultants):
If this is not a Capital Improvement Project, put "NA".
N/A.

19. Has a market study, property needs assessment, and/or other evaluation which identifies the need for the proposed project been completed?
If this is not a Capital Improvement Project, put "NA".
N/A.

20. Will this project require implementation of Davis-Bacon/Fair Labor Standards Act Requirements?
If this is not a Capital Improvement Project, put "NA".
N/A.

POLITICAL REFORM ACT

21. Under Section 84308 of the Political Reform Act, certain elected and appointed officials are prohibited from taking part in a proceeding for an entitlement for use, including most contracts, if the official has received a contribution exceeding $250 from a party or participant in the proceeding within the preceding 12 months. Please answer Yes or No to the following question: Has your organization, or an employee of your organization, made a political contribution to a current Dublin, Pleasanton, or Livermore Councilmember, Mayor, or Commissioner within the last 12 months?
If Yes, please identify the employee(s) who made the political contribution, and the amount, date, and recipient of, the contribution.
The Mercy Brown Bag Program (MBBP), including its employees, has not made any political contributions to a current Dublin, Pleasanton, or Livermore Councilmember, Mayor, or Commissioner within the last 12 months. MBBP remains committed to maintaining the highest standards of ethical conduct and ensuring compliance with all applicable regulations, including Section 84308 of the Political Reform Act.

AUTHORIZATION TO SUBMIT GRANT APPLICATION

22. By submitting this application, you confirm that you are authorized to apply to this grant on behalf of your organization.
☑ Yes, I am authorized to apply to this grant on behalf of this organization.

Budget *top*

2025-2026 Forecasted Revenue	Amount Committed	Amount Pending	Amount Planned	Amount Total
FY 2025-2026 City of Dublin		$ 0.00	$ 10,000.00	$ 10,000.00
FY 2025-2026 City of Livermore			$ 25,000.00	$ 25,000.00
FY 2025-2026 City of Pleasanton			$ 50,000.00	$ 50,000.00
FY 2025-2026 County of Alameda/Government Funding	$ 264,800.00	$ 0.00	$ 50,000.00	$ 314,800.00
FY 2025-2026 County of Alameda/Government Funding	$ 0.00			$ 0.00
FY 2025-2026 Senior Assistance Foundation East Bay	$ 120,000.00			$ 120,000.00
FY 2025-2026 Evangelical Lutheran Church of Americas	$ 25,000.00			$ 25,000.00
FY 2025-2026 Crescent Porter Hale	$ 100,000.00			$ 100,000.00
FY 2025-2026 Individual Donations	$ 120,450.00			$ 120,450.00
FY 2025-2026 Other Foundations	$ 205,382.00	$ 150,000.00	$ 260,000.00	$ 615,382.00
Total	**$ 835,632.00**	**$ 150,000.00**	**$ 395,000.00**	**$ 1,380,632.00**

2025-2026 Forecasted Expenses	City of Dublin	City of Livermore	City of Pleasanton	Other Sources	Total Project Cost
Personnel Costs- Wages Other				$ 299,500.00	$ 299,500.00
Operation/Program Managers		$ 0.00	$ 0.00	$ 73,565.00	$ 73,565.00
Fully Loaded Program Manager		$ 2,000.00	$ 3,000.00	$ 85,000.00	$ 90,000.00
Culinary Expenses (Program Food)	$ 6,000.00	$ 12,000.00	$ 25,000.00	$ 290,720.00	$ 333,720.00
Mileage		$ 1,000.00	$ 2,000.00	$ 13,480.00	$ 16,480.00
Community Coordinator/Driver	$ 0.00	$ 0.00	$ 0.00	$ 70,969.00	$ 70,969.00
Fully Loaded Community Coordinator/Driver	$ 4,000.00	$ 10,000.00	$ 20,000.00	$ 36,848.00	$ 70,848.00
Taxes & Benefits and Workers Compensation				$ 133,903.00	$ 133,903.00
Food Storage				$ 44,805.00	$ 44,805.00
Administrative Overhead				$ 138,074.00	$ 138,074.00
Operational Expenses-Services & Supplies				$ 50,367.00	$ 50,367.00
Food Storage				$ 44,805.00	$ 44,805.00
Communications				$ 13,596.00	$ 13,596.00
Total	**$ 10,000.00**	**$ 25,000.00**	**$ 50,000.00**	**$ 1,295,632.00**	**$ 1,380,632.00**

Budget Narrative
In addition to overall program management, ensuring the delivery of Mercy Brown Bag's free, nutritious groceries to older adults in the Tri-Valley involves coordinating food purchases and storage. This effort relies on collaboration with facilities and a driver who brings the groceries directly to recipients' doorsteps or nearby locations.

Fully Loaded Community Coordinator/Driver- Salary - $54,600 and benefits/workers compensation - $70,848
Fully Loaded Program Manager - Salary - $78,000 and benefits/workers compensation - $12,000

Documents top

Documents Requested *	Required?	Attached Documents *
Agency Audit Requirements and Copy of Last Audit	☑	FY24_Audit_MRCC
Agency's Annual Budget	☑	MRCC Budget
(Capital Only) Capital Expenditure Budget for the project		
(Capital Only) Project photos, designs, site drawings, specifications		
(Capital Only) Proposed project budget, including all sources and uses and budget assumptions for development phases		
(Capital Only) Pro forma operating budget with estimated revenue and expenses		
(Capital Only) Evidence of Site Control		
(Capital Only) Title Report (acquisition, new facilities and substantial rehabilitation)		
(Capital Only) Environmental Reports (e.g. Phase I Environmental Site Assessment, ALTA Survey)		

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Application ID: 488902

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DUBLIN LIVERMORE PLEASANTON
Tri-Valley Grants Application

Powered by ZoomGrants™ and

City of Dublin
Tri-Valley Grants Application
FY 2025-2027 Tri-Valley Housing and Human Services Grants
Deadline: 1/17/2025

Open Heart Kitchen
Senior Meal Program

Jump to: Application Questions Budget Documents

Submitted: 1/2/2025 1:43:56 PM (Pacific)

Project Contact
John Bost
[redacted]

Open Heart Kitchen
[redacted]

Application Questions top

ORGANIZATION INFORMATION

1. Please identify if your organization is a Non-Profit or Public Agency:
For-profit agencies are not eligible for these grants funds
- [x] Non-Profit
- [ ] Public Agency

2. Please state your agency's mission and/or vision statement(s):
Open Heart Kitchen's mission is to provide nutritious food today, while building a food secure tomorrow. Our vision is to work with Community Partners to meet the most basic needs of vulnerable people in our community by empowering them to build better futures. Our guiding principles of dignity, innovation, advocacy, and collaboration steer our programs that provide free food and shelter in the Tri-Valley.

PROJECT INFORMATION

3. Provide a brief summary of the project for which your agency is seeking grant funding. This information will be used on the documents that go to the City Councils.
1-2 sentences
Open Heart Kitchen provides free lunches to seniors on weekdays at the Dublin Senior Center, the Robert Livermore Community Center, and the Pleasanton Senior Center. Meals are tailored to the dietary needs of seniors and prepared fresh daily in our Livermore kitchen, then served in a congregate setting by compassionate Open Heart Kitchen staff and volunteers.

4. Is this a Capital Improvement Project?
If yes, fill out questions 15-20.
- [ ] Yes
- [x] No

5. How does this project align with your organization's annual goals?
Please include qualitative and quantitative metrics in your response.
Open Heart Kitchen is currently focused on three strategic initiatives:
-End hunger by providing nutritious food
-End the cycle of poverty through advocacy and partnerships
-Strengthen organizational capacity

In recent years Open Heart Kitchen has expanded to provide free groceries and overnight shelter services in the Tri-Valley, but serving prepared meals continues to be at the heart of the organization. Our Senior Meal Program was established in Pleasanton in 2005, born out of a need for nutrition assistance to support low-income seniors who were struggling to maintain healthy diets. For nearly 20 years this program has been serving nutritious food in the Tri-Valley.

Many of our clients dine with us multiple times per week, including a large group of regulars who dine with us every weekday, and many of our clients have been participating in our services for years.

6. Describe the needs, challenges, and/or service gaps that your project addresses. How will clients access the services?
If applicable, please describe how your organization's programs and services directly respond to negative economic or public health impacts of the COVID-19 Pandemic.
Food is essential to managing health as we age, and at Open Heart Kitchen we believe food is medicine. According to Feeding America's "Spotlight on Senior Health: Adverse Health Outcomes of Food Insecure Older Americans", food insecurity among individuals aged 60 and older harms their health and overall well-being. This puts them at a significantly higher risk of chronic diseases such as diabetes, high blood pressure, heart disease, asthma, depression, and cognitive decline. Access to nutritious food can help manage and prevent chronic illnesses, reduce trips to the emergency room, shorten hospital stays, and lower healthcare costs.

The senior population, including those in the Tri-Valley, faces obstacles when it comes to securing reliable nutrition. Diminished strength or motor skills, loss of memory, and dental issues are just some challenges that our clients manage. Unloading groceries, using a knife with vision impairments, or forgetting to turn off a stove are daily challenges seniors can face. Some seniors struggle to cook an appropriate meal due to the loss of a spouse who took care of the cooking in their household, or because they do not know how to adjust their meals to accommodate changing health needs as they age.

Programs like ours also provide consistent access to face-to-face human interaction. Unfortunately, many seniors are lonely and meal-time can be a particularly solitary

experience. Having a welcoming space to sit down and break bread with their peers at communal dining tables adds a crucial social-emotional element to our services. COVID-19 demonstrated the importance of community, particularly for seniors who became even more isolated during the lockdowns. Our dining rooms were shuttered during that time as we pivoted into to-go services to promote social distancing. Our dedicated team took care to greet our clients by name and have meaningful interactions with them as they picked up their meals. This time in our organization's history demonstrated that while operational needs change to meet the occasion, our commitment to compassionate service remains the same. Just recently, a donor submitted this message with their donation to Open Heart Kitchen:
"Open Heart was a lifeline for my parents via food and the simple interaction exchanging "Hi!" to the volunteers when they went to pick up their food during Covid. I am deeply thankful to you all!"

Tri-Valley seniors deserve reliable and convenient access to healthy meals they can trust. We serve at the Senior and Community Centers that our guests already visit and receive services from. Every meal is designed to meet the dietary needs of seniors by our Registered Dietician and Chef. Our meals are low sodium, high in protein and vitamins, and soft enough to eat with dentures and without a knife. We serve our guests with dignity, taking their preferences into account to craft tasty meals like Vegetarian Eggplant Parmigiana or Thai BBQ Chicken.

7. Describe how your organization will measure the effectiveness of this project?
Please include qualitative and quantitative metrics in your response.
The Senior Meal Program directly aligns with our strategic initiative to end hunger by providing nutritious food. We have put in place key performance indicators to measure efficiency, assess the program's scale, and its ability to meet demand. To track this goal, we monitor the number of meals and clients served in each Tri-Valley city, the program service expense and cost per meal, the amount of fresh produce distributed with our meals, the number of new participants, and the retention rate of existing participants to ensure the program is being effectively utilized.

Our Board of Directors receives a thorough report quarterly including the quantity of meals served, the cost per meal, and the client satisfaction reports of the program. If the meal count numbers continue to be in line with our nutritional goals, satisfaction levels (collected from client surveys), and other various objectives while the cost is within budget, we consider our programs successful.

8. Please indicate which City/Cities you are requesting funding from and state the amount in which is being requested (Dublin: Minimum $5,000, Maximum $25,000; Livermore: Minimum $5,000, No Maximum; Pleasanton: Minimum $5,000, No Maximum).
If not requesting funding from one or more of the cities below, please include "0" in the appropriate field(s). City subtotals and a Tri-Valley grand total will be automatically calculated and can be viewed by clicking 'Print preview' button above.

25000	FY 2025-2026 Dublin
25000	FY 2026-2027 Dublin
50,000.00	**SUBTOTAL**
25000	FY 2025-2026 Livermore
25000	FY 2026-2027 Livermore
50,000.00	**SUBTOTAL**
50000	FY 2025-2026 Pleasanton
50,000.00	**SUBTOTAL**
150,000.00	**TOTAL**

9. Describe, in detail, how your agency will use the Housing and Human Services grant funds, and what results you expect to achieve with this project.
If different for each City, share specific details for each City.
Grant funding from the cities of Dublin, Livermore, and Pleasanton are used to provide nutritious meals to local seniors. Funding is utilized to purchase food and supplies required to prepare these meals fresh daily. Funding is also used to maintain the kitchen where our meals are prepared, for the personnel who serve these meals, and for other overhead costs associated with the program including administrative personnel and insurance. Our team works hard to keep costs down to maximize every donation and grant that is received. We work with large food providers to bring the price of food down by ordering in bulk, and incorporate donated ingredients whenever possible. We participate in a group purchasing program through US Foods to cut down on the costs of bulk items that we order for our pre-set meals. Open Heart Kitchen is also a Member Agency of the Alameda County Community Food Bank which grants us access to free or heavily discounted food items.

In order to save even more, Open Heart Kitchen joined forces with Alameda County Community Food Bank to launch Open Heart Food Bank– a 19,000 square foot warehouse in Livermore with the capacity to reclaim and distribute millions of pounds of food annually that might otherwise go to waste. Open Heart Food Bank positions Open Heart Kitchen to pick up, store, repackage, and distribute pallets of food that our community needs. It also allows us to accept larger donations than could be stored in the past, which cuts down on food costs for our programs. With Open Heart Food Bank we no longer need to refuse a truckload of food that could easily be used to support our Senior Meal Program simply because we have nowhere to store such a large quantity. Now, we can work with large businesses in the area to accept these food donations, safely store them in our large refrigerator and freezer, and incorporate these free foods in our meals.

Open Heart Kitchen has and always will be an organization that is made possible through a community of dedicated volunteers. This is one of the most important ways that we are able to keep costs down and continue to serve without charging our clients. More than 500 volunteers gave their time to serve with our Senior Meal Program in 2024. This does not include all of the volunteers who also contributed to preparing the meals at our Production Kitchen. An Open Heart Kitchen staff member oversees the volunteers at each site to ensure that safety standards are being followed and services remain consistent. Our volunteers are dedicated individuals who assume weekly shifts and gain skills over time which, in turn, leads to increased efficiency. Our Senior Meal Program volunteers set tables, dish up plates, check-in guests and serve them directly at their tables, and clean up at the end of each service. Thousands of volunteer hours are donated annually by our community, eliminating additional personnel costs that would otherwise be cost prohibitive for our organization.

10. If this project was not funded by one or more of the Cities, would this project still exist? How would you adapt the project if it was partially funded by one or more of the Cities?
Open Heart Kitchen is fortunate to have the opportunity to receive Senior Meal Program funding from multiple sources. Our clients have the ability to make donations to offset the costs of their meals, individuals and businesses make charitable donations to support the program, and we apply for grant funding from numerous sources that include federal and private funding. The largest source of funding for our Senior Meal Program– more than half of the program budget– is provided by our multi-year contract with Alameda County.

If funding is not received from the cities of Dublin, Livermore, and Pleasanton our Senior Meal Program will continue to serve the Tri-Valley's seniors. However, losing funds may lead to changes in the program that would limit the eligibility of our clients and diminish our ability to meet demand. With less funding this program will be forced to reduce costs even further to continue to serve the most vulnerable in our community, potentially leaving others out who live extremely close to the poverty line. If food and supplies cannot be purchased at the same volume, then we will reduce our daily meals and turn to a tiered eligibility system that prioritizes services to our clients with the least economic means. By basing eligibility off of our clients' reported household incomes, we will only capture a fraction of risks that leave seniors vulnerable. While the vast majority of our clients report that they participate in our meal services because of the cost, they also participate because of enhanced social-emotional connections, better health outcomes, in some cases, because of the inability to prepare meals for themselves.

11. Projected number of clients, by City, that this project plans to serve in FY 2025-2026 in each income category:

150	Dublin: Extremely Low Income (< 30%)
25	Dublin: Very Low Income (30-50% AMI)
15	Dublin: Low Income (50-80% AMI)
5	Dublin: Moderate Income (80-120% AMI)
5	Dublin: Above Moderate Income (>120% AMI)
200.00	**SUBTOTAL**

55	Livermore: Extremely Low Income (< 30%)
25	Livermore: Very Low Income (30-50% AMI)
10	Livermore: Low Income (50-80% AMI)
5	Livermore: Moderate Income (80-120% AMI)
5	Livermore: Above Moderate Income (>120% AMI)
100.00	**SUBTOTAL**
165	Pleasanton: Extremely Low Income (< 30%)
30	Pleasanton: Very Low Income (30-50% AMI)
30	Pleasanton: Low Income (50-80% AMI)
5	Pleasanton: Moderate Income (80-120% AMI)
5	Pleasanton: Above Moderate Income (>120% AMI)
235.00	**SUBTOTAL**
535.00	**TOTAL**

12. Projected number of clients, by City, that this project plans to serve in FY 2026-2027 in each income category:

150	Dublin: Extremely Low Income (< 30%)
25	Dublin: Very Low Income (30-50% AMI)
15	Dublin: Low Income (50-80% AMI)
5	Dublin: Moderate Income (80-120% AMI)
5	Dublin: Above Moderate Income (>120% AMI)
200.00	**SUBTOTAL**
55	Livermore: Extremely Low Income (< 30%)
25	Livermore: Very Low Income (30-50% AMI)
10	Livermore: Low Income (50-80% AMI)
5	Livermore: Moderate Income (80-120% AMI)
5	Livermore: Above Moderate Income (>120% AMI)
100.00	**SUBTOTAL**
300.00	**TOTAL**

13. How does your agency assess that your clients are "eligible beneficiaries"?
i.e. low- and moderate-income persons and/or presumed beneficiaries according to HUD.
A requirement of our funding contract with Alameda County is that we collect demographic information from all of our program participants. This collection takes place when the client joins our program, and annually to collect any updated information. This information is collected on a client intake form that includes space to self-report date of birth, contact information, address, household size and income, race, gender, and more. The client's household size and income are used by our administrative staff to determine which income bracket they are categorized under per the limits set by HUD annually.

EASTERN ALAMEDA COUNTY HUMAN SERVICES NEEDS ASSESSMENT

14. Which of the following Community-Level Focus Areas from the 2024 Eastern Alameda County Human Services Needs Assessment does your project identify with?
Select all that apply:

- ☐ Housing Services (Page 47)
- ☐ Health Care Services (Page 52)
- ☐ Mental Health (Page 55)
- ☐ Service Provision, Awareness, and Navigation (Page 57)
- ☐ Racial/Linguistic/Cultural Responsiveness (Page 58)
- ☐ Substance Abuse Services (Page 60)
- ☐ Safety (Page 61)
- ☐ Transportation (Page 63)
- ☐ Youth (Page 65)
- ☑ Other: Food and Nutrition, and Senior Services

CAPITAL IMPROVEMENT PROJECTS

15. For the capital improvement project, provide a detailed narrative (e.g. rehabilitation or new construction) and a detailed scope of work for the project.
If this is not a Capital Improvement Project, put "NA".
N/A

16. For the capital improvement project, please describe the land tenure status (e.g. does your agency own or lease the property? If leasing, what are the lease terms?). If you do not have site control, describe your site control plans.
If this is not a Capital Improvement Project, put "NA".
N/A

17. If the building is occupied, will relocation be required?
If this is not a Capital Improvement Project, put "NA".
N/A

18. Identify the project team (e.g. architect/engineer, general contractor, and or consultants):
If this is not a Capital Improvement Project, put "NA".
N/A

19. Has a market study, property needs assessment, and/or other evaluation which identifies the need for the proposed project been completed?
If this is not a Capital Improvement Project, put "NA".

N/A

20. Will this project require implementation of Davis-Bacon/Fair Labor Standards Act Requirements?
If this is not a Capital Improvement Project, put "NA".
N/A

POLITICAL REFORM ACT

21. Under Section 84308 of the Political Reform Act, certain elected and appointed officials are prohibited from taking part in a proceeding for an entitlement for use, including most contracts, if the official has received a contribution exceeding $250 from a party or participant in the proceeding within the preceding 12 months. Please answer Yes or No to the following question: Has your organization, or an employee of your organization, made a political contribution to a current Dublin, Pleasanton, or Livermore Councilmember, Mayor, or Commissioner within the last 12 months?
If Yes, please identify the employee(s) who made the political contribution, and the amount, date, and recipient of, the contribution.
No.

AUTHORIZATION TO SUBMIT GRANT APPLICATION

22. By submitting this application, you confirm that you are authorized to apply to this grant on behalf of your organization.
☑ Yes, I am authorized to apply to this grant on behalf of this organization.

Budget *top*

2025-2026 Forecasted Revenue	Amount Committed	Amount Pending	Amount Planned	Amount Total
FY 2025-2026 City of Dublin			$ 25,000.00	$ 25,000.00
FY 2025-2026 City of Livermore			$ 25,000.00	$ 25,000.00
FY 2025-2026 City of Pleasanton			$ 50,000.00	$ 50,000.00
FY 2025-2026 Other - County of Alameda			$ 400,000.00	$ 400,000.00
FY 2025-2026 Other - Program Revenue			$ 25,000.00	$ 25,000.00
FY 2025-2026 Other - Contributions			$ 244,875.00	$ 244,875.00
FY 2025-2026 Other - In-kind Contributions			$ 95,000.00	$ 95,000.00
Total	**$ 0.00**	**$ 0.00**	**$ 864,875.00**	$ 864,875.00

2025-2026 Forecasted Expenses	City of Dublin	City of Livermore	City of Pleasanton	Other Sources	Total Project Cost
Personnel Costs	$ 15,000.00	$ 15,000.00	$ 15,000.00	$ 395,250.00	$ 440,250.00
Operating Costs			$ 0.00	$ 24,000.00	$ 24,000.00
Administrative Costs	$ 2,500.00	$ 2,500.00	$ 5,000.00	$ 68,625.00	$ 78,625.00
Capital Costs (Pre-Development)					$ 0.00
Capital Costs (Construction)					$ 0.00
Other - Food and Supplies	$ 7,500.00	$ 7,500.00	$ 25,000.00	$ 115,000.00	$ 155,000.00
Other - Occupancy/Facility Expenses			$ 5,000.00	$ 78,000.00	$ 83,000.00
Other - Depreciation				$ 84,000.00	$ 84,000.00
Total	**$ 25,000.00**	**$ 25,000.00**	**$ 50,000.00**	**$ 764,875.00**	$ 864,875.00

Budget Narrative
City of Dublin: Site Supervisor at the Dublin Senior Center - 75% of salary to be paid with grant funds
City of Livermore: Site Supervisor at the Robert Livermore Community Center - 31% of salary to be paid with grant funds
City of Pleasasanton: Site Supervisor at the Pleasanton Senior Center - 75% of salary to be paid with grant funds

The FY2026 budget for the Senior Meal Program outlines a comprehensive funding and expense plan to ensure the continuation and improvement of meal services for seniors. The program anticipates total revenues of $864,875, which includes significant contributions from government grants ($500,000), in-kind donations ($95,000), contributions ($244,875), and program revenue ($25,000).

Personnel costs represent the largest expense category at $440,250, encompassing salaries, wages, and fringe benefits. These costs reflect the dedication of staff necessary to prepare, package, and distribute meals efficiently while maintaining high-quality service standards. Food and supplies are the next largest expense at $155,000, ensuring the program can provide nutritious meals. Occupancy and facility expenses total $83,000 and include rent, utilities, and maintenance of facilities and equipment, ensuring a safe and functional space for meal preparation and service operations. Other operating expenses amount to $24,000, which include costs for advertising the program, auto maintenance for meal delivery vehicles, staff training and development, and uniforms. Depreciation expenses cover the wear and tear on critical equipment used in food preparation and transportation. Administrative costs, totaling $78,625, represent essential expenses associated with program oversight, financial management, and compliance. These costs ensure the program's efficient operation and adherence to grant requirements. This allocation covers a portion of administrative salaries, payroll processing, IT support, and general office expenses.

Documents *top*

Documents Requested *	Required?	Attached Documents *
Agency Audit Requirements and Copy of Last Audit	☑	Audit Requirements
		Audit
Agency's Annual Budget	☑	FY2025 Budget
(Capital Only) Capital Expenditure Budget for the project		
(Capital Only) Project photos, designs, site drawings, specifications		
(Capital Only) Proposed project budget, including all sources and uses and budget assumptions for development phases		
(Capital Only) Pro forma operating budget with estimated revenue and expenses		
(Capital Only) Evidence of Site Control		
(Capital Only) Title Report (acquisition, new facilities and substantial rehabilitation)		
(Capital Only) Environmental Reports (e.g. Phase I Environmental Site Assessment, ALTA Survey)		

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Application ID: 486896

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Tri-Valley Grants Application

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City of Dublin
Tri-Valley Grants Application
FY 2025-2027 Tri-Valley Housing and Human Services Grants
Deadline: 1/17/2025

Partners for Change Tri-Valley

Alleviating Poverty and Homelessness in the Tri-Valley

Jump to: Application Questions Budget Documents

Submitted: 1/7/2025 9:50:29 AM (Pacific)

Project Contact
Terri Molano
[redacted]

Partners for Change Tri-Valley
[redacted]

Application Questions *top*

ORGANIZATION INFORMATION

1. Please identify if your organization is a Non-Profit or Public Agency:
For-profit agencies are not eligible for these grants funds
- [x] Non-Profit
- [ ] Public Agency

2. Please state your agency's mission and/or vision statement(s):
We equip and empower people to chart their course out of poverty to self-sufficiency through an education and mentorship program. We foster positive community by intentionally creating personal relationships that bridge socioeconomic lines.

PROJECT INFORMATION

3. Provide a brief summary of the project for which your agency is seeking grant funding. This information will be used on the documents that go to the City Councils.
1-2 sentences
We are dedicated to equipping and empowering individuals to break the cycle of poverty and achieve

self-sufficiency. Through education and mentorship focused on poverty alleviation, we provide the tools and support needed for lasting transformation. We cultivate meaningful relationships that foster a safe, supportive, and inclusive community, helping to bridge socioeconomic divides and create opportunities for all to thrive.

Graduates of our program leave with skills in financial literacy, goal setting, work-readiness, interpersonal skills, self-awareness, self-control, self-confidence, and resilience, all designed to create meaningful life improvement.

4. Is this a Capital Improvement Project?

If yes, fill out questions 15-20.

- ☐ Yes
- ☑ No

5. How does this project align with your organization's annual goals?

Please include qualitative and quantitative metrics in your response.

This project is the sum of our annual goals. The funding from this grant will contribute to our ability to execute our programming.

6. Describe the needs, challenges, and/or service gaps that your project addresses. How will clients access the services?

If applicable, please describe how your organization's programs and services directly respond to negative economic or public health impacts of the COVID-19 Pandemic.

We work with individuals who have faced significant challenges due to unstable or unsupportive scenarios in their lives. These challenges often result in difficulties in meeting their basic needs and can manifest in various forms—ranging from limited educational opportunities to a lack of self-esteem. Many of those we serve have struggled for years without the necessary support systems, leaving them feeling disconnected from their own potential.

Our approach is rooted in the belief that every person deserves the opportunity to build a stable, fulfilling life. By providing access to education, mentorship, and essential skills, we offer the tools necessary for individuals to break free from the cycle of poverty and start their journey toward self-sufficiency. We place a strong emphasis on not only meeting immediate needs but also laying the foundation for long-term personal success. This has a significant impact on generational wealth as well.

At the heart of our work is the cultivation of healthy, supportive relationships. We understand that real transformation takes place when individuals feel seen, valued, understood, and most importantly recognize their own self-worth. Our programs help participants develop the confidence to recognize their worth and the strength to overcome obstacles. By fostering self-esteem and teaching valuable relational skills, we empower individuals to build meaningful connections with others and develop the resilience needed to face life's challenges.

Through this transformative process, we are not simply helping individuals survive, we are guiding them to thrive. As they develop a deeper sense of self-worth, we see them unlock their true potential, achieving lasting change that extends far beyond immediate circumstances. Ultimately, our goal is to support individuals in reaching their fullest potential, enabling them to live lives of purpose, stability, and meaningful growth that creates lasting positive impact within their families and communities.

Accessing Classes:

Participant to Participant ride sharing - The driving Participant earns a Safeway gift card for each ride provided.

Bus - Free Bus Passes are provided for those who use the bus system

Paratransit - Free Paratransit tickets are provided for those in our program requiring Paratransit services.

Zoom - We set up zoom access for those who normally attend, but have to miss due to illness, etc.

7. Describe how your organization will measure the effectiveness of this project?

Please include qualitative and quantitative metrics in your response.

We measure the effectiveness of our program by the meaningful life improvements our participants have

experienced as a result of attending our classes. These improvements encompass both tangible achievements, such as securing housing, accessing transportation, obtaining gainful employment, earning promotions, pursuing higher education, enhancing credit scores, and establishing savings accounts, as well as intangible benefits like increased self-confidence, self-esteem, and a sense of personal value. Together, these elements equip individuals to face life's challenges more effectively.

In 2024, we have achieved a significant increase in participant numbers, delivering over 96 classes and serving 128 individuals. This progress would not have been possible without your generous donation.

8. Please indicate which City/Cities you are requesting funding from and state the amount in which is being requested (Dublin: Minimum $5,000, Maximum $25,000; Livermore: Minimum $5,000, No Maximum; Pleasanton: Minimum $5,000, No Maximum).
If not requesting funding from one or more of the cities below, please include "0" in the appropriate field (s). City subtotals and a Tri-Valley grand total will be automatically calculated and can be viewed by clicking 'Print preview' button above.

$15,000	FY 2025-2026 Dublin
$15,000	FY 2026-2027 Dublin
30,000.00	**SUBTOTAL**
$15,000	FY 2025-2026 Livermore
$15,000	FY 2026-2027 Livermore
30,000.00	**SUBTOTAL**
$15,000	FY 2025-2026 Pleasanton
15,000.00	**SUBTOTAL**
75,000.00	**TOTAL**

9. Describe, in detail, how your agency will use the Housing and Human Services grant funds, and what results you expect to achieve with this project.
If different for each City, share specific details for each City.
Our current ratio of expenses is 8.18% goes toward administration and 91.82% goes towards our program. At a minimum, we can guarantee that same ratio will apply to the grant funds.
This would equate to $13,773 going toward programming and $1227 will go toward administration.

Results Expected - Meaningful life improvements experienced by our participants as a result of attending our classes, encompass both tangible achievements, such as securing housing, accessing transportation, obtaining gainful employment, earning promotions, pursuing higher education, enhancing credit scores, and establishing savings accounts, as well as intangible benefits like increased self-confidence, self-esteem, and a sense of personal value.

10. If this project was not funded by one or more of the Cities, would this project still exist? How would you adapt the project if it was partially funded by one or more of the Cities?
As a nonprofit organization, securing funding is essential for managing our operational costs and ensuring the success of our programs. We are committed to diligently seeking out a wide variety of funding opportunities, that help sustain and expand our initiatives. Each year, we apply for numerous grants and other sources of funding, carefully tailoring our applications to meet the specific criteria set by funders as it relates to our program.
The funds we receive play a critical role in supporting our program's ongoing work and development. Depending on the amount of funding awarded, we use these resources to further our mission by increasing the number of participants, expanding to new locations, and adding more facilitators to meet growing demand. This flexibility allows us to adapt to the available resources, ensuring that we can continue to provide high-quality services regardless of funding fluctuations. By staying adaptable, we can respond to the changing needs of the communities we serve while striving for continuous growth and impact.

11. Projected number of clients, by City, that this project plans to serve in FY 2025-2026 in each income category:

15	Dublin: Extremely Low Income (< 30%)
11	Dublin: Very Low Income (30-50% AMI)
0	Dublin: Low Income (50-80% AMI)
0	Dublin: Moderate Income (80-120% AMI)
0	Dublin: Above Moderate Income (>120% AMI)
26.00	**SUBTOTAL**
58	Livermore: Extremely Low Income (< 30%)
14	Livermore: Very Low Income (30-50% AMI)
6	Livermore: Low Income (50-80% AMI)
0	Livermore: Moderate Income (80-120% AMI)
0	Livermore: Above Moderate Income (>120% AMI)
78.00	**SUBTOTAL**
12	Pleasanton: Extremely Low Income (< 30%)
11	Pleasanton: Very Low Income (30-50% AMI)
1	Pleasanton: Low Income (50-80% AMI)
0	Pleasanton: Moderate Income (80-120% AMI)
0	Pleasanton: Above Moderate Income (>120% AMI)
24.00	**SUBTOTAL**
128.00	**TOTAL**

12. Projected number of clients, by City, that this project plans to serve in FY 2026-2027 in each income category:

15	Dublin: Extremely Low Income (< 30%)
11	Dublin: Very Low Income (30-50% AMI)
0	Dublin: Low Income (50-80% AMI)
0	Dublin: Moderate Income (80-120% AMI)
0	Dublin: Above Moderate Income (>120% AMI)
26.00	**SUBTOTAL**
65	Livermore: Extremely Low Income (< 30%)
15	Livermore: Very Low Income (30-50% AMI)
5	Livermore: Low Income (50-80% AMI)
0	Livermore: Moderate Income (80-120% AMI)
0	Livermore: Above Moderate Income (>120% AMI)
85.00	**SUBTOTAL**
111.00	**TOTAL**

13. How does your agency assess that your clients are "eligible beneficiaries"?
i.e. low- and moderate-income persons and/or presumed beneficiaries according to HUD.
Participants complete a comprehensive intake form which records their demographics, household size & income, education levels and social services received. Through ongoing casework with our ED and mentors, we continuously update any notable changes.

EASTERN ALAMEDA COUNTY HUMAN SERVICES NEEDS ASSESSMENT

14. Which of the following Community-Level Focus Areas from the 2024 Eastern Alameda County Human Services Needs Assessment does your project identify with?
Select all that apply:

- [x] Housing Services (Page 47)
- [ ] Health Care Services (Page 52)
- [x] Mental Health (Page 55)
- [x] Service Provision, Awareness, and Navigation (Page 57)
- [ ] Racial/Linguistic/Cultural Responsiveness (Page 58)
- [ ] Substance Abuse Services (Page 60)
- [ ] Safety (Page 61)
- [x] Transportation (Page 63)
- [ ] Youth (Page 65)
- [ ] Other:

CAPITAL IMPROVEMENT PROJECTS

15. For the capital improvement project, provide a detailed narrative (e.g. rehabilitation or new construction) and a detailed scope of work for the project.
If this is not a Capital Improvement Project, put "NA".
NA

16. For the capital improvement project, please describe the land tenure status (e.g. does your agency own or lease the property? If leasing, what are the lease terms?). If you do not have site control, describe your site control plans.
If this is not a Capital Improvement Project, put "NA".
NA

17. If the building is occupied, will relocation be required?
If this is not a Capital Improvement Project, put "NA".
NA

18. Identify the project team (e.g. architect/engineer, general contractor, and or consultants):
If this is not a Capital Improvement Project, put "NA".
NA

19. Has a market study, property needs assessment, and/or other evaluation which identifies the need for the proposed project been completed?
If this is not a Capital Improvement Project, put "NA".
NA

20. Will this project require implementation of Davis-Bacon/Fair Labor Standards Act Requirements?
If this is not a Capital Improvement Project, put "NA".
NA

POLITICAL REFORM ACT

21. Under Section 84308 of the Political Reform Act, certain elected and appointed officials are prohibited from taking part in a proceeding for an entitlement for use, including most contracts, if the official has received a contribution exceeding $250 from a party or participant in the proceeding within the preceding 12 months. Please answer Yes or No to the following question: Has your organization, or an employee of your organization, made a political contribution to a current Dublin, Pleasanton, or Livermore Councilmember, Mayor, or Commissioner within the last 12 months?

If Yes, please identify the employee(s) who made the political contribution, and the amount, date, and recipient of, the contribution.

No

AUTHORIZATION TO SUBMIT GRANT APPLICATION

22. By submitting this application, you confirm that you are authorized to apply to this grant on behalf of your organization.

☑ Yes, I am authorized to apply to this grant on behalf of this organization.

Budget top

2025-2026 Forecasted Revenue	Amount Committed	Amount Pending	Amount Planned	Amount Total
FY 2025-2026 City of Dublin		$ 15,000.00	$ 15,000.00	$ 30,000.00
FY 2025-2026 City of Livermore		$ 15,000.00	$ 15,000.00	$ 30,000.00
FY 2025-2026 City of Pleasanton		$ 15,000.00	$ 15,000.00	$ 30,000.00
FY 2025-2026 Other Church Donations	$ 10,000.00	$ 10,000.00	$ 20,000.00	$ 40,000.00
County of Alameda	$ 0.00	$ 10,000.00	$ 10,000.00	$ 20,000.00
Foundation Grants	$ 15,000.00	$ 45,000.00	$ 60,000.00	$ 120,000.00
Individual Donors		$ 30,000.00	$ 30,000.00	$ 60,000.00
Corporte Donors		$ 15,000.00	$ 15,000.00	$ 30,000.00
Gifts In Kind	$ 94,624.20		$ 94,624.20	$ 189,248.40
Total	**$ 119,624.20**	**$ 155,000.00**	**$ 274,624.20**	**$ 549,248.40**

2025-2026 Forecasted Expenses	City of Dublin	City of Livermore	City of Pleasanton	Other Sources	Total Project Cost
Personnel Costs - Terri Molano Salary Only 16% from each City	$ 12,000.00	$ 12,000.00	$ 12,000.00		$ 36,000.00
Operating Costs	$ 2,182.00	$ 2,182.00	$ 2,182.00		$ 6,546.00
Administrative Costs	$ 818.00	$ 818.00	$ 818.00		$ 2,454.00
Capital Costs (Pre-Development)	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Capital Costs (Construction)	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Additional Personnel Costs				$ 104,978.76	$ 104,978.76
Additional Operating Costs				$ 117,217.39	$ 117,217.39

Additional Administrative Cost				$ 7,300.29	$ 7,300.29
Total	**$ 15,000.00**	**$ 15,000.00**	**$ 15,000.00**	**$ 229,496.44**	**$ $ 274,496.44**

Budget Narrative
Terri Molano, Executive Director, 16% of her salary will be paid with the grant funds from each City. We do not provide benefits.

Documents *top*

Documents Requested *	Required?	Attached Documents *
Agency Audit Requirements and Copy of Last Audit	☑	Audit Requireements
Agency's Annual Budget	☑	2025 Complete Budget
(Capital Only) Capital Expenditure Budget for the project		
(Capital Only) Project photos, designs, site drawings, specifications		
(Capital Only) Proposed project budget, including all sources and uses and budget assumptions for development phases		
(Capital Only) Pro forma operating budget with estimated revenue and expenses		
(Capital Only) Evidence of Site Control		
(Capital Only) Title Report (acquisition, new facilities and substantial rehabilitation)		
(Capital Only) Environmental Reports (e.g. Phase I Environmental Site Assessment, ALTA Survey)		

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Application ID: 487791

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DUBLIN LIVERMORE PLEASANTON
Tri-Valley Grants Application

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City of Dublin
Tri-Valley Grants Application
FY 2025-2027 Tri-Valley Housing and Human Services Grants
Deadline: 1/17/2025

Senior Health Program
Senior Health

Jump to: Application Questions Budget Documents

Submitted: 12/18/2024 6:41:27 PM (Pacific)

Project Contact
Suichen Lin
[redacted]

Application Questions *top*

ORGANIZATION INFORMATION

1. Please identify if your organization is a Non-Profit or Public Agency:
For-profit agencies are not eligible for these grants funds
- [x] Non-Profit
- [ ] Public Agency

2. Please state your agency's mission and/or vision statement(s):
Senior Health Program is an independent nonprofit agency committed to supporting individuals aged 60 and older. We reach out to seniors and schedule classes at senior housing and senior centers.
Our mission is to provide multilingual services and programs that foster independence, promote safety and well-being, preserve dignity, and to improve quality of life. We empower seniors through education, shared experiences, and transformative care, ensuring that they live with respect and confidence.

PROJECT INFORMATION

3. Provide a brief summary of the project for which your agency is seeking grant funding. This information will be used on the documents that go to the City Councils.
1-2 sentences
We recognize that many seniors face complex challenges that require personalized, ongoing support. Our organization is dedicated to providing a comprehensive, multi-language, integrated approach to senior health by addressing nutrition, mental health, environmental health, and exercise through in-home counseling, programs, education, and case management.

4. Is this a Capital Improvement Project?

If yes, fill out questions 15-20.

- ☐ Yes
- ☑ No

5. How does this project align with your organization's annual goals?

Please include qualitative and quantitative metrics in your response.

Our project is dedicated to improving access to equitable and culturally responsive mental health care for underserved communities.

Over the next 1-2 years, we aim to:

1. Expand Access to Care: Increase the availability of affordable and culturally appropriate mental health services in underserved areas through partnerships with local providers and community-based programs.

2. Raise Awareness and Reduce Stigma: Conduct community outreach and educational campaigns to normalize conversations about mental health and reduce stigma, particularly among marginalized populations.

3. Train Providers in Cultural Competency: Equip mental health professionals with the tools and training needed to deliver culturally sensitive care, addressing the unique needs of diverse populations.

4. Nutrition and Medication Safety Programs: Teach seniors and their caregivers how to create healthy meals, as well as nutrition and medication safety counseling to ensure that seniors are getting the knowledge they need to stay healthy.

Goals:

Reach 200 individuals through direct services, workshops, and community outreach.
Partner with more local organizations to create a comprehensive network of support.
Train more providers in evidence-based, culturally competent mental health practices.

Evidence-Based Strategies:

We will implement strategies grounded in research and best practices, including:

Integrated Care Models: Collaborating with primary care providers to integrate mental health services into existing healthcare systems for holistic care.

Community-Led Initiatives: Engaging community leaders to co-design programs, ensuring they are relevant and impactful.

Measuring Impact:

We will evaluate the project using quantitative and qualitative metrics, including:

Number of individuals served and services delivered.

Pre- and post-program surveys to measure changes in mental health outcomes, awareness, and stigma reduction.

Provider feedback on training efficacy

Community focus groups to assess the relevance and accessibility of programs.

Cooperation with Cal State University.

By setting clear goals, using evidence-based strategies, and continuously measuring our impact, we will ensure that the Senior Health Access and Support Initiative delivers meaningful, long-lasting improvements in the health and well-being of older adults, particularly those from underserved communities.

6. Describe the needs, challenges, and/or service gaps that your project addresses. How will clients

access the services?

If applicable, please describe how your organization's programs and services directly respond to negative economic or public health impacts of the COVID-19 Pandemic.

The project aims to improve access to mental health services, nutrition counseling, and medication safety programs particularly among underserved populations to promote health equity. Mental health challenges are pervasive, and many individuals face significant financial and cultural barriers to accessing care. According to the National Institute of Mental Health (NIMH), nearly one in five older adults in the US lives with a mental illness, but less than half of that group receive adequate treatment. These disparities are even more pronounced among racial minorities and low-income populations.

This project seeks to bridge these gaps by increasing access to affordable and culturally competent mental health resources. Research from the Substance Abuse and Mental Health Services Administration (SAMHSA) highlights that limited provider availability, stigma, and lack of insurance coverage are the primary causes of mental health needs going unmet. By expanding access to care, integrating services into community settings, and leveraging technology to reach remote areas, the initiative seeks to reduce barriers and improve overall mental well-being.

The project also promotes health equity by focusing on populations disproportionately impacted by systemic inequities.

This project also aims to promote environmental health, a facet of health that focuses on the interplay between people and their environment, emphasizing the need to safeguard human health by managing and improving one's environment. Our approach towards environmental health has four aspects:

1. Preventing Diseases and Illnesses: Environmental health addresses factors such as air and water quality, sanitation, and waste management. By reducing pollution and improving these conditions, it prevents diseases like asthma, cholera, and lead poisoning.

2. Ensuring Safe Living Conditions: Clean environments reduce exposure to hazardous materials, toxic chemicals, and unsafe living conditions, promoting overall well-being and safety.

3. Promoting Public Health: Healthy environments enhance community health outcomes by reducing the prevalence of chronic conditions linked to environmental hazards, such as respiratory diseases and cardiovascular problems.

4: Enhancing Quality of Life: A clean, healthy environment fosters physical, mental, and social well-being, leading to improved productivity and longer lifespans.

7. Describe how your organization will measure the effectiveness of this project?

Please include qualitative and quantitative metrics in your response.

Senior Health Program has demonstrated significant impact through targeted initiatives aimed at improving mental health and health equity for older adults. The effectiveness of these projects and future projects will be analyzed using self reported surveys. Below are three key accomplishments that exemplify our efforts:

1. Launch of the Senior Mental Wellness Initiative

We successfully implemented a community-based mental health program for older adults focused on reducing isolation and addressing age-related mental health challenges such as depression and anxiety. Through partnerships with senior centers and local healthcare providers, we've reached out to seniors through workshops, support groups, connecting them to licensed health professionals, and one-on-one counseling. This initiative demonstrated the power of integrating mental health care into social and community settings, addressing language barriers, and recognizing the challenges faced by seniors in Tri-Valley areas. Key outcomes include:

• Reduced self-reported feelings of isolation by 40%, as measured by pre- and post-program surveys.

• Health Program: Our Health services have allowed seniors to consult with healthcare providers without leaving their homes, or senior housing ,which is especially beneficial for those with mobility issues, cognitive impairments, or chronic health conditions.

2. Cultural Competency and Outreach Program for Minority Seniors

Impact: We recognized the need to create culturally relevant health programming for seniors from diverse racial and ethnic backgrounds. To address this, we launched a series of culturally tailored wellness programs, including nutrition education, mental health support, and chronic disease management workshops, specifically designed for

African American, Hispanic, and Asian American seniors.

• The program includes bilingual support staff, culturally appropriate materials, and community engagement efforts to ensure these seniors are not only aware of but also feel comfortable accessing services.

3. Senior Mental Health and Social Isolation Reduction Initiative

Impact: Understanding the critical need to address mental health issues and social isolation among seniors, we launched a comprehensive initiative focused on mental well-being and community engagement. This program includes support groups, mental health screenings, and recreational activities designed to reduce isolation and encourage social connections among seniors.

• Collaborating with local libraries and community centers to set up appointment collaborative efforts in partnership with Eden Senior Housing, Midpen Senior Housing, and Saho Senior Housing on the Healthy Minds, Healthy Aging Campaign has further expanded our reach. Together, we've provided culturally tailored mental health resource

8. Please indicate which City/Cities you are requesting funding from and state the amount in which is being requested (Dublin: Minimum $5,000, Maximum $25,000; Livermore: Minimum $5,000, No Maximum; Pleasanton: Minimum $5,000, No Maximum).
If not requesting funding from one or more of the cities below, please include "0" in the appropriate field(s). City subtotals and a Tri-Valley grand total will be automatically calculated and can be viewed by clicking 'Print preview' button above.

25000	FY 2025-2026 Dublin
25000	FY 2026-2027 Dublin
50,000.00	**SUBTOTAL**
50000	FY 2025-2026 Livermore
50000	FY 2026-2027 Livermore
100,000.00	**SUBTOTAL**
50000	FY 2025-2026 Pleasanton
50,000.00	**SUBTOTAL**
200,000.00	**TOTAL**

9. Describe, in detail, how your agency will use the Housing and Human Services grant funds, and what results you expect to achieve with this project.
If different for each City, share specific details for each City.
1. Comprehensive Case Management Services

We recognize that many seniors face complex challenges that require personalized, ongoing support. Our case management program connects seniors with:
Healthcare Services: Assistance in navigating medical appointments, medications, and insurance plans.

Social Services: Support for housing, transportation, and financial aid programs offered in multiple languages

Community Resources: Access to local programs and support networks tailored to their unique needs.

By addressing these barriers, we ensure seniors can better focus on their health and well-being.

2. Focus on Exercise and Physical Activity

We integrate evidence-based exercise programs designed for older adults to improve mobility, strength, and overall health, including:

Low-stress fitness classes such as tai chi

Physical screening and assessment.

Fall-prevention exercises to build balance and confidence.

Community fitness challenges to foster social connections and healthy habits

Participants reported improved physical health and decreased feelings of isolation.

3. Bridging Nutrition and Mental Health

Recognizing the connection between diet and mental well-being, we focus on:

Nutrition Education: Classes and one-on-one counseling to address the role of diet in managing depression, anxiety, and other mental health conditions.

Medication safety education: one on one consultation.

4. Environmental Health and Sustainability

We advocate for safer, greener environments for seniors by:

Developing programs that prioritize walkable, age-friendly communities.

Encouraging eco-friendly practices, such as recycling and energy conservation, within senior housing and community centers.

Sustainable Art and Craft projects through recycled materials

10. If this project was not funded by one or more of the Cities, would this project still exist? How would you adapt the project if it was partially funded by one or more of the Cities?
This project would still exist, however, instead of paid full-time and part-time staff, we would rely more on volunteers. This would allow us to still provide complete services and classes for senior citizens with a lower budget.

11. Projected number of clients, by City, that this project plans to serve in FY 2025-2026 in each income category:

40	Dublin: Extremely Low Income (< 30%)
20	Dublin: Very Low Income (30-50% AMI)
20	Dublin: Low Income (50-80% AMI)
20	Dublin: Moderate Income (80-120% AMI)
10	Dublin: Above Moderate Income (>120% AMI)
110.00	**SUBTOTAL**
30	Livermore: Extremely Low Income (< 30%)
30	Livermore: Very Low Income (30-50% AMI)
20	Livermore: Low Income (50-80% AMI)
20	Livermore: Moderate Income (80-120% AMI)
10	Livermore: Above Moderate Income (>120% AMI)
110.00	**SUBTOTAL**
30	Pleasanton: Extremely Low Income (< 30%)
20	Pleasanton: Very Low Income (30-50% AMI)
20	Pleasanton: Low Income (50-80% AMI)
30	Pleasanton: Moderate Income (80-120% AMI)
10	Pleasanton: Above Moderate Income (>120% AMI)

110.00 **SUBTOTAL**

330.00 **TOTAL**

12. Projected number of clients, by City, that this project plans to serve in FY 2026-2027 in each income category:

40 Dublin: Extremely Low Income (< 30%)

20 Dublin: Very Low Income (30-50% AMI)

20 Dublin: Low Income (50-80% AMI)

20 Dublin: Moderate Income (80-120% AMI)

10 Dublin: Above Moderate Income (>120% AMI)

110.00 **SUBTOTAL**

30 Livermore: Extremely Low Income (< 30%)

30 Livermore: Very Low Income (30-50% AMI)

20 Livermore: Low Income (50-80% AMI)

20 Livermore: Moderate Income (80-120% AMI)

10 Livermore: Above Moderate Income (>120% AMI)

110.00 **SUBTOTAL**

220.00 **TOTAL**

13. How does your agency assess that your clients are "eligible beneficiaries"?

i.e. low- and moderate-income persons and/or presumed beneficiaries according to HUD.

Households with an annual income lower than $20,000, if their monthly income is lower than $1,239 from SSI, or if their income is around or lower than $600-$920 per month from CAPI. People living in Section 8 Senior Housing are also eligible.

EASTERN ALAMEDA COUNTY HUMAN SERVICES NEEDS ASSESSMENT

14. Which of the following Community-Level Focus Areas from the 2024 Eastern Alameda County Human Services Needs Assessment does your project identify with?

Select all that apply:

- ☐ Housing Services (Page 47)
- ☑ Health Care Services (Page 52)
- ☑ Mental Health (Page 55)
- ☐ Service Provision, Awareness, and Navigation (Page 57)
- ☑ Racial/Linguistic/Cultural Responsiveness (Page 58)
- ☑ Substance Abuse Services (Page 60)
- ☑ Safety (Page 61)
- ☐ Transportation (Page 63)
- ☐ Youth (Page 65)
- ☑ Other: nutrition, environmental health

CAPITAL IMPROVEMENT PROJECTS

15. For the capital improvement project, provide a detailed narrative (e.g. rehabilitation or new construction) and a detailed scope of work for the project.

If this is not a Capital Improvement Project, put "NA".

NA

16. For the capital improvement project, please describe the land tenure status (e.g. does your agency own or lease the property? If leasing, what are the lease terms?). If you do not have site control,

describe your site control plans.
If this is not a Capital Improvement Project, put "NA".
NA

17. If the building is occupied, will relocation be required?
If this is not a Capital Improvement Project, put "NA".
NA

18. Identify the project team (e.g. architect/engineer, general contractor, and or consultants):
If this is not a Capital Improvement Project, put "NA".
NA

19. Has a market study, property needs assessment, and/or other evaluation which identifies the need for the proposed project been completed?
If this is not a Capital Improvement Project, put "NA".
NA

20. Will this project require implementation of Davis-Bacon/Fair Labor Standards Act Requirements?
If this is not a Capital Improvement Project, put "NA".
NA

POLITICAL REFORM ACT

21. Under Section 84308 of the Political Reform Act, certain elected and appointed officials are prohibited from taking part in a proceeding for an entitlement for use, including most contracts, if the official has received a contribution exceeding $250 from a party or participant in the proceeding within the preceding 12 months. Please answer Yes or No to the following question: Has your organization, or an employee of your organization, made a political contribution to a current Dublin, Pleasanton, or Livermore Councilmember, Mayor, or Commissioner within the last 12 months?
If Yes, please identify the employee(s) who made the political contribution, and the amount, date, and recipient of, the contribution.
No

AUTHORIZATION TO SUBMIT GRANT APPLICATION

22. By submitting this application, you confirm that you are authorized to apply to this grant on behalf of your organization.
☑ Yes, I am authorized to apply to this grant on behalf of this organization.

Budget top

2025-2026 Forecasted Revenue	Amount Committed	Amount Pending	Amount Planned	Amount Total
FY 2025-2026 City of Dublin			$ 25,000.00	$ 25,000.00
FY 2025-2026 City of Livermore			$ 50,000.00	$ 50,000.00
FY 2025-2026 City of Pleasanton			$ 50,000.00	$ 50,000.00
FY 2025-2026 Other (Please Describe)				$ 0.00
Total	**$ 0.00**	**$ 0.00**	**$ 125,000.00**	$ 125,000.00

2025-2026 Forecasted Expenses	City of Dublin	City of Livermore	City of Pleasanton	Other Sources	Total Project Cost
Personnel Costs	$ 10,000.00	$ 25,370.00	$ 20,000.00		$ 55,370.00
Operating Costs	$ 5,000.00	$ 7,000.00	$ 5,000.00		$ 17,000.00
Administrative Costs	$ 2,170.00	$ 8,000.00	$ 8,570.00		$ 18,740.00

Capital Costs (Pre-Development)	$ 0.00	$ 0.00	$ 0.00		$ 0.00
Capital Costs (Construction)	$ 0.00	$ 0.00	$ 0.00		$ 0.00
Class supplies	$ 3,000.00	$ 3,800.00	$ 9,600.00		$ 16,400.00
Training	$ 1,830.00	$ 1,830.00	$ 1,830.00		$ 5,490.00
Mileage/Travel	$ 3,000.00	$ 4,000.00	$ 5,000.00		$ 12,000.00
Total	**$ 25,000.00**	**$ 50,000.00**	**$ 50,000.00**	**$ 0.00**	**$ 125,000.00**

Budget Narrative
Personnel:

Suichen Lin: 80%

Cassie Yang: 80%

Michelle Moore: 80%

Lynn Hunter Pidoli: 80%

Mary Mcnamara: 80%

Marjory Tilley: 80%

Barbara Stiehr: 35%

Laura Lepe: 35%

Total: $560,000 annually

Annual Budget of Assessments and Exercise program tools (total budget is divided amongst the 3 cities, except for nutrition, which is given to Pleasanton):

Masking Tape Amazon bulk 10 for $33.00 (total $660)
Yard stick and 1/2-yard stick $100.00 (total: 1000)
Pens/pencils/paper/name tags bulk $600
Pilons/cones (4) $20.00 (200 seniors) total:$1000
Chalk $5.00(200 seniors) total: $1000,
Tally counter $40.00
Popsicle sticks $20.00
Timers/stop watch 20.00 x 6 = $120.00
Possible folding chair assessments $30.00
Books: Fall Proof, by Debra rose $53.00 and Senior Fitness Test Manual, by Roberta E. Rikli and C. Jessie Jones $70.00
Scale $25.00 total: $75
Resistance bands Amazon and OPTP $300.00 total
Weights 1,2,3,4,5,8lb. range 4.99 to 10.00 each $50.00 for assessments
Balls need at least 20 for a class 48.00 (total: $768)
Squish balls Amazon 24 for $16.00, for each class total: $160
Rubber bands size 64 Amazon $5.00
Paper plates $5.00 total:50
Music program $15.00 monthly(total: $180)
Music Dock $100 - $200
Step Dots 12 for $30.00 total:$150
Balance pods 6 for $30.00 Total:150
Airex pad $50.00
12-inch ½ foam rollers 10 for $100.00 total:$500
Small magnifying glass for the nutrition class $89 /box total: $445
Total: $6,800 annually

Training:
Personal training insurance $300.00 two years, per person
Group exercise insurance $1000
Training certifications Personal training $130.00, per person
Tai Chi $100.00, walk with ease $89.00 initial payment then reduced
Ongoing CEC's education $200.00, per person
CPR $75 Is this per person
Business Insurance and workman's comp $1600
Total: $5,492 annually

Environmental Health:
Sustainable art and Crafts projects through recycled materials.
$10-20 per class
20-30 seniors in each class.
Total: $100-200 annually

Nutrition Program
Food for nutrition classes cooking demo, 30-50 per class,
2 classes a week, 8 classes a month
$320-400 per/month
Food Safety training $35 per/person
Total: $9,600 annually

Documents *top*

Documents Requested *	Required?	Attached Documents *
Agency Audit Requirements and Copy of Last Audit	☑	No Current Audit. First Audit Planned for Spring 2025
Agency's Annual Budget	☑	Financials
(Capital Only) Capital Expenditure Budget for the project		
(Capital Only) Project photos, designs, site drawings, specifications		
(Capital Only) Proposed project budget, including all sources and uses and budget assumptions for development phases		
(Capital Only) Pro forma operating budget with estimated revenue and expenses		
(Capital Only) Evidence of Site Control		
(Capital Only) Title Report (acquisition, new facilities and substantial rehabilitation)		
(Capital Only) Environmental Reports (e.g. Phase I Environmental Site Assessment, ALTA Survey)		

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Tri-Valley Grants Application

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City of Dublin
Tri-Valley Grants Application
FY 2025-2027 Tri-Valley Housing and Human Services Grants
Deadline: 1/17/2025

Sewa International, Inc

C.A.L.M (Cultivating Acceptance Love and Mindfulness)

Jump to: Application Questions Budget Documents

Submitted: 1/17/2025 11:24:18 AM (Pacific)

Project Contact
Guru Prasad
[redacted]

Sewa International, Inc
[redacted]

Application Questions *top*

ORGANIZATION INFORMATION

1. Please identify if your organization is a Non-Profit or Public Agency:
For-profit agencies are not eligible for these grants funds

- [x] Non-Profit
- [ ] Public Agency

2. Please state your agency's mission and/or vision statement(s):
Mission
Sewa International's mission is to serve humanity in distress, aid local communities, run developmental projects for the underserved, and assist people in transformational change through the power of innovation by mobilizing partners, donors, and volunteers.
We accomplish this mission by focusing our efforts towards:
Disaster recovery
Family and child welfare and
Promoting volunteerism

Vision
We aspire to be the pre-eminent, Hindu faith based, humanitarian organization that serves selflessly, and with compassion to create a positive impact. We envision and strive for a world in which all people live in harmony, free from suffering.

PROJECT INFORMATION

3. Provide a brief summary of the project for which your agency is seeking grant funding. This information will be used on the documents that go to the City Councils.
1-2 sentences

Sewa International seeks grant funding to implement a comprehensive mental health and wellness program for vulnerable populations in Livermore, targeting seniors, low-income families, and previously unhoused individuals. This initiative focuses on mental health education and awareness, mindfulness practices to encourage a healthier, more resilient community.
Key Program Components
Mental Health First Aid Awareness Workshops
These workshops equip participants with skills to recognize and respond to mental health challenges. Activities include:
Interactive Discussions: Understanding signs of mental health disorders like anxiety.
Role-Playing: Active listening and non-judgmental support practice.
Scenario Simulations: Applying mental health first aid in real-life situations.
Resource Sharing: Information on accessing mental health services.
Q&A Sessions: Expert-led discussions to address concerns and reduce stigma.
Substance Use Awareness Workshops
Workshops tailored to address the impact of substance use on mental health and well-being. Activities include:
Educational Sessions: Recognizing signs and consequences of substance use.
Stress Management Training: Techniques like deep breathing and journaling.
Identifying Triggers: Coping strategies for personal triggers.
Resilience-Building: Group sharing, mindfulness, and goal-setting.
These workshops create a supportive environment for informed decision-making and emotional regulation.
Yoga and Mindfulness Sessions
These sessions promote emotional healing, mental clarity, and physical relaxation. Activities include:
Gentle Yoga: Stress-reducing poses for flexibility and balance.
Breathing Techniques: Exercises like deep belly breathing to reduce anxiety.
Guided Meditation: Enhancing focus and mental clarity.
Relaxation Techniques: Progressive muscle relaxation and visualization.
Community Benefits
This program empowers participants to lead healthier lives by providing education, resources, and mindfulness practices. Expected outcomes include:
Improved mental health literacy and reduced stigma.
Enhanced well-being through yoga, mindfulness
Strengthened resilience and ability to face life's challenges.
Need for the Program in Livermore
Livermore faces significant mental health challenges, with underserved populations experiencing barriers to care. Nearly 1 in 6 adults in California face mental health issues, with parts of Alameda County experiencing provider shortages. Community-based interventions effectively promote mental health and equity.
Over three years, this program aims to reduce mental health disparities by providing accessible education and resources, encouraging a supportive environment, and improving community well-being.
Why Support This Program?
Grant funding will enable expanded reach, additional workshops, and sustained support. This initiative addresses critical mental health needs, transforming lives and strengthening the Livermore community.

4. Is this a Capital Improvement Project?

If yes, fill out questions 15-20.

- ☐ Yes
- ☑ No

5. How does this project align with your organization's annual goals?

Please include qualitative and quantitative metrics in your response.

Project Alignment with Organizational Goals

This mental health and wellness program aligns with Sewa International's mission to help underserved communities and promote well-being. It focuses on mental health education and mindfulness practices to support the needs of seniors and low-income families, based on feedback from Goodness Village and other local centers.

Qualitative Alignment

A Complete Wellness Approach

Sewa International believes in addressing wellness from all sides. This program combines mental health education, stress relief through yoga, mindfulness, and access to fresh produce to help vulnerable individuals.

Helping Those Who Need It Most

Our program helps seniors, low-income families, and those who were unhoused. These groups face challenges, and this initiative gives them the resources to improve their lives.

Reducing Stigma and Raising Awareness

Through workshops on mental health and substance use, the program addresses stigma. It creates safe spaces for participants to learn, share, and grow, helping to build stronger communities.

Quantitative Alignment

Increasing Participation

Goal: Engage 350 participants each year in workshops and wellness activities and yoga.

Metrics: Count the number of people attending mental health education, mindfulness sessions, and substance use awareness workshops.

Improving Health

Goal: Improve the mental and physical health of participants.

Metrics: Use pre- and post-program surveys to track changes in stress levels and physical health.

Contribution to Long-Term Goals

Building Resilience

The program teaches practical skills for managing mental health and substance use, helping participants build resilience to overcome challenges.

Expanding to Reach More People

This program can be expanded to other regions, helping more communities, and supporting Sewa's mission.

Proven Track Record: Our Work with AmeriCorps

Sewa has successfully run mental health programs with AmeriCorps, reaching over 2,000 people in 10 months.

Key Achievements:

Held 80+ workshops, reaching 1000+ people with topics like mental health first aid, healthy living, and managing anxiety.

Engaged 400 people in activities such as yoga, mindfulness, and arts and crafts.

Tailored activities for youth, adults, and seniors to improve well-being.

This success has given Sewa the experience to run effective programs. Our new initiative builds on this, helping even more people with mental health education and support.

This program is an investment in healthier communities, aligned with Sewa's mission, and will deliver measurable results.

6. Describe the needs, challenges, and/or service gaps that your project addresses. How will clients access the services?

If applicable, please describe how your organization's programs and services directly respond to negative economic or public health impacts of the COVID-19 Pandemic.

Needs, Challenges, and Service Gaps Addressed

The Livermore area faces significant challenges related to mental health, substance use and overall well-being. Vulnerable populations, including seniors, low-income families, and previously unhoused individuals, experience compounded challenges, placing them at higher risk for mental health issues, and substance use disorders. These factors significantly impact their quality of life.

Mental Health and Wellness Needs
Mental health issues are prevalent among vulnerable populations but often go unaddressed due to stigma and lack of awareness. Many individuals are unaware of the signs of mental health challenges, do not know where to seek help, or delay seeking care. Financial instability and limited access to healthcare exacerbate these issues, highlighting the urgent need for education and awareness in these communities.

Substance Use Awareness
Substance use remains a critical challenge, fueled by stress, trauma, and inadequate coping mechanisms. Vulnerable populations, including seniors, low-income families, and the unhoused, are particularly susceptible to the physical and mental toll of substance abuse. Targeted awareness and prevention programs are essential to equip these individuals with tools and strategies to manage stress and make informed decisions about their well-being.

Challenges in Accessing Services
Barriers such as financial constraints, transportation issues, and limited awareness of available resources prevent many in underserved populations from accessing necessary services. Cultural stigmas, language barriers, and a lack of trust in service providers further disconnect individuals from existing resources.

How Clients Will Access Services
To address these gaps, the mental health and wellness program will provide accessible, inclusive, and community-centered services:
Workshops and Sessions: Mental health first aid awareness, substance use awareness, and mindfulness workshops will be held at senior centers, community centers, libraries, and facilities for unhoused populations. Locations will be chosen for accessibility, and workshops will be scheduled at convenient times for working families, seniors, and those with transportation challenges.
- Flexible Delivery: For individuals unable to attend in person, virtual options for workshops and mindfulness classes will be available. This ensures that participants can access services regardless of their physical location.

By overcoming these barriers, the program will foster mental health awareness, substance use prevention, and overall well-being, ultimately creating a healthier and more resilient community.

7. Describe how your organization will measure the effectiveness of this project?
Please include qualitative and quantitative metrics in your response.
Sewa International will measure the success of this program using both qualitative and quantitative methods to make sure it meets the needs of the community.

Qualitative Measures:
Participant Feedback:
We will collect stories and feedback from participants to understand how the program has helped them with mental health, stress, and coping skills.
Observations:
Program facilitators will observe how participants engage in workshops and classes to see if they are improving in relaxation, focus, and understanding of mental health.
Community Involvement:
We will track how many local people get involved as volunteers or partners to see if the community feels more connected and supportive.

Quantitative Measures:
Attendance:

We will track the number of people attending the workshops, yoga sessions, and mindfulness classes.
Goal: Reach 350 people annually.
Metric: Count the total number of attendees.

Pre- and Post-Program Surveys:
We will give surveys before and after the program to measure improvements in stress levels, coping skills, and overall health.
Goal: Improve mental and physical health.
Metric: Measure the changes in survey responses.

8. Please indicate which City/Cities you are requesting funding from and state the amount in which is being requested (Dublin: Minimum $5,000, Maximum $25,000; Livermore: Minimum $5,000, No Maximum; Pleasanton: Minimum $5,000, No Maximum).
If not requesting funding from one or more of the cities below, please include "0" in the appropriate field (s). City subtotals and a Tri-Valley grand total will be automatically calculated and can be viewed by clicking 'Print preview' button above.

25000	FY 2025-2026 Dublin
25000	FY 2026-2027 Dublin
50,000.00	**SUBTOTAL**
50,000	FY 2025-2026 Livermore
50,000	FY 2026-2027 Livermore
100,000.00	**SUBTOTAL**
50,000	FY 2025-2026 Pleasanton
50,000.00	**SUBTOTAL**
200,000.00	**TOTAL**

9. Describe, in detail, how your agency will use the Housing and Human Services grant funds, and what results you expect to achieve with this project.
If different for each City, share specific details for each City.
Sewa International will allocate the Housing and Human Services grant funds to implement a comprehensive mental health program aimed at promoting wellness, education, and community engagement. The breakdown of funds is as follows:
1. Personnel Costs: $42,000
- Part-Time Program Coordinator Salary ($35,000): To oversee program logistics, and manage participant outreach and engagement.
- Yoga Instructor Fees ($3,000): For delivering 8 yoga sessions, focusing on relaxation and mindfulness (estimated at $200/session).
- Professional Workshop Specialists ($4,000): To provide expert-led health and wellness workshops (estimated at $500(session for 8 sessions).

2. Operating Costs: $6,000
- Facility Rent and Utilities ($5,000): To ensure appropriate and accessible locations for workshops and sessions.
- Marketing, Workshop Materials, and Outreach ($1,000): For community awareness campaigns, printed materials, and promotional activities.

3. Other Costs: $1,000
Miscellaneous expenses such as workshop aids, refreshments, or additional resources to enhance participant engagement.

Program Activities and Deliverables
Mental Health First Aid Awareness , Health and wellness workshops: Conduct 8 interactive sessions addressing healthy lifestyle habits, including nutrition, the impact of substance use, and mental health first

aid awareness.

Yoga Sessions: Facilitate 8 yoga sessions to promote mindfulness, stress reduction, and physical well-being.

Expected Results
Sewa International will use qualitative and quantitative methods to evaluate the program's success:
Quantitative Measures
Attendance Tracking:
Goal: Reach 350 participants annually across all activities and workshops.
Metric: Total number of attendees.

Pre- and Post-Program Surveys:
Goal: Demonstrate improvements in stress levels, coping skills, and overall health.
Metric: Measure changes in survey responses.

Qualitative Measures
Participant Feedback:
Collect personal stories and feedback to understand the program's impact on participants' mental health and lifestyle changes.

Community Involvement:
Track local volunteer and partner engagement to assess community connection and support.

10. If this project was not funded by one or more of the Cities, would this project still exist? How would you adapt the project if it was partially funded by one or more of the Cities?
We would need to reduce the number of participants we serve and the activities we offer.

11. Projected number of clients, by City, that this project plans to serve in FY 2025-2026 in each income category:

	Dublin: Extremely Low Income (< 30%)
	Dublin: Very Low Income (30-50% AMI)
150	Dublin: Low Income (50-80% AMI)
	Dublin: Moderate Income (80-120% AMI)
	Dublin: Above Moderate Income (>120% AMI)
150.00	**SUBTOTAL**
	Livermore: Extremely Low Income (< 30%)
	Livermore: Very Low Income (30-50% AMI)
350	Livermore: Low Income (50-80% AMI)
	Livermore: Moderate Income (80-120% AMI)
	Livermore: Above Moderate Income (>120% AMI)
350.00	**SUBTOTAL**
	Pleasanton: Extremely Low Income (< 30%)
	Pleasanton: Very Low Income (30-50% AMI)
350	Pleasanton: Low Income (50-80% AMI)
	Pleasanton: Moderate Income (80-120% AMI)
	Pleasanton: Above Moderate Income (>120% AMI)

350.00 **SUBTOTAL**

850.00 **TOTAL**

12. Projected number of clients, by City, that this project plans to serve in FY 2026-2027 in each income category:

	Dublin: Extremely Low Income (< 30%)
	Dublin: Very Low Income (30-50% AMI)
150	Dublin: Low Income (50-80% AMI)
	Dublin: Moderate Income (80-120% AMI)
	Dublin: Above Moderate Income (>120% AMI)
150.00	**SUBTOTAL**
	Livermore: Extremely Low Income (< 30%)
	Livermore: Very Low Income (30-50% AMI)
250	Livermore: Low Income (50-80% AMI)
	Livermore: Moderate Income (80-120% AMI)
	Livermore: Above Moderate Income (>120% AMI)
250.00	**SUBTOTAL**
400.00	**TOTAL**

13. How does your agency assess that your clients are "eligible beneficiaries"?
i.e. low- and moderate-income persons and/or presumed beneficiaries according to HUD.
Sewa International assesses eligible beneficiaries for its mental health and wellness program through a combination of structured criteria and community engagement:

Needs Assessments and Surveys:
We conduct surveys and needs assessments in collaboration with local organizations like Goodness Village. These tools help identify seniors, low-income families, and previously unhoused individuals who require mental health support and wellness services.

Community Partnerships:
Sewa works closely with food pantries, and community centers to identify underserved populations. Partners refer to individuals who face mental health challenges, stress, or barriers to accessing wellness programs.

Eligibility Criteria:
Beneficiaries are assessed based on socioeconomic status, age, and specific vulnerabilities, such as being unhoused, low-income, or seniors living alone. This ensures the program prioritizes those who need it most.
By using these methods, Sewa International ensures that its programs reach the intended beneficiaries and create meaningful impacts in underserved communities.

EASTERN ALAMEDA COUNTY HUMAN SERVICES NEEDS ASSESSMENT

14. Which of the following Community-Level Focus Areas from the 2024 Eastern Alameda County Human Services Needs Assessment does your project identify with?
Select all that apply:

☐ Housing Services (Page 47)

- [ ] Health Care Services (Page 52)
- [x] Mental Health (Page 55)
- [ ] Service Provision, Awareness, and Navigation (Page 57)
- [ ] Racial/Linguistic/Cultural Responsiveness (Page 58)
- [ ] Substance Abuse Services (Page 60)
- [ ] Safety (Page 61)
- [ ] Transportation (Page 63)
- [ ] Youth (Page 65)
- [ ] Other:

CAPITAL IMPROVEMENT PROJECTS

15. For the capital improvement project, provide a detailed narrative (e.g. rehabilitation or new construction) and a detailed scope of work for the project.
If this is not a Capital Improvement Project, put "NA".
NA

16. For the capital improvement project, please describe the land tenure status (e.g. does your agency own or lease the property? If leasing, what are the lease terms?). If you do not have site control, describe your site control plans.
If this is not a Capital Improvement Project, put "NA".
NA

17. If the building is occupied, will relocation be required?
If this is not a Capital Improvement Project, put "NA".
NA

18. Identify the project team (e.g. architect/engineer, general contractor, and or consultants):
If this is not a Capital Improvement Project, put "NA".
NA

19. Has a market study, property needs assessment, and/or other evaluation which identifies the need for the proposed project been completed?
If this is not a Capital Improvement Project, put "NA".
NA

20. Will this project require implementation of Davis-Bacon/Fair Labor Standards Act Requirements?
If this is not a Capital Improvement Project, put "NA".
NA

POLITICAL REFORM ACT

21. Under Section 84308 of the Political Reform Act, certain elected and appointed officials are prohibited from taking part in a proceeding for an entitlement for use, including most contracts, if the official has received a contribution exceeding $250 from a party or participant in the proceeding within the preceding 12 months. Please answer Yes or No to the following question: Has your organization, or an employee of your organization, made a political contribution to a current Dublin, Pleasanton, or Livermore Councilmember, Mayor, or Commissioner within the last 12 months?
If Yes, please identify the employee(s) who made the political contribution, and the amount, date, and recipient of, the contribution.
No

AUTHORIZATION TO SUBMIT GRANT APPLICATION

22. By submitting this application, you confirm that you are authorized to apply to this grant on behalf of your organization.

☑ Yes, I am authorized to apply to this grant on behalf of this organization.

Budget *top*

2025-2026 Forecasted Revenue	Amount Committed	Amount Pending	Amount Planned	Amount Total
FY 2025-2026 City of Dublin		$ 0.00	$ 25,000.00	$ 25,000.00
FY 2025-2026 City of Livermore		$ 0.00	$ 50,000.00	$ 50,000.00
FY 2025-2026 City of Pleasanton		$ 0.00	$ 50,000.00	$ 50,000.00
FY 2025-2026 Other (Please Describe)				$ 0.00
Total	**$ 0.00**	**$ 0.00**	**$ 125,000.00**	**$ 125,000.00**

2025-2026 Forecasted Expenses	City of Dublin	City of Livermore	City of Pleasanton	Other Sources	Total Project Cost
Personnel Costs	$ 19,000.00	$ 42,000.00	$ 42,000.00		$ 103,000.00
Operating Costs	$ 5,000.00	$ 7,000.00	$ 7,000.00		$ 19,000.00
Administrative Costs	$ 0.00	$ 0.00	$ 0.00		$ 0.00
Capital Costs (Pre-Development)	$ 0.00	$ 0.00	$ 0.00		$ 0.00
Capital Costs (Construction)	$ 0.00	$ 0.00	$ 0.00		$ 0.00
Other (Please Define)	$ 1,000.00	$ 1,000.00	$ 1,000.00		$ 3,000.00
Other (Please Define)					$ 0.00
Other (Please Define)					$ 0.00
Total	**$ 25,000.00**	**$ 50,000.00**	**$ 50,000.00**	**$ 0.00**	**$ 125,000.00**

Budget Narrative

We plan to hire two part-time staff, 50% funded by the grant.

The personnel costs for the program amount to $42,000, which includes:
- Part-time Program Coordinator Salary: $35,000
- Yoga Instructor Fees: $3,000, covering 8 yoga sessions at $375 per session.
- Professional Workshop Specialists Fees: $4,000, providing expertise for 8 workshops at $500 per session.

The program includes 8 workshops designed to educate participants on leading a healthy lifestyle, covering topics such as nutrition, the impact of substance use, and mental health issues. Additionally, it features 8 yoga sessions to promote physical and mental well-being.

2. Operating Costs: $7,000
- Facility Rent/Utilities: $5,500
- Marketing, workshop material and Outreach: $1,500

3. Other Costs: $1,000

Documents *top*

Documents Requested *	Required?	Attached Documents *
Agency Audit Requirements and Copy of Last Audit	☑	Annual Audit
Agency's Annual Budget	☑	Annual_Budget_1
		Annual_Budget_2
(Capital Only) Capital Expenditure Budget for the project		
(Capital Only) Project photos, designs, site drawings, specifications		
(Capital Only) Proposed project budget, including all sources and uses and budget assumptions for development phases		
(Capital Only) Pro forma operating budget with estimated revenue and expenses		
(Capital Only) Evidence of Site Control		
(Capital Only) Title Report (acquisition, new facilities and substantial rehabilitation)		
(Capital Only) Environmental Reports (e.g. Phase I Environmental Site Assessment, ALTA Survey)		

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Tri-Valley Grants Application

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City of Dublin
Tri-Valley Grants Application
FY 2025-2027 Tri-Valley Housing and Human Services Grants
Deadline: 1/17/2025

Spectrum Community Services

Meals on Wheels: More Than A Meal

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Submitted: 1/17/2025 2:12:03 PM (Pacific)

Project Contact
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Spectrum Community Services
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Application Questions *top*

ORGANIZATION INFORMATION

1. Please identify if your organization is a Non-Profit or Public Agency:
For-profit agencies are not eligible for these grants funds
- [x] Non-Profit
- [ ] Public Agency

2. Please state your agency's mission and/or vision statement(s):
Spectrum Community Services strives to improve the health and safety of seniors and residents experiencing low income in Alameda County by enhancing their quality of life and helping them age at home with dignity. Founded in 1971, we offer a wide variety of community programs and services to advance our mission of promoting our clients' financial sustainability and improving the overall quality of their lives.

PROJECT INFORMATION

3. Provide a brief summary of the project for which your agency is seeking grant funding. This information will be used on the documents that go to the City Councils.
1-2 sentences
Spectrum Community Services' Meals on Wheels Program delivers nutritious meals and vital wellness

checks five days a week to disabled/homebound seniors in the Tri-Valley. Our goal is to deliver at least 70,000 meals to 355 seniors.

4. Is this a Capital Improvement Project?

If yes, fill out questions 15-20.

- ☐ Yes
- ☑ No

5. How does this project align with your organization's annual goals?

Please include qualitative and quantitative metrics in your response.

Spectrum Community Services' Meals on Wheels program directly supports our annual goals of reducing food insecurity, improving senior health, and fostering social connection among seniors experiencing low income in the Tri-Valley. By delivering nutritious meals and providing daily wellness checks, we address critical needs that align with our mission to help seniors age with grace and dignity.

Qualitative Alignment:
- Reduces loneliness and isolation through daily human interaction.
- Promotes aging in place by helping seniors live safely and independently at home.
- Strengthens community connections through volunteer engagement.

Quantitative Alignment:
- Deliver 70,000+ meals to 355 homebound seniors in Dublin, Livermore, and Pleasanton in FY 2025-2026.
- Serve 60+ seniors in Dublin, 135+ in Pleasanton, and 160+ in Livermore in FY 2025-2026.
- Maintain a client satisfaction rate of 90% or higher
- Ensure 100% of meals meet the Dietary Guidelines for Older Americans, providing at least 1/3 of daily nutrition.
- Meeting these objectives allows the Meals on Wheels program to expand services, increase impact, and support more seniors in the Tri-Valley.

6. Describe the needs, challenges, and/or service gaps that your project addresses. How will clients access the services?

If applicable, please describe how your organization's programs and services directly respond to negative economic or public health impacts of the COVID-19 Pandemic.

Many vulnerable Tri-Valley seniors rely on hot meal services because they are disabled, living alone, lack financial resources, have no support networks, or are unable to prepare their own meals. They also face isolation and coupled with a lack of proper nutrition, they face intensified mental or physical health issues and reduced access to services. Spectrum's Meals On Wheels Program is vital in addressing these needs and service gaps in the Tri-Valley. We ensure frail homebound seniors have the proper nutrition they require and remain safe in their homes. The 2023 Census shows that seniors over 65 make up 9.9% of Dublin's residents, 16.5% of Pleasanton residents, and 14.8% of Livermore residents. As indicated, a growing number of Tri-Valley seniors need meal assistance. We continue to see a significant need for Tri-Valley seniors.

Though some seniors in the community seem to be aging successfully, of those seeking our services, nearly 75% are facing high nutritional risk and 25% experience extremely low income. These two factors diminish the overall health of a senior. To improve these circumstances, each day, Spectrum dispatches our volunteer drivers to deliver nutritious meals, provide human contact, a warm social interaction, and to perform a vital safety check. Our Meals on Wheels Coordinator supports seniors through home assessments, allowing them to discover hidden issues seniors are facing and identify resources to address these issues. Spectrum's Meals on Wheels Program is a lifeline that better safeguards senior's health, helps combat isolation to ensure their wellbeing and safety, and allows vulnerable seniors to continue living at home and age with dignity.

Without the Tri-Valley Cities' support, we will not be able to fully serve eligible Tri-Valley seniors seeking assistance and will have to resort to implementing a waitlist and a reduced number of meals that seniors receive each week.

7. Describe how your organization will measure the effectiveness of this project?
Please include qualitative and quantitative metrics in your response.
The primary outcome measure crucial to Spectrum's Meals On Wheels Program success is to ensure all eligible low/extremely low-income, frail, homebound seniors who reside in the Tri-Valley, have access to our program services. This guarantees we can meet their nutritional needs through our home delivered meals while safeguarding their wellbeing through daily safety checks. We want to ensure if a senior qualifies and wants or needs our support, we will be there to assist.

In 2025/2026, our goals are to provide home-delivered meals to 60 or more unduplicated seniors and disabled adults in Dublin, 135 or more unduplicated seniors and disabled adults in Pleasanton, and 160 or more unduplicated seniors and disabled adults in Livermore.

In 2026/2027, our goals are to provide home-delivered meals to 60 or more unduplicated seniors and disabled adults in Dublin, and 160 or more unduplicated seniors and disabled adults in Livermore.

Another outcome that measures the impactof our program is the number of meals we deliver each fiscal year. In most cases these meals are the only complete meals that Tri-Valley seniors and disabled adults get each day.

In 2025/2026, our goals are to home-deliver 10,500 or more meals to Dublin seniors and disabled adults, 22,000 or more meals to Pleasanton seniors and disabled adults, and 32,000 or more meals to Livermore seniors and disabled adults.

In 2026/2027, our goals are to home-deliver 10,500 or more meals to Dublin seniors and disabled adults, and 32,000 or more meals to Livermore seniors and disabled adults.

Finally, the Meals on Wheels Program can only be successful if not only our Tri-Valley clients we serve are happy with our meals and services but if they are able to thrive by positively impacting their health through a well-balanced/nutrient-rich diet in which we provide. To certify this outcome, our meals comply with the Dietary Guidelines for Older Americans, meeting 1/3 of the Dietary Reference Intakes for seniors, and meet strict food safety guidelines. We also guarantee clients are happy with our meals through periodic Satisfaction Surveys.

Spectrum's demographic data is collected daily through self-reporting of the client or family member of the client upon initial intake. Other outcome data are collected daily through program meal orders and then inputted into the agency's database. Reports are generated monthly and Spectrum's management staff review these reports to confirm the program is on track to meet our stated goals, thus ensuring the success of Spectrum's Meals On Wheels Program.

8. Please indicate which City/Cities you are requesting funding from and state the amount in which is being requested (Dublin: Minimum $5,000, Maximum $25,000; Livermore: Minimum $5,000, No Maximum; Pleasanton: Minimum $5,000, No Maximum).
If not requesting funding from one or more of the cities below, please include "0" in the appropriate field (s). City subtotals and a Tri-Valley grand total will be automatically calculated and can be viewed by clicking 'Print preview' button above.

$25,000	FY 2025-2026 Dublin
$25,000	FY 2026-2027 Dublin
50,000.00	**SUBTOTAL**
$74,000	FY 2025-2026 Livermore
$74,000	FY 2026-2027 Livermore
148,000.00	**SUBTOTAL**
$55,000	FY 2025-2026 Pleasanton
55,000.00	**SUBTOTAL**

253,000.00 **TOTAL**

9. Describe, in detail, how your agency will use the Housing and Human Services grant funds, and what results you expect to achieve with this project.
If different for each City, share specific details for each City.
Dublin: Spectrum Meals on Wheels will use these funds for a portion of the salaries and benefits for two positions: Program Manager $15,555; Dublin Meals on Wheels Coordinator $9,445

Livermore: Spectrum Meals on Wheels will use these funds for a portion of the salaries and benefits for two positions: Program Manager $49,032; Livermore Meals on Wheels Coordinator $24,968

Pleasanton: Spectrum Meals on Wheels will use these funds for a portion of the salaries and benefits for two positions: Program Manager $37,060; Pleasanton Meals on Wheels Coordinator $17,940.

The Meals On Wheels Coordinators are the backbone of the program. They are the main contact for our seniors, whether it is to register them for new service/complete their intake assessment/talk to them about their meal schedule/preferences, and other needs they may have. The Coordinator completes semiannual in-home assessments with each client. This allows them to provide a personal touch and better assess each senior's needs and the additional resources they might benefit from. The Coordinator also assists with volunteer scheduling and plans route schedules to ensure all meals are delivered timely.

Spectrum's Meals on Wheels Program Manager recruits, trains, schedules and manages the community volunteers and Coordinators as well as all of the operating functions of the program. Meals are delivered daily, primarily by volunteers, who are dedicated to the program and the seniors they serve. The Program Manager is an active participant in the community and leads Spectrum's outreach efforts in the Tri-Valley. The Program Manager works to cultivate connections in the Tri-Valley with faith-based, cultural, business, community organizations where seniors and their families gather and are connected. Involvement in the community is not only important to raise awareness of services Meals on Wheels offers, it provides opportunities to support the program through volunteering and giving small gifts or cheer for the homebound clients throughout the year. Trained volunteers are an essential component of providing daily meals and safety-checks for homebound seniors and disabled adults.

Due to the limited funding of meals funded through the Alameda County Area Agency on Aging (Federal/State/County funds), we must seek additional funds to meet the needs of all eligible homebound seniors in Dublin, Livermore, and Pleasanton.

10. If this project was not funded by one or more of the Cities, would this project still exist? How would you adapt the project if it was partially funded by one or more of the Cities?
If our Meals on Wheels program was not funded by one or more of the Cities, we will still strive to maintain our essential services in serving our community's vulnerable population of homebound residents aged 60 and above. However, without full funding, the impact would be significant and would force us to make difficult decisions. The fastest growing age group in the United States is those aged 65 and over. Our program saw this growth with an increased case load of 10% year over year. In the event of reduced funding, we will be faced with the reality of needing to implement a waitlist and reducing the number of meals and visits each week. This would mean that seniors who need our services most would face delays in receiving their meals, potentially compromising their health and well-being.

We have always avoided waitlists because we are committed to serving every eligible senior who needs us. However, without sufficient funding, we may no longer be able to maintain this level of service. Reduced funding would restrict our ability to expand and meet the growing demand for our services, leaving even more seniors without access to the nutrition and care they desperately need.

While we would continue to seek other sources of funding, this may not be enough to offset the gap created by the loss of support from the Cities. To mitigate this, we have been expanding our fundraising efforts. These efforts will be crucial in ensuring the sustainability of our program and maintaining the level of service that our community's seniors deserve. However, it is important to recognize that fundraising and securing other funding sources take time and resources, and will not provide an immediate solution to the

immediate needs of our clients.

While we remain dedicated to maintaining our services, partial or insufficient funding would force us to make difficult decisions, including implementation of a waitlist and/or reducing the number of meals and visits each homebound senior receives. The continued success of our Meals on Wheels program in Dublin, Livermore, and Pleasanton depends on full support, and any reduction in funding would severely limit our ability to serve our growing senior population and leave many of them without the meals and care they depend on.

11. Projected number of clients, by City, that this project plans to serve in FY 2025-2026 in each income category:

30	Dublin: Extremely Low Income (< 30%)
15	Dublin: Very Low Income (30-50% AMI)
15	Dublin: Low Income (50-80% AMI)
0	Dublin: Moderate Income (80-120% AMI)
0	Dublin: Above Moderate Income (>120% AMI)
60.00	**SUBTOTAL**
80	Livermore: Extremely Low Income (< 30%)
57	Livermore: Very Low Income (30-50% AMI)
20	Livermore: Low Income (50-80% AMI)
3	Livermore: Moderate Income (80-120% AMI)
0	Livermore: Above Moderate Income (>120% AMI)
160.00	**SUBTOTAL**
40	Pleasanton: Extremely Low Income (< 30%)
40	Pleasanton: Very Low Income (30-50% AMI)
35	Pleasanton: Low Income (50-80% AMI)
20	Pleasanton: Moderate Income (80-120% AMI)
0	Pleasanton: Above Moderate Income (>120% AMI)
135.00	**SUBTOTAL**
355.00	**TOTAL**

12. Projected number of clients, by City, that this project plans to serve in FY 2026-2027 in each income category:

30	Dublin: Extremely Low Income (< 30%)
15	Dublin: Very Low Income (30-50% AMI)
15	Dublin: Low Income (50-80% AMI)
0	Dublin: Moderate Income (80-120% AMI)
0	Dublin: Above Moderate Income (>120% AMI)
60.00	**SUBTOTAL**
80	Livermore: Extremely Low Income (< 30%)
57	Livermore: Very Low Income (30-50% AMI)
20	Livermore: Low Income (50-80% AMI)

3	Livermore: Moderate Income (80-120% AMI)
0	Livermore: Above Moderate Income (>120% AMI)
160.00	**SUBTOTAL**
220.00	**TOTAL**

13. How does your agency assess that your clients are "eligible beneficiaries"?
i.e. low- and moderate-income persons and/or presumed beneficiaries according to HUD.
Spectrum assesses whether our clients are "eligible beneficiaries" through our intake process which follows the rules and regulations of California's Title 22 for home-delivered meals. Every Meals on Wheels client has a one-on-one intake with our staff during which they self-report personal, demographic, and activities-of-daily-living (ADL) questions to determine eligibility. Income level/household information is part of this data.

EASTERN ALAMEDA COUNTY HUMAN SERVICES NEEDS ASSESSMENT

14. Which of the following Community-Level Focus Areas from the 2024 Eastern Alameda County Human Services Needs Assessment does your project identify with?
Select all that apply:

- ☐ Housing Services (Page 47)
- ☐ Health Care Services (Page 52)
- ☐ Mental Health (Page 55)
- ☑ Service Provision, Awareness, and Navigation (Page 57)
- ☐ Racial/Linguistic/Cultural Responsiveness (Page 58)
- ☐ Substance Abuse Services (Page 60)
- ☐ Safety (Page 61)
- ☐ Transportation (Page 63)
- ☐ Youth (Page 65)
- ☐ Other:

CAPITAL IMPROVEMENT PROJECTS

15. For the capital improvement project, provide a detailed narrative (e.g. rehabilitation or new construction) and a detailed scope of work for the project.
If this is not a Capital Improvement Project, put "NA".
N/A

16. For the capital improvement project, please describe the land tenure status (e.g. does your agency own or lease the property? If leasing, what are the lease terms?). If you do not have site control, describe your site control plans.
If this is not a Capital Improvement Project, put "NA".
N/A

17. If the building is occupied, will relocation be required?
If this is not a Capital Improvement Project, put "NA".
N/A

18. Identify the project team (e.g. architect/engineer, general contractor, and or consultants):
If this is not a Capital Improvement Project, put "NA".
N/A

19. Has a market study, property needs assessment, and/or other evaluation which identifies

the need for the proposed project been completed?
If this is not a Capital Improvement Project, put "NA".
N/A

20. Will this project require implementation of Davis-Bacon/Fair Labor Standards Act Requirements?
If this is not a Capital Improvement Project, put "NA".
N/A

POLITICAL REFORM ACT

21. Under Section 84308 of the Political Reform Act, certain elected and appointed officials are prohibited from taking part in a proceeding for an entitlement for use, including most contracts, if the official has received a contribution exceeding $250 from a party or participant in the proceeding within the preceding 12 months. Please answer Yes or No to the following question: Has your organization, or an employee of your organization, made a political contribution to a current Dublin, Pleasanton, or Livermore Councilmember, Mayor, or Commissioner within the last 12 months?
If Yes, please identify the employee(s) who made the political contribution, and the amount, date, and recipient of, the contribution.
N/A

AUTHORIZATION TO SUBMIT GRANT APPLICATION

22. By submitting this application, you confirm that you are authorized to apply to this grant on behalf of your organization.
☑ Yes, I am authorized to apply to this grant on behalf of this organization.

Budget top

2025-2026 Forecasted Revenue	Amount Committed	Amount Pending	Amount Planned	Amount Total
FY 2025-2026 City of Dublin			$ 25,000.00	$ 25,000.00
FY 2025-2026 City of Livermore			$ 74,000.00	$ 74,000.00
FY 2025-2026 City of Pleasanton			$ 55,000.00	$ 55,000.00
FY 2025-2026 Other (Please Describe)				$ 0.00
Area Agency on Aging	$ 136,428.00			$ 136,428.00
Meals on Wheels of Alameda Co	$ 135,000.00			$ 135,000.00
Private Donations			$ 20,000.00	$ 20,000.00
Program Revenue			$ 75,000.00	$ 75,000.00
volunteers / In Kind			$ 140,000.00	$ 140,000.00
Total	**$ 271,428.00**	**$ 0.00**	**$ 389,000.00**	**$ 660,428.00**

2025-2026 Forecasted Expenses	City of Dublin	City of Livermore	City of Pleasanton	Other Sources	Total Project Cost
Personnel Costs - Salaries	$ 21,330.00	$ 61,400.00	$ 47,050.00	$ 150,305.00	$ 280,085.00

Personnel Costs - Benefits	$ 3,670.00	$ 12,600.00	$ 7,950.00	$ 33,827.00	$ 58,047.00
Administrative Costs					$ 0.00
Capital Costs (Pre-Development)					$ 0.00
Capital Costs (Construction)					$ 0.00
Operating: Supplies				$ 8,750.00	$ 8,750.00
Operating: Taxes & Licenses				$ 15,050.00	$ 15,050.00
Operating: Postage				$ 750.00	$ 750.00
Operating: Telephone				$ 7,000.00	$ 7,000.00
Operating: Accounting/Audit				$ 2,500.00	$ 2,500.00
Operating: Contracted Services				$ 75,856.00	$ 75,856.00
Operating: Travel & Co Vehicles				$ 12,000.00	$ 12,000.00
Operating: Misc Expense				$ 52,000.00	$ 52,000.00
Operating: Rent & Utilities				$ 8,390.00	$ 8,390.00
Operating: In Kind				$ 140,000.00	$ 140,000.00
Total	**$ 25,000.00**	**$ 74,000.00**	**$ 55,000.00**	**$ 506,428.00**	**$ 660,428.00**

Budget Narrative

Dublin - We are asking for $25,000 from the City of Dublin to fund 4% of this project. We will use this funding for the salaries of two key individuals in this life saving service to Dublin residents as well as to try to meet the needs of all of the Dublin seniors. These funds will help prevent us from going back to a wait list.
Individual 1 - Meals on Wheels coordinator who ensures that daily operations run smoothly - 22% of her salary which is $715/mo, $8,580 annually with benefits of $1,287 annually.
Individual 2 - Meals on Wheels Program Manager establishes business and governmental partnerships as well as trains, recruits, and appreciates volunteers which is vital to our program - 15% of her salary which is $1,062.50/mos, $12,750 annually with benefits of $2,805 annually

Livermore - We are asking for $74,000 from the City of Livermore to fund 11% of this project. We will use this funding for the salaries of two key individuals in this life saving service to Livermore residents as well as to continue to try to meet the needs of all of the Livermore Seniors. These funds will help us from not having a wait list.
Individual 1 - Meals on Wheels coordinator who ensures that daily operations run smoothly - 55% of her salary which is $1,787/mos, $21,450 annually with benefits of $3,511 annually.
Individual 2 - Meals on Wheels Program Manager will establish business, financial, governmental and service partnerships throughout the Tri-Valley area as well as foster current partnerships; will recruit and retain volunteers; supervise Meals on Wheels Coordinators; - 47% of her salary which is $3,330/mos, $39,950 annually with benefits of $9,082 annually.

Pleasanton - We are asking for $55,000 from the City of Pleasanton to fund 8% of this project. We will use this funding for the salaries of two key individuals in this life saving service to Pleasanton residents as well as to try to meet the needs of all of the Pleasanton seniors. These funds will help us from having a wait list.
Individual 1 - Meals on Wheels coordinator who ensures that daily operations run smoothly - 40% of her salary which is $1,300/mos, $15,600 annually with Benefits of $2,340 annually
Individual 2 - Meals on Wheels Program Manager will establish business, financial, governmental, and service partnerships throughout the Tri-Valley area - 34% of her salary which is $2,087 /mos,$31,450 annually with benefits of $5,610 annually

Documents *top*

Documents Requested *	Required?	Attached Documents *
Agency Audit Requirements and Copy of Last Audit	☑	FY23-24 Audit Spectrum CS Financial Policy and Procedures
Agency's Annual Budget	☑	FY24-25 Approved Budget
(Capital Only) Capital Expenditure Budget for the project		
(Capital Only) Project photos, designs, site drawings, specifications		
(Capital Only) Proposed project budget, including all sources and uses and budget assumptions for development phases		
(Capital Only) Pro forma operating budget with estimated revenue and expenses		
(Capital Only) Evidence of Site Control		
(Capital Only) Title Report (acquisition, new facilities and substantial rehabilitation)		
(Capital Only) Environmental Reports (e.g. Phase I Environmental Site Assessment, ALTA Survey)		

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Application ID: 486588

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Tri-Valley Grants Application

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City of Dublin
Tri-Valley Grants Application
FY 2025-2027 Tri-Valley Housing and Human Services Grants
Deadline: 1/17/2025

Sunflower Hill

Sunflower Hill Garden - Dublin Food Access Project

Jump to: Application Questions Budget Documents

Submitted: 1/17/2025 2:51:11 PM (Pacific)

Project Contact
Jennifer Oxe
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Sunflower Hill
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Application Questions *top*

ORGANIZATION INFORMATION

1. Please identify if your organization is a Non-Profit or Public Agency:
For-profit agencies are not eligible for these grants funds

- [x] Non-Profit
- [ ] Public Agency

2. Please state your agency's mission and/or vision statement(s):
Sunflower Hill began in 2013 with a mission to create places and spaces where adults with intellectual and developmental disabilities (I/DD) could live, work, learn, and thrive as part of the greater community. The I/DD population directly served by our organization typically meets federal and state low-income standards and are mainly clients of the Regional Center of the East Bay (RCEB).

Specifically, Sunflower Hill focuses on creating affordable housing communities, addressing food insecurity in our region, and offering exceptional life skills, vocational and enrichment programs, via our one-acre garden at the historic Hagemann Ranch in Livermore.

Our first program, the abundant Sunflower Hill Garden at Hagemann Ranch in Livermore began in April 2015. Today, it annually produces approximately 4700 pounds of fresh vegetables, fruits, herbs, and flowers. Recipients are local front-line service providers/community nonprofits (and their 1500 clients) as well as program participants who meet federal Housing and Urban Development (HUD) low-income

requirements. All produce is provided free of charge.

In 2020, the organization's first residential community, Sunflower Hill, at Irby Ranch formally opened in Pleasanton. Irby Ranch offers 31 one and two-bedroom units at 20 to 60 percent AMI (Average Median Income) to individuals with intellectual and developmental disabilities. We also provide innovative and immersive programming opportunities for residents and individuals with I/DD in the greater Tri-Valley region. We are fortunate to now be developing Sunflower Hill at Grace Pointe in Dublin - our second affordable housing community, designed for 60 individuals. Sunflower Hill is also collaborating with Eden Housing on the development of Francis Ranch in Dublin - where 22 affordable housing units will be set aside for individuals with I/DD. Planning is also in the early stages for another new community in Lafayette.

Our 2021-2025 strategic report identified an important vision for our community: a world where people of all abilities are welcomed, empowered and valued.

PROJECT INFORMATION

3. Provide a brief summary of the project for which your agency is seeking grant funding. This information will be used on the documents that go to the City Councils.

1-2 sentences

The SFH Garden Dublin Food Access project will expand food and nutrition opportunities for two Dublin-centric programs for individuals with intellectual and developmental disabilities (I/DD) that now attend the garden at Hagemann Ranch in Livermore every week. (Dublin High School's Transition Class and the Kaleidoscope Adult Day Program) as well as afford garden access and programming for a new/second transition/special needs class at Dublin H.S.

The requested grant would not only sponsor the one-year attendance of all three of these groups over the academic year, but also add the ability for program participants to take home fresh organic, culturally appropriate vegetables, herbs, and fruits they are personally harvesting weekly. This direct food distribution can be used on an individual, family, or class/school demonstration/cooking level. Total number of unique participants on a weekly basis who will access the garden and take home produce = 60 individuals.

In addition, Sunflower Hill will begin new weekly fresh produce deliveries to two Dublin-centric frontline food distribution partners - Tri-Valley Haven's Senior Mobile Food Pantry and Open Heart Kitchen's Pop Up Food Pantry/senior meal program at Resurrection Lutheran Church. Total number of unique individuals/meals on a monthly basis = 500.

Finally, the grant dollars will fund the fresh garden produce coming from Sunflower Hill for the weekly meal program of SFH's partner, Culinary Angels, and their fresh food deliveries, specifically for Dublin residents. Currently, Culinary Angels serves 273 unique Dublin residents with free weekly meals.

4. Is this a Capital Improvement Project?

If yes, fill out questions 15-20.

- ☐ Yes
- ☑ No

5. How does this project align with your organization's annual goals?

Please include qualitative and quantitative metrics in your response.

As identified in our mission, Sunflower Hill focuses on improving the lives of those with I/DD. Many of the

priority areas outlined by the Dublin City Council/HUD and 2024 Eastern Alameda County Human Services Needs Assessment (EACHSNA) are also at the core of our mission/vision and 2025-2028 strategic goals. The proposed project aligns with the Dublin City Council's priority of food/nutrition (HUD's focus on strengthening communities and improving quality of life) and the EACHSNA recommendation/approach of building organizational relationships and focusing on service provision, awareness, and navigation (EACHSNA; pages 74-85)

One substantial focus area for our organization in 2025 is strengthening our presence and community partnerships in Dublin by adding new Dublin-centric community partners to our SFH "family." This investment in Dublin is critical as we simultaneously develop our second residential community, Sunflower Hill, at Grace Point.

There are 60 Dublin-centric participants and numerous community members who benefit from SFH's gardens at Hagemann Ranch. We would like to increase this Dublin-specific number. Adding these three Dublin partners will start that process - allowing for a potential of 500+ unique beneficiaries on a monthly basis.

SFH currently measures program participant satisfaction (qualitatively and quantitatively) on an annual basis. We will share the impact of the additional Dublin-centric recipients and partners receiving fresh produce as part of our grant reporting.

The initiative to increase produce production and provide weekly fresh produce to participants addresses food insecurity, a critical need identified in the assessment. Funding our nonprofit produce donation efforts in Dublin supports broader community food access and directly impacts vulnerable populations.

In 2024, Sunflower Hill harvested more than 4700 pounds of produce, with 90% donated to local nonprofits addressing food insecurity and residents experiencing health challenges in Alameda County. These organizations include Tri-Valley Haven, Shepherd's Gate, Culinary Angels, Open Heart Kitchen and One Nation Dream Makers.

In 2024, we supplied fresh, organic, culturally relevant produce to individuals at Tri-Valley Haven Livermore's Food pantry, Open Heart Kitchen, Shepherd's Gate and Culinary Angels. However, to date, all of our produce deliveries to front line partners have been Livermore centric. Our 2025 four-season harvest schedule is now focused on the culturally relevant food preferences of our partners and increasing our yield. We are planting/harvesting the vegetables desired by our clients. This grant will expand the Sunflower fresh produce opportunity and presence in Dublin.

6. Describe the needs, challenges, and/or service gaps that your project addresses. How will clients access the services?

If applicable, please describe how your organization's programs and services directly respond to negative economic or public health impacts of the COVID-19 Pandemic.

As cited in the 2024 EACHSNA report, Dublin has experienced a 50 percent increase in population from 2010 to 2021 (EACHSNA, page 30). Approximately 3.7 percent, or 2501, are below the federal poverty level (EACHSNA, table 14, page 35). Food is one of the six social and economic factors identified by the Kaiser Family Foundation (EACHSNA, page 35) that drive health outcomes, and access to fresh food is limited in the city of Dublin, with 54 percent of the population having "low access" (EACHSNA, page 45). In addition, individuals with I/DD traditionally have a difficult time navigating the services. Lack of knowledge and access can contribute significantly to this paradigm. (EACHSNA, page 58).

More than 1500 unique individuals in the community are now receiving SFH produce via our front-line nonprofit garden partners (Tri-Valley Haven, Shepherd's Gate, Culinary Angels, Open Heart Kitchen, and One Nation Dream makers). With the addition of two Dublin-centric food/front-line partner and their existing customer basis, we'll expand our access by 500 individuals monthly.

Allowing Dublin program participants to take home their harvests benefits them and their families. In the United States, an estimated 6.2 million people live with intellectual or developmental disabilities (I/DD), most of whom are adults requiring long-term support and living with their families. According to the U.S.

Census Bureau, Dublin is home to over 3,300 residents with I/DD and 7,472 seniors aged 65 and older, many of whom will benefit from the mobile food pantry/senior meals provided by Open Heart Kitchen and TriValley Haven.

7. Describe how your organization will measure the effectiveness of this project?

Please include qualitative and quantitative metrics in your response.

To measure the effectiveness of the SFH Garden Dublin Food Access Project, Sunflower Hill will use a combination of quantitative and qualitative metrics. Quantitatively, we will track the number of participants from the two Dublin High School Transition classes and the , Kaleidoscope Adult Day Program and their satisfaction with participating at the garden and taking home fresh produce.

Additionally, we will record the total amount of produce distributed to participants, including the weight and variety of harvested fruits, vegetables, and herbs taken home. We will also measure the volume of produce donated to Open Heart Kitchen and Tri-Valley Haven's food programs and specifically the number of senior recipients benefiting from this partnership. The number of weekly meals prepared by Culinary Angels for Dublin residents and the volume of fresh garden produce incorporated into those meals will also be tracked.

Pre- and post-program surveys will assess participants' knowledge and confidence in making healthy food choices and satisfaction with class structure and gardening tasks. Additionally, we will collect testimonials, stories from participants and families to understand the broader community impact. These tools will provide a comprehensive view of the project's impact on food security and access, nutritional education, and community well-being for Dublin residents.

8. Please indicate which City/Cities you are requesting funding from and state the amount in which is being requested (Dublin: Minimum $5,000, Maximum $25,000; Livermore: Minimum $5,000, No Maximum; Pleasanton: Minimum $5,000, No Maximum).

If not requesting funding from one or more of the cities below, please include "0" in the appropriate field (s). City subtotals and a Tri-Valley grand total will be automatically calculated and can be viewed by clicking 'Print preview' button above.

25,000	FY 2025-2026 Dublin
25,000	FY 2026-2027 Dublin
50,000.00	**SUBTOTAL**
0	FY 2025-2026 Livermore
0	FY 2026-2027 Livermore
0.00	**SUBTOTAL**
0	FY 2025-2026 Pleasanton
0.00	**SUBTOTAL**
50,000.00	**TOTAL**

9. Describe, in detail, how your agency will use the Housing and Human Services grant funds, and what results you expect to achieve with this project.

If different for each City, share specific details for each City.

The $25K will sponsor the ability of three Dublin-centric classes/organizations to attend garden programs ($5K each/$15K). This equates to $500 per month per group over 10 months (programs typically take a short summer break).

The remaining $10K will cover the costs of direct food distribution/program management to the Dublin

location food providers (Tri-Valley Haven Food Pantry/Open Heart Kitchen and Culinary Angels). Note that the distribution of the food will continue during the summer months. (approximately $833 per month for 12 months)

Our expected results:
1. Increased access by I/DD individuals in Dublin-centric organizations to hands-on vocational opportunities
2. Increased fresh produce distribution to front-line agencies directly serving Dublin residents

10. If this project was not funded by one or more of the Cities, would this project still exist? How would you adapt the project if it was partially funded by one or more of the Cities?
The Sunflower Hill Garden Program offers innovative and unique programming to help adults with I/DD develop skills. Currently, we provide these programs free of charge, relying on the generosity of our donor community to make them possible. We have concentrated our distribution efforts in Livermore to date.

If not funded by this grant, we would not be able to add the new Dublin distribution locations. Like many nonprofits, we also must search for appropriate revenue sources to fund our programs. In 2024, we received direct funding from Alameda County Measure B/Supervisor David Haubert to directly fund salaries at SFH Garden at Hagemann Ranch. But these funds do not cover the food distribution or program delivery. Beginning in Fall 2025, we will need to ask program participants for cost-share funds to attend the garden. These funds would ensure that three Dublin-centric organizations can attend for the next two years - giving them (and us) time to figure out additional funding sources for their continued participation.

Since we rely on program participants to harvest the produce, the reduction of attendees could lead to reduce planting and harvesting of produce and flowers in our garden. As a result, our food and flower donations to local nonprofits addressing food insecurity and medical challenges in our community could also decline, demonstrating the far-reaching impact of this program.

Many grantmaking organizations are surprised to learn that Sunflower Hill provides all produce grown in our garden free of charge to frontline agencies. While we fully support the critical work of these organizations, our role in the distribution cycle is often overlooked in the grantmaking process despite being a crucial part of ensuring fresh food reaches those in need.

11. Projected number of clients, by City, that this project plans to serve in FY 2025-2026 in each income category:

	Dublin: Extremely Low Income (< 30%)
250	Dublin: Very Low Income (30-50% AMI)
250	Dublin: Low Income (50-80% AMI)
	Dublin: Moderate Income (80-120% AMI)
	Dublin: Above Moderate Income (>120% AMI)
500.00	**SUBTOTAL**
	Livermore: Extremely Low Income (< 30%)
	Livermore: Very Low Income (30-50% AMI)
	Livermore: Low Income (50-80% AMI)
	Livermore: Moderate Income (80-120% AMI)
	Livermore: Above Moderate Income (>120% AMI)
0.00	**SUBTOTAL**
	Pleasanton: Extremely Low Income (< 30%)

	Pleasanton: Very Low Income (30-50% AMI)
	Pleasanton: Low Income (50-80% AMI)
	Pleasanton: Moderate Income (80-120% AMI)
	Pleasanton: Above Moderate Income (>120% AMI)
0.00	**SUBTOTAL**
500.00	**TOTAL**

12. Projected number of clients, by City, that this project plans to serve in FY 2026-2027 in each income category:

	Dublin: Extremely Low Income (< 30%)
250	Dublin: Very Low Income (30-50% AMI)
250	Dublin: Low Income (50-80% AMI)
	Dublin: Moderate Income (80-120% AMI)
	Dublin: Above Moderate Income (>120% AMI)
500.00	**SUBTOTAL**
	Livermore: Extremely Low Income (< 30%)
	Livermore: Very Low Income (30-50% AMI)
	Livermore: Low Income (50-80% AMI)
	Livermore: Moderate Income (80-120% AMI)
	Livermore: Above Moderate Income (>120% AMI)
0.00	**SUBTOTAL**
500.00	**TOTAL**

13. How does your agency assess that your clients are "eligible beneficiaries"?
i.e. low- and moderate-income persons and/or presumed beneficiaries according to HUD.
Sunflower Hill assesses eligibility for our participants with intellectual and developmental disabilities (I/DD) as "eligible beneficiaries" using a combination of documented data collection, income verification processes, and alignment with HUD's "presumed beneficiaries" guidelines. Here's how we ensure compliance:

HUD identifies adults with disabilities as "presumed beneficiaries," meaning they automatically qualify as low- and moderate-income individuals. Since the majority of our program participants have I/DD and live on Supplemental Security Income (SSI) or other public assistance, they align with this classification. For adults interested in living at our affordable residential communities for adults with I/DD, we ask for supporting documentation such as proof of SSI benefits or other public support to confirm that participants meet eligibility criteria under HUD. Many of our participants come from local adult day and transition programs explicitly serving individuals with disabilities, further ensuring alignment with HUD's criteria for presumed beneficiaries.

We also rely on demographic and socioeconomic data from our local community, including Eastern Alameda County Human Services Needs Assessment reports, to affirm that our services align with the needs of low- and moderate-income populations. To maintain compliance, we conduct annual reviews of participant records and agency partnerships to ensure continued alignment with HUD's guidelines and our mission to serve individuals who are presumed beneficiaries. This structured approach ensures we effectively serve eligible populations and continue providing meaningful, inclusive programs that address their needs.

EASTERN ALAMEDA COUNTY HUMAN SERVICES NEEDS ASSESSMENT

14. Which of the following Community-Level Focus Areas from the 2024 Eastern Alameda County Human Services Needs Assessment does your project identify with?
Select all that apply:

- ☐ Housing Services (Page 47)
- ☐ Health Care Services (Page 52)
- ☑ Mental Health (Page 55)
- ☑ Service Provision, Awareness, and Navigation (Page 57)
- ☐ Racial/Linguistic/Cultural Responsiveness (Page 58)
- ☐ Substance Abuse Services (Page 60)
- ☐ Safety (Page 61)
- ☐ Transportation (Page 63)
- ☐ Youth (Page 65)
- ☑ Other: food insecurity

CAPITAL IMPROVEMENT PROJECTS

15. For the capital improvement project, provide a detailed narrative (e.g. rehabilitation or new construction) and a detailed scope of work for the project.
If this is not a Capital Improvement Project, put "NA".
N/A

16. For the capital improvement project, please describe the land tenure status (e.g. does your agency own or lease the property? If leasing, what are the lease terms?). If you do not have site control, describe your site control plans.
If this is not a Capital Improvement Project, put "NA".
N/A

17. If the building is occupied, will relocation be required?
If this is not a Capital Improvement Project, put "NA".
N/A

18. Identify the project team (e.g. architect/engineer, general contractor, and or consultants):
If this is not a Capital Improvement Project, put "NA".
N/A

19. Has a market study, property needs assessment, and/or other evaluation which identifies the need for the proposed project been completed?
If this is not a Capital Improvement Project, put "NA".
N/A

20. Will this project require implementation of Davis-Bacon/Fair Labor Standards Act Requirements?
If this is not a Capital Improvement Project, put "NA".
N/A

POLITICAL REFORM ACT

21. Under Section 84308 of the Political Reform Act, certain elected and appointed officials are prohibited from taking part in a proceeding for an entitlement for use, including most contracts,

if the official has received a contribution exceeding $250 from a party or participant in the proceeding within the preceding 12 months. Please answer Yes or No to the following question: Has your organization, or an employee of your organization, made a political contribution to a current Dublin, Pleasanton, or Livermore Councilmember, Mayor, or Commissioner within the last 12 months?

If Yes, please identify the employee(s) who made the political contribution, and the amount, date, and recipient of, the contribution.

No "employee" of our organization has made a contribution at this level. Nor has our organization, as a 501c3 non-profit, done so.

AUTHORIZATION TO SUBMIT GRANT APPLICATION

22. By submitting this application, you confirm that you are authorized to apply to this grant on behalf of your organization.

☑ Yes, I am authorized to apply to this grant on behalf of this organization.

Budget top

2025-2026 Forecasted Revenue	Amount Committed	Amount Pending	Amount Planned	Amount Total
FY 2025-2026 City of Dublin	$ 0.00	$ 25,000.00	$ 0.00	$ 25,000.00
FY 2025-2026 City of Livermore	$ 0.00	$ 0.00	$ 0.00	$ 0.00
FY 2025-2026 City of Pleasanton	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Alameda County Measure B/Haubert	$ 93,835.96			$ 93,835.96
	$ 0.00			$ 0.00
	$ 0.00			$ 0.00
	$ 0.00			$ 0.00
	$ 0.00			$ 0.00
	$ 0.00			$ 0.00
		$ 0.00		$ 0.00
Total	**$ 93,835.96**	**$ 25,000.00**	**$ 0.00**	**$ 118,835.96**

2025-2026 Forecasted Expenses	City of Dublin	City of Livermore	City of Pleasanton	Other Sources	Total Project Cost
Garden Manager	$ 0.00	$ 0.00	$ 0.00	$ 72,285.25	$ 72,285.25
Garden Assistant	$ 0.00	$ 0.00	$ 0.00	$ 21,550.71	$ 21,550.71
Three Dublin Program programs ($5K each)	$ 15,000.00	$ 0.00	$ 0.00	$ 0.00	$ 15,000.00
Food Distribution/Administrative/Management	$ 10,000.00	$ 0.00	$ 0.00	$ 0.00	$ 10,000.00
	$ 0.00				$ 0.00
	$ 0.00				$ 0.00
	$ 0.00				$ 0.00
	$ 0.00				$ 0.00
Total	**$ 25,000.00**	**$ 0.00**	**$ 0.00**	**$ 93,835.96**	**$ 118,835.96**

Budget Narrative
Thanks to Alameda County Measure B funding, staff costs associated with the SFH Garden at Hagemann Ranch are covered. This includes salaries and benefits for our Garden Manager and Assistant - both of whom are responsible for the planting/nurturing/harvesting of all crops. We rely on our staff to grow the food for all of our partners. This will include the three new opportunities in Dublin.

Our requested $25K will sponsor the ability of three Dublin-centric classes/organizations to attend garden programs ($5K each/$15K). This equates to $500 per month per group over 10 months (programs typically take a short summer break) or an individual cost of $250 per academic year per person (60 individuals X $250 = $15,000)

The remaining $10K will cover the costs of additional and direct food distribution to three new Dublin-centric programs for Sunflower Hill (Tri-Valley Haven and Open Heart Kitchen's Food Pantries and Culinary Angels). Note that the distribution of the food will continue during the summer months. (this equates to approximately $833 per month for 12 months to three partners or a weekly cost of approximately $70 per partner for produce. Assuming a strong harvest, SFH will deliver as much produce as desired to each of these front-line groups and will cater to their requests of culturally relevant varieties.

Documents *top*

Documents Requested *	Required?	Attached Documents *
Agency Audit Requirements and Copy of Last Audit	☑	SFH_990_2023
Agency's Annual Budget	☑	SFH Budget
(Capital Only) Capital Expenditure Budget for the project		
(Capital Only) Project photos, designs, site drawings, specifications		
(Capital Only) Proposed project budget, including all sources and uses and budget assumptions for development phases		
(Capital Only) Pro forma operating budget with estimated revenue and expenses		
(Capital Only) Evidence of Site Control		
(Capital Only) Title Report (acquisition, new facilities and substantial rehabilitation)		
(Capital Only) Environmental Reports (e.g. Phase I Environmental Site Assessment, ALTA Survey)		

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Application ID: 487544

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Tri-Valley Grants Application

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City of Dublin
Tri-Valley Grants Application
FY 2025-2027 Tri-Valley Housing and Human Services Grants
Deadline: 1/17/2025

Tri-Valley Haven

Domestic Violence Services

Jump to: Application Questions Budget Documents

Submitted: 1/16/2025 10:27:24 AM (Pacific)

Project Contact
Christine Dillman
[redacted]

Tri-Valley Haven
[redacted]

Application Questions *top*

ORGANIZATION INFORMATION

1. Please identify if your organization is a Non-Profit or Public Agency:
For-profit agencies are not eligible for these grants funds
- [x] Non-Profit
- [ ] Public Agency

2. Please state your agency's mission and/or vision statement(s):
Tri-Valley Haven creates homes safe from abuse, Contributes to a more peaceful society, One person, one family, one community at a time. Together we build a world without violence.

PROJECT INFORMATION

3. Provide a brief summary of the project for which your agency is seeking grant funding. This information will be used on the documents that go to the City Councils.
1-2 sentences
Tri-Valley Haven's (TVH) Domestic Violence Services Program provides comprehensive services, to local individuals impacted by domestic violence, including a 24-hour crisis hotline, a 30-bed confidential emergency shelter, legal (including restraining order) services, job readiness training, life-skill education groups, case management, advocacy, and clinical counseling (therapy).

4. Is this a Capital Improvement Project?
If yes, fill out questions 15-20.

- ☐ Yes
- ☑ No

5. How does this project align with your organization's annual goals?
Please include qualitative and quantitative metrics in your response.
Tri-Valley Haven (TVH) has long served survivors of domestic violence, sexual assault, low-income families, and unhoused individuals, addressing the profound interconnections between trauma, poverty, and domestic violence. Domestic Violence Services aligns seamlessly with this mission by providing essential services to women and their children fleeing domestic violence. Our Domestic Violence Services program empowers individuals to heal from abuse, regain stability, and thrive.

This fiscal year, TVH has already served 838 individuals fleeing domestic violence. Our services are trauma-informed and client centered. A client centered model empowers our clients to choose which services will best meet their needs. Legal Services and Mental Health Services are offered at three sites and remotely while our crisis line is available 24 hours a day, 7 days a week for crisis intervention, crisis counseling and information and referral. Shelter clients also receive food from Tri-Valley Haven's Client Choice Food Pantry, clothing from TVH's Thrift Store, and access to financial and housing assistance through Tri-Valley Haven's Linkages, TBRA, and Domestic Violence Housing First (DVHF) programs.

This year, we were proud to be given the Nonprofit of the Year Award by Senator Steven Glazer, highlighting our impact in the community.

6. Describe the needs, challenges, and/or service gaps that your project addresses. How will clients access the services?
If applicable, please describe how your organization's programs and services directly respond to negative economic or public health impacts of the COVID-19 Pandemic.
The Alameda County Homeless Point-In-Time (PIT) Count was conducted on January 25, 2024. The PIT Count revealed a Homeless Census Population of 9,450 in the County. The PIT Count revealed 108 sheltered homeless individuals and 264 unsheltered homeless individuals resided in the Tri-Valley area, consisting of Livermore, Dublin, and Pleasanton.

According to the State of CA Department of Justice (DOJ), in 2023 there were 109 domestic violence calls to law enforcement from Pleasanton residents, 55 of those calls involved a weapon and three involved strangulation/suffocation. In the same year there were 104 calls to law enforcement from Dublin residents, 76 involved a weapon and one involved strangulation.

The Eastern Alameda County Human Services Needs Assessment calls domestic violence in the Tri-Valley Area under-reported. DV includes verbal, emotional/psychological abuse as well as physical abuse. DV is a health care problem of epidemic proportions. Without intervention, the cycle of abuse continues into future generations. Growing up in a home where there is domestic abuse is the biggest predictor of who will become abused or an abusive individual in their own teen and adult relationships.

Tri-Valley Haven's comprehensive DV Programs includes legal services, mental health services, a 24/7 crisis hotline, shelter, case management, advocacy and more. Clients access our services through the 24/7 crisis line or via one of our community sites. Our Community Building is staffed with an Advocate during business hours to accommodate walk-in clientele. TVH holds two drop-in Legal Clinics weekly where legal services restraining order services are provided on an as-needed basis.

Shiloh is the only State sanctioned DV program and confidential emergency shelter serving the Tri-Valley area and, along with our homeless family shelter Sojourner House, the only shelter in the area that accepts boys over age 10. Survivors attempting to flee an abusive relationship will often continue to stay if they are unable to flee with their children.

TVH's 24-hour crisis line is a comprehensive resource for people seeking help or shelter. Individuals are also referred via our website, the National DV Hotline, law enforcement, community referrals, 211 info line and outreach events.

7. Describe how your organization will measure the effectiveness of this project?
Please include qualitative and quantitative metrics in your response.
To evaluate the effectiveness of our domestic violence emergency shelter program, Tri-Valley Haven uses a combination of qualitative and quantitative methods. We conduct resident surveys during their stay, and exit surveys to assess changes in participants' knowledge, attitudes, and behaviors. Clients have access to a grievance process, should any aspect of our service provision not meet their needs. All feedback is valuable and provides deeper insights into a participant's experience. TVH conducts weekly Life Skill Meetings and House Meetings to further connect and develop service provision. We also track client success in safely transitioning to our two-year transitional housing program, homeless shelter, independent housing, or partner agency programs. Our Life Skill Meetings cover a variety of essential topics to empower residents and support their transition to self independence. Sessions include personal safety, strategies for managing emotional well-being, coping with stress, and building self-esteem. At the DV Shelter, we focus on financial literacy by teaching budgeting, understanding credit, and basic banking skills. Job readiness and career skills are emphasized, including resume writing and interview preparation. We also address effective communication skills, health and wellness education, and understanding tenant rights for independent living. Parenting techniques and resources for child development are covered, along with goal setting and planning to help residents create actionable steps toward their futures. Lastly, Tri-Valley Haven staff provide information on local resources and support services, fostering a strong community network. Through these meetings, we equip residents with the tools and knowledge necessary to enhance their well-being and successfully navigate their new lives.

8. Please indicate which City/Cities you are requesting funding from and state the amount in which is being requested (Dublin: Minimum $5,000, Maximum $25,000; Livermore: Minimum $5,000, No Maximum; Pleasanton: Minimum $5,000, No Maximum).
If not requesting funding from one or more of the cities below, please include "0" in the appropriate field (s). City subtotals and a Tri-Valley grand total will be automatically calculated and can be viewed by clicking 'Print preview' button above.

25000	FY 2025-2026 Dublin
25000	FY 2026-2027 Dublin
50,000.00	**SUBTOTAL**
0	FY 2025-2026 Livermore
0	FY 2026-2027 Livermore
0.00	**SUBTOTAL**
60000	FY 2025-2026 Pleasanton
60,000.00	**SUBTOTAL**
110,000.00	**TOTAL**

9. Describe, in detail, how your agency will use the Housing and Human Services grant funds, and what results you expect to achieve with this project.
If different for each City, share specific details for each City.
The funds requested from Dublin and Pleasanton will be used to pay a portion of the salaries and benefits of the following positions:
- Case Manager: provides case management, advocacy, crisis intervention and shelter monitoring.
- Therapist: provides counseling, expertise in domestic abuse.
- Legal Advocate: provides legal services, assists with obtaining restraining orders.
- Overnight Staff: provides crisis intervention and overnight shelter monitoring.

All of these positions are essential to the successful operations of the Domestic Violence Services Programs and provide vital client services. We utilize multiple funding sources to support staff positions. TVH also uses a team of dedicated volunteers who have completed Tri-Valley Haven's state certified 70-hour Domestic Violence & Sexual Assault Advocacy Training.

Funding staff for our Domestic Violence Services Program will result in client's having access to shelter, safety, legal assistance, mental health care, a 24/7 crisis hotline, and a haven when fleeing domestic violence in their home.

10. If this project was not funded by one or more of the Cities, would this project still exist? How would you adapt the project if it was partially funded by one or more of the Cities?
If this project is not funded in full by one or more of the Cities, TVH will have to reduce staff positions and services provided to local victims. Reduction of staffing will have a negative impact on our operations and client services.

11. Projected number of clients, by City, that this project plans to serve in FY 2025-2026 in each income category:

75	Dublin: Extremely Low Income (< 30%)
0	Dublin: Very Low Income (30-50% AMI)
0	Dublin: Low Income (50-80% AMI)
0	Dublin: Moderate Income (80-120% AMI)
0	Dublin: Above Moderate Income (>120% AMI)
75.00	**SUBTOTAL**
0	Livermore: Extremely Low Income (< 30%)
0	Livermore: Very Low Income (30-50% AMI)
0	Livermore: Low Income (50-80% AMI)
0	Livermore: Moderate Income (80-120% AMI)
0	Livermore: Above Moderate Income (>120% AMI)
0.00	**SUBTOTAL**
80	Pleasanton: Extremely Low Income (< 30%)
0	Pleasanton: Very Low Income (30-50% AMI)
0	Pleasanton: Low Income (50-80% AMI)
0	Pleasanton: Moderate Income (80-120% AMI)
0	Pleasanton: Above Moderate Income (>120% AMI)
80.00	**SUBTOTAL**
155.00	**TOTAL**

12. Projected number of clients, by City, that this project plans to serve in FY 2026-2027 in each income category:

75	Dublin: Extremely Low Income (< 30%)
0	Dublin: Very Low Income (30-50% AMI)
0	Dublin: Low Income (50-80% AMI)
0	Dublin: Moderate Income (80-120% AMI)
0	Dublin: Above Moderate Income (>120% AMI)

75.00	**SUBTOTAL**
0	Livermore: Extremely Low Income (< 30%)
0	Livermore: Very Low Income (30-50% AMI)
0	Livermore: Low Income (50-80% AMI)
0	Livermore: Moderate Income (80-120% AMI)
0	Livermore: Above Moderate Income (>120% AMI)
0.00	**SUBTOTAL**
75.00	**TOTAL**

13. How does your agency assess that your clients are "eligible beneficiaries"?
i.e. low- and moderate-income persons and/or presumed beneficiaries according to HUD.
Clients report the following during their intake process:
1. Household size
2. Source of income
3. Amount of income

This data is recorded in the client's record in our confidential database (We use Client Voice at the Food Pantry and OS-Soft at Sojourner House). TVH staff use Income Limits Guidelines to determine the specific AMI category the client falls in. This information is also entered in our database.

EASTERN ALAMEDA COUNTY HUMAN SERVICES NEEDS ASSESSMENT

14. Which of the following Community-Level Focus Areas from the 2024 Eastern Alameda County Human Services Needs Assessment does your project identify with?
Select all that apply:

- [x] Housing Services (Page 47)
- [ ] Health Care Services (Page 52)
- [ ] Mental Health (Page 55)
- [x] Service Provision, Awareness, and Navigation (Page 57)
- [ ] Racial/Linguistic/Cultural Responsiveness (Page 58)
- [ ] Substance Abuse Services (Page 60)
- [ ] Safety (Page 61)
- [ ] Transportation (Page 63)
- [ ] Youth (Page 65)
- [ ] Other:

CAPITAL IMPROVEMENT PROJECTS

15. For the capital improvement project, provide a detailed narrative (e.g. rehabilitation or new construction) and a detailed scope of work for the project.
If this is not a Capital Improvement Project, put "NA".
NA

16. For the capital improvement project, please describe the land tenure status (e.g. does your agency own or lease the property? If leasing, what are the lease terms?). If you do not have site control, describe your site control plans.
If this is not a Capital Improvement Project, put "NA".
NA

17. If the building is occupied, will relocation be required?
If this is not a Capital Improvement Project, put "NA".
NA

18. Identify the project team (e.g. architect/engineer, general contractor, and or consultants):
If this is not a Capital Improvement Project, put "NA".
NA

19. Has a market study, property needs assessment, and/or other evaluation which identifies the need for the proposed project been completed?
If this is not a Capital Improvement Project, put "NA".
NA

20. Will this project require implementation of Davis-Bacon/Fair Labor Standards Act Requirements?
If this is not a Capital Improvement Project, put "NA".
NA

POLITICAL REFORM ACT

21. Under Section 84308 of the Political Reform Act, certain elected and appointed officials are prohibited from taking part in a proceeding for an entitlement for use, including most contracts, if the official has received a contribution exceeding $250 from a party or participant in the proceeding within the preceding 12 months. Please answer Yes or No to the following question: Has your organization, or an employee of your organization, made a political contribution to a current Dublin, Pleasanton, or Livermore Councilmember, Mayor, or Commissioner within the last 12 months?
If Yes, please identify the employee(s) who made the political contribution, and the amount, date, and recipient of, the contribution.
No

AUTHORIZATION TO SUBMIT GRANT APPLICATION

22. By submitting this application, you confirm that you are authorized to apply to this grant on behalf of your organization.
☑ Yes, I am authorized to apply to this grant on behalf of this organization.

Budget *top*

2025-2026 Forecasted Revenue	Amount Committed	Amount Pending	Amount Planned	Amount Total
FY 2025-2026 City of Dublin			$ 25,000.00	$ 25,000.00
FY 2025-2026 City of Livermore			$ 50,000.00	$ 50,000.00
FY 2025-2026 City of Pleasanton			$ 60,000.00	$ 60,000.00
FY 2025-2026 Other (Please Describe)				$ 0.00
CalOES DV	$ 537,587.00			$ 537,587.00
Alameda County CalWORKS		$ 70,000.00		$ 70,000.00

Alameda County Linkages	$ 56,808.00			$ 56,808.00
PLHA	$ 306,071.00			$ 306,071.00
EFSP		$ 35,000.00		$ 35,000.00
Alameda County SSA Shelter	$ 79,760.00			$ 79,760.00
Total	**$ 980,226.00**	**$ 105,000.00**	**$ 135,000.00**	**$ 1,220,226.00**

2025-2026 Forecasted Expenses	City of Dublin	City of Livermore	City of Pleasanton	Other Sources	Total Project Cost
Personnel Costs	$ 25,000.00	$ 50,000.00	$ 60,000.00	$ 581,227.00	$ 716,227.00
Operating Costs				$ 219,538.00	$ 219,538.00
Administrative Costs				$ 56,017.00	$ 56,017.00
Capital Costs (Pre-Development)					$ 0.00
Capital Costs (Construction)					$ 0.00
Other: Insurance				$ 15,000.00	$ 15,000.00
Other: Communications				$ 13,000.00	$ 13,000.00
Other: Office Rent				$ 15,380.00	$ 15,380.00
Other: Auto Expenses				$ 7,200.00	$ 7,200.00
Other: Utilties				$ 15,000.00	$ 15,000.00
Other: Shelter Rent	$ 0.00	$ 0.00	$ 0.00	$ 162,864.00	$ 162,864.00
Total	**$ 25,000.00**	**$ 50,000.00**	**$ 60,000.00**	**$ 1,085,226.00**	**$ 1,220,226.00**

Budget Narrative
Revenue: The composition of revenue is our best estimate based on the previous year of operation.
Expenses: personnel costs include salaries and benefits. Sick leave, vacation, and holidays are not included in the benefits calculation for staff who will be paid with Cites of Dublin or Pleasanton grant funds. Note that the personnel line above includes positions not charged to Dublin nor Pleasanton: Director of Domestic Violence Services, IT Manager, Facilities Coordinator, Data/Contracts Manager, Volunteer Coordinator, Linkages Case Manager, Crisis Line Coordinator, Clinical Supervisor, Shelter Manager, Family Case Manager, and Therapist.
Operating Expenses: includes program supplies, office supplies, client assistance, staff development, maintenance and repair.
Administrative Expenses: includes audit, accounting and payroll.
Shelter Rent: rent at temporary shelter site. Upon completion of the shelter rebuild, TVH will no longer have a shelter rent expense.

Personnel costs (salary and benefits) requested from the City of Dublin:
Case Manager - 8.75% FTE: $467/month ($5,603/year)
Therapist - 3.75% FTE: $690/month ($8,285/year)
Legal Advocate - 9.12% FTE: $552/month ($6,627/year)
Overnight Staff - 6.88%FTE: $374/month ($4,485/year)

Personnel costs (salary and benefits) requested from the City of Pleasanton:
Case Manager - 18.64% FTE: $995/month ($11,937/year)
Therapist - 22.5% FTE: $1,657/month ($19,883/year)
Legal Advocate - 22.5% FTE: $1,355/month ($16,355/year)
Overnight Staff - 18.13%: $985/month ($11,825/year)

The Domestic Violence Services budget is part of the overall agency budget that includes other programs and departments: a) Homeless and Family Support Services Department, b) Sexual

Assault and Counseling Services, c) Finance and Compliance, and d) Administration, and e) Domestic Violence Services Department. Thus only a portion of liability insurance, auto insurance, and audit are being charged to this program.

Documents *top*

Documents Requested *	Required?	Attached Documents *
Agency Audit Requirements and Copy of Last Audit	☑	Audit Requirement
		Audit 1
		Audit 2
		Audit 3
Agency's Annual Budget	☑	Agency Budget
(Capital Only) Capital Expenditure Budget for the project		
(Capital Only) Project photos, designs, site drawings, specifications		
(Capital Only) Proposed project budget, including all sources and uses and budget assumptions for development phases		
(Capital Only) Pro forma operating budget with estimated revenue and expenses		
(Capital Only) Evidence of Site Control		
(Capital Only) Title Report (acquisition, new facilities and substantial rehabilitation)		
(Capital Only) Environmental Reports (e.g. Phase I Environmental Site Assessment, ALTA Survey)		

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DUBLIN CALIFORNIA LIVERMORE PLEASANTON

Tri-Valley Grants Application

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City of Dublin
Tri-Valley Grants Application
FY 2025-2027 Tri-Valley Housing and Human Services Grants
Deadline: 1/17/2025

Tri-Valley Haven

Homeless and Family Support Services

Jump to: Application Questions Budget Documents

Submitted: 1/16/2025 10:24:51 AM (Pacific)

Project Contact
Christine Dillman
[redacted]

Tri-Valley Haven
[redacted]

Application Questions *top*

ORGANIZATION INFORMATION

1. Please identify if your organization is a Non-Profit or Public Agency:
For-profit agencies are not eligible for these grants funds

- [x] Non-Profit
- [ ] Public Agency

2. Please state your agency's mission and/or vision statement(s):
Tri-Valley Haven creates homes safe from abuse, Contributes to a more peaceful society, One person, one family, one community at a time. Together we build a world without violence.

PROJECT INFORMATION

3. Provide a brief summary of the project for which your agency is seeking grant funding. This information will be used on the documents that go to the City Councils.
1-2 sentences
This grant funding will support Tri-Valley Haven's Homeless and Family Services programs (HFS). TVH's family shelter, Sojourner House, provides unhoused individuals with shelter and support services. Tri-Valley Haven's 'Client Choice' Food Pantry (FP) provides nutritious food to low income & homeless Tri-

Valley residents free of charge.

Sojourner House provides homeless (unhoused) local clients (women, women with children, two-parent families with children, and men with children) with shelter and supportive services. Clients can stay up to six months in our comprehensive family shelter. Shelter clients are provided case management, life-skill education classes, counseling services, and numerous resources.

The Food Pantry provides free, healthy groceries to Tri-Valley residents using the 'Client Choice' model. This model allows individuals and families in economic need to select the food and toiletry items that are right for them and their family. This also creates a more dignified and welcoming atmosphere. The Food Pantry is serving approximately 40% more Tri-Valley clients than it was two years ago.

4. Is this a Capital Improvement Project?

If yes, fill out questions 15-20.

- ☐ Yes
- ☑ No

5. How does this project align with your organization's annual goals?

Please include qualitative and quantitative metrics in your response.

For over 45 years, Tri-Valley Haven (TVH) has successfully served survivors of domestic violence, sexual assault, low-income families, and unhoused individuals, addressing the interconnections between trauma, poverty, and homelessness. Homeless and Family Support Services (HFSS) aligns seamlessly with our mission by providing essential services to unhoused individuals and families as well as those at-risk of becoming homeless. Our HFSS program empowers individuals to overcome barriers, regain stability, and ultimately to thrive.

This fiscal year, TVH has already served 5,227 individuals experiencing homelessness and/or food insecurity. Our services are trauma-informed and client centered. Tri-Valley Haven empowers our clients to participate in the services will best fulfill their needs. Our Food Pantry operates a 'Client Choice' model, allowing our pantry guests to select the groceries that are right for them and their household. Residents at our family shelter, Sojourner House can stay for up to six months. TVH offers comprehensive shelter services including case management, counseling and life-skill education classes. Clients also receive clothing free of charge at Tri-Valley Haven's Thrift Store. Legal assistance and access to financial help are also offered to shelter residents. Tri-Valley Haven's Housing programs such as Linkages and Tenant Based Rental Assistance (TBRA) assist clients in becoming self sufficient after graduating from our homeless shelter.

This year, we were proud to be awarded Nonprofit of the Year by Senator Glazer, highlighting our impact in the community. Also this year, our Food Pantry Manager was nominated for the 'Unsung Hero Award' by the Tri-Valley Nonprofit Alliance at their 10-year anniversary ceremony.

6. Describe the needs, challenges, and/or service gaps that your project addresses. How will clients access the services?

If applicable, please describe how your organization's programs and services directly respond to negative economic or public health impacts of the COVID-19 Pandemic.

The Alameda County Homeless Point-In-Time (PIT) Count was conducted on January 25, 2024. The PIT Count revealed a Homeless Census Population of 9,450 in the County. The PIT Count revealed 108 sheltered homeless individuals and 264 unsheltered homeless individuals reside in the Tri-Valley area, consisting of Livermore, Dublin, and Pleasanton.

The 2011 Eastern Alameda County Human Services Needs Assessment reported a significant and increasing disparity between the growing demand for human services and a declining supply of services. The quality of life for many residents is deteriorating, and at the same time, there are fewer resources to help them. According to the Needs Assessment, those living below the poverty level, the mentally ill,

individuals who are homeless, and those at-risk of becoming homeless are most affected. Having comprehensive programs that offer a wide variety of services for those effected by homelessness and poverty is vital.

Last fiscal year Sojourner House provided 4,684 bed nights to 41 adults and 20 children (unduplicated). During the past fiscal year, 549 unduplicated Dublin residents and 839 unduplicated Pleasanton residents were served by Tri-Valley Haven's Homeless Services Programs.

TVH's Food Pantry addresses the needs of Dublin and Pleasanton households that are experiencing food insecurity. The Food Pantry provides a client choice model of service that allows clients to choose the items they prefer and need from a daily inventory of fresh, healthy food. In addition to groceries, clients can also receive social service referrals and housing assistance at our food pantry.

7. Describe how your organization will measure the effectiveness of this project?

Please include qualitative and quantitative metrics in your response.

The effectiveness of Sojourner House is measured through statistical results, and goals set by the program participants with the assistance of their case managers. Goals may include gaining employment, transitioning into permanent housing, and/ or addressing physical or mental health needs. Long-term self-sufficiency achieved by our clients is a frequent success.

Sojourner House provides homeless clients with shelter and supportive services to help them overcome the barriers that led to their homelessness. Assisting each client with their individual needs regarding their physical health, mental health, permanent housing, employment, etc. are the results Tri-Valley Haven staff strive for and achieve.

Our Food Pantry served 6,624 unduplicated Tri-Valley individuals this past fiscal year. Additionally, during TVH's annual Holiday Food Distribution, over 650 households were provided groceries, turkeys, and gifts. Tri-Valley Haven serves every single Livermore, Pleasanton and Dublin household in need who comes to the Food Pantry by providing free, nutritious food and referrals to other services.

This fiscal year, TVH implemented a new intake and database system at our Food Pantry called Client Voice. This system, paired with a scanner, allows for each individual to be scanned into the database rather than manually registering each person. This new database is secure and has significantly reduced the wait time for our clients, thus improving the quality of service for our clientele.

8. Please indicate which City/Cities you are requesting funding from and state the amount in which is being requested (Dublin: Minimum $5,000, Maximum $25,000; Livermore: Minimum $5,000, No Maximum; Pleasanton: Minimum $5,000, No Maximum).

If not requesting funding from one or more of the cities below, please include "0" in the appropriate field (s). City subtotals and a Tri-Valley grand total will be automatically calculated and can be viewed by clicking 'Print preview' button above.

25000	FY 2025-2026 Dublin
25000	FY 2026-2027 Dublin
50,000.00	**SUBTOTAL**
0	FY 2025-2026 Livermore
0	FY 2026-2027 Livermore
0.00	**SUBTOTAL**
60000	FY 2025-2026 Pleasanton

60,000.00 **SUBTOTAL**

110,000.00 **TOTAL**

9. Describe, in detail, how your agency will use the Housing and Human Services grant funds, and what results you expect to achieve with this project.

If different for each City, share specific details for each City.

The funds requested from Dublin and Pleasanton will be used to pay a portion of the salaries and benefits of the following positions:

- Sojourner House Case Manager: provides comprehensive case management and shelter monitoring.
- Sojourner House Life-Skill Instructor: provides Life-Skills Education Groups and shelter monitoring.
- Sojourner House Overnight Staff: provides overnight shelter safety and monitoring.

- Food Pantry Manager. manages all aspects of the food pantry operations, assists clients with resources and services.
- Food Pantry Assistant: assists clients, sorting and stocks food supplies.
- Food Pantry Driver: collects food through the grocery rescue program every day, unloads and weighs food, and assists clients.

All of the positions listed above are vital to the operations at Sojourner House and Tri-Valley Haven's Food Pantry. Each position provides essential client services, resulting in a safe haven for our shelter clients and access to free, fresh groceries that clients otherwise would go without.

We utilize multiple funding sources to support the staff positions and operating costs at both Sojourner and the Food Pantry. The Food Pantry relies on a large number of volunteers to assist with the collection, sorting, shelving and distribution of food to clients.

10. If this project was not funded by one or more of the Cities, would this project still exist? How would you adapt the project if it was partially funded by one or more of the Cities?

If Tri-Valley Haven's Homeless & Family Support Services were not funded in full by one or more of the Cities, TVH would staff positions resulting in a negative impact on operations and our essential client services for local individuals in need.

11. Projected number of clients, by City, that this project plans to serve in FY 2025-2026 in each income category:

285 Dublin: Extremely Low Income (< 30%)

100 Dublin: Very Low Income (30-50% AMI)

40 Dublin: Low Income (50-80% AMI)

0 Dublin: Moderate Income (80-120% AMI)

0 Dublin: Above Moderate Income (>120% AMI)

425.00 **SUBTOTAL**

0 Livermore: Extremely Low Income (< 30%)

0 Livermore: Very Low Income (30-50% AMI)

0 Livermore: Low Income (50-80% AMI)

0 Livermore: Moderate Income (80-120% AMI)

0 Livermore: Above Moderate Income (>120% AMI)

0.00 **SUBTOTAL**

545 Pleasanton: Extremely Low Income (< 30%)

10 Pleasanton: Very Low Income (30-50% AMI)

10 Pleasanton: Low Income (50-80% AMI)

0 Pleasanton: Moderate Income (80-120% AMI)

0 Pleasanton: Above Moderate Income (>120% AMI)

565.00 **SUBTOTAL**

990.00 **TOTAL**

12. Projected number of clients, by City, that this project plans to serve in FY 2026-2027 in each income category:

285 Dublin: Extremely Low Income (< 30%)

100 Dublin: Very Low Income (30-50% AMI)

40 Dublin: Low Income (50-80% AMI)

0 Dublin: Moderate Income (80-120% AMI)

0 Dublin: Above Moderate Income (>120% AMI)

425.00 **SUBTOTAL**

0 Livermore: Extremely Low Income (< 30%)

0 Livermore: Very Low Income (30-50% AMI)

0 Livermore: Low Income (50-80% AMI)

0 Livermore: Moderate Income (80-120% AMI)

0 Livermore: Above Moderate Income (>120% AMI)

0.00 **SUBTOTAL**

425.00 **TOTAL**

13. How does your agency assess that your clients are "eligible beneficiaries"?
i.e. low- and moderate-income persons and/or presumed beneficiaries according to HUD.
Clients report the following during the intake process:
1. Household size
2. Source of income
3. Amount of income

This data is recorded in the client's record in our confidential database (Client Voice at the Food Pantry and OS-Soft at Sojourner House Family Shelter). TVH staff use Income Limits Guidelines to determine which AMI category the client's income should fall in. This information is also entered in our database.

EASTERN ALAMEDA COUNTY HUMAN SERVICES NEEDS ASSESSMENT

14. Which of the following Community-Level Focus Areas from the 2024 Eastern Alameda County Human Services Needs Assessment does your project identify with?
Select all that apply:

- [x] Housing Services (Page 47)
- [ ] Health Care Services (Page 52)
- [ ] Mental Health (Page 55)
- [ ] Service Provision, Awareness, and Navigation (Page 57)
- [ ] Racial/Linguistic/Cultural Responsiveness (Page 58)
- [ ] Substance Abuse Services (Page 60)
- [ ] Safety (Page 61)

- [ ] Transportation (Page 63)
- [ ] Youth (Page 65)
- [x] Other: Food Insecurity (p.44) - not a focus area however a documented need

CAPITAL IMPROVEMENT PROJECTS

15. For the capital improvement project, provide a detailed narrative (e.g. rehabilitation or new construction) and a detailed scope of work for the project.
If this is not a Capital Improvement Project, put "NA".
NA

16. For the capital improvement project, please describe the land tenure status (e.g. does your agency own or lease the property? If leasing, what are the lease terms?). If you do not have site control, describe your site control plans.
If this is not a Capital Improvement Project, put "NA".
NA

17. If the building is occupied, will relocation be required?
If this is not a Capital Improvement Project, put "NA".
NA

18. Identify the project team (e.g. architect/engineer, general contractor, and or consultants):
If this is not a Capital Improvement Project, put "NA".
NA

19. Has a market study, property needs assessment, and/or other evaluation which identifies the need for the proposed project been completed?
If this is not a Capital Improvement Project, put "NA".
NA

20. Will this project require implementation of Davis-Bacon/Fair Labor Standards Act Requirements?
If this is not a Capital Improvement Project, put "NA".
NA

POLITICAL REFORM ACT

21. Under Section 84308 of the Political Reform Act, certain elected and appointed officials are prohibited from taking part in a proceeding for an entitlement for use, including most contracts, if the official has received a contribution exceeding $250 from a party or participant in the proceeding within the preceding 12 months. Please answer Yes or No to the following question: Has your organization, or an employee of your organization, made a political contribution to a current Dublin, Pleasanton, or Livermore Councilmember, Mayor, or Commissioner within the last 12 months?
If Yes, please identify the employee(s) who made the political contribution, and the amount, date, and recipient of, the contribution.
No

AUTHORIZATION TO SUBMIT GRANT APPLICATION

22. By submitting this application, you confirm that you are authorized to apply to this grant on behalf of your organization.
- [x] Yes, I am authorized to apply to this grant on behalf of this organization.

Budget *top*

2025-2026 Forecasted Revenue	Amount Committed	Amount Pending	Amount Planned	Amount Total
FY 2025-2026 City of Dublin	$ 0.00	$ 0.00	$ 25,000.00	$ 25,000.00
FY 2025-2026 City of Livermore	$ 0.00	$ 0.00	$ 0.00	$ 0.00
FY 2025-2026 City of Pleasanton	$ 0.00	$ 0.00	$ 60,000.00	$ 60,000.00
FY 2025-2026 Other (Please Describe)	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Alameda County SSA Shelter	$ 292,453.00	$ 0.00	$ 0.00	$ 292,453.00
Alameda County SSA Food Distribution	$ 126,000.00	$ 0.00	$ 0.00	$ 126,000.00
Alameda County Linkages	$ 56,808.00	$ 0.00	$ 0.00	$ 56,808.00
City of Livermore Food Pantry	$ 0.00	$ 0.00	$ 50,000.00	$ 50,000.00
City of Livermore Sojourner House	$ 0.00	$ 0.00	$ 50,000.00	$ 50,000.00
EFSP	$ 0.00	$ 35,000.00	$ 0.00	$ 35,000.00
Total	**$ 475,261.00**	**$ 35,000.00**	**$ 185,000.00**	**$ 695,261.00**

2025-2026 Forecasted Expenses	City of Dublin	City of Livermore	City of Pleasanton	Other Sources	Total Project Cost
Personnel Costs	$ 25,000.00	$ 34,978.00	$ 49,308.00	$ 267,550.00	$ 376,836.00
Operating Costs	$ 0.00	$ 0.00	$ 0.00	$ 104,716.00	$ 104,716.00
Administrative Costs	$ 0.00	$ 0.00	$ 0.00	$ 41,845.00	$ 41,845.00
Capital Costs (Pre-Development)	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Capital Costs (Construction)	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Other: Food Pantry site rent	$ 0.00	$ 15,022.00	$ 10,692.00	$ 29,311.00	$ 55,025.00
Other: Client assistance	$ 0.00	$ 0.00	$ 0.00	$ 20,192.00	$ 20,192.00
Other: Program supplies	$ 0.00	$ 0.00	$ 0.00	$ 9,000.00	$ 9,000.00
Other: Utilities	$ 0.00	$ 0.00	$ 0.00	$ 46,355.00	$ 46,355.00
Other: Communications	$ 0.00	$ 0.00	$ 0.00	$ 24,000.00	$ 24,000.00
Other: Insurance	$ 0.00	$ 0.00	$ 0.00	$ 17,292.00	$ 17,292.00
Total	**$ 25,000.00**	**$ 50,000.00**	**$ 60,000.00**	**$ 560,261.00**	**$ 695,261.00**

Budget Narrative

Revenue: The composition of revenue is our best estimate based on the previous year of operation. Expenses: personnel costs include salaries and benefits. Sick leave, vacation, and holidays are not included in the benefits calculation for staff who will be paid with Cites of Dublin or Pleasanton grant funds. Other operating expenses include: travel and mileage, audit, accounting, payroll, staff development, vehicle expenses, and maintenance & repair. Note that the personnel line above includes positions not charged to Dublin nor Pleasanton: Director of Homeless and Family Support Services, IT Manager, Facilities Coordinator, Data/Contracts Manager, Volunteer Coordinator,

Linkages Case Manager

Personnel costs (salary and benefits) requested from the City of Dublin:
Case Manager - 7.5% FTE: $487/month ($5,850/year)
Life Skills Instructor - 5% FTE: $263/month ($3,156/year)
Overnight Staff - 5% FTE: $223/month ($2,674/year)
Food Pantry Manager - 7.5% FTE: $502/month ($6,020/year)
Food Pantry Assistant - 4.77% FTE: $243/month ($2,917/year)
Driver - 5% FTE: $365/month ($4,383/year)

Personnel costs (salary and benefits) requested from the City of Pleasanton:
Case Manager - 12.5% FTE: $812/month ($9,749/year)
Life Skills Instructor - 12.5% FTE:: $658/month ($7,890/year)
Overnight Staff - 12.5%: $557/month ($6,684/year)
Food Pantry Manager - 12.5%: $836/month ($10,033/year)
Food Pantry Assistant - 12.5%: $637/month ($7,645/year)
Driver - 12.5%: $609/month ($7,305/year)

Operating costs requested from the City of Pleasanton
Rent at Food Pantry site - 19% of the total rent: $891.03/month ($10,692/year). Note that the total monthly rent at the FP site is: $4,565.44/month

The HFSS budget is part of the overall agency budget that includes other programs and departments: a) Homeless and Family Support Services Department, b) Sexual Assault and Counseling Services Department, c) Finance and Compliance Department, d) Administration Department, and e) Domestic Violence Services Department. Thus only a portion of liability insurance, auto insurance, and audit are being charged to this program.

Documents *top*

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(Capital Only) Proposed project budget, including all sources and uses and budget assumptions for development phases		
(Capital Only) Pro forma operating budget with estimated revenue and expenses		
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(Capital Only) Title Report (acquisition, new facilities and substantial rehabilitation)		
(Capital Only) Environmental Reports (e.g. Phase I Environmental Site Assessment, ALTA Survey)		

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City of Dublin Human Services Grant Program Funding Recommendations for Fiscal Years 2025-26 and 2026-27

May 6, 2025



DUBLIN
CALIFORNIA

Agenda

1. Grant Program Priorities
2. Grants Application Process Overview
3. Tri-Valley Grant Application
4. Program Funding by Source
5. Funding Recommendations
6. Next Steps



Grant Program Priorities

City Council Priorities: Critical Human Service Needs



City Mission, Vision, and Values



Grant Program Priorities, 2

2024 Tri-Valley Needs Assessment: Community-Level Challenges and Opportunity Areas


Housing


Health Care


Mental Health


Services Provision


Cultural Responsiveness


Substance Abuse Services


Safety


Transportation


Youth Services

Grants Application Process Overview

- Outreach and Education: November – December 2024
  - Advertising/Postings/Outreach
  - Virtual Grant Workshop (Mandatory)
- Application Period: November 25, 2024 – January 17, 2025
- Staff Review and Initial Recommendations
- Joint-Commission Presentations (Mandatory): February 11, 2025
- Commission Review/Recommendation
- City Council Approval: May 2025

Tri-Valley Grant Application

- Tri-Valley Grants Application
  - Collaborative response to key priority in needs assessment
  - Revamped application process
    - Synchronization of questions/requirements
    - 3 cities, 1 application
  - 2-year funding cycle

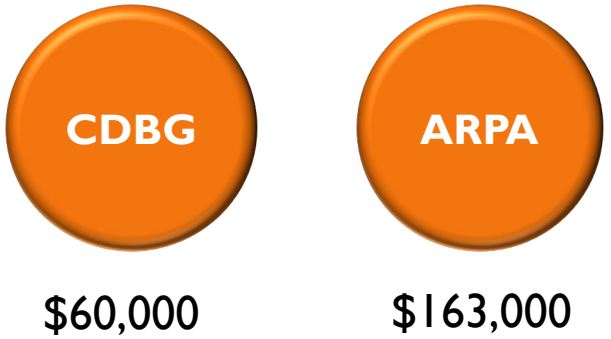
- Dublin Applications Received
  - 25 applications received (21 organizations)
  - 24 service project requests and 1 capital project



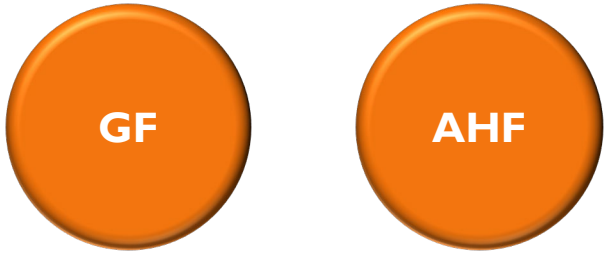


Program Funding by Source

2025-26: $330,000

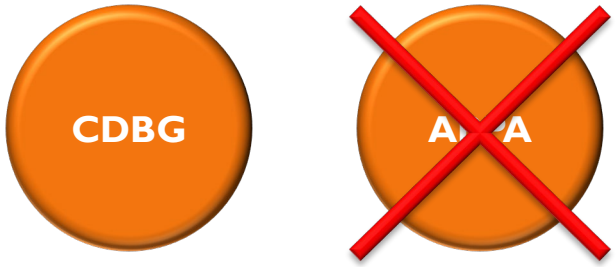


$60,000 $163,000

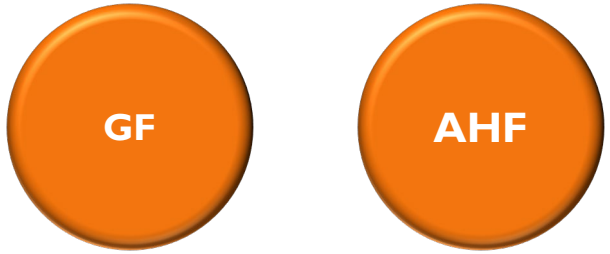


$99,000 $8,000

2026-27: $228,000



$60,000



$160,000 $8,000

CDBG Funding

The Community Development Block Grant (CDBG) fund is provided by the U.S. Department of Housing and Urban Development (HUD). The City of Dublin works with Alameda County's Urban County CDBG Program to allocate funds and to assure all CDBG funded activities follow Federal regulations.

Program	Fiscal Year 2025-26 Estimated Amounts	Fiscal Year 2026-27 Estimated Amounts
Human Services Grant Program	$45,500	$45,900
Section 108 Loan Obligation (City of Pleasanton)*	$14,500	$14,100
Total	**$60,000**	**$60,000**

**In 2014, the City Council approved a resolution authorizing the City to enter into a Public Participating Jurisdiction Agreement (PPJ) with the City of Pleasanton, along with the City of Livermore, and the County of Alameda for repayment of a HUD loan to support Axis Community Health's Health Center expansion.*

Program Funding by Source

Funding Source	2025-26 Requested	2025-26 Available	2026-27 Requested	2026-27 Anticipated
CDBG Capital Projects*	$17,000	TBD	$0	TBD
CDBG Service Projects*	$64,500	$60,000	$79,100	$60,000
City General Fund, Affordable Housing Fund, and ARPA	$405,349	$270,000**	$387,367	$168,000***
Total	**$486,849**	**$330,000**	**$466,467**	**$228,000**

*Funding from CDBG is not guaranteed for FY 2025-26 or FY 2026-27. Adjustments may be necessary before the start of the fiscal year.

**$99,000 from General Fund, $8,000 from Affordable Housing Fund, and $163,000 from ARPA

***160,000 from General Fund and $8,000 from the Affordable Housing Fund

Funding Recommendations

Project Type	Recommended Funding FY 2025-26	Recommended Funding FY 2026-27
Loan Obligation	$14,500	$14,100
Services – Food	$56,500	$34,840
Services – Shelter	$109,000	$70,425
Services – Other*	$150,000	$108,635
Total	**$330,000**	**$228,000**

* "Services – Other" includes projects/programs that provide safety-net services addressing issues like domestic violence/child abuse, disabled/special needs, financial/legal needs, medical/health needs, etc.

Funding Recommendations

			FY 2025-26		FY 2026-27	
Organization Name	Grant Proposal	Funding Received FY24-25	Funding Recommendation FY25-26	Anticipated Funding Source	Funding Recommendation FY26-27	Anticipated Funding Source
SERVICES - FOOD			$56,500		$34,840	
Culinary Angels	Nutritious Meals for Cancer Patients and Caregivers	NEW	$5,000	GF	$0	-
Mercy Retirement and Care	Mercy Brown Bag Program	NEW	$5,000	GF	$0	-
Open Heart Kitchen	Senior Meal Program	$23,000.00	$24,000	ARPA/GF	$17,980	GF
Spectrum Community Services	Meals on Wheels: More Than a Meal	$22,500.00	$22,500	CDBG	$16,860	CDBG
SERVICES - SHELTER			$109,000		$70,425	
Arukah	Tri-Valley Housing and Human Services Grant	NEW	$5,000	GF	$0	-
Centro Legal de la Raza	Tri-Valley Fair and Secure Housing Project	$18,000.00	$15,000	ARPA/GF	$11,240	GF
City Serve of the Tri-Valley	Homeless Prevention, Intervention, and Crisis Stabilization	$23,000.00	$23,000	ARPA/GF	$17,230	GF
Community Resources for Independent Living	Housing and Independent Living Skills	$9,000.00	$10,500	ARPA/GF	$7,870	GF
East Bay Innovations	Tri-Valley Roadmap to Affordable Housing	NEW	$5,000	GF	$0	-
Front Porch Communities	Home Match	NEW	$5,000	GF	$0	-
Goodness Village	Building Vocational Skills, Community Engagement, and Pathways to Stability*	$12,500.00	$12,500	GF	$9,365	GF
Partners for Change Tri-Valley	Alleviating Poverty and Homelessness in the Tri-Valley	$5,000.00	$10,000	ARPA/GF	$7,490	GF
Tri-Valley Haven	Homeless and Family Support Services	$22,500.00	$23,000	CDBG	$17,230	CDBG

Funding Recommendations, 2

			FY 2025-26		FY 2026-27	
Organization Name	Grant Proposal	Funding Received FY24-25	Funding Recommendation FY25-26	Anticipated Funding Source	Funding Recommendation FY26-27	Anticipated Funding Source
SERVICES - OTHER			$150,000		$108,635	
Chabot-Las Positas Community College District dba Tri-Valley Career Center	Dublin Pathways to Employment	$16,000.00	$19,000	ARPA/GF	$14,235	GF
Chabot-Las Positas Community College District dba Tri-Valley Career Center	Dublin VITA Services	$16,000.00	$16,000	ARPA/GF	$11,990	GF
City Serve of the Tri-Valley	Senior 60+ Stabilization Program	$17,000.00	$18,500	GF	$13,860	GF
Hively	Hive on Wheels Mobile Family Resource Center	$24,000.00	$24,000	ARPA/GF	$17,980	GF
Legal Assistance for Seniors	Legal Services, Medicare Counseling, and Community Education	$10,000.00	$10,000	CDBG/GF	$7,490	CDBG
Lions Center for the Visually Impaired	Independent Living Skills for Blind and Visually Impaired Adults	$4,500.00	$9,000	GF	$6,745	GF
Love Never Fails	Therapeutic Outreach Network	$7,500.00	$7,500	GF	$5,620	GF
Senior Health Program	Senior Health	NEW	$0	-	$0	-
Sewa	Cultivating Acceptance Love and Mindfulness	NEW	$5,000	GF	$0	-
Sunflower Hill	Dublin Food Access Project	$15,000.00	$18,000	GF	$13,485	GF
Tri-Valley Haven	Domestic Violence Services	$23,000.00	$23,000	ARPA/GF	$17,230	CDBG/GF

Human Services Grants Next Steps

- Review and consider the recommendations put forth by Staff and the Human Services Commission.
  - CDBG reductions
  - Re-allocation of withdrawn funds

- Adopt the **Resolution** Approving Human Services Grant Program Funding Recommendations for Fiscal Years 2025-26 and 2026-27.

- Approved grant amounts will be incorporated into the budget requests for Fiscal Years 2025-26 (available 7/1/2025) and 2026-27 (available 7/1/2026).
  - Agreement execution (City/County and City/Provider)
  - Invoicing, reporting, and monitoring

Questions?



DUBLIN
CALIFORNIA

Agenda Item 8.2

STAFF REPORT
CITY COUNCIL

DATE: **May 6, 2025**

TO: Honorable Mayor and City Councilmembers

FROM: Colleen Tribby, City Manager

SUBJECT: Report on Electric Bicycle and Electric Scooter Education and Enforcement
Prepared by: Victor Fox, Chief of Police and Jordan Foss, Management Analyst II

EXECUTIVE SUMMARY:

The City Council will receive a report on current laws and efforts by Dublin Police Services to conduct education and enforcement in the community related to the use of electric bicycles and electric scooters. The report includes recommended action items designed to enhance outreach and ensure compliance with applicable laws and regulations.

STAFF RECOMMENDATION:

Receive the report and provide direction on the creation of a bicycle ordinance and administrative citation program, and enhanced education and enforcement efforts.

FINANCIAL IMPACT:

None.

DESCRIPTION:

Background
At the September 3, 2024 meeting, the City Council asked that Staff explore an electric bicycle (e-bike) and electric scooter (e-scooter) education program. This request came on the heels of several incidents involving such vehicles, particularly related to their operation by young residents travelling to and from school. Since that time, Staff has collected data on incidents involving e-bikes and e-scooters, evaluated current outreach and educational programs offered, collaborated with the Dublin Unified School District, and conducted research on neighboring cities. With this report, Staff is recommending enhancements to Dublin's policies and procedures that will help reduce incidents involving e-bikes and e-scooters, as well as traditional bicycles.

Definitions
Electric bicycles and electric scooters, commonly referred to as e-bikes and e-scooters, have become a popular and cost-effective mode of transportation. The following is a brief overview of the different classifications of e-bikes and e-scooters seen in the City of Dublin.

E-Bikes
An electric bike, or e-bike, is a bicycle equipped with an electric motor to assist the rider when they are pedaling. The motor receives its power from a rechargeable battery mounted on the bike. California Vehicle Code (CVC) 312.5 and 231 define e-bikes as bicycles. Additionally, CVC 21200a establishes that anyone riding a bicycle has the same rights and responsibilities as a driver of a motor vehicle, meaning that bicyclists are required to obey traffic laws. These include traveling with the flow of traffic, obeying traffic signs and traffic control devices, and traveling in bicycle lanes if available.

E-bikes are generally classified into three classes based on their motor assistance and maximum speed. Class 1 and 3 are pedal-assist only, while Class 2 has both pedal- and throttle-assist options. The maximum assisted speed is 20 miles per hour (mph) for Class 1 and 2, and 28 mph for Class 3, as shown in Table 1.

Table 1. E-Bikes Classification

	Class 1	Class 2	Class 3
Pedal Assist	✓	✓	✓
Throttle		✓	
Max Speed	20 mph	20 mph	28 mph

E-Scooters
CVC 407.5(a) defines an electric scooter, or e-scooter, as a two-wheeled device that has handlebars, has either a floorboard that is designed to be stood upon when riding or a seat and footrests in place of the floorboard, and is powered by an electric motor. The motor receives its power from a rechargeable battery mounted on the scooter. CVC 21235 mandates that all scooter riders in California must have a valid driver's license and prohibits the operation of an e-scooter on a sidewalk, except to enter or leave adjacent property. Additionally, pursuant to CVC 22411, no person shall operate a motorized scooter at a speed in excess of 15 mph.

Table 2 outlines the description, safety requirements, and local and state laws applicable to e-bikes and e-scooters.

Table 2. E-Bike and E-Scooter Requirements

Vehicle	Description	License Requirement	Helmet Requirement	Allowable Locations	Other
E-Scooter	A two-wheeled vehicle with a motor, handlebars, and a standing floorboard; may include a seat that allows for standing.	Driver's license or instruction permit.	Bicycle helmet if under 18 years old.	Bike lanes or on a road with 25 mph or less speed limit; sidewalk riding prohibited.	15 mph max speed limit; follow rules that apply to motor vehicles.
Class 1 and 2 E-Bike	An electric bicycle with pedal or throttle assist, providing motor support up to 20 mph.	None.	Bicycle helmet if under 18 years old.	Anywhere traditional bikes may ride.	No minimum age requirement; follow rules that apply to motor vehicles.
Class 3 E-Bike	A pedal-assisted electric bicycle with a speedometer, providing motor assistance only while pedaling, up to 28 mph.	None.	Bicycle helmet for all.	Anywhere traditional bikes may ride.	16 years and older to ride; follow rules that apply to motor vehicles.

Current Education and Enforcement Efforts

The Dublin Police Services (DPS) Patrol Division, Traffic Unit, School Resource Officers, and the Crime Prevention Unit have collectively participated in community education efforts related to e-bikes and e-scooters. The emphasis has been on education to raise awareness among riders regarding current laws. Specifically, DPS has made the following efforts to enforce laws and to provide public education.

- DPS and City staff created social media posts on e-bike and e-scooter safety and produced an educational video that was distributed online.
- DPS worked with the Dublin Unified School District (DUSD) to ban the use of e-scooters at all elementary and middle school campuses. This was in response to several collisions involving e-scooters, as well as laws prohibiting their use for riders without a driver’s license or permit.
- DPS published an e-bike informational flyer.
- DPS continued the Bicycle Rodeo and Safety program to all Dublin elementary schools during the summer months for students in attendance. This program supports safe bicycle riding and builds upon the students’ riding ability in a safe and controlled environment.
- School Resource Officers worked with the schools to provide guidance and education to staff and students.
- DPS issued 24 citations citywide in 2024, compared to none in 2023, and none thus far in 2025. The increase in 2024 was directly related to a targeted enforcement campaign in response to collisions. The citations DPS currently issues are for violations of the

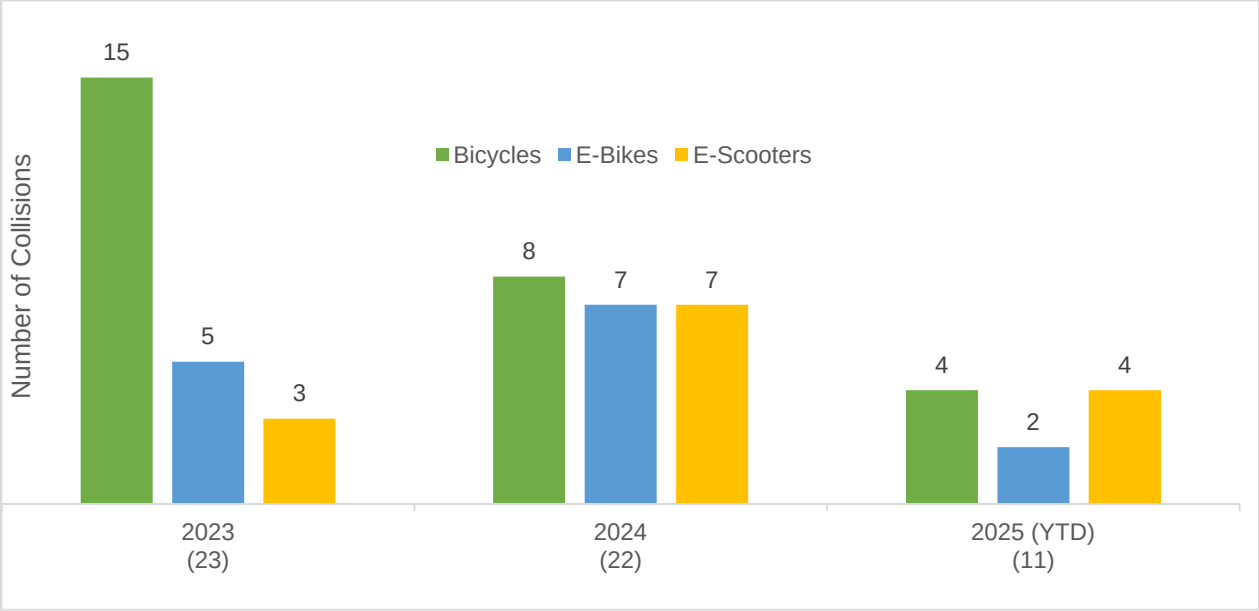
California Vehicle Code, which are handled through the court system like other moving vehicle infractions.

- DPS will host a Community Safety Fair at Emerald Glen Park on May 17, 2025. Staff will be present to provide education on electric transportation laws and proper fitting of safety helmets.

Collision Data

Since January 1, 2023, DPS has taken a total of 56 reports for collisions involving traditional bicycles, e-bikes, and e-scooters (Figure 1 below). There were just over 20 collisions in each of the last two full calendar years, with 11 incidents reported in 2025 to date. Ninety-three percent of these incidents involved a motor vehicle (i.e., bike versus car), and injuries occurred. This data does not reflect the true number of collisions, as some go unreported.

Figure 1. Bicycle and E-bike/E-scooter Collisions



Surrounding Cities Efforts

To help inform Dublin's response to e-bike and e-scooter concerns, Staff conducted research on the policies and procedures in place in the neighboring agencies of Pleasanton, San Ramon, and Danville. The research concluded that, while safety concerns like Dublin's exist in other cities, there are inconsistencies in how each agency regulates e-bikes and e-scooters. Table 3 below illustrates the findings.

Table 3. Comparison of Municipal Safety Measures for E-Bikes and E-Scooters

Municipality	Ordinance Information	Citation Information	Website	Safety Program
Danville	Ordinance that bans e-bikes and e-scooters from sidewalks in business district.	Occasionally cite, but no exact citation data available.	Dedicated webpage to e-bikes and e-scooters. Definitions and safety information included.	Bicycle rodeo in collaboration with San Ramon Valley Unified School District (SRVUSD), San Ramon Valley Fire Protection District (SRVFPD), and City of San Ramon.
Pleasanton	Ordinance that defines prohibited areas for operation of bicycles and e-bikes.	Occasionally cite, but no exact citation data available.	No information on website.	None.
San Ramon	No ordinance.	No citations for violations.	No information on website.	Bicycle rodeo in collaboration with SRVUSD, SRVFPD, and Town of Danville.
Dublin	No ordinance.	Targeted enforcement of the CA Vehicle Code.	Dedicated webpage on Bike Education and Safety.	Bicycle Rodeo and Safety Program offered to all DUSD elementary schools.

Findings and Recommendations Next Steps

The City's social media outreach, inclusion of e-bike/e-scooter safety in the upcoming Community Safety Fair, and collaboration with DUSD are positive steps towards addressing concerns with electric conveyance technology. While there have been 11 incidents in this calendar year to date, Staff is hopeful that the actions already taken will be positively impactful through 2025, particularly as the DUSD e-scooter ban was put in place after the current school year began.

However, due to the increasing popularity of e-bikes and e-scooters in the Dublin community, there is a pressing need to enhance compliance with the laws and regulations regarding their use. Staff recommends the following next steps as part of a coordinated strategy to enhance education, ensure compliance, and support responsible integration of e-bikes and e-scooters in the community.

1. Codification of Bicycle Laws into the Dublin Municipal Code (DMC)

Currently, the DMC only contains Chapter 6.72, which identifies the locations of bicycle lanes but does not include language pertaining to e-bikes or e-scooters. Developing a bicycle ordinance would help establish clear expectations for the use of bicycles, e-bikes, and e-scooters within the community. It would also support enforcement and improve public safety. The proposed bicycle ordinance would be based on best practices and minimally include the following:

- Definitions to clearly define terms and classification of bicycles, e-bikes, and e-scooters.
- Helmet requirements.
- Requirements to obey traffic laws and traffic control devices.
- Restrictions on riding in certain areas, such as sidewalks, parks, and playgrounds.
- Identification of designated usage areas, including locations where devices are prohibited.
- Enforcement provisions and penalties for violations.

2. Create an Administrative Citation Program for Violations
Creating an administrative citation program would allow DPS to cite violations of the Municipal Code, rather than the CA Vehicle Code. This would provide a level of local control that does not currently exist. In addition, instead of routing violations through the court system, which includes creating a vehicle infraction record, the City would administer the penalty – this will speed up the process and allow the City to offset enforcement costs.

The citation process would begin with a warning for the first offense, followed by monetary fines for repeat violations. As outlined in the California Government Code Section 36900, fine amounts are as follows: $100 for a first violation, $200 for a second violation of the same ordinance within one year, and $500 for each additional violation of the same ordinance within one year of the first violation.

It should be noted that DPS staff would reserve the right to issue a “Warning” if the first violation is not egregious in nature. An example of a case that might warrant a Warning is a helmeted minor riding an e-bike briefly on a sidewalk in a residential area where there are no pedestrians.

This program would apply to bicycles, e-scooters, and Class 1-3 e-bikes.

3. Continued Public Education and Outreach
Staff plans to continue and enhance public education and outreach efforts with the addition of public service announcements, targeted social media posts, and additions to the current website to include safety videos, resources, and information on the administrative citation program.

Next Steps
With City Council approval of the coordinated strategy described above, Staff will implement action items, including bringing back a bicycle ordinance for adoption, and report back to the City Council in spring 2026 on their efficacy.

STRATEGIC PLAN INITIATIVE:

Strategy 2: Public Safety.
Objective B: Continue to invest in public safety technology and programs that advance proactive, community policing and protect citizens and law enforcement.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

The City Council Agenda was posted.

ATTACHMENTS:

None.

Report on Electric Bicycle and Electric Scooter Education and Enforcement

May 6, 2025



DUBLIN
CALIFORNIA

Presentation Overview

- Background
- Definitions
- Current Education and Enforcement Efforts
- Collision Data
- Surrounding Cities Efforts
- Next Steps

Definitions

Electric Bicycles (E-Bikes)

- An E-Bike is a bicycle equipped with fully operative pedals and an electric motor of less than 750 watts (CVC 312.5).

- E-Bikes are considered bicycles under the California Vehicle Code (CVC 231).

- CVC 21200a establishes that anyone operating a bicycle has the same rights and responsibilities as motorists, meaning that bicyclists are required to obey traffic laws.

Definitions, 2

Class 1 E-Bike

- CVC 312.5(a)(1) – A bicycle equipped with an electric motor that provides assistance only when rider is pedaling with a maximum motor speed of 20 MPH.

Rider Requirements:

- Bicycle helmet (CVC 21212) if under 18 years old.
- No minimum age requirement to ride.



Definitions, 3

Class 2 E-Bike

- CVC 312.5(a)(2) – A bicycle with throttle assist, equipped with an electric motor that can exclusively propel the bicycle with a maximum motor assisted speed of 20 MPH.

Rider Requirements:

- Bicycle helmet (CVC 21212) if under 18 years old.
- No minimum age requirement to ride.



Definitions, 4

Class 3 E-Bike

- CVC 312.5(a)(3) – A pedal-assisted bicycle equipped with an electric motor that provides assistance only when the rider is pedaling, with a maximum motor assisted speed of 28 MPH.

Rider Requirements:

- Bicycle helmet (CVC 21212) for all.
- Per CVC 21213, must be 16 years old or older to ride.



E-Bikes Classification Table

	Class 1	Class 2	Class 3
Pedal Assist	✓	✓	✓
Throttle		✓	
Max Speed	20 mph	20 mph	28 mph

Definitions, 5

E-Scooter

- CVC 407.5 – A two-wheeled device with an electric motor, handlebars, and either a standing floorboard or a seat with footrests.



Rider Requirements:

- Driver's license or instruction permit required.
- Bicycle helmet (CVC 21212) if under 18 years old.
- May ride in bike lanes or on a road with 25 MPH or less speed limit; sidewalk riding prohibited per CVC 21235.
- 15 MPH max speed limit (CVC 22411).

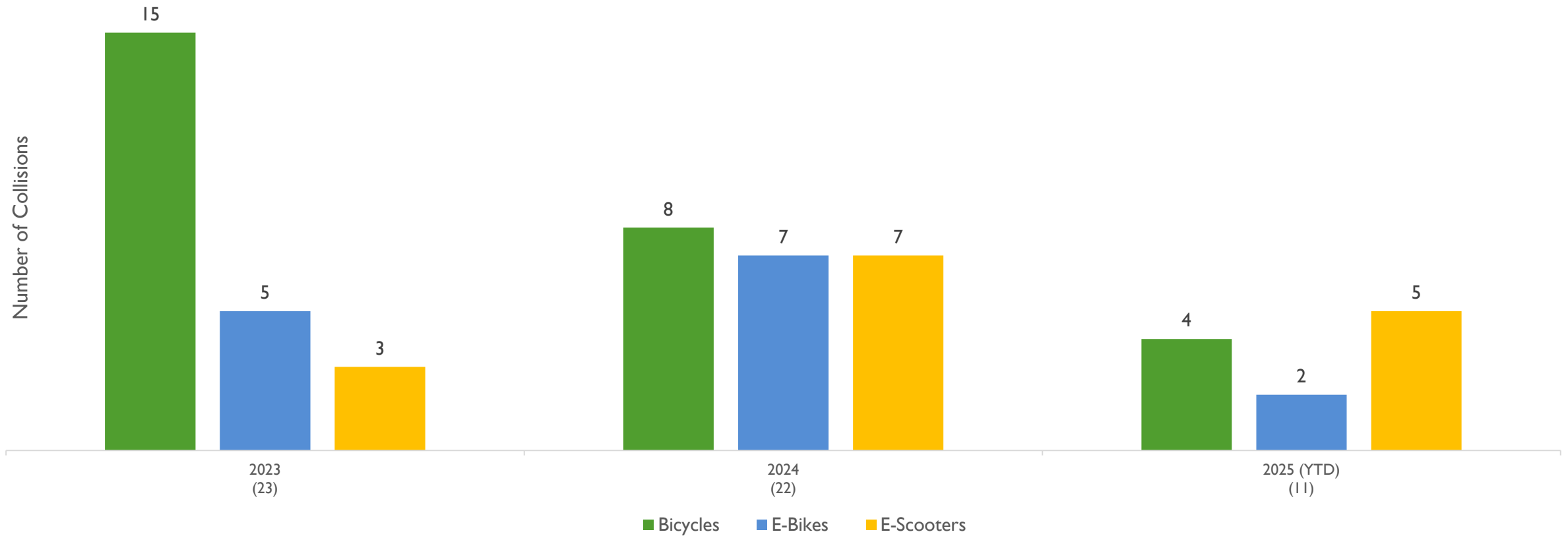
Current Education and Enforcement Efforts

- Dublin Police Services (DPS) and City staff created social media posts on e-bike and e-scooter safety and produced an educational video that was distributed online.
- DPS worked with the Dublin Unified School District to ban the use of e-scooters at all elementary and middle school campuses.
- DPS published an e-bike informational flyer in September 2024.
- DPS continued the Bicycle Rodeo and Safety Program for elementary students during the summer months. This program supports safe bicycle riding, challenges, and builds upon riding abilities in a safe and controlled environment.
- School Resource Officers worked with the schools to provide guidance and education to staff and students.

Current Education and Enforcement Efforts, 2

- DPS issued 24 citations citywide (2024) for e-bike and e-scooter violations.
- Updated the DPS webpage to include e-bike and e-scooter laws as well as tips for safe riding.
- Upcoming Community Event – Hosting a Community Safety Fair on May 17, 2025, at Emerald Glen Park, where staff will educate attendees on e-bike and e-scooter laws and proper helmet fitting.

Collision Data



Surrounding Cities Efforts

Municipality	Ordinance Information	Citation Information	Website	Safety Program
Danville	Ordinance that bans e-bikes and e-scooters from sidewalks in business district.	Occasionally cite, but no exact citation numbers available.	Dedicated webpage to e-bikes and e-scooters. Definitions and safety information included.	Bicycle rodeo in collaboration with SRVUSD, SRVFPD, and City of San Ramon.
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Dublin	No ordinance.	Targeted enforcement of the CA Vehicle Code.	Dedicated webpage on Bike Education and Safety.	Bicycle Rodeo and Safety Program offered to all DUSD elementary schools.

Next Steps

- With the increasing popularity of e-bikes and e-scooters in the Dublin community, there is a need to maintain community awareness of laws and regulations regarding their use. This is necessary to ensure public safety and adherence to traffic laws.
- Staff recommends the following next steps as part of a coordinated strategy to enhance safety, ensure compliance, and support reasonable integration of e-bikes and e-scooters in the community:
  - Codification of bicycle laws into the Dublin Municipal Code.
  - Create an Administrative Citation Program for violations.
  - Continued public education and outreach.

Codification of Bicycle Laws into the Dublin Municipal Code

- The current Dublin Municipal Code (DMC) only contains Chapter 6.72, which identifies the locations of bicycle lanes.

- Development of an ordinance would help establish clear expectations for the use of bicycles, e-bikes, and e-scooters in the Dublin community.

Codification of Bicycle Laws into the Dublin Municipal Code, 2

- The proposed bicycle ordinance would be based on best practices and minimally include the following:
  - Definitions to clearly define terms and classifications of bicycles, e-bikes, and e-scooters.
  - Helmet requirements.
  - Obedience to traffic laws and traffic control devices.
  - Designated usage areas, including where devices are prohibited.
  - Enforcement provisions and penalty for violations.

Create an Administrative Citation Program for Violations

- An administrative citation program will allow DPS to cite bicycle, e-bike, and e-scooter violations under the DMC as opposed to the CA Vehicle Code.

- Instead of routing citations through the court system which generates a record, the City would administer the penalty locally.

- Having local control will speed up the process and allow the City to be flexible with a warning policy for the first offense.

Create an Administrative Citation Program for Violations, 2

- Administrative fine amounts are dictated by the State of California under California Government Code 36900. The proposed citation process will begin with a warning for the first offense, followed by monetary fines for repeat violations.
  - $100 for a first violation following a warning
  - $200 for a second violation within one year
  - $500 for each additional violation of the same ordinance within one year of the first violation.
- DPS staff would reserve the right to use discretion and issue a "Warning".
- This program would apply to bicycles, Class 1-3 e-bikes, and e-scooters.

Continued Public Education and Outreach

- Development of additional public service announcements, including guidelines and responsible riding practices.

- Launching targeted social media campaigns to engage residents and provide accessible safety information.

- Current website update through the addition of safety videos, resources, and details about the administrative citation program.

Recommendation

- Receive the report and provide direction on the creation of a bicycle ordinance and administrative citation program, and enhanced education and enforcement efforts.

- Questions?