COUNCILMEMBERS
Melissa Hernandez, Mayor
Michael McCorriston, Vice Mayor
Jean Josey, Councilmember
Dr. Sherry Hu, Councilmember
Kashef Qaadri, Councilmember

City Council Chamber
Dublin Civic Center
100 Civic Plaza
Dublin, CA 94568
www.dublin.ca.gov

REVISED AGENDA

Regular Meeting of the
DUBLIN CITY COUNCIL

Tuesday, May 2, 2023

Location: City 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

Members of the public who wish to participate in the meeting 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 2, 2023. Upon submission, you will receive Zoom link information from the City Clerk. Speakers slips will be accepted until the public comment period 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.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ORAL COMMUNICATIONS

3.1 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

3.2 Employee Introductions

New City of Dublin Staff members, Crystal De Castro, Senior Planner with the Community Development Department, and Gloria Tai, Senior Finance Technician with the Administrative Services Department, will be introduced.

STAFF RECOMMENDATION:

Welcome the new City of Dublin Staff members.

Staff Report

3.3 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).

4. 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.

4.1 Approval of the April 18, 2023 Regular City Council Meeting Minutes

The City Council will consider approval of the minutes of the April 18, 2023 Regular City Council Meeting.

STAFF RECOMMENDATION:

Approve the minutes of the April 18, 2023 Regular City Council Meeting.

Staff Report

Attachment 1 - April 18, 2023 Regular City Council Meeting Minutes

4.2 Amendment to the Agreement with MNS Engineers, Inc. for the Iron Horse Trail Bridge at Dublin Boulevard Project, CIP No. ST0118

The City Council will consider approving an amendment to the agreement with MNS Engineers, Inc. for the Iron Horse Trail Bridge, CIP No. ST0118.

STAFF RECOMMENDATION:

Adopt the **Resolution** Approving an Amendment to the Agreement with MNS Engineers, Inc. for the Iron Horse Trail Bridge at Dublin Boulevard Project, CIP No. ST0118.

Staff Report

Attachment 1 - Approving an Amendment to the Agreement with MNS Engineers, Inc. for the Iron Horse Trail Bridge at Dublin Boulevard Project CIP No. ST0118
Attachment 2 - Exhibit A to the Resolution - Amendment #2 to Consulting Services Agreement between the City of Dublin and MNS Engineers, Inc.
Attachment 3 - Agreement and Amendment #1 with MNS Engineers, Inc.
Attachment 4 - CIP No. ST0118

4.3 Two-Year Strategic Plan Quarterly Update
The City Council will receive a status update on the City's Two-Year Strategic Plan.
STAFF RECOMMENDATION:
Receive the report.
Staff Report
Attachment 1 - Strategic Plan Quarterly Update

5. WRITTEN COMMUNICATION – None.

6. PUBLIC HEARING

6.1 Street Lighting Maintenance District 1983-1; Landscape and Lighting District 1983-2; Landscape and Lighting District 1986-1; Landscape and Lighting District 1997-1; Street Lighting District 1999-1
The City Council will consider approving the Engineer's Reports and the levy of special assessments in each of the five assessment districts for Fiscal Year 2023-24. A public hearing is required to set the annual levy.
STAFF RECOMMENDATION:
Conduct the public hearing, deliberate, and adopt the **Resolution** Approving the Engineer's Report, Confirming Diagram and Assessment, and Ordering Levy of Assessment for City of Dublin 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 District 1999-1.
Staff Report
Attachment 1 - Resolution Approving Engineer's Report, Confirming Diagram and Assessment, and Ordering Levy of Assessment for City of Dublin LLMDs
Attachment 2 - City Council Staff Report dated April 4, 2023 (without attachments)
Attachment 3 – Engineer's Report for Street Lighting Maintenance District 1983-1
Attachment 4 – Engineer's Report for Landscape and Lighting District 1983-2
Attachment 5 – Engineer's Report for Landscape and Lighting District 1986-1
Attachment 6 – Engineer's Report for Landscape and Lighting District 1997-1
Attachment 7 – Engineer's Report for Street Lighting Maintenance District 1999-1
Item 6.1 PowerPoint Presentation

7. UNFINISHED BUSINESS – None.

8. NEW BUSINESS

8.1 City of Dublin Fiscal Year 2023-24 Human Services Grant Program Funding Recommendations

The City Council will consider the funding recommendation from the Human Services Commission for the Human Services Grant Program and approve a funding allocation for Fiscal Year 2023-24.

STAFF RECOMMENDATION:

Adopt the **Resolution** Approving the Funding Recommendations for Fiscal Year 2023-24 Human Services Grant Program.

Staff Report
Attachment 1 - Resolution Approving Funding Recommendations for the Fiscal Year 2023-24 Human Services Grant Program
Attachment 2 - Exhibit A to the Resolution-Fiscal Year 2023 Human Services Grant Program Funding
Attachment 3 - Human Services Grant Program Past Funding and Human Services Commission Recommendation for Fiscal Year 2023-24
Attachment 4 - City of Dublin Mission and Vision Statements
Attachment 5 - Tri-Valley Needs Assessment 14 Areas of Concern
Attachment 6 - Grant Application Rating Criteria Worksheet
Attachment 7 - Fiscal Year 2023-24 Human Service Grant Applications
Item 8.1 PowerPoint Presentation

8.2 Community Development Block Grant Program Review

The City Council will receive a report on the Community Development Block Grant (CDBG) program and consider becoming an Entitlement City and receiving funding directly from the U.S. Department of Housing and Urban Development (HUD) starting in 2024 or remaining in the Alameda County Urban County program. The City currently receives CDBG funding through the Urban County program administered by Alameda County Housing and Community Development (HCD). The City must notify HUD and the County of its decision by June 12, 2023.

STAFF RECOMMENDATION:

Direct Staff to either remain in the Alameda County Urban County program or pursue Entitlement City status and notify HUD and Alameda County HCD of the decision.

Staff Report
Item 8.2 PowerPoint Presentation

8.3 Report on the Public Facilities Fee Program

The City Council will receive an overview on the City's Public Facilities Fee Program and on the Program update currently underway. Staff is seeking direction on a recommended change to the Program to satisfy the parkland requirement as the City nears build out.

STAFF RECOMMENDATION:

Receive the report and provide direction on Staff's recommended change to the Program to satisfy the parkland requirements.

Staff Report
Item 8.3 PowerPoint Presentation

9. OTHER BUSINESS

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 and secure environment, fosters new opportunities, provides equity across all programs, and champions a culture of diversity and inclusion.

Agenda Item 3.1

STAFF REPORT
CITY COUNCIL

DATE: May 2, 2023

TO: Honorable Mayor and City Councilmembers

FROM: Linda Smith, City Manager

SUBJECT: Lupus Awareness Month Proclamation
Prepared by: Cierra Fabrigas, Executive Aide

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 each year in May. Lupus is a chronic autoimmune disease that causes inflammation of various parts of the body particularly the skin, heart, joints, and kidneys. Research shows that more than 1.5 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, and increased public awareness, education, and research are the key to winning the battle against this 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, the Lupus Foundation of America is recognizing May as Lupus Awareness Month and asks citizens to put extra effort into letting the world know about lupus; and

WHEREAS, systemic lupus erythematosus (lupus) happens when the immune system, which normally helps protect the body from infection and disease, attacks its own tissues. This attack causes inflammation and, in some cases, permanent tissue damage; and

WHEREAS, lupus causes the body's defense system to attack healthy cells and tissues, instead of viruses and bacteria. This can damage many parts of the body such as the joints, skin, kidneys, heart, lungs, blood vessels and brain; and

WHEREAS, anyone can get lupus; however, women get the disease more often than men do; and

WHEREAS, symptoms of lupus vary, and they may come and go. The times when a person is having symptoms are called flares, which can range from mild to severe. New symptoms may appear at any time; and

WHEREAS, some of the most common symptoms of lupus are pain or swelling in the joints, muscle pain, fever with no known cause, red rashes most often on the face, chest pain when taking a deep breath, hair loss, pale or purple fingers or toes, sensitivity to the sun, swelling in the legs or around the eyes, mouth sores, swollen glands, and feeling very tired.

NOW, THEREFORE, BE IT RESOLVED that the Dublin City Council does hereby proclaim May 2023 as "Lupus Awareness Month" in the City of Dublin and encourages all citizens to observe this month by educating themselves on the symptoms and impact of lupus.

DATED: May 2, *2023*

Mayor Melissa Hernandez

Vice Mayor Michael McCorriston

Councilmember Sherry Hu

Councilmember Jean Josey

Councilmember Kashef Qaadri

Agenda Item 3.2

STAFF REPORT
CITY COUNCIL

DATE: May 2, 2023

TO: Honorable Mayor and City Councilmembers

FROM: Linda Smith, City Manager

SUBJECT: Employee Introductions
Prepared by: Sarah Monnastes, Human Resources Director

EXECUTIVE SUMMARY:

New City of Dublin Staff members, Crystal De Castro, Senior Planner with the Community Development Department, and Gloria Tai, Senior Finance Technician with the Administrative Services Department, will be introduced.

STAFF RECOMMENDATION:

Welcome the new City of Dublin Staff members.

FINANCIAL IMPACT:

None.

DESCRIPTION:

New City of Dublin Staff members, Crystal De Castro, Senior Planner with the Community Development Department, and Gloria Tai, Senior Finance Technician with the Administrative Services Department, will be introduced.

STRATEGIC PLAN INITIATIVE:

None.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

The City Council Agenda was posted.

ATTACHMENTS:

None.

Agenda Item 4.1

STAFF REPORT

CITY COUNCIL

DATE: May 2, 2023

TO: Honorable Mayor and City Councilmembers

FROM: Linda Smith, City Manager

SUBJECT: Approval of the April 18, 2023 Regular City Council Meeting
Prepared by: Marsha Moore, MMC, City Clerk

EXECUTIVE SUMMARY:

The City Council will consider approval of the minutes of the April 18, 2023 Regular City Council Meeting.

STAFF RECOMMENDATION:

Approve the minutes of the April 18, 2023 Regular City Council Meeting.

FINANCIAL IMPACT:

None.

DESCRIPTION:

The City Council will consider approval of the minutes of the April 18, 2023 Regular City Council Meeting.

STRATEGIC PLAN INITIATIVE:

None.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

The City Council Agenda was posted.

ATTACHMENTS:

1) April 18, 2023 Regular City Council Meeting Minutes

MINUTES OF THE CITY COUNCIL OF THE CITY OF DUBLIN

Regular Meeting: April 18, 2023

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

CLOSED SESSION 6:00 PM

I. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: City Manager

II. CONFERENCE WITH LABOR NEGOTIATORS
Agency Designated Representatives: Mayor Hernandez and Councilmember Hu
Unrepresented Employee: City Manager

REGULAR MEETING 7:00 PM

A Regular Meeting of the Dublin City Council was held on Tuesday, April 18, 2023, in the City Council Chamber. The meeting was called to order at 7:05 PM, by Mayor Hernandez.

1) CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Attendee Name	Status
Melissa Hernandez, Mayor	Present
Michael McCorriston, Vice Mayor	Present
Jean Josey, Councilmember	Present
Dr. Sherry Hu, Councilmember	Present
Kashef Qaadri, Councilmember	Present

2) REPORT ON CLOSED SESSION

City Attorney John Bakker reported there was no reportable action out of Closed Session and confirmed with Mayor Hernandez the City Council planned to return to Closed Session at the end of the Regular Meeting on both Closed Session items.

3) ORAL COMMUNICATIONS

3.1) Fair Housing Month Proclamation

The City Council presented the Fair Housing Month Proclamation.

3.2) Crime Victims' Rights Week Proclamation

The City Council presented the Crime Victims' Rights Week Proclamation.

3.3) Public Comment

Brent Songey provided public comment.

Andrea Renzulli provided public comment.

Trevor Kwong provided public comment.

4) CONSENT CALENDAR

4.1) Approved the April 4, 2023, Regular City Council Meeting Minutes.

4.2) Adopted Resolution No. 30-23 titled, "Approving an Amendment to the Agreement with Lynx Technologies, Inc. for GIS Consulting Services."

4.3) Adopted Resolution No. 31-23 titled, "Authorizing the Continued Participation in the Alameda County Abandoned Vehicle Abatement Program Until May 2033."

4.4) Adopted Resolution No. 32-23 titled, "Approving a Grant Agreement with School of Imagination to Provide Funding for an Expanded Parking Lot."

4.5) Adopted Resolution No. 33-23 titled, "Approving the Consulting Services Agreement Between the City of Dublin and Economic and Planning Systems, Inc."

4.6) Received a listing of payments issued from March 1, 2023 - March 31, 2023, totaling $12,776,142.24.

4.7) Approved the Mayor's recommendation of Assistant City Manager Colleen Tribby as the Dublin representative on the Tri-Valley Community Television Board of Directors.

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

RESULT:	ADOPTED [UNANIMOUS]
MOVED BY:	Kashef Qaadri, Councilmember
SECOND:	Jean Josey, Councilmember
AYES:	Hernandez, McCorriston, Josey, Hu, Qaadri

5) WRITTEN COMMUNICATION – None.

6) PUBLIC HEARING – None.

7) UNFINISHED BUSINESS – None.

8) NEW BUSINESS

8.1) 2022-2027 Five-Year Capital Improvement Program Update

The City Council received an update of the 2022-2027 Five-Year Capital Improvement Program (CIP) adopted in June 2022, asked clarifying questions, and provided their feedback.

By consensus, the City Council asked Staff to add $1 million into a General Fund reserve for the Library Tenant Improvements Project. In addition, in response to questions about a shade structure for the picnic areas at Stagecoach Park, Staff noted they would add that as part of existing park improvement projects included in the CIP.

Mayor Hernandez opened the public comment period. Upon receiving no public comment, Mayor Hernandez closed the public commenter period.

8.2) Preliminary Fiscal Year 2023-24 General Fund Budget

The City Council received a presentation regarding the Preliminary Fiscal Year 2023-24 Budget, focusing on the General Fund and asked clarifying questions.

Mayor Hernandez opened the public comment period. Upon receiving no public comment, Mayor Hernandez closed the public commenter period.

8.3) East Ranch Inclusionary Housing and Community Facilities District Proposals

The City Council received a presentation on TH East Ranch Dublin, LLC's (Trumark Homes) proposal to satisfy the requirements of the Inclusionary Zoning Regulations and the formation of Community Facilities Districts (CFDs) for maintenance and to fund the construction of public facilities within the East Ranch development project.

Mayor Hernandez called for a break at 8:34 PM.

Mayor Hernandez reconvened the meeting at 8:41 PM.

Mayor Hernandez opened the public comment period.

Steve Van Dorn provided public comment.

Tom Evans provided public comment.

Kathy Layman provided public comment.

Jen Lenard-Benson provided public comment.

Susan Houghton provided public comment.

Ricky Watter provided public comment.

Herb Ritter provided public comment.

Janeen Rubino-Brumm provided public comment.

Mayor Hernandez closed the public comment period.

By consensus, the City Council directed Staff to proceed with the proposal to satisfy the requirements of the Inclusionary Zoning Regulations and the proposed Services CFD. There was not a consensus to proceed with the Facilities CFD as it was presented but a willingness to reopen the discussion with modifications to the proposed inclusionary housing plan.

9) OTHER BUSINESS

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

10) ADJOURNMENT

Mayor Hernandez adjourned the meeting at 10:37 PM to an Adjourned Regular Meeting on Tuesday, May 9, 2023, at 5:00 PM.

_____
Mayor

ATTEST:

_____
City Clerk

DUBLIN
CALIFORNIA

STAFF REPORT
CITY COUNCIL

Agenda Item 4.2

DATE: May 2, 2023

TO: Honorable Mayor and City Councilmembers

FROM: Linda Smith, City Manager

SUBJECT: Amendment to the Agreement with MNS Engineers, Inc. for the Iron Horse Trail Bridge at Dublin Boulevard Project, CIP No. ST0118
Prepared by: William Wahbeh, Associate Civil Engineer

EXECUTIVE SUMMARY:

The City Council will consider approving an amendment to the agreement with MNS Engineers, Inc. for the Iron Horse Trail Bridge, CIP No. ST0118.

STAFF RECOMMENDATION:

Adopt the Resolution Approving an Amendment to the Agreement with MNS Engineers, Inc. for the Iron Horse Trail Bridge at Dublin Boulevard Project, CIP No. ST0118.

FINANCIAL IMPACT:

As approved in the 2022-2027 Capital Improvement Program (CIP), the total budget for the Iron Horse Trail Bridge at Dublin Boulevard, CIP No. ST0118, is $14,004,439. The increased compensation of $375,000 proposed with the amendment can be accommodated within the existing project budget. There is no impact to the General Fund.

DESCRIPTION:

The Five-Year Capital Improvement Program (CIP) includes the Iron Horse Trail Bridge at Dublin Boulevard Project (Project), CIP No. ST0118. The construction contract for the bridge was awarded to Goodfellow Sequoia Joint Venture on March 1, 2022 (Resolution No. 18-22) and the bridge is currently under construction. The project is constructing a pedestrian and bicycle bridge structure, support foundations, and graduated ramps facilitating connection to the existing at-grade trail on the north and south sides of Dublin Boulevard at the intersection of Scarlett Drive. MNS Engineers, Inc. provides construction management and inspection services for the project.

Due to several factors including but not limited to extended project design development time, bid document preparation, storm/weather impacts, and coordination with the adjacent Don Biddle

Community Park and Scarlett Drive Extension projects, the overall project duration has extended beyond initial estimates. Project construction is anticipated to be complete in the fall of 2023.

On March 2, 2021, the City Council adopted Resolution No. 18-21 approving an agreement with MNS Engineers, Inc. for preconstruction review and support, construction management, and inspection services for the project. On March 3, 2023, the agreement was amended to extend the agreement term to the end of August.

As construction is now expected to be completed in the fall and post-construction activities will occur beyond the one-year warranty period from construction completion, Staff recommends the agreement with MNS Engineers, Inc. be amended to extend the term to the end of 2024 and increase the total compensation to $1,325,000. This is a $375,000 increase on the overall agreement, with most of the expense related to the daily construction management and inspection services.

STRATEGIC PLAN INITIATIVE:

None.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

The City Council Agenda was posted.

ATTACHMENTS:

1) Resolution Approving an Amendment to the Agreement with MNS Engineers, Inc. for the Iron Horse Trail Bridge at Dublin Boulevard Project, CIP No. ST0118
2) Exhibit A to the Resolution – Amendment #2 to Consulting Services Agreement Between the City of Dublin and MNS Engineers, Inc.
3) Agreement and Amendment #1 with MNS Engineers, Inc.
4) CIP No. ST0118

RESOLUTION NO. XX – 23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUBLIN

APPROVING AN AMENDMENT TO THE AGREEMENT WITH MNS ENGINEERS, INC. FOR THE IRON HORSE TRAIL BRIDGE AT DUBLIN BOULEVARD PROJECT, CIP NO. ST0118

WHEREAS, on March 2, 2021, the City Council adopted Resolution No. 18-21 approving an Agreement with MNS Engineers, Inc. (Consultant) for Construction Administration, Inspection and Material Testing for the Iron Horse Trail Bridge at Dublin Boulevard Project (Project); and

WHEREAS, on March 1, 2022, the City Council adopted Resolution No. 18-22, awarding construction of the Project to Goodfellow Sequoia A JV and construction has proceeded; and

WHEREAS, on March 3, 2023, the City Manager approved Amendment #1 to the Agreement with Consultant, extending the term of the Agreement to August 31, 2023; and

WHEREAS, it has been determined that additional time will be required for the Project due to extended project design development, weather impacts, and coordination with the adjacent Scarlett Drive extension project and the Don Biddle Community Park project; and

WHEREAS, the City of Dublin desires to extend the term of the Agreement through the Project post-construction phase, including the one year warranty period following completion of construction and acceptance of the project; and

WHEREAS, the Consultant's services through the extended Agreement term and the Project post-construction phase are estimated to cost $375,000, which can be covered by the existing Project budget.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Dublin does hereby approve the amendment to the agreement with MNS Engineers, 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 2nd day of May 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Mayor

ATTEST:

_____
City Clerk

AMENDMENT #2 TO CONSULTING SERVICES AGREEMENT BETWEEN THE CITY OF DUBLIN AND MNS ENGINEERS, INC.

WHEREAS, on March 2, 2021, the City of Dublin (hereinafter referred to as "CITY") and MNS Engineers, Inc. (hereinafter referred to as ("CONSULTANT") entered into a Consulting Services Agreement for Iron Horse Trail Bridge at Dublin Boulevard (hereinafter referred to as the "AGREEMENT"); and

WHEREAS, on March 3, 2023, the City Manager approved Amendment No. 1 to the Consulting Services Agreement for Iron Horse Trail Bridge at Dublin Boulevard Project; and

WHEREAS, the existing AGREEMENT will expire on August 31, 2023 and the not to exceed compensation amount is $950,000.00; and

WHEREAS, the CITY and CONSULTANT now wish to amend the Agreement to extend the term through December 31, 2024, by modifying section 1.1 of the Agreement; and

WHEREAS, the CITY and CONSULTANT now wish to amend the Agreement to increase the not to exceed compensation amount to $1,325,000.00 by modifying section 2 of the Agreement; and

WHEREAS, the CITY and CONSULTANT now wish to amend the Agreement to update the project schedule by modifying Exhibit B; and

NOW THEREFORE, for good and valuable consideration, the sufficiency of which is hereby acknowledged, the AGREEMENT is amended as follows:

1) Section 1.1 shall be rescinded in its entirety and replaced with the following:

> **Term of Services.** The term of this Agreement shall begin on the Effective Date and shall end on December 31, 2024, the date of completion specified in Exhibit A, and Consultant shall complete the work described in Exhibit A on or before that date, 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.

2) Section 2 COMPENSATION, the first paragraph shall be rescinded in its entirety and replaced with the following:

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Section 2. COMPENSATION. City hereby agrees to pay Consultant a sum not to exceed $1,325,000.00 notwithstanding any contrary indications that may be contained in the Consultant's proposal, for services to be performed and reimbursable costs incurred under his Agreement. In the event of a conflict between this Agreement and the Consultant's proposal, regarding the amount of compensation, 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. Consultant shall submit all invoices to City in the manner specified herein. Except as specifically authorized by City, Consultant shall not bill City for duplicate services performed by more than one person.

3) Exhibit B, the project schedule shall be rescinded in its entirety and replaced, attached hereto and incorporated herein as Exhibit B.

4) Except to the extent inconsistent with this Second Amendment, the Parties ratify and confirm all of the terms and conditions of the AGREEMENT.

5) All requisite insurance policies to be maintained by the Consultant pursuant to the Agreement, as may have been amended from time to time, shall include coverage for the amended term, as described above.

6) The individuals executing this Amendment and the instruments referenced in it on behalf of Consultant each represent and warrant that they have the legal power, right and actual authority to bind Consultant to the terms and conditions of this Amendment.

SIGNATURES ON THE FOLLOWING PAGE

DocuSign Envelope ID: 227273BF-646F-4FF7-82DF-190B1753072B

IN WITNESS WHEREOF, the parties hereto have caused this Second Amendment to be executed as of the date of the City Manager's signature below.

CITY OF DUBLIN

By: _____
Linda Smith, City Manager

Dated: _____

MNS Engineers, Inc.

By: DocuSigned by: Greg Chelini E28193138F8F4E5... _____
Greg Chelini, Vice President

ATTEST:

By: _____
Marsha Moore, City Clerk

APPROVED AS TO FORM:

By: _____
City Attorney

EXHIBIT B

Construction Administration, Inspection, and Material Testing
Iron Horse Trail Bridge at Dublin Boulevard

MNS ENGINEERS INC

Project Schedule

PHASE	2021 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	2022 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	2023 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec		
Pre-Construction																																						$ 70,041.50
Constructability Review																																						
Advert, Bid, Award																																						
Construction																																						$ 976,710.00
Submittals																																						
On-Site Construction																																						
Project Closeout																																						$ 47,020.00

PHASE		2021 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	2022 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	2023 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL HOURS	HOURLY RATE	TOTAL COST
Role	**Staff**																																							
PRE-CONSTRUCTION																																								
Construction Manager	Tom Loomis, P.E.			18	8	2	22	20	2	0	19	34	44	24	14																							207	232.00	$ 48,024.00
Contract Manager/Technical Support	Thomas Fresquez, P. E.																																					0	232.00	$ -
Utility Location	Nathan Norwood					2																				1.5	1.5											5	145.00	$ 725.00
Construction Inspector	Chris McDermott, P. E.			32	8	10	25	10.5	5	0	22	12	3																									127.5	167.00	$ 21,292.50
PRE-CONSTRUCTION SUB-TOTAL		**0**	**0**	**50**	**16**	**14**	**47**	**31**	**7**	**0**	**41**	**46**	**47**	**24**	**14**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1.5**	**2**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**339.5**		**$ 70,041.50**
CONSTRUCTION																																								
Construction Manager	Tom Loomis, P.E.															47	112	148	172	126	136	136	132	144	112	128	97	120	120	120	120	80	80					2130	232.00	$ 494,160.00
Construction Inspector	Perry Hendricks															76	85	162	141.5	149	140	139.5	136.5	129	135.5	136.5	140	140	140	140	140	140					2270.5	158.00	$ 358,739.00
Office Engineer	Marie Dunne														1.5	14.5	32	32	32	32	36	36	33	44	41	55	20	48	48	48	48	48	48					697	155.00	$ 108,035.00
Scheduler	Said Najafi																13	1.5	2.5	4.5	2	4	3	7	2.5	2	2	4	4	4	4	4	4					68	232.00	$ 15,776.00
CONSTRUCTION MANAGEMENT SUB-TOTAL		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**62**	**233**	**267**	**369**	**304**	**323**	**316**	**308**	**332**	**285**	**321**	**256**	**312**	**312**	**312**	**312**	**272**	**272**	**0**	**0**	**0**	**0**	**5165.5**		**$ 976,710.00**
PROJECT CLOSEOUT																																								
Construction Manager	Tom Loomis, P.E.																																	40				40	232.00	$ 9,280.00
Construction Inspector	Perry Hendricks																																	80	40	40		160	158.00	$ 25,280.00
Office Engineer	Marie Dunne																																	40	10	10		60	155.00	$ 9,300.00
Optional Warranty Inspection	Perry Hendricks																																				*Summer 2024	20	158.00	$ 3,160.00
PROJECT CLOSEOUT SUB-TOTAL		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**120**	**40**	**40**	**0**	**280**		**$ 47,020.00**
TOTAL		**0**	**0**	**50**	**16**	**14**	**47**	**31**	**7**	**0**	**41**	**46**	**47**	**24**	**16**	**62**	**233**	**267**	**369**	**304**	**323**	**316**	**308**	**332**	**285**	**322**	**257**	**312**	**312**	**312**	**312**	**272**	**272**	**120**	**40**	**40**	**0**	**5785**		**$ 1,093,771.50**
																																						Total Labor	**$1,093,771.50**

Direct Expenses		**$1,093,771.50**
Miscellaneous		$ 15,593.71
DIRECT EXPENSES SUB-TOTAL		**$ 15,593.71**
Materials Subconsutants		
Materials Testing/Special Inspection	BSK	$ 55,000.00
Source Inspection	Alta Vista Solutions	$ 36,602.00
Hand Rail Weld Inspection	Alta Vista Solutions	$ 10,000.00
CIDH Pile Testing	ABE	$ 12,430.00
SUBCONSULTANTS SUB-TOTAL		**$ 114,032.00**
	Sub Consultant & Direct Expense Mark-Up	**$6,481.29**
BASE CONTRACT TOTAL		**$1,229,878.50**
STAFF AUTHORIZED OPTION (Steel Bridge / Welding Source Inspection)		
Source Inspection	Alta Vista Solutions	$ 90,000.00
SUB CONSULTANTS SUB-TOTAL		**$ 90,000.00**
	Sub Consultant & Direct Expense Mark-Up	**$5,121.50**
STAFF AUTHORIZED OPTION TOTAL		**$95,121.50**
CONTRACT TOTAL, Base Contract + Staff Authorized Option		**$1,325,000.00**
	Original Contract =	**$950,000.00**
		$375,000.00

Notes:

1. Assumes 160 hours per month based upon 8 hour working days with no overtime. (except for June 2023 during bridge setting and deck pours) Inspector overtime (if any) will be billed at 1.5X
2. Based upon a construction NTP of March 2022 and a construction contract duration of 350 working days
3. Steel bridge will be a prefabricated bridge
4. Steel bridge submittal and Welding Quality Control Plan (WQCP) will be approved within 50 working days of NTP and fabrication completed within 180 working days after submittal approval.
5. Prevailing Wage (PW) rates subject to PW adjustments.
6. Direct costs and subconsultants to be billed at cost plus 5%

Source Inspection / Welding / Steel Bridge Assumptions:

7. AWS D1.1 / AWS D1.5 welding standards will be used
8. Assumes quality assurance audits of representative fracture critical welding under AWS D1.5 will be sufficient
9. Bolted connections will be used for vertical splices for top section of arch bridge
10. Assumes out-of-state quality assurance source inspection / audits can be completed for steel bridge fabrication in 42 working days within the 180 working day fabrication duration and minimal non-conformance issues.
11. Assumes no travel to out-of-state fabricator to witness Procedure Qualification Records (PQRs). Also assumes pre-fabrication meetings will be held via teleconference.
12. Source Inspection of "Other Materials" assumes 1 trip out-of-state for each item listed (i.e. anchor bolts, hoops, etc.)
13. Prefabricated steel truss manufacturer must hold AISC shop certification per SSP 55-2.01D(2)(b). The AISC shop certification includes quality control and certification requirements.

**CONSULTING SERVICES AGREEMENT BETWEEN
THE CITY OF DUBLIN AND
MNS ENGINEERS, INC.
FOR
IRON HORSE TRAIL BRIDGE AT DUBLIN BOULEVARD**

THIS AGREEMENT for consulting services is made by and between the City of Dublin ("City") and MNS Engineers, Inc. ("Consultant") as of March 2, 2021 (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 February 28, 2023, the date of completion specified in Exhibit A, and Consultant shall complete the work described in Exhibit A on or before that date, 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. In the event that 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, to the extent set forth in Exhibit D.

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 a sum not to exceed Nine Hundred and Fifty Thousand Dollars, ($950,000) 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 between this Agreement and Consultant's proposal, attached as Exhibit A, regarding the amount of compensation, 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 B.

2.6 **Reimbursable Expenses.** Reimbursable expenses are specified in Exhibit B, and shall not exceed $70,044.14. Expenses not listed in Exhibit B 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 and automobile liability insurance for the term of this Agreement in an amount not less than $1,000,000 per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. 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 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 $150,000 per claim.

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 5 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 5 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 Additional Requirements. A certified endorsement to include contractual liability shall be included in the policy.

4.3.4 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. Refer to the attached Exhibit C, which is incorporated herein and made a part of this Agreement.

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. Contractor further acknowledges that Contractor 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 Contractor 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, at all times, exercise Standard of Care to 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:
MNS Engineers, Inc.
Att: Jim Scott
401 Grand Avenue Suite 200
Oakland, CA 94610

Any written notice to City shall be sent to:

City of Dublin
Att: Andrew Russell
100 Civic Plaza
Dublin, CA 94568

10.11 **Integration.** This Agreement, including the scope of work attached hereto and incorporated herein as Exhibits A, B, and C and D 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
Exhibit B	Compensation Schedule & Reimbursable Expenses
Exhibit C	Indemnification
Exhibit D	California Labor Code Section 1720 Information

10.12 **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

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.

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

DocuSigned by:
Linda Smith
E33816CFFC044EC...
Linda Smith, City Manager

Attest:

DocuSigned by:
Marsha Moore
9BB70813D22F40A...
Marsha Moore, City Clerk

Approved as to Form:

DocuSigned by:
Jordyn Bishop for
5ED7F38973DC484...
City Attorney

MNS Engineers, Inc.

James Salvito, President

1000003564
Consultant's DIR Registration Number

3070368.1

EXHIBIT A

SCOPE OF SERVICES

See attached Scope of Services and Schedule

EXHIBIT A

SCOPE OF WORK

INTRODUCTION

This project will construct a Class 1 bicycle and pedestrian truss arch bridge over Dublin Boulevard near the Dublin Boulevard and Scarlett Drive intersection. The bridge will provide safer and easier Iron Horse Trail access, including access to and from the Dublin-Pleasanton BART station, and will connect two existing segments of the Iron Horse Trail, creating a total separation of bicyclists and pedestrians from motorized vehicles. Construction work will generally consist of miscellaneous clearing and demolition, cast-in-place footing construction, retaining wall installation, bridge fabrication and erection, ADA ramp and steel railing installation, trail lighting installation, and any associated paving work.

The project's current engineer's estimate is between $7 and $8 million with an estimated project construction length of 240 working days. Project working hours are anticipated to be Monday through Friday with standard allowable working hours (approximately 7:00 AM to 6:00 PM). Special construction conditions may require Saturday, Sunday, and night work.

The PS&E package is currently at approximately 95% completion and the documents are ready for constructability and bid process review. The City and its design consultant are currently finalizing the license agreement for construction work on Alameda County land.

The Dublin Crossing Specific Plan Environmental Impact Report (DCEIR) Initial Study/Supplemental Mitigated Negative Declaration (IS/SMND) was approved by the City Council on April 7, 2020. Per the SMND, the DCEIR adequately addresses the potential environmental impacts for the project. However, the project must adhere to the requirements of the DCEIR.

Construction permits are required prior to the start of construction activities. Per the DCEIR and IS/SMND, wetlands south of Dublin Boulevard were identified to be impacted by this project. As a result, Regional Water Quality Control Board, Section 401, Section 404, and any other permits noted in the DCEIR may be needed. Other construction related permits, such as an encroachment permit, will need to be acquired prior to the start construction work.

Services Requested

The selected team will provide professional and technical services to provide a pre-bid constructability review, perform bid support, conduct construction management, inspect construction work, and perform material testing for the Iron Horse Trail Bridge project under the supervision of the City of Dublin.

The following services are required under this contract:

- Perform a pre-bid 95% design constructability review of the construction documents.
- Assist the City's Project Manager and Designer during the bid solicitation.

- Bid Evaluation
- Construction Management
- Coordination with the City, Contractor, Agencies, and Public
- Public Works Inspection
- Materials testing and Special Inspection
- Project Closeout documentation

SCOPE OF WORK

The Scope of Services is intended as a guide to illustrate the minimum project requirements.

Services During Pre-Construction:
The Construction Manager will assist City Staff in the following:

1. Perform a review of the 95% design construction documents issued to the City for review and provide recommendations regarding feasibility of construction methods, current availability of materials and labor and time requirements for procurement. Identify materials or services that may have a long lead time and could impact to the project.
2. Review construction bid documents and provide written comments to the City for incorporation into the bid documents by addendum if necessary.
3. Work with the City to develop strategies to generate market interest in the Project.
4. Take the lead in managing the bid process including receiving bidder's questions, distributing information to the Owner and their consultants, issuing bid addendums, analyzing bids and ultimately make a recommendation of award to the City Project Manager. Provide documentation and substantiation to allow staff to gain Council approval of award.
5. Take the lead in managing the Section 404, and Section 401 permits, as required by the DCEIR and state and local agencies and acquiring and managing the RWQCB as required by the DCEIR and state and local agencies.
6. Maintain an electronic project management filing system on the City's network using the Microsoft Office Suite.
7. Work with and provide project specific construction recommendations to the design team. Review and provide comment on the construction logistics plans produced by the design team.

Services During Construction:
The Construction Manager will represent the City during construction of the project. The Construction Manager will perform the following specific services:

1. Coordinate the efforts of the engineer, contractor, local agencies, and City to ensure proper communication and progress of the project. Act as liaison to the City through the City's Project Manager.
2. Schedule, direct, and supervise the Project Inspector.
3. Coordinate all required testing services and review testing reports and materials testing personal.
4. Provide on-site coordination to assure that the project meets the Plans and Specifications and stays on budget and schedule.

5. Review, evaluate, and furnish recommendations to the City regarding contractor's performance, construction schedule and any other matters related to compliance with the contract.
6. Provide a daily log of events and activities to secure the City's interests and monitor work accomplished in accordance with the contract.
7. Review, track, and assist in the preparation of responses to Contractor RFI's.
8. Review, track, and assist in the review of Contractor submittals.
9. Review and track certificates of compliance and product submittals for conformance to the project Special Provisions and/or Caltrans Standard Specifications and Plans.
10. Provide a weekly and monthly update outlining project status, schedule, submittals, RFI's, and change order issues. Include pertinent photos or supporting documents. The report should include an analysis of any potential delays and their actual relevance. The report should be suitably formatted to share with the City Manager's Office.
11. Review and furnish contract correspondence, minutes of meetings and directives to be issued to secure the interests of the City.
12. Review and make recommendations regarding payments to contractor including Change Orders, when applicable, and recommendations regarding any proposed changes. Prepare and provide cost analysis where necessary to verify change order costs generated by the Contractor are reasonable and correct in scope.
13. Attend all construction-related site meetings with the City's representatives, contractors, and other meetings between related parties as required. Maintain separate notes on such meetings. Assume a minimum of one (1) meeting at the project site each week for the duration of the project within your base proposal.
14. Verify that the Contractor complies with the requirement of the State of California Notice of Intent (NOI) requirements.
15. Assist with providing any information to the City Departments, as required.
16. Oversee the general contractor and subcontractor's scope of work to ensure the General Contractor is providing proper site supervision and coordination for the execution of the project work.
17. Identify potential claims and make recommendations to resolve them.
18. Upon completion of the project work, provide a punch list review and recommendation of Project Acceptance.
19. Upon completion of the project work, review all the Contractor's final submittals to ensure their compliance with final project close-out requirements.
20. Prepare documents for the periodic reporting of grant funds and billings.

The Project Inspector will represent the City during construction and report to the Construction Manager. The Project Manager will perform the following specific services:

1. Provide on-site inspection to assure that the project is constructed in compliance with the Plans and Specifications. (assume minimum of 40 hours per week for this task)
2. Provide inspectors daily report of events, manpower, and activities so as to secure the City's interests and monitor work accomplished in accordance with the contract. Daily progress pictures shall be incorporated into the report.
3. Take digital photographs and digital video ~~tape~~ recordings of the construction progress on a regular basis, including pre-construction conditions within the project limits

4. Collect material tags and verify materials on site meet project specifications and project submittals.
5. Issue Weekly Statement of working Days.
6. Maintain a redline set of as-built plans and specifications.
7. Track and field-verify quantities of actual improvements installed by the Contractor and maintain a quantity bid sheet for each bid item of work.
8. Assists the Construction Manager in review and recommendation of progress payments.
9. Track and document Time and Materials work issued to the Contractor.
10. Working with the Construction Manager and other agencies and permit holders to issue a project punch-list.

Material testing and Special Inspection:

1. Sub-grade and base compaction, gradation, and compaction curve.
2. Portland cement concrete strength and slump.
3. Asphalt concrete compaction, gradation, compaction curve, asphalt content.
4. Rebar inspection.
5. Welding and shop fabrications of steel components not covered by the bridge manufactures Quality Assurance Program. (as required under City authorized source inspection option)
6. Bridge footing piles.
7. High strength bolting.
8. Any other items designated by the Engineer of Record requiring full time observation.

Post-Construction Services

1. Provide marked up construction record drawings (as-built drawings) for designer completion.
2. Coordinate and prepare final progress payment.
3. Provide final inspection services and project closeout activities including preparation of final construction project report and other documents required by Alameda CTC, BART, and resolve all contractor claims, if any.
4. Resolution of all contract issues, warranties, bonds, etc.
5. Turn all construction documents over to the City of Dublin.

Resources

Office Space – The City of Dublin will provide office space for the Construction Manager at a City facility that will include the following: desk, computer terminal, desk phone, and shared printer and copier. The project inspector could use the facilities provided to the Construction Manager if the Construction Manager would allow, but separate amenities will not be provided for the inspector or materials tester.

Consultant Provided Equipment – Consultant shall provide all other necessary equipment, vehicle(s), cell phone, tools of the trade, etc. necessary for the project team to successfully complete the project.

ID	Task Name	Duration
1	Structural Steel Submittal	42 days
2	Startup Submittals	20 days
3	Mobilization	5 days
4	Demolition	5 days
5	Roadway Excavation	4 days
6	Fine Grade	2 days
7	Class 2 AB	2 days
8	AC	4 days
9	Retaining Wall 1	45 days
10	CIDH Piles	15 days
11	Bridge Footings	10 days
12	Bridge Pier Wall	15 days
13	Columns	7 days
14	Approach Deck	10 days
15	CIDH Piles	15 days
16	Bridge Footings	10 days
17	Bridge Pier Wall	15 days
18	Columns	7 days
19	Approach Deck	10 days
20	Retaining Wall 2	45 days
21	Retaining Wall 3	60 days
22	Design/Fabricate Truss	120 days

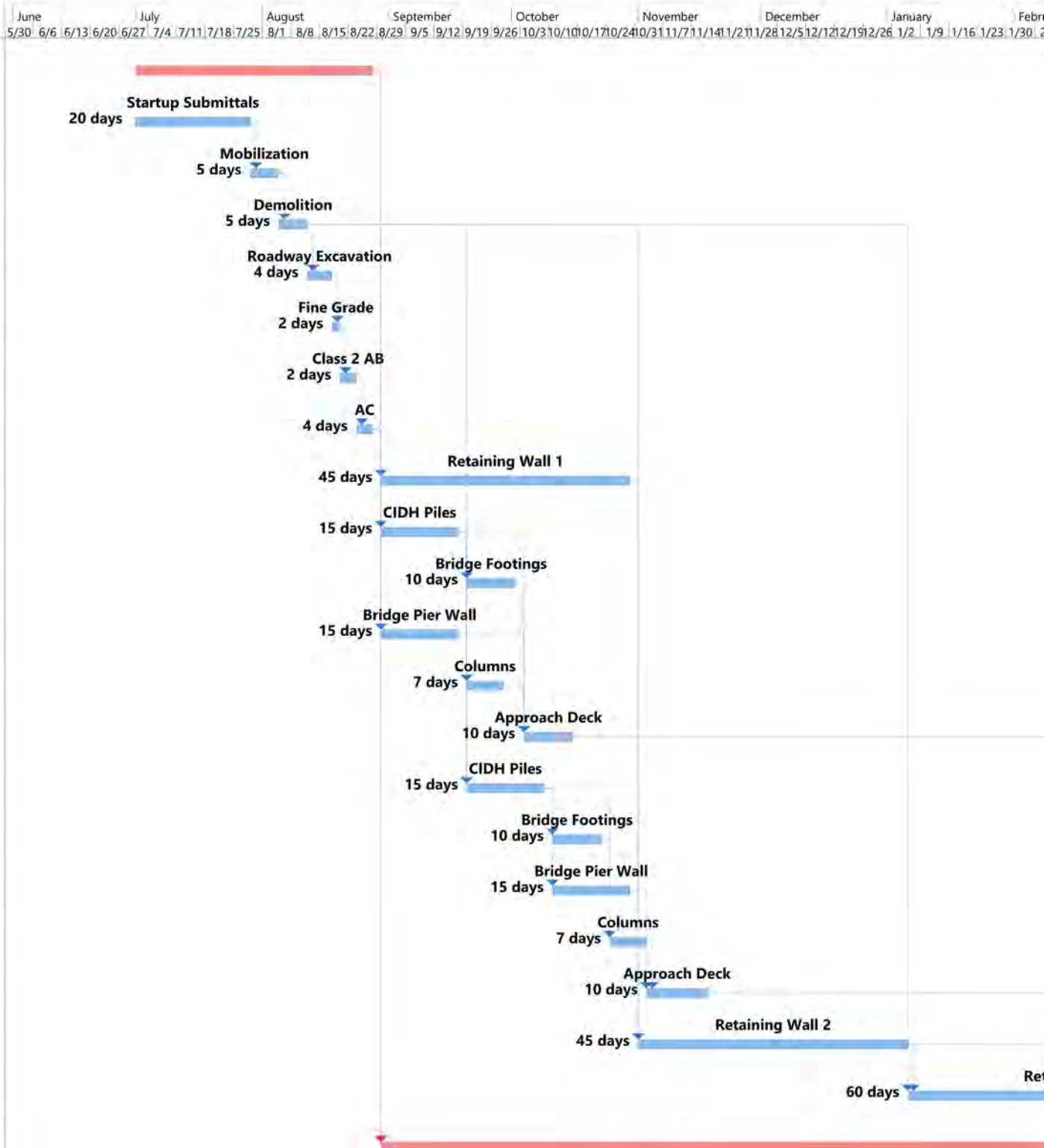


EXHIBIT B

COMPENSATION SCHEDULE & REIMBURSABLE EXPENSES

See attached Compensation Schedule & Reimbursable Expenses

Construction Administration, Inspection, and Material Testing
Iron Horse Trail Bridge at Dublin Boulevard
City of Dublin

MNS ENGINEERS, INC.

Project Schedule

PHASE	2021 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	2022 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec		
Pre-Construction																										$ 28,952.00
Constructability Review																										
Advert. Bid. Award																										
Construction																										$ 566,930.00
Submittals																										
On-Site Construction																										
Project Closeout																										$ 36,000.00

PHASE		2021 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	2022 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL HOURS	HOURLY RATE	TOTAL COST
Role	Staff																											
PRE-CONSTRUCTION																												
Construction Manager	Tom Loomis, P.E.			40	20	20																				80	232.00	$ 18,560.00
Contract Manager/Technical Support	Thomas Fresquez, P. E.			16																						16	232.00	$ 3,712.00
Construction Inspector	Chris McDermott, P. E.			40																						40	167.00	$ 6,680.00
PRE-CONSTRUCTION SUB-TOTAL		0	0	96	20	20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	136		$ 28,952.00
CONSTRUCTION																												
Construction Manager	Tom Loomis, P.E.						40	80	160	160	160	40	40	40	40	40	80	80	80								1040	232.00	$ 241,280.00
Construction Inspector	Chris McDermott, P. E.							80	170	170	170	170	170	170	170	170	170	170	170								1950	167.00	$ 325,650.00
CONSTRUCTION MANAGEMENT SUB-TOTAL		0	0	0	0	0	40	160	330	330	330	210	210	210	210	210	250	250	250	0	0	0	0	0	0	2990		$ 566,930.00
PROJECT CLOSEOUT																												
Construction Manager	Tom Loomis, P.E.																			40						40	232.00	$ 9,280.00
Construction Inspector	Chris McDermott, P. E.																			80	40	40				160	167.00	$ 26,720.00
PROJECT CLOSEOUT SUB-TOTAL		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	120	40	40	0	0	0	200		$ 36,000.00
TOTAL		0	0	96	20	20	40	160	330	330	330	210	210	210	210	210	250	250	250	120	40	40	0	0	0	3326		$ 631,882.00
																											Total Labor	$631,882.00

Direct Expenses			
		MNS TOTAL COST	$631,882.00
Miscellaneous			$ 24,462.14
DIRECT EXPENSES SUB-TOTAL			$ 24,462.14
Materials Subconsultants			
Materials Testing/Special Inspection	BSK		$ 85,394.00
Source Inspection	Alta Vista Solutions		$ 36,602.00
CIDH Pile Testing	ABE		$ 8,240.00
SUB CONSULTANTS SUB-TOTAL			$ 130,236.00
		Sub Consultant & Direct Expense Mark-Up	$7,734.91
BASE CONTRACT TOTAL			$794,315.05
STAFF AUTHORIZED OPTION (Steel Bridge / Welding Source Inspection)			
Source Inspection	Alta Vista Solutions		$ 147,879.00
SUB CONSULTANTS SUB-TOTAL			$ 147,879.00
		Sub Consultant & Direct Expense Mark-Up	$7,805.95
STAFF AUTHORIZED OPTION TOTAL			$155,684.95
CONTRACT TOTAL, Base Contract + Staff Authorized Option			$950,000.00

Notes:

1. Assumes 170 hours per month based upon 8 hour working days with no overtime. Inspector overtime (if any) will be billed at 1.5X
2. Based upon a construction NTP of July 2021 and a construction contract duration of 240 working days
3. Steel bridge will be a prefabricated "off the shelf" bridge
4. Steel bridge submittal and Welding Quality Control Plan (WQCP) will be approved within 40 working days of NTP and fabrication completed within 120 working days after submittal approval.
5. Prevailing Wage (PW) rates subject to PW adjustments.
6. Direct costs and subconsultants to be billed at cost plus 5%

Source Inspection / Welding / Steel Bridge Assumptions:

7. AWS D1.1 welding standards will be used
8. Assumes no fracture critical welding under AWS D1.5 will be required
9. Bolted connections will be used for vertical splices for top section of arch bridge
10. Assumes out-of-state source inspection can be completed for steel bridge fabrication in 63 working days within the 120 working day fabrication duration and minimal non-conformance issues.
11. Assumes 1 trip to out-of-state fabricator to witness Procedure Qualification Records (PQRs) for 1 week. Also assumes pre-fabrication meetings will be held via teleconference.
12. Source Inspection of "Other Materials" assumes 1 trip out-of-state for each item listed (i.e. anchor bolts, hoops, etc.)
13. Prefabricated steel truss manufacturer must hold AISC shop certification per SSP 55-2.01D(2)(b). The AISC shop certification includes quality control and certification requirements.

Alta Vista Solutions - Base Contract

PROJECT NAME: Iron Horse Bridge at Dublin Blvd. CIP No. ST0118

BASE CONTRACT

MULTIPLIERS			
% of budget in Current Year (CY)	100.00%	Accepted Overhead Rate	0.00%
% of budget in CY+1	0.00%	Fringe Rate	0.00%
% of budget in CY+2	0.00%	Negotiated Profit Rate	0.00%
% of budget in CY+3	0.00%	Annual Escalation Rate	0.00%
Annualization Factor	1.0000		

These values will be zero if a firm uses Negotiated Billing Rates (NBRs); otherwise, use applicable Overhead and Fringe rates. Escalation not applicable to

Subconsultant : Alta Vista Solutions Estimated Base Contract Cost

		CLASSIFICATIONS										CALCULATION SECTION		
		Materials Engineer	Assistant Materials Engineer	ASNT Level III Inspector	ASNT Level II Senior Inspector	ASNT Level II Inspector	AWS Certified Welding Inspector (CWI)	NACE Level III Coating Inspector	Pre-Cast Concrete (PCI) Level II Inspector	Technical Experts	Direct Expenses ($)	Hours	Escalated Direct Labor or NBR $	TOTAL COST
Task #	Billing Rate	$145.00	$122.00	$195.00	$145.00	$130.00	$125.00	$150.00	$125.00	$300.00	$			
NON-CONTINGENCY TASKS/DELIVERABLES														
1	**Prepare a Quality Management Plan (QMP)**	0	8	0	0	0	0	0	0	0	0	8	976	976
1.1	Generation of QMP for approval		8									8	976	976
2	**Submittal Reviews**	0	0	8	16	0	0	8	0	0	0	32	5080	5080
2.1	Shop Drawings	0	0	8								8	1560	1560
2.2	Welding Quality Control Plan (Shop and Field)	0	0	0	16							16	2320	2320
2.3	Paint Quality Control Plan	0	0					8				8	1200	1200
2.4	Concrete Mix Designs		0									0	0	0
3	**Pre-Fabrication Meetings and PQR Witnessing**	0	0	0	0	0	0	0	0	0	0	0	0	0
4	**Source Inspection of Structural Steel Fabrication**	0	0	0	0	0	0	0	0	0	0	0	0	0
5	**Source Inspection of Other Materials**	10	20	0	0	0	80	0	0	0	14,704	110	13890	28594
5.1	High Strength Bolts	2	4				16					22	2778	2778
5.2	Anchor Bolts	2	4				16					22	2778	2778
5.3	Welded Hoops	2	4				16					22	2778	2778
5.4	Prestressed Strands	2	4				16					22	2778	2778
5.5	Elastomeric Bearing Pads	2	4				16					22	2778	2778
5.6	Travel - Air										1,400	0	0	1400
5.7	Travel - Lodging										1,540	0	0	1540
5.8	Travel - Per Diem										644	0	0	644
5.9	Travel - Rental Car										1,120	0	0	1120
5.10	Lab Testing										10,000	0	0	10000
6	**Project Closeout**	0	16	0	0	0	0	0	0	0	0	16	1952	1952
6.1	Project Closeout		16									16	1952	1952
7	**Structural Backfill**	0	0	0	0	0	0	0	0	0	0	0	0	0
8	**Structural Concrete**	0	0	0	0	0	0	0	0	0	0	0	0	0
BASE CONTRACT TOTAL		10	44	8	16	0	80	8	0	0	$14,704	166	$21,898	$36,602

399 Lindbergh Avenue
Livermore, CA 94551
P 925.315.3151
F 925.315.3152
www.bskassociates.com

Materials Testing and Special Inspection Estimate

City of Dublin Iron Horse Trail Bridge – Revised 02/05/2021

DIRECT LABOR	HOURS	RATE	EXTENSION
Group 2 Special Inspector (Special Inspector / Source Inspections)	40	$135.00	$5,400.00
Group 3 Engineering Technician (Soils / HMA)	240	$123.00	$29,520.00
Group 4 Technician (Concrete Sampling / Sample Courier (Pickup / Transportation)	120	$107.00	$12,840.00
James K. Auser, PE (Senior Materials Engineer)	10	$171.00	$1,710.00
Tim Rodriguez (Project Manager)	10	$204.00	$2,040.00
Michael Kibbey / Omar Khan - Project Professional I (Assistant Project Manager)	10	$171.00	$1,710.00
Veronica Rager - Project Administrator	10	$95.00	$950.00
Ranjita Summan - Administrative Assistant	10	$50.00	$500.00
Prevailing Wage Administrator	10	$86.00	$860.00
		FIELD SERVICES ESTIMATE	$55,530.00

DESCRIPTION OF ITEM	FREQUENCY	QUANTITY	UNIT COST	TOTAL
Equipment Charges				
Nuclear Gauge Equipment Fee	1 per Day	30	$58.00	$1,740.00
DESCRIPTION OF ITEM	**FREQUENCY**	**QUANTITY**	**UNIT COST**	**TOTAL**
Soils Testing - Imported Borrow / Structural Backfill				
Moisture-Density Curve (ASTM D1557)	1 per source, min	2	$259.00	$518.00
Sieve Analysis of Soils (ASTM C117 and C136)	1 per source, min	2	$176.00	$352.00
Plasticity Index (ASTM D4318)	1 per source, min	2	$227.00	$454.00
R-Value of Soils (CT 301)	1 per source, min	2	$411.00	$822.00
Soils Testing - Aggregate Base				
Moisture-Density Curve (ASTM D1557)	1 per source, min	2	$259.00	$518.00
R-Value of Soils (CT 301)	1 per source, min	2	$411.00	$822.00
Sieve Analysis of Soils (ASTM C117 and C136)	1 per source, min	2	$176.00	$352.00
Sand Equivalent (AASHTO T176)	1 per source, min	2	$130.00	$260.00
Durability Index (AASHTO T210)	1 per source, min	2	$259.00	$518.00
HMA Testing				
Sieve Analysis - 3 Bin Samples (AASHTO T27)	1 per 750 tons	3	$344.00	$1,032.00
Sand Equivalent (AASHTO T176)	1 per 750 tons	3	$130.00	$390.00
Moisture Content (AASHTO T255)	1 per 750 tons	3	$45.00	$135.00
Percent Crushed Particles (AASHTO T335)	1 per 10,000 tons	1	$171.00	$171.00
LA Rattler (AASHTO T96)	1 per 10,000 tons	1	$297.00	$297.00
Flat and Elongated Particles (AASHTO D4791)	1 per 10,000 tons	1	$130.00	$130.00
Fine Aggregate Angularity (AASHTO T304)	1 per 10,000 tons	1	$84.00	$84.00
Asphalt Binder Content (AASHTO T308)	1 per 750 tons	4	$232.00	$928.00
Asphalt Binder Correction Factor (AASHTO 308)	1 per mix	1	$297.00	$297.00
HMA Moisture Content (CTM 370)	1 per paving day	3	$68.00	$204.00
Theoretical Maximum Density (CTM 309)	1 per 750 tons	3	$259.00	$777.00
Gyratory Specimen Compaction	1 per 4,000 tons	1	$347.00	$347.00
Specific Gravity of Compacted Specimen / Air Void Content	1 per 4,000 tons	1	$159.00	$159.00
VMA / Dust Proportion (SP-2)	1 per 10,000 tons	1	$103.00	$103.00
HMA Core Unit Weight/ Bulk Specific Gravity (CTM 308)	2 per paving day	6	$159.00	$954.00
Hamburg Wheel Track (AASHTO T34)	1 per 10,000 tons	1	$2,726.00	$2,726.00
Moisture Susceptibility (AASHTO T283)	1 per 10,000 tons	1	$1,136.00	$1,136.00
Concrete / Rebar Testing				
Cellular Concrete Compressive Strength (Set of 4)	2 sets per day	8	$141.00	$1,128.00
Concrete Compressive Strength Test (Set of 4)	1 set / 100 CY	15	$141.00	$2,115.00
Aggregate Gradation - Coarse and Fine (CTM 202)	1 set / day	15	$172.00	$2,580.00
Cleanness Value (CTM 227)	1 set / day	15	$187.00	$2,805.00
Sand Equivalent (CTM 217)	1 set / day	15	$130.00	$1,950.00
Rebar Tensile / Bend Testing	1 per 10 tons	20	$153.00	$3,060.00
			LABORATORY TESTING ESTIMATE	$29,864.00

TOTAL BUDGET ESTIMATE	$85,394.00

Abe Construction Services, Inc.

5111 Doolan Rd Livermore, CA 94551 Phone: 925-944-6363 Fax:925-476-1588 Email: SA.ACS@ATT.net

September 29, 2020

Estimate for CIDH Pile Testing Services
GGL (Gamma-Gamma Logging)
Iron Horse Trail
Dublin, CA

Attn: Andy Kleiber
MNS Engineers

Scope: Perform GGL on 26 CIDH piles @ 24" x ~49 ft Average Length w/ 2 tubes/pile and 4 piles @ 36"x~68 ft w/ 3 tubes/pile as summarized in the attached quantity sheet provided by client.
Assume 2 trip to site and 2 reports with 1 abutment and 3 Bents tested per trip.

QTY.	DESCRIPTION	RATE / UNIT	COST
GGL FIELD TESTING			
26	GGL or CSL field logging charge (24" Piles)	$200.00 /pile	$5,200.00
4	GGL or CSL field logging charge (36" Piles)	$410.00 /pile	$1,640.00
0	Minimum daily field charge (regardless of logs/day)	$1,200.00 /day	$0.00
0	Weekend or holiday premium charge	$400.00 /day	$0.00
REPORT / ANALYSIS/ ENGINEERING/ ADMIN CHARGES			
2	GGL or CSL Test Report submittals	$600.00 / each	$1,200.00
0	Engineer for meetings,standby at site, pile mitigation, safety training, Railroad/train standby	$200.00 /hr	$0.00
0	Certified Payroll Reports (If Required)	$150.00 / each	$0.00
TRAVEL / MOB EXPENSES			
0	Overnight charge for consecutive test days	$150.00 /night	$0.00
2	Equipment Mobilization/vehicle/ travel costs	$100.00 /trip	$200.00
		Total Estimate	**$8,240.00**

Notes & Terms:
a) At least 7 days notice; the job may then be postponed with 24 hrs notice if necessary without charges. If we receive less than 7 days notice, additional mobilization expenses may be negotiated.
b) Standby charge of $200/ hr will be charged if engineer must wait for access to piles for testing
c) Working conditions for our engineer which conform with OSHA requirements AND SAFE ACCESS TO PILES
This quote is valid for 90 days.
d) All PVC inspection tubes **must** be BLOWN DRY PRIOR TO TESTING AND SOUNDED WITH A DUMMY PROBE TO ENSURE THE TUBES ARE CLEAR AND STRAIGHT. THE DUMMY PROBE MUST BE A 54-INCH LONG BY 1.25-INCH PIECE OF STEEL PIPE AND PASS FREELY FROM TOP TO BOTTOM OF EACH TUBE.
e) Quote assumes ACS insurance per attached certificate is acceptable as-is.
f) Quote assumes that ACS is charging lump sum per test under a subcontract agreement as a non-A&E service providor not subject to 10H or safe habor rates and that client will list ACS as a direct cost vendor rather than a sub-consultant/ sub contractor, and that FAR Title 48 & 49 requirements do not apply to ACS.

Please sign below indicating you accept the above rates and terms and agree to pay in full within 30 days of receipt of invoice. Please return signed qote by fax.
This quote is valid for 90 days.

Company Date

Print name & title Signature

Abe Construction Services, Inc.

CIDH Pile / GGL Quantities **September 29, 2020**
Iron Horse Trail

Location	Diameter	Number of Piles	Tip El.	B.O.F. El.	Embedment into footing	Pile Length
Abut. 1	24	4	289.0	328.0	0.8	39.8
Bent 2	36	1	263.0	335.5	-	72.5
Bent 3	36	1	263.0	335.3	-	72.3
Bent 4	24	9	276.0	328.0	0.8	52.8
Bent 5	24	9	277.0	328.0	0.8	51.8
Bent 6	36	1	270.0	332.0	-	62.0
Bent 7	36	1	268.0	332.0	-	64.0
Abutment 8	24	4	290.0	332.0	0.8	42.8
	TOTAL	30				

Alta Vista Solutions - Staff Authorized Option Cost

PROJECT NAME: Iron Horse Bridge at Dublin Blvd. CIP No. ST0118

STAFF AUTHORIZED OPTION

MULTIPLIERS			
% of budget in Current Year (CY)	100.00%	Accepted Overhead Rate	0.00%
% of budget in CY+1	0.00%	Fringe Rate	0.00%
% of budget in CY+2	0.00%	Negotiated Profit Rate	0.00%
% of budget in CY+3	0.00%	Annual Escalation Rate	0.00%
Annualization Factor	1.0000		

These values will be zero if a firm uses Negotiated Billing Rates (NBRs); otherwise, use applicable Overhead and Fringe rates. Escalation not applicable to

Subconsultant : Alta Vista Solutions Estimated Staff Authorized Option Cost

		CLASSIFICATIONS										CALCULATION SECTION		
		Materials Engineer	Assistant Materials Engineer	ASNT Level III Inspector	ASNT Level II Senior Inspector	ASNT Level II Inspector	AWS Certified Welding Inspector (CWI)	NACE Level III Coating Inspector	Pre-Cast Concrete (PCI) Level II Inspector	Technical Experts	Direct Expenses ($)	Hours	Escalated Direct Labor or NBR $	TOTAL COST
Task #	Billing Rate	$145.00	$122.00	$195.00	$145.00	$130.00	$125.00	$150.00	$125.00	$300.00	$			
NON-CONTINGENCY TASKS/DELIVERABLES														
1	Prepare a Quality Management Plan (QMP)	0	0	0	0	0	0	0	0	0	0	0	0	0
2	Submittal Reviews	0	0	0	0	0	0	0	0	0	0	0	0	0
3	Pre-Fabrication Meetings and PQR Witnessing	0	12	0	4	0	40	0	0	0	4,680	56	7044	11724
3.1	Pre-Fabrication Meeting	0	8		4							12	1556	1556
3.2	PQR Witnessing	0	4				40					44	5488	5488
3.3	Travel - Air										1,400	0	0	1400
3.4	Travel - Lodging										550	0	0	550
3.5	Travel - Per Diem										230	0	0	230
3.6	Lab Testing										2,500	0	0	2500
4	Source Inspection of Structural Steel Fabrication	33	126	56	544	0	0	0	0	0	26,198	759	109957	136155
4.1	Inspection of the Fabricated Steel Truss Bridge	33	126	56	544							759	109957	109957
4.2	Travel - Air										8,400	0	0	8400
4.3	Travel - Lodging										9,900	0	0	9900
4.4	Travel - Per Diem										2,898	0	0	2898
4.5	Lab Testing										5,000	0	0	5000
5	Source Inspection of Other Materials	0	0	0	0	0	0	0	0	0	0	0	0	0
6	Project Closeout	0	0	0	0	0	0	0	0	0	0	0	0	0
7	Structural Backfill	0	0	0	0	0	0	0	0	0	0	0	0	0
8	Structural Concrete	0	0	0	0	0	0	0	0	0	0	0	0	0
STAFF AUTHORIZED OPTION TOTAL		33	138	56	548	0	40	0	0	0	$30,878	815	$117,001	$147,879

EXHIBIT C

INDEMNIFICATION

A. 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.

B. 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.

C. 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.

D. 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.

EXHIBIT D

PROVISIONS REQUIRED FOR PUBLIC WORKS CONTRACTS PURSUANT TO CALIFORNIA LABOR CODE SECTION 1720 *ET SEQ.*

HOURS OF WORK:

A. 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.

B. 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.

C. 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.

WAGES:

A. 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.

B. 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:

1. 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.

2. 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.

3. 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.

4. 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.

C. 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:

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

2. 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.

D. 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.

E. 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.

3070368.1

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AMENDMENT #1 TO CONSULTING SERVICES AGREEMENT BETWEEN THE CITY OF DUBLIN AND MNS ENGINEERS, INC.

WHEREAS, on March 2, 2021, the City of Dublin (hereinafter referred to as "CITY") and MNS Engineers, Inc. (hereinafter referred to as ("CONSULTANT") entered into a Consulting Services Agreement for Iron Horse Trail Bridge at Dublin Boulevard (hereinafter referred to as the “AGREEMENT”); and

WHEREAS, the existing AGREEMENT will expire on February 28, 2023; and

WHEREAS, the CITY and CONSULTANT now wish to amend the Agreement to extend the term through August 31, 2023, by modifying section 1.1 of the Agreement.

NOW THEREFORE, for good and valuable consideration, the sufficiency of which is hereby acknowledged, the AGREEMENT is amended as follows:

1) Section 1.1 shall be rescinded in in its entirety and replaced with the following:

   Term of Services. The term of this Agreement shall begin on the Effective Date and shall end on August 31, 2023, and Consultant shall complete the work described in Exhibit A on or before that date, 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.

2) Except to the extent inconsistent with this First Amendment, the Parties ratify and confirm all of the terms and conditions of the AGREEMENT.

3) All requisite insurance policies to be maintained by the Consultant pursuant to the Agreement, as may have been amended from time to time, shall include coverage for the amended term, as described above.

4) The individuals executing this Amendment and the instruments referenced in it on behalf of Consultant each represent and warrant that they have the legal power, right and actual authority to bind Consultant to the terms and conditions of this Amendment.

SIGNATURES ON THE FOLLOWING PAGE

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IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to be executed as of the date of the City Manager's signature below.

CITY OF DUBLIN

By: DocuSigned by: E33836CFFC044E0...
Linda Smith, City Manager

Dated: 3/3/2023

MNS Engineers, Inc.

By: DocuSigned by: E28193138F8F4E5...
Greg Chelini, Vice President

ATTEST:

By: DocuSigned by: 9DB70815D22F40A...
Marsha Moore, City Clerk

APPROVED AS TO FORM:

By: DocuSigned by: 4D33BDE7E6D8453...
City Attorney

Number – ST0118 **IRON HORSE TRAIL BRIDGE AT DUBLIN BOULEVARD** **Program – STREETS**

PROJECT DESCRIPTION

This project provides for the planning, design, and construction of the Iron Horse Trail bridge for bicycles and pedestrians over Dublin Boulevard. The project will construct a truss arch bridge consistent with the Iron Horse Trail Feasibility Study and preliminary bridge design, approved by the City Council on November 7, 2017. The bridge will provide safer and easier trail access, including access to and from the Dublin-Pleasanton BART station.

The Alameda County Transportation Commission (ACTC) approved an allocation of $1,294,000 of Measure BB discretionary funds in Fiscal Year 2017-18 for the bridge design and environmental clearance. On June 17, 2019, ACTC approved additional funding in the amount of $4,751,000 of Measure BB and $856,419 of Transportation for Clean Air funds for the construction phase of the project. The project will also receive funding of $1,000,000 for construction from a Developer contribution from the Boulevard Project. Fall of 2020, BART approved $1,500,000 of Measure RR Safe Routes to BART Grant for the construction phase of the project. Construction of the project was awarded by the City Council on March 1, 2022 and is anticipated to be completed in summer 2023.

The $600,000 identified as "Other" is from the Tri-Valley Transportation Development Fee.

ANNUAL OPERATING IMPACT: $50,000

MANAGING DEPARTMENT: Public Works

			2022-2027 CAPITAL IMPROVEMENT PROGRAM						
ESTIMATED COSTS	PRIOR YEARS	2021-2022 BUDGET	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	FUTURE YEARS	TOTALS
9100 - Salaries & Benefits	$58,373	$97,087							$155,460
9200 - Contract Services	$982,791	$1,436,749							$2,419,540
9400 - Improvements		$10,816,979	$600,000						$11,416,979
9500 - Miscellaneous	$4,960	$7,500							$12,460
TOTAL	**$1,046,124**	**$12,358,315**	**$600,000**						**$14,004,439**

FUNDING SOURCE	PRIOR YEARS	2021-2022 BUDGET	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	FUTURE YEARS	TOTALS
2201 - State Gas Tax	$12,325	$832,715							$845,040
2204 – Measure B Sales Tax – Local Streets Fund (ACTC)	$51,008	$536,972							$587,980
2205 – Measure B Sales Tax – Bike & Pedestrian Fund (ACTC)	$17,332	$382,678							$400,000
2207 – TFCA/Transportation for Clean Air		$856,419							$856,419
2214 – Measure BB Sales Tax – Local Streets Fund (ACTC)		$400,000							$400,000
2215 – Measure BB Sales Tax – Bike & Pedestrian Fund (ACTC)		$300,000							$300,000
2217 – Measure BB Grants	$801,986	$5,243,014							$6,045,000
2218 – Measure RR Safe Routes to BART		$1,500,000							$1,500,000
2220 – Road Maint. & Rehab. Account (RMRA)	$163,482	$806,518							$970,000
4301 – Eastern Dublin Transportation Impact Fee		$500,000							$500,000
4401 – Dublin Crossing Fund		$1,000,000							$1,000,000
9997 – Other			$600,000						$600,000
TOTAL	**$1,046,124**	**$12,358,315**	**$600,000**						**$14,004,439**

ANNUAL OPERATING IMPACT				$50,000	$50,000	$50,000	$50,000		

Agenda Item 4.3

STAFF REPORT
CITY COUNCIL

DATE: May 2, 2023

TO: Honorable Mayor and City Councilmembers

FROM: Linda Smith, City Manager

SUBJECT: Two-Year Strategic Plan Quarterly Update
Prepared by: John Stefanski, Assistant to the City Manager

EXECUTIVE SUMMARY:

The City Council will receive a status update on the City's Two-Year Strategic Plan.

STAFF RECOMMENDATION:

Receive the report.

FINANCIAL IMPACT:

None.

DESCRIPTION:

The City Council adopted the City's Two-Year Strategic Plan on April 19, 2020. This Plan sets the overall direction for the City, guiding resources and setting specific objectives to drive City action. The Plan coincides with Fiscal Years 2022-23 and 2023-24.

This report represents the third of eight quarterly Strategic Plan updates, covering the period of January 1, 2023, through March 31, 2023. Updates for the strategies and objectives are provided in Attachment 1.

STRATEGIC PLAN INITIATIVE:

None.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

The City Council Agenda was posted.

ATTACHMENTS:

1) Strategic Plan Quarterly Update

Strategy 1	Downtown Dublin and Economic Development
Objective A	Continue support of the downtown preferred vision and downtown specific plan including improving visual and environmental quality and evaluating specific business uses.
Prior Update:	Planning Staff is reviewing the Downtown Preferred Vision (DPV) and the applicant's master site plan to identify amendments to the DDSP to implement the DPV. Staff and Avalon Bay are working on a large-scale public art piece that will parallel the north side of the St. Patrick's Way extension between Golden Gate Drive and Regional Street. The nearly 400-foot-long piece of art will help create a sense of place in a future civic gathering space downtown and provide a visual barrier along the back of a large retail center.
New Update:	Planning staff is continuing to work with the majority owner of the Dublin Place shopping center as they refine their plan to implement the Downtown Preferred Vision. Staff is also working with the owner of the Corrie Center on an application to renovate the existing office building and construct a gymnasium building for the BASIS School to operate at this location. Lastly, Staff is working to complete the Parking Study as part of the Downtown Preferred Vision.
Objective B	Pursue mixed-use projects to create economic vitality.
Prior Update:	The work being done as part of Objective A will include a mixed-use development project bordering the town square. Staff also continue to have discussions with developers who are interested in other areas of the Downtown Dublin Specific Plan area for mixed-use opportunities.
New Update:	No change from prior update.
Objective C	Grant conditional tax and/or development fee relief for new developments in the Downtown.
Prior Update:	Staff has begun research on such incentive programs throughout the State.
New Update:	No change from prior update.
Objective D	Support local businesses and new business attractions (ensure revenue-generating industries).
Prior Update:	Staff developed and distributed the first Holiday Gift Guide with more than 50 businesses participating. In addition, two business webinars were held. For business attraction, Staff has been reaching out to retailers and food and beverage tenants regarding second-generation restaurant spaces available. Several new tenants have signed leases and have submitted plans for their tenant improvements including but not limited to Anjappar, Cloves, Pizza My Heart, Angus the Butcher Shop, Five Below, and VinFast. The City received and is processing an application for the redevelopment of the Hexcel Corporation site for a new business park to support the life science industry.

New Update:	Staff launched the Dublin Marketplace Loyalty Rewards Program to help support Dublin small businesses. Staff also continued to hold business roundtables with different industry sectors, hosted webinars for the business community, and relaunched the Business Visitation Program after a hiatus due to the pandemic. In addition, Staff launched the Dublin Business Corner, a free library of on-demand training courses designed to empower and educate small business owners. Regarding business attraction, Staff has been working with new prospective tenants with recently signed leases including Silver Oven & Grill, Feng Cha Teahouse, Grocery Outlet, Teazzi Tea Shop, MaO Izakaya & Sushi, Building Kidz of Dublin, Tailored Shared Services LLC, Santa Maria Café, Cuppa Yo, Safelite Auto Glass, AT&T, Dublin Taqueria, Dave's Hot Chicken, and Serendipity Labs.
Objective E	Continue the Fallon-East development strategy.
Prior Update:	Staff is processing a preliminary application from GH PacVest.
New Update:	The Planning Commission approved an application for a Planned Development Zoning Stage 2 Development Plan and Tentative Map for the Branaugh property. Staff is processing preliminary applications for the GH PacVest and Righetti properties.

Strategy 2	Housing Affordability
Objective A	Develop a Certified Housing Element that balances the location of housing options for all income types.
Prior Update:	The City Council adopted the Housing Element on November 15, 2022. Staff then submitted the Housing Element to HCD for their 60-day review and is awaiting certification or comments from HCD.
New Update:	HCD provided minor comments regarding the Housing Element. Staff is working with HCD to address those comments.
Objective B	Ensure the City's inclusionary zoning regulations incentivize targeted housing production.
Prior Update:	Staff is preparing a request for proposals (RFP) from qualified consultants to assist with this effort in concert with Objective 2.C.
New Update:	Staff issued an RFP to assist with preparing an inclusionary zoning feasibility study and Commercial Linkage Fee nexus study in concert with Objective 2.C. Proposals were received from five consultants. The City Council approved an agreement with EPS Consulting on April 18.
Objective C	Prepare a nexus study to evaluate the affordable housing commercial linkage fee and affordable housing in-lieu fee for for-sale and rental housing.
Prior Update:	Staff is preparing an RFP from qualified consultants to assist with this effort in concert with Objective 2.B.
New Update:	Staff issued an RFP to assist with preparing an inclusionary zoning feasibility study and Commercial Linkage Fee nexus study in concert with Objective 2.B. Proposals were received from five consultants. The City Council approved an agreement with EPS Consulting on April 18.

Objective D	Facilitate the production of affordable housing for lower income seniors, workforce, and special needs households.
Prior Update:	The City was awarded a $3.3M Local Housing Trust Fund Grant from the California Department of Housing and Community Development for the 300-unit Amador Station affordable housing project adjacent to the West Dublin/Pleasanton BART Station. Additionally, Staff is working with the Amador Station development team on modifications to the project phasing and the terms of a pre-construction loan which is anticipated to be considered by the City Council in February 2023. Staff continues to work with Eden Housing to construct the 113-unit Regional Street Senior Affordable Housing development. Staff continues to work with Alameda County staff to assign the Transit Center D-1 site to Eden Housing for an affordable housing development.
New Update:	The City Council approved the Amador Station First Amended and Restated Community Benefit Program Agreement and Amended and Restated Affordable Housing Assistance Agreement and Transfer of the Agreements to The Related Companies of California. Staff continues to work with Alameda County staff to assign the Transit Center Site D-1 to Eden Housing for an affordable housing development.
Objective E	Review the housing market analysis and establish a strategy to meet the "middle market" demand, if needed, to ensure right mix.
Prior Update:	Not started.
New Update:	Staff is in the process of evaluating middle market housing demand.
Objective F	Review ownership programs for first-time buyers and explore alternative options.
Prior Update:	Not started.
New Update:	No change from prior update.

Strategy 3	Infrastructure Maintenance and Reinvestment
Objective A	Use surplus and lump sum funding to increase the City's internal service funds.
Prior Update:	The FY 22-23 Budget includes a $2 million transfer to the Internal Service Fund for facilities preventative maintenance.
New Update:	The FY 23-24 preliminary budget includes a $2 million transfer to the Internal Service Fund for facilities preventative maintenance.
Objective B	Provide on-going condition assessments of aging city facilities and assets.
Prior Update:	The City successfully recruited and hired a Maintenance Coordinator with a January 2023 start date.
New Update:	No change from prior update.
Objective C	Explore finance options for long-term pavement management needs.
Prior Update:	Staff applied for the next round of MTC funding through the Pavement Technical Assistance Program (P-TAP).

New Update:	The City received approval from MTC for $48,000 in grant funding though the Pavement Management Technical Assistance Program (P-TAP), Round 24. The funds will be utilized to update and maintain the City's pavement management database and complete a citywide pavement condition survey.
Objective D	Explore use of funding mechanisms like community facilities districts for capital and on-going maintenance needs.
Prior Update:	Staff is working with the developer on a framework for an East Ranch maintenance (Services) community facilities district (CFD).
New Update:	Staff continues to work with the developer of the East Ranch project on a framework for a Services CFD. The Branaugh Property project was approved, including a Development Agreement that requires the developer to cooperate in the formation of a Services CFD for maintenance of public improvements and a CFD for mitigation of Dublin Boulevard Extension permanent indirect impacts.
Objective E	Continue to implement measures identified in the Climate Action Plan.
Prior Update:	Two CAP 2030 Reach Codes were adopted as part of the 2022 Building Code: all-electric new construction (Measure EE-1) and electric vehicle charging stations (Measure SM-1) codes.
New Update:	Consistent with CAP Measure MM-2: Reduce the Embodied Greenhouse Gas Emissions Associated with Building Materials, a low carbon concrete specification will be used on the Citywide Energy Efficiency and Infrastructure project. Staff has also begun work on CAP Measure SM-2, Develop an Electric Vehicle Infrastructure Plan.

Strategy 4	Organizational Health
Objective A	Use existing reserves to address the unfunded Dougherty Regional Fire Authority (DRFA) pension liability.
Prior Update:	The FY 22-23 Budget includes an additional lump-sum payment of $3.46 million from the designated reserve to address the DRFA unfunded liability.
New Update:	Staff is working with the City of San Ramon on a memorandum of understanding on the methodology to split each City's allocated share of the unfunded liability, asset, and annual payment amount.
Objective B	Complete an update to the Public Facility Fee Program.
Prior Update:	Staff has retained the services of Willdan to assist with the update to the program. Willdan is compiling all the necessary data to inform the various fee amounts by category with an estimated completion of Winter 2023.
New Update:	Staff presented a review of the Public Facilities Fee program to the City Council on May 2, 2023 to get direction on potential changes to satisfy parkland requirements. Staff will bring a comprehensive update for adoption by the City Council at a future meeting.
Objective C	Make annual contributions to reserves for the early payoff of the energy efficiency bonds.
Prior Update:	The City Council approved an additional $2 million from the FY 21-22 General Fund surplus to the existing reserve. The reserve balance as of September 30, 2022, is $6 million.
New Update:	No change from prior update.

Objective D	Conduct a feasibility study into the fiber connectivity between City facilities.
Prior Update:	Staff is preparing an RFP for the consultant services to develop a five-year fiber optic master plan and feasibility study and plans to release it in spring 2023.
New Update:	IT Staff have removed outdated communications links to Shannon, Senior, Heritage, and Corp Yard and replaced them with AT&T Switched Ethernet (ASE) links of 50M speeds. This has significantly increased the bandwidth and reliability of those facilities.
Objective E	Complete an update to the User Fee Study.
Prior Update:	Not started.
New Update:	This study is currently budgeted for Fiscal Year FY 23-24.

Strategy 5	Safe and Accessible Community
Objective A	Evaluate the feasibility and strategies for a community-wide fiber network.
Prior Update:	Not started.
New Update:	Staff plans to address this objective following the municipal fiber optic network five-year plan.
Objective B	Continue to engage with the community using all appropriate methods to share and exchange information.
Prior Update:	Communications Staff is developing a language survey to be sent to all Dublin households to understand the languages the City should publish public information in.
New Update:	Staff have purchased a chatbot artificial intelligence (AI) for the City's website. It will be installed by July 2023. The chatbot will allow customers to connect with staff via a live agent or AI in their chosen language. The AI will be available 24/7, while the live agent would be available during business hours.
Objective C	Provide more opportunities for residents to complete transactions with the City online, with appropriate security measures.
Prior Update:	Staff is implementing the new enterprise resource planning software update, and this will allow residents and businesses to pay for non-recreation services through this web-based portal upon completion.
New Update:	No change from prior update.
Objective D	Ensure programs remain affordable and accessible to all members of the community, especially lower income families and seniors.
Prior Update:	Staff partnered with KTVU Channel 2 to host a free admission day at The Wave on August 12, 2022. The event allowed certain those with certain financial constraints to visit The Wave at no charge. Roughly 400 participants attended the event, many enjoying the award-winning facility for the first time.
New Update:	As part of the "3 for 3 in 2023" Summer Campaign, a Dublin household won a 2023 Wave Waterpark Family Season Pass for up to four family members (a $208 value) after meeting the entry criteria and participating in the drawing. The Summer Campaign was highlighted in the 2023 Camps and Aquatics Activity guide, and the entry deadline was March 31, 2023.

Objective E	Support existing and innovative public safety efforts, like the DPS Behavioral Health Unit.
Prior Update:	DPS hired a second clinician to complete its staffing and they are working closely with the deputies and with the community in need. Additionally, DPS hosted the first Trunk or Treat event for the community in October. The event was well attended by the community.
New Update:	Staff successfully submitted a Community Project Funding Request with Congressman Swalwell to fund the hiring of an additional clinician for the DPS Behavioral Health Unit who would focus on providing services for school-aged youths.
Objective F	Support community awareness of protected and preserved open space in and around Dublin.
Prior Update:	The Dublin Trail Challenge encouraged community members to walk, run or hike all 26 miles of trails in Dublin. Those that completed the challenge received a free shirt. The event was free and open to all ages. The City hosted another Goosechase game that encouraged people to visit places all around Dublin using pictures of those sites from years ago, then to take a photo of the site to see how much it has changed. The game encouraged residents to visit parks and places of historical interest all around Dublin.
New Update:	As part of National Bike Month, Staff is planning a community bike ride on Thursday, May 25th. The ride will start at the Civic Center, stop at Don Biddle, and end at the Farmers' Market, where participants will receive a $5 coupon to use with the vendor of their choosing. This is like the previous "Bike to the Market" day but in this case, there will be defined routes that showcase the local trail systems.

Agenda Item 6.1

STAFF REPORT

CITY COUNCIL

DATE: May 2, 2023

TO: Honorable Mayor and City Councilmembers

FROM: Linda Smith, City Manager

SUBJECT: Street Lighting Maintenance District 1983-1; Landscape and Lighting District 1983-2; Landscape and Lighting District 1986-1; Landscape and Lighting District 1997-1; Street Lighting District 1999-1
Prepared by: Jordan Foss, Management Analyst II

EXECUTIVE SUMMARY:

The City Council will consider approving the Engineer's Reports and the levy of special assessments in each of the five assessment districts for Fiscal Year 2023-24. A public hearing is required to set the annual levy.

STAFF RECOMMENDATION:

Conduct the public hearing, deliberate, and adopt the Resolution Approving the Engineer's Report, Confirming Diagram and Assessment, and Ordering Levy of Assessment for City of Dublin 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 District 1999-1.

FINANCIAL IMPACT:

A summary of revenues, expenditures, and balances for each assessment district is shown in the table below.

SUMMARY OF PROJECTED ASSESSMENT DISTRICT
FISCAL YEAR 2023-24 REVENUES & EXPENDITURES

	ST. LIGHT 1983-1	STAGECOACH RD LANDSCAPE 1983-2	DOUGHERTY RD LANDSCAPE 1986-1	SANTA RITA LANDSCAPE 1997-1	EAST DUBLIN ST. LIGHT 1999-1
PROJECTED REVENUE	$319,916	$127,261	$206,138	$391,680	$352,293
ESTIMATED EXPENDITURES	($373,652)	($261,166)	($132,821)	($362,007)	($263,694)
TRANSFER FROM CAPITAL IMPROVEMENT FUND	$53,736	$133,905	($73,317)	($29,673)	($88,599)
BALANCE TO RESERVES	$0	$0	$0	$0	$0
RESERVES BALANCE					
ESTIMATED BEGINNING BALANCE[1]	$617,527	$411,488	$289,646	$1,139,904	$519,743
RESERVE TRANSFER TO OPERATING FUND	$0	$0	$0	$0	$0
ESTIMATED INTEREST AND OTHER INCOME	$0	$0	$0	$0	$0
RESERVE TRANSFER TO CAPITAL IMPROVEMENT FUND	($53,736)	($133,905)	$73,317	$29,673	$88,599
TRANSFER OUT FOR CIP	$0	$0	$0	$0	($42,000)
PROJECTED ENDING BALANCE FISCAL YEAR 2023-24	$563,791	$277,583	$362,963	$1,169,577	$566,342

[1]The Fund Balances shown in the table above represent amounts held for both operating reserves and capital replacement.

DESCRIPTION:

At the City Council meeting held on April 4, 2023, the City Council initiated the annual proceedings, received the Preliminary Engineer's Reports for each of the five assessment districts, and set a public hearing date of May 2, 2023, to receive comments on the proposed Fiscal Year 2023-24 assessments. Details related to each district and the proposed assessment amounts can be found in the attached April 4, 2023, City Council Staff Report (Attachment 2).

The City Council will hold a public hearing, deliberate, and consider approving the Engineer's Reports and ordering the levy of assessments for each of the following five assessment districts:

- Street Lighting Maintenance District 1983-1
- Landscape and Lighting District 1983-2
- Landscape and Lighting District 1986-1
- Landscape and Lighting District 1997-1
- Street Lighting District 1999-1

The Engineer's Reports are included as Attachments 3 through 7.

STRATEGIC PLAN INITIATIVE:

None.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

Property owners in the Landscape and Lighting District 1983-2 and Landscape and Lighting District 1986-1 were mailed courtesy postcards with the public hearing date and proposed fiscal year assessments. Public hearing notices were published in the East Bay Times newspaper and posted at several City locations. Copies of the hearing notices and Engineer's Reports were also posted on the City of Dublin website and the City Council Agenda was posted.

ATTACHMENTS:

1) Resolution Approving Engineer's Report, Confirming Diagram and Assessment, and Ordering Levy of Assessment for City of Dublin 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 District 1999-1
2) City Council Staff Report dated April 4, 2023 (without attachments)
3) Engineer's Report for Street Lighting Maintenance District 1983-1
4) Engineer's Report for Landscape and Lighting District 1983-2
5) Engineer's Report for Landscape and Lighting District 1986-1
6) Engineer's Report for Landscape and Lighting District 1997-1
7) Engineer's Report for Street Lighting Maintenance District 1999-1

RESOLUTION NO. XX – 23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUBLIN

APPROVING THE ENGINEER'S REPORT, CONFIRMING DIAGRAM AND ASSESSMENT, AND ORDERING LEVY OF ASSESSMENT FOR CITY OF DUBLIN STREET LIGHTING MAINTENANCE DISTRICT NO. 1983-1, LANDSCAPE AND LIGHTING DISTRICT 1983-2, LANDSCAPE AND LIGHTING DISTRICT 1986-1, LANDSCAPE AND LIGHTING DISTRICT 1997-1, AND STREET LIGHTING DISTRICT 1999-1

WHEREAS, by its Resolution No. 28-23, directing preparation of annual reports for City of Dublin Street Lighting Maintenance Districts and Landscape and Lighting Districts (the "Districts"), the City Council designated the City Engineer, or their designee, as Engineer of Work and ordered said Engineer to make and file a report in writing in accordance with and pursuant to the Landscaping and Lighting Act of 1972; and

WHEREAS, by its Resolution No. 29-23 (the "Resolution"), said reports were made and filed with the City Clerk and duly considered by this Council and found to be sufficient in every particular, whereupon it was determined that said reports should stand as Engineer's Reports for all subsequent proceedings under and pursuant to the aforesaid Resolution and that May 2, 2023, at 7:00 p.m. in the Council Chambers, Dublin Civic Center, 100 Civic Plaza, Dublin, California, was appointed as the time and place for a hearing by the City Council on the question of the levy of the proposed assessment, notice of which hearing was published and posted in accordance with the Landscaping and Lighting Act of 1972; and

WHEREAS, at the appointed time, said hearing was held, and all persons interested and desiring to be heard were given an opportunity to be heard, and all matters pertaining to said levy were heard and considered by this City Council, and this City Council thereby acquired jurisdiction to order said levy and confirmation of diagram and assessment prepared by and made a part of the reports of said Engineer to pay the cost and expenses thereof.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Dublin does hereby approve that:

(a) The property owners owning more than fifty percent of the area of assessable land within each of the Districts had not, at the conclusion of said hearing, filed written protests against the said proposed levy, or against the engineer's estimate of costs and expenses, or against the maps and description, or against the diagram or the assessment to pay for the costs and expenses thereof;

(b) The public interest, convenience, and necessity require that said levy be made; and

(c) The Districts benefited by said improvements and to be assessed to pay the costs and expenses thereof, and the exterior boundaries thereof are as shown by a map thereof filed in the office of the City Clerk, which map is made a part hereof by reference thereto.

PASSED, APPROVED AND ADOPTED this 2nd day of May 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Mayor

ATTEST:

_____
City Clerk

DUBLIN
CALIFORNIA

STAFF REPORT

CITY COUNCIL

DATE: April 4, 2023

TO: Honorable Mayor and City Councilmembers

FROM: Linda Smith, City Manager

SUBJECT: Directing Preparation of Annual Engineer's Reports, Approving Preliminary Engineer's Reports, 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
Prepared by: Jordan Foss, Management Analyst II

EXECUTIVE SUMMARY:

The City Council will consider directing preparation of the Fiscal Year 2023-24 Engineer's Reports, approving the preliminary Fiscal Year 2023-24 Engineer's Reports, and scheduling a public hearing date of May 2, 2023 for the five assessment districts.

STAFF RECOMMENDATION:

Take the following actions: 1) Adopt the **Resolution** Directing Preparation of Annual Engineer's Reports 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; and 2) Adopt the **Resolution** Approving the Preliminary Engineer's Reports 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.

FINANCIAL IMPACT:

The cost of preparing the Engineer's Reports is included in the Fiscal Year 2023-24 budget and is paid by each respective assessment district. A summary of revenues, expenditures, and balances of each district is shown in the following table.

SUMMARY OF PRELIMINARY ASSESSMENT DISTRICT
PROJECTED FISCAL YEAR 2023-2024 REVENUES & EXPENDITURES

	ST. LIGHT 1983-1	STAGECOACH LANDSCAPE 1983-2	DOUGHERTY LANDSCAPE 1986-1	SANTA RITA LANDSCAPE 1997-1	EAST DUBLIN ST. LIGHT 1999-1
PROJECTED REVENUE	$319,916	$127,261	$206,138	$391,680	$352,293
ESTIMATED EXPENDITURES	($373,652)	($261,166)	($132,821)	($362,007)	($263,694)
TRANSFER FROM CAPITAL IMPROVEMENT FUND	$53,736	$133,905	($73,317)	($29,673)	($88,599)
BALANCE TO RESERVES	$0	$0	$0	$0	$0
RESERVES BALANCE					
ESTIMATED BEGINNING BALANCE[1]	$617,527	$411,488	$289,646	$1,139,904	$519,743
RESERVE TRANSFER TO OPERATING FUND	$0	$0	$0	$0	$0
ESTIMATED INTEREST AND OTHER INCOME	$0	$0	$0	$0	$0
RESERVE TRANSFER TO CAPITAL IMPROVEMENT FUND	($53,736)	($133,905)	$73,317	$29,673	$88,599
TRANSFER OUT FOR CIP	$0	$0	$0	$0	($42,000)
PROJECTED ENDING BALANCE FISCAL YEAR 2023-24	$563,791	$277,583	$362,963	$1,169,577	$566,342

[1]The Fund Balances shown in the table above, represent amounts held for both operating reserves and capital replacement.

DESCRIPTION:

The procedure for establishing annual maintenance assessments is governed by the Landscaping and Lighting Act of 1972, which is State Law codified in the Streets and Highways Code. The procedure requires that the City Council direct preparation of Engineer's Reports and consider approval of those reports for the City of Dublin's two street lighting maintenance assessment districts and the three landscaping and lighting districts for Fiscal Year 2023-24, as described on the following pages. The City Council must also consider setting a public hearing date to hear any protests prior to approving the levy of assessments in each district. Staff proposes the public hearing to be on May 2, 2023, in the City Council Chamber at 7p.m., located at 100 Civic Plaza, Dublin.

The five assessment districts formed under the Landscaping and Lighting Act of 1972 are briefly described below. More detailed information about each district, including a map showing the boundary of each district, can be found in Attachments 3 through 7.

Street Lighting Maintenance District 1983-1

This District was established to replace the County Service Area, which had paid maintenance and energy costs for public streetlights within the City of Dublin. The boundary of this assessment district encompasses the entire City, except for the Dublin Ranch area, Tracts 7067, 7586, 8024, 8073, 8074 and 8102, and the Boulevard project. The City Council approved formation of this District on August 2, 1983, with the initial assessment in the 1984-1985 tax year.

The maximum assessment allowed under the authorizing documents is $19.34 per unit for residential uses and $106.37 per acre for commercial uses. The maximum assessment has been levied since Fiscal Year 2007-08. There is no provision in the formation documents to increase the per unit levy. As noted in the Engineer's Report any increase would require the approval of the property owners subject to the assessment.

In past years, the largest expenditure within this District's operating expenses was the annual capital lease payment to Chevron Energy Solutions for a light emitting diode (LED) fixture retrofit project. This project took place in Fiscal Year 2012-13, retrofitting 2,821 streetlights. In Fiscal Year 2016-17, the City Council approved the use of General Fund reserves to pay the annual capital lease payment; the entire lease balance was subsequently paid off by the General Fund reserve in Fiscal Year 2018-19.

In Fiscal Year 2023-24, there is increase in the budgeted electricity costs. One major reason for the increase in the budgeted electricity costs is attributed to the recent increases in PG&E rates. Over the past two years alone, PG&E rates have increased by approximately 30%. In Fiscal Year 2023-24 and Fiscal Year 2024-25, District costs are projected to exceed annual revenues, resulting in a draw on District fund balance to fund the annual District costs. Since there is no authorized annual escalator for the assessment rates, if the District costs continue at this level or increase, the District may need to continue drawing from available fund balance in future years. It is projected the District has sufficient fund balance to cover costs through Fiscal Year 2027-28.

The proposed assessment amount for Fiscal Year 2023-24 remains the same as Fiscal Year 2022-23, as shown below.

Property Type	Current Fiscal Year	Proposed Fiscal Year 2023-24	Annual Change ($)
Equivalent Dwelling Unit (EDU)	$19.34	$19.34	$0
Commercial Per Acre	$106.37 per acre	$106.37 per acre	$0

Landscaping and Lighting District 1983-2 (Stagecoach Road)

This District provides funds for the maintenance of certain landscape improvements in the Dublin

Hills Estates and Amador Lakes developments along Stagecoach Road. The District's boundaries include all of Tract 4719 and cover the 150-unit single-family Dublin Hills Estates development and the Amador Lakes development. The City Council approved formation of this District on January 23, 1984, with the initial assessment in the 1985-86 tax year.

The District is responsible for the maintenance of the Stagecoach Road landscaping and the interior slope landscaping within Tract 4719. The spread of assessments assigns 61.6% of the total assessment to the single-family homes of Dublin Hills Estates and 38.4% to the Amador Lakes Apartments. Details related to the budgeted expenditures can be found within the Fiscal Year 2023-24 Preliminary Engineer's Report.

The assessment methodology approved in Fiscal Year 2003-04 by property owners in the District includes an escalation clause that allows for adjustments to the assessment according to the Consumer Price Index and the utility cost increases. These factors are updated in the Engineer's Report on an annual basis. The maximum assessment in the Engineer's Report for Fiscal Year 2023-24 is $509.06 per single family residence and $86.08 per multi-family residence. The City can elect to levy at or less than the maximum based on available reserve funds and the budgeted costs for District expenditures.

The proposed assessment amount for Fiscal Year 2023-24 was increased 13.5% over the Fiscal Year 2022-23 amount to fund the budget and partially fund the repair and replacement of v-ditches and retaining walls within the District. The remaining funding for the repair and replacement project will be provided by the District's Capital Improvement Fund (CIF) balance.

The proposed assessment amount for Fiscal Year 2023-24 is shown below.

Stagecoach Road Assessments (District 1983-2)

Property Type	Current Fiscal Year	Proposed Fiscal Year 2023-24	Annual Change ($)
Dublin Hills Estate - Single Family Homes	$448.60	$509.06	$60.46
Amador Lakes - Apt/Condominiums	$75.87	$86.08	$10.21

Landscaping and Lighting District 1986-1 (Villages at Willow Creek)

This District was formed with the initial assessment in the 1987-88 tax year and encompasses the Villages at Willow Creek development off Dougherty Road and north of Amador Valley Boulevard. The surrounding homes are apartment complexes, condominiums, and the 145-unit single family development (Ridgecreek).

The work performed by this District includes litter pickup, maintenance of sound walls, and landscaping along Dougherty Road between Amador Valley Boulevard and Fall Creek Road, along Amador Valley Boulevard between Dougherty Road and Wildwood Road, and along Wildwood Road, Fall Creek Road, Shady Creek Drive, and Willow Creek Drive. Landscaping within the condominium and apartment developments is the responsibility of the homeowners' association

or property owners for those individual developments. The landscaping along and within the Alamo Creek channel area is not included in the assessment district as it is the responsibility of the Alameda County Flood Control and Water Conservation District (Zone 7). The Fiscal Year 2023-24 assessments are expected to pay for the ongoing maintenance and utility costs associated with the District. Details related to the budgeted expenditures can be found within the Fiscal Year 2023-24 Preliminary Engineer's Report.

The assessment methodology approved in 2001 by property owners in the District includes an escalation clause that allows for adjustments to the assessment according to the Consumer Price Index and the utility cost increases. These factors are updated in the Engineer's Report on an annual basis. The maximum assessment in the Engineer's Report for Fiscal Year 2023-24 is $308.82 per single family residence, $154.41 per multi-family residence, and $1,235.28 for commercial property.

The proposed assessment amount for Fiscal Year 2023-24 was increased 3.62% over the Fiscal Year 2022-23 amount to increase the District CIF balance, which will be used in the future to fund repair and replacement of additional plantings as well as sidewalk repairs within the District.

The proposed assessment amount for Fiscal Year 2023-24 is shown below.

Villages at Willow Creek Assessments (District 1986-1)

Property Type	Current Fiscal Year	Proposed Fiscal Year 2023-24	Annual Change ($)
Single Family Homes	$298.03	$308.82	$10.79
Amador Lakes - Apt/Condominiums	$149.01	$154.41	$5.40
Commercial	$1,192.10	$1,235.28	$43.18

Landscaping and Lighting District 1997-1 (Santa Rita Area)

This District was formed in 1996 at the request of the Alameda County Surplus Property Authority. The initial assessment was levied in Fiscal Year 1997-98. The area covered by this District is bound by Gleason Drive on the north, Interstate 580 on the south, Arnold Road on the west, and Tassajara Road on the east.

The District maintains portions of roadside landscaping for Dublin Boulevard, Hacienda Drive, Central Parkway, Arnold Road, Tassajara Road (westerly portion), and Gleason Drive. The District also maintains the trail and landscaping along the Tassajara Creek channel. Median landscape maintenance is not included in this District.

As provided in the Engineer's Report, individual lots in residential subdivisions are assessed based on density. The original Engineer's Report for this District provided for an initial maximum assessment of $710.00 per acre, which could be increased annually based on the change in the Consumer Price Index as well as actual increases in the cost of utilities. This maximum allowable assessment is updated in the Engineer's Report on an annual basis. The maximum assessment per

acre in the Engineer's Report for Fiscal Year 2023-24 is $1,685.65 per acre.

Although the assessment district formula establishes a maximum cost that can be levied, based on planned expenditures in the District the proposed assessment amount for Fiscal Year 2023-24 remains the same as Fiscal Year 2022-23, as shown below.

Santa Rita Area Assessments (District 1997-1)

Property Type	Current Fiscal Year	Proposed Fiscal Year 2023-24	Annual Change ($)
California Creekside Single-Family Residential (SFR)	$128.52	$128.52	$0.00
California Brookside Multi-Family Residential (MFR)	$55.69	$55.69	$0.00
Summer Glen - Richmond American (North) Lots	$112.54	$112.54	$0.00
Summer Glen - Richmond American (South) Lots	$123.85	$123.85	$0.00
Summer Glen - Kaufman & Broad Lots	$172.36	$172.36	$0.00
Summer Glen - Pulte Lots	$216.24	$216.24	$0.00
Dublin Greene Tract 7084 Single Family Residential	$136.13	$136.13	$0.00
Dublin Greene Tract 7149 Single Family Residential	$102.50	$102.50	$0.00
Dublin Greene Tract 7149 Condominiums	$53.43	$53.43	$0.00
Other Parcels Including Retail, Office, and Industrial	$903.85	$903.85	$0.00

Street Lighting Maintenance District 1999-1 (Dublin Ranch)

This District funds the electric energy, maintenance, and repair costs associated with street lighting that has been installed in the Dublin Ranch area and Tracts 7067, 7586, 8024, 8073, 8074 and 8102. The City Council approved formation of this District on June 1, 1999 with the initial assessment in the 1999-2000 tax year.

The District also includes a CIF reserve set aside to pay for improvement projects outside normal operation and maintenance costs, such as painting a portion of the decorative streetlight poles within the District. Currently, the CIF is being used to complete a project to upgrade the existing decorative lights to more energy-efficient LED lights. This LED project is funded and underway.

The assessment methodology in the original Engineer's Report for this District includes an escalation clause that allows for adjustments to the assessment according to the Consumer Price Index and utility cost increases. These factors are updated in the Engineer's Report on an annual basis. The maximum assessment in the Engineer's Report for Fiscal Year 2023-24 adjusted by the approved adjustment formula is $66.75 per single family residence and $367.13 per acre for commercial parcels. The City can levy less or at the maximum based on available reserve funds and the budgeted costs for District expenditures.

The proposed assessment amount for Fiscal Year 2023-24 remains the same as Fiscal Year 2022-23, as shown below.

Dublin Ranch Street Lighting Assessments (District 1999-1)

Property Type	Current Fiscal Year	Proposed Fiscal Year 2023-24	Annual Change ($)
Equivalent Dwelling Unit (EDU)	$38.03	$38.03	$0.00
Commercial Per Acre	$209.15	$209.15	$0.00

Upon City Council adoption of the resolution approving the respective Preliminary Engineer's Reports, a public hearing will be held on May 2, 2023 at 7:00 p.m. on the proposed assessments.

STRATEGIC PLAN INITIATIVE:

None.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

The City Council Agenda was posted.

ATTACHMENTS:

1) Resolution Directing Preparation of Annual Engineer's Reports 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
2) Resolution Approving the Preliminary Engineer's Reports 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
3) Preliminary Engineer's Report for Street Lighting Maintenance District 1983-1
4) Preliminary Engineer's Report for Landscaping and Lighting District 1983-2
5) Preliminary Engineer's Report for Landscaping and Lighting District 1986-1
6) Preliminary Engineer's Report for Landscaping and Lighting District 1997-1
7) Preliminary Engineer's Report for Street Lighting Maintenance District 1999-1

DUBLIN
CALIFORNIA

Street Lighting Maintenance District No. 1983-1 Fiscal Year 2023-24 Final Engineer's Report

May 2, 2023

Prepared by

FRANCISCO AND ASSOCIATES

Where Innovative Strategies Fund Tomorrow's Communities

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ENGINEER'S REPORT
CITY OF DUBLIN
STREET LIGHTING MAINTENANCE DISTRICT NO. 1983-1
FISCAL YEAR 2023-24

The undersigned, acting on behalf of Francisco & Associates respectfully submits the enclosed Engineer's Report as directed by the Dublin City Council pursuant to the provisions of Article XIIID, Section 4 of the California Constitution, provisions of the Landscaping and Lighting Act of 1972 and Section 22500 et al of the California Streets and Highways Code. The undersigned certifies that he is a Professional Engineer, registered in the State of California.

Dated: April 14, 2023

By: _____
Eduardo Espinoza, P.E.
RCE # 83709



SECTION I

INTRODUCTION

The City of Dublin ("City") levies and collects special assessments on parcels within the City of Dublin Street Lighting Maintenance Assessment District No. 1983-1 ("District") to maintain the public street lighting improvements. The District was initially formed in 1983 to provide a dedicated source of funding for the ongoing maintenance of street lighting improvements within the boundaries of the District.

The assessments and method of apportionment described in this Report utilize commonly accepted assessment engineering practices and have been calculated and proportionately spread to each parcel based on the special benefits received as approved by the City Council at the time the District was formed.

General Description of the District

The District was created in 1983 to replace the County of Alameda Lighting Service Area within the City of Dublin and to fund the maintenance and servicing costs for the City's street lighting system. In Fiscal Year 1995-96, the City of Dublin acquired the PG&E owned streetlights within the District to reduce maintenance costs. The District includes all parcels that were within the County of Alameda Lighting Service Area which includes all parcels within the City except for Dublin Ranch; the Clifton Park development in the western hills; Tracts 7067, 8024, 8073 and 8074; the Jordan Ranch development; and the Tassajara Hills development.

A reduced copy of the Assessment Diagram showing the exterior boundaries of the District is provided in Part C of this Report.

Compliance with the California Constitution

Assessments are levied annually within the District pursuant to the Landscape and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code ("1972 Act"). All assessments described in this Report and approved by the City Council are prepared in accordance with the 1972 Act and are compliant with the provisions of the California Constitution Article XIIID ("Article XIIID"), which was enacted with the passage of Proposition 218 in November 1996. Pursuant to Article XIIID Section 5, certain existing assessments are exempt from the substantive and procedural requirements of Article XIIID Section 4. Specifically, Article XIIID Section 5(a) exempted:

> *"Any assessment imposed exclusively to finance the capital costs or maintenance and operation expenses for sidewalks, streets, sewers, water, flood control, drainage systems or vector control. Subsequent increases in such assessments shall be subject to the procedures and approval process set forth in Section 4."*

The City has determined that the annual assessments originally established for the District were for the maintenance and operation of streetlights within the public street rights-of-way. As such, pursuant to Article XIIID Section 5(a), the pre–existing assessment amount has been exempted from the procedural requirements of Article XIIID Section 4 since the amount of the assessment has not increased since the passage of Proposition 218.

Any future increase in the assessment rate or substantial changes in the services provided would require that the District be brought into compliance with all the requirements of Article XIIID and would require the approval of the property owners subject to the assessment based upon a mailed ballot which would be sent to each property owner.

Summary of District

A summary of the assessments to be levied for each property type are shown in the table below. The estimated expenditures are anticipated to exceed the projected revenues in Fiscal Years 2023-24 and 2024-25. Transfers from the available fund balance is anticipated to be required to pay the annual operation and maintenance costs in Fiscal Years 2023-24 and 2024-25. Should expenditures continue to exceed the annual assessment revenue, transfers from the available fund balances will be required annually. Should annual transfers continue to be required to cover annual expenditures, the fund balance will be drawn upon and depleted in future years. Should this circumstance occur, this may require a significant reduction in service levels in future years so that expenditures match assessment revenues or the City will need to contribute to the District from other available funds or increase the current assessment rate by receiving approval by property owners within the District.

TABLE 1: ASSESSMENTS TO BE LEVIED
Street Lighting Maintenance District No. 1983-1

Property Type	Assessment Rate
Single Family Residential (SFR)	$19.34 per Parcel
Condominium	$19.34 per Parcel
Duplex, Multi Family Residential	$38.68 per Parcel
Triplex, Multi Family Residential	$58.02 per Parcel
Fourplex, Multi Family Residential	$77.36 per Parcel
Apartments, Multi Family Residential	$116.04 per Parcel
Commercial/Industrial/Institutional	$106.37 per Acre
Vacant Commercial/Industrial/Institutional	$53.18 per Acre
Rural	$9.67 per Parcel
Exempt, Cemeteries, Common Open Space	$0.00 per Parcel

SECTION II

ENGINEER'S REPORT PREPARED PURSUANT TO THE PROVISIONS OF LANDSCAPING AND LIGHTING ACT OF 1972 SECTION 22500 THROUGH 22679 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE

CITY OF DUBLIN

STREET LIGHTING MAINTENANCE DISTRICT NO. 1983-1
FISCAL YEAR 2023-24

Pursuant to the Landscaping and Lighting Act of 1972 (Part 2 Division 15 of the Streets and Highways Code of the State of California, commencing with Section 22500), and in accordance with the Resolution of Intention, adopted by the City Council of the City of Dublin on April 4, 2023, I, Eduardo Espinoza, the duly appointed Engineer of Work, Assessment Engineer for the City of Dublin Street Lighting Maintenance District No. 1983-1 (the "District") submit the following Report, consisting of Section I (Introduction), and this, Section II (Engineer's Report), which consists of five (5) parts as follows:

PART A: PLANS AND SPECIFICATIONS

This part describes the improvements maintained by the District. Plans and specifications for the improvements are on file in the Office of the Director of Public Works of the City of Dublin and are incorporated herein by reference.

PART B: ESTIMATE OF COST

This part contains an estimate of the cost of the proposed improvements to be maintained for Fiscal Year 2023-24, including incidental costs and expenses in connection therewith. The estimate is attached hereto and is on file in the Office of the Director of Public Works of the City of Dublin.

PART C: ASSESSMENT DISTRICT DIAGRAM

This part incorporates a Diagram of the District showing the exterior boundaries of the District, the boundaries of any zones within the District and the lines and dimensions of each lot or parcel of land within the District. This Diagram has been prepared by the Engineer of Work and is on file in the Office of the Director of Public Works of the City of Dublin.

The lines and dimension of each lot or parcel within the District are those lines and dimensions shown on the maps of the Alameda County Assessor for the year when this Report was prepared. The Assessor's maps and records are incorporated by reference herein and made a part of this Report.

PART D: METHOD OF APPORTIONMENT OF ASSESSMENTS

This part describes the method of apportionment of assessments, based upon each parcel's land use classification within the District in proportion to the estimated special benefits to be received.

PART E: ASSESSMENT ROLL

This part contains an assessment of the estimated cost of the improvements apportioned to each benefited parcel of land within the District. The Assessment Roll is filed in the Office of the City Clerk of the City of Dublin and is incorporated in this Report. The list is keyed to the records of the Alameda County Assessor, which are incorporated herein by reference.

PART A

PLANS AND SPECIFICATIONS

The District provides for the continued installation, maintenance, and servicing of street lighting improvements within the public right-of-way which provide special benefit to parcels and properties within the District.

As generally defined in the 1972 Act, maintenance and servicing of the street lighting improvements may include one or any combination of the following:

1) The installation or construction of public lighting facilities, including, but not limited to streetlights and traffic signals.
2) The installation or construction of any facilities which are appurtenant to any of the foregoing or which are necessary or convenient for the maintenance or servicing thereof; including but not limited to, grading, removal of debris, the installation or construction of curbs, gutters, walls, sidewalks, or paving, or water, irrigation, drainage, or electrical facilities.
3) The maintenance or servicing, or both, of any of the foregoing including the furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of any improvement, including, but not limited to:
    a) Repair, removal, or replacement of all or any part of any improvements;
    b) Grading, clearing, removal of debris, the installation, repair or construction of curbs, gutters, walls, sidewalks, or paving, or water, irrigation, drainage, or electrical facilities;
    c) The cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti;
    d) Electric current or energy, gas, or other agent for the lighting or operation of any other improvements.
4) Incidental expenses associated with the improvements including, but not limited to:
    a) The cost of preparation of the report, including plans, specifications, estimates, diagram, and assessment;
    b) The costs of printing, advertising, and publishing, posting, and mailing of notices;
    c) Compensation payable to the County for collection of assessments;
    d) Compensation of any engineer or attorney employed to render services;
    e) Any other expenses incidental to the construction, installation, or maintenance and servicing of the improvements; and,
    f) Costs associated with any elections held for the approval of a new or increased assessment.

Pursuant to the 1972 Act:

> "Maintain" or "maintenance" means the furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of any improvement, including repair, removal, or replacement of all or any part of any improvement. "Service" or "servicing" means the furnishing of electric current or energy, gas, or other illuminating agent for any public lighting facilities or for the lighting or operation of any other improvements.

Drawings showing the specific locations of the improvements are on file in the City's Public Works Department and are made a part of this report by reference.

PART B

ESTIMATE OF COSTS

All public streetlights and other eligible improvements within the District are maintained and serviced on a regular basis, using assessment revenues. Since the assessment rate cannot be increased, due to the passage of Proposition 218 in 1996, assessment revenues have not always been sufficient to fund 100% of the annual operations and maintenance costs of street lighting in past years. In years where the revenues were less than the costs to maintain the District improvements, the District transferred funds from the District's existing fund balances to fund the shortfall in assessment revenues.

Although the District has seen an increase in revenue because of new development, the increases in costs have increased much more quickly than the increase in assessment revenue because of growth.

The proposed cost estimate for the District is shown in Table 2. This includes an estimate of the costs of utilities, operations, services, administration, and maintenance associated with the improvements, including all labor, personnel, equipment, materials, and administrative expenses for the next two (2) fiscal years. The summary also shows the estimated fund balance, and the projected contribution/(transfer) that will be required from the fund balance based upon the estimated expenditures and assessment revenue. Projected cost estimates are also shown for two (2) fiscal years.

The following describes the general services and costs shown in the cost estimate.

District Costs

Operating Supplies – The cost of supplies for ongoing maintenance and servicing of the street lighting improvements including street light repair parts and the labor associated with performing the repair work. In addition, a portion of this cost is set aside as a contingency amount for both large scheduled and unscheduled, but necessary repairs.

Contract with Alameda County – The cost of street light maintenance provided from the County of Alameda based on the current fiscal year contract.

California Street Light Association – The cost of Street Light Association dues based on the relative number of streetlights within the District.

Utilities Electricity – The cost of streetlight electrical energy use, including miscellaneous utility charges.

Improvements (Not Building) – The cost of improvements (not building) includes costs associated with the maintenance, construction, and rehabilitation of authorized improvements.

Miscellaneous Expenses – Costs that cannot easily be categorized into any of the other District Costs defined above.

Legal Notices – The cost of legal notices includes costs associated with preparation and publishing of any, and all required legal notices associated with the District.

District Administration – The costs of contracting with professionals to provide services specific to the annual levy administration, including preparation of the Engineer's Report, resolutions, and levy submittal to the County. These fees can also include any additional administrative, legal, or engineering services specific to the District such as the cost to prepare and mail notices of the public meeting and hearing.

Public Works Administration – The cost of public works administration includes costs derived by the City's Public Works Department or other department in relation to the administration and management of the District.

County Collection Fee – The cost to the District for the County to collect assessments on the annual secured property tax bills. Alameda County charges 1.7% of the total amount levied.

Miscellaneous Costs and Collections/(Credits) Applied to Levy

Reserve Collection/(Transfer) – The 1972 Act pursuant to Chapter 1, Article 4 Section 22569 (a), provides for a District Reserve Fund for operations. Negative amounts shown for this cost estimate item represent transfers from the Reserve Fund that reduces the Balance to Levy. Maintaining a fully funded Operating Reserve eliminates the need for the City to transfer funds from non–District accounts to pay for operational expenses during the first half of the Fiscal Year and provides the District with sufficient funds to address any unforeseen or unusual expenditures that may occur during the year.

Capital Improvement Fund Collection/(Transfer) – The 1972 Act pursuant to *Chapter 5, beginning with Section 22660,* provides for the District to establish by resolution an assessment installment plan for proposed improvements and expenditures that are greater than can be conveniently raised from a single annual assessment. Depending on the nature of the planned improvements, the collection of funds necessary to complete the project may be collected over a period up to thirty years, but typically not more than five years. The funds collected shall be accumulated in a separate improvement fund commonly referred to as a Capital Improvement Fund (CIF) and are not considered part of the regular maintenance of the improvements or the Reserve Fund.

Because the money accumulated in the Capital Improvement Fund is for a specific planned project (budgeted separately), the amount shown for this item in the annual cost estimate will typically be a positive number representing the amount being collected that year as part of the Balance to Levy. A negative number (Transfer) should only occur after the project has been completed and excess funds are being credited back to the District's regular accounts or such funds are needed to fund the annual operation and maintenance of the public improvements. The actual fund balances and expenditures for

Capital Improvements are clearly identified under the Fund Balance Information section of the cost estimate.

Balance to Levy – This is the total amount to be collected for the current fiscal year through the annual assessments (for special benefits). The Balance to Levy represents the sum of Total District (Direct and Administration) Costs, Reserve Fund Contributions or Transfers, Contributions from Other Revenue Sources, and the Contribution Replenishment (if any). Only those costs related to the improvements identified as conferring special benefits to property within the District are levied and collected on the tax roll.

The following page shows the cost estimates for Fiscal Year 2023-24 and 2024-25.

Table 2: COST ESTIMATE Street Lighting Maintenance District No. 1983-1	FY 2023-24 Cost Estimate	Projected FY 2024-25 Cost Estimate
DISTRICT REVENUES		
Estimated Assessment Revenues	$ 314,416	$ 314,416
Contributions from Other Revenue Sources	$ 5,500	$ 6,050
Total District Revenues[1]	**$ 319,916**	**$ 320,466**
DISTRICT COSTS		
Operating Supplies	$ 10,000	$ 10,000
Contract with Alameda County	$ 93,225	$ 97,886
California Street Light Association	$ 1,000	$ 1,000
Utilities - Electricity	$ 255,800	$ 268,590
Improvements (Not Building)	$ -	$ -
Miscellaneous	$ -	$ -
Legal Notices	$ 592	$ 610
District Administration	$ 6,855	$ 7,061
Public Works Administration	$ -	$ -
County Collection Fee	$ 6,180	$ 6,365
Total District Costs	**$ 373,652**	**$ 391,512**
MISCELLANEOUS COSTS AND COLLECTIONS/(CREDITS) APPLIED TO LEVY		
Reserve Collection/(Transfer)	$ -	$ 8,930
Capital Improvement Fund Collection/(Transfer)	$ (53,736)	$ (79,977)
Total Miscellaneous Costs and Collections/(Credits) Applied to Levy	**$ (53,736)**	**$ (71,047)**
Balance to Levy	**$ 314,416**	**$ 314,416**
Variance Between Estimated Assessment Revenues and Balance to Levy	$ -	$ -
Total Assessment Revenue at Maximum Rate	**$ 314,416**	**$ 314,416**
Variance above/(below) Maximum Assessment Revenue	$ -	$ -
FUND BALANCE INFORMATION		
Beginning Operating Reserve Fund Balance (est. 7/1/23 and 7/1/24)	$ 186,826	$ 186,826
Reserve Fund Adjustments	$ -	$ 8,930
Transfer From/(To) Capital Improvement Fund	$ -	$ -
Prior/Penalties/Public Damage	$ -	$ -
Interest	$ -	$ -
Ending Operating Reserve Fund Balance (est. 6/30/24 and 6/30/25)	**$ 186,826**	**$ 195,756**
Beginning Capital Improvement Fund Balance (est. 7/1/23 and 7/1/24)	$ 430,701	$ 376,965
Capital Imporvement Fund Adjustments	$ (53,736)	$ (79,977)
Transfer From/(To) Reserve Fund	$ -	$ -
Prior/Penalties/Public Damage	$ -	$ -
Interest	$ -	$ -
Ending Capital Improvement Fund Balance (est. 6/30/24 and 6/30/25)	**$ 376,965**	**$ 296,988**

[1]Total District Revenues includes the estimated assessment revenues for each fiscal year and contributions from other revenue sources such as interest earnings, etc.

Capital Improvement Projects

In addition to collecting funds annually for maintenance, funds are also allowed to be collected for capital improvement projects. Capital improvement projects generally include the repair and replacement of public improvements authorized to be maintained by the District. These funds are collected and often accumulated in a separate fund and are not considered to be a part of the regular maintenance of the improvements.

Following is a list of capital improvement projects the City plans to address utilizing District funds in the upcoming fiscal years and thereafter as funds allow.

Citywide Streetlight Replacement: As needed replacement of streetlights that are at the end of their service life or that have been damaged due to automobile accidents.

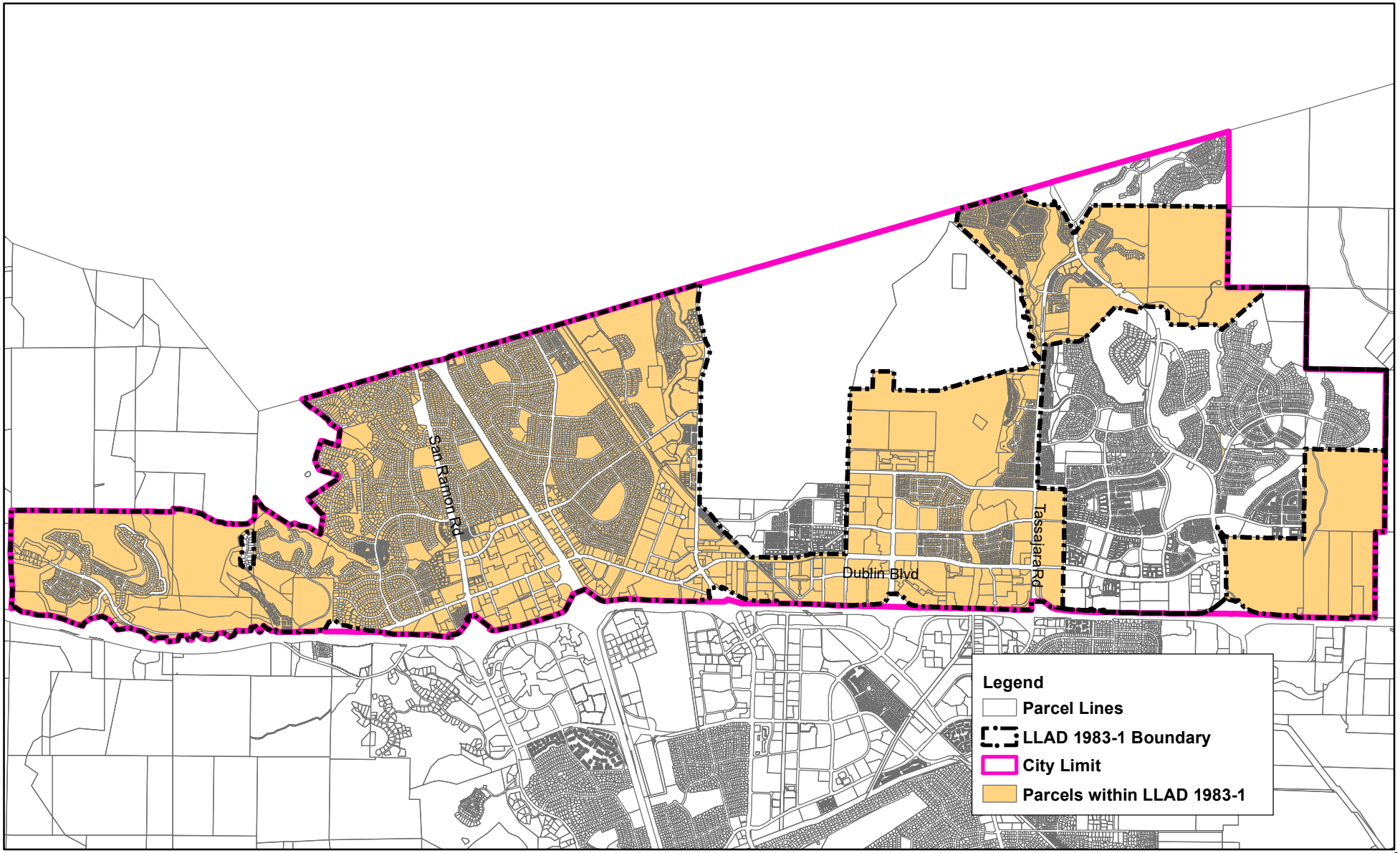
PART C

ASSESSMENT DISTRICT DIAGRAM

The boundaries of the District are shown herein. The lines and dimensions of each parcel within the District are those lines and dimensions shown on the maps of the Alameda County Assessor for the year in which this Report was prepared and are incorporated by reference herein and made part of this Report.

A reduced copy of the Assessment Diagram is shown on the following page.

City of Dublin
Street Lighting Maintenance District No. 1983-1
Assessment Diagram



PART D

METHOD OF APPORTIONMENT OF ASSESSMENTS

General

The 1972 Act permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements which include the construction, maintenance and servicing of public lights, landscaping, and appurtenant facilities. The 1972 Act further requires that the cost of these improvements be levied according to benefit rather than assessed value:

> *"The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements."*

The formula used for calculating assessments in the District therefore reflects the composition of the parcels, and the improvements and services provided, to fairly apportion the costs based on estimated benefit to each parcel. In addition, pursuant to Article XIIID Section 4:

> "*No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel. Only special benefits are assessable, and an agency shall separate the general benefits from the special benefits conferred on a parcel."*

Benefit Analysis

Each of the improvements have been carefully reviewed by the City and the corresponding assessments have been proportionately spread to each parcel based on special benefits received from the improvements as determined at the time the District was established.

General Benefits — In reviewing each of the District improvements, the proximity of those improvements to both properties within the District and those outside the District, as well as the reasons for installing and constructing such improvements, it is evident that the improvements are solely the result of developing properties within the District and the ongoing maintenance and operation of these improvements will directly affect the properties within the District. Although the improvements include public areas, easements, rights-of-way, and other amenities available or visible to the public at large, the construction and installation of these improvements were only necessary for the development of properties within the District and were not required, nor necessarily desired by any properties or developments outside the District boundary and any public access or use of the improvements by others is incidental. Therefore, it has been

determined that the improvements and the ongoing maintenance, servicing and operation of those improvements provide no measurable general benefit to properties outside the District or to the public at large, but clearly provide distinct and special benefits to properties within the District.

Special Benefits — The method of apportionment (method of assessment) outlined herein is based on the premise that each assessed parcel within the District receives special benefits from the improvements and the desirability and security of those properties as enhanced by the presence of public lighting near those properties.

The special benefits conferred on property from street lighting and other public lighting facilities includes the convenience, safety, and security of property, improvements, and goods. Specifically:

1) Enhanced deterrence of crime and the aid to police protection.

2) Increased nighttime safety on roads, streets, and public areas.

3) Improved ability of pedestrians and motorists to see.

4) Improved ingress and egress to property.

5) Reduced vandalism and other criminal acts and damage to improvements or property.

6) Improved traffic circulation and reduced nighttime accidents and personal property loss.

The preceding special benefits contribute to the aesthetic value and desirability of each of the assessed parcels within the District and thereby provide a special enhancement of the properties. Furthermore, it has been determined that the lack of funding to properly service and maintain the District improvements would have a negative impact on the properties within the District.

All the preceding special benefits contribute to a specific enhancement and desirability of each of the assessed parcels within the District.

Non-Assessable Properties — Within the boundaries of the District, there are several types of properties that are considered to receive no special benefit from the District improvements and are therefore not assessed. These parcels include:

1) Publicly owned parcels that are reserved as public open space or are developed as City parks for active recreation and are maintained and serviced by the District;
2) Publicly owned wetland parcels;
3) Certain public utility parcels;
4) Privately owned open space parcels; and
5) Privately owned "sliver" parcels that have resulted from a lot line adjustment with an adjacent larger parcel. The adjacent larger parcels, of which these "sliver" parcels are a part, are assessed at the residential rate

Assessment Methodology

The special benefits received by each parcel within the District and each parcel's proportional annual assessment are calculated based on a formula that utilizes Equivalent Dwelling Units. The Equivalent Dwelling Unit (EDU) method of apportionment establishes a proportional benefit relationship between the various parcels within the District and the improvements maintained by the District. The typical single family residential parcel is assigned 1.00 Equivalent Dwelling Unit (EDU) since it represented more than 73% of the total parcels within the District.

EDU's are assigned to the other land uses based upon the property's development status, type of development (County of Alameda land use code) and property size as shown in the table below. Parcels determined to be vacant will be assessed at a reduced rate of 50%, by multiplying the parcel's assigned EDU factor by 0.5 (or 50%).

TABLE 3: ASSESSMENT METHODOLOGY
Street Lighting Maintenance District No. 1983-1

Property Type	EDU Factor
Single Family Residential (SFR)	1.00 per Parcel
Condominium	1.00 per Parcel
Duplex, Multi Family Residential	2.00 per Parcel
Triplex, Multi Family Residential	3.00 per Parcel
Fourplex, Multi Family Residential	4.00 per Parcel
Apartments, Multi Family Residential	6.00 per Parcel
Commercial/Industrial/Institutional	5.50 per Acre
Vacant Commercial/Industrial/Institutional	2.75 per Acre
Rural	0.50 per Parcel
Exempt, Cemeteries, Common Open Space	0.00 per Parcel

Single-Family Residential (SFR) — (County land use 1x) this land use identifies properties that are developed for single family residential use and are assigned a factor of 1.00 EDU per parcel. This is the base value that all other land use types are compared and weighted against (i.e., Equivalent Dwelling Unit "EDU"). This land use classification may include, but is not limited to, lots or parcels identified as single family residential homes, planned development (tract or townhouse type), and modular/manufactured single family residential units.

Condominium Unit — (County land use 73) this land use identifies properties that are subdivided residential parcels that have more than one residential unit developed on the property. This land use is assigned 1.00 EDU per unit.

Duplex, Multi-Family Residential — (County land use 22) this land use identifies properties that are developed for multi-family residential use and are assigned a factor of 2.00 EDU per parcel. This land use classification includes double or duplex units.

Triplex, Multi-Family Residential — (County land use 23) this land use identifies properties that are developed for multi-family residential use and are assigned a factor of 3.00 EDU per parcel. This land use classification includes triplex units; or double or duplex units together with a single-family home.

Fourplex, Multi-Family Residential — (County land use 24) this land use identifies properties that are developed for multi-family residential use and are assigned a factor of 4.00 EDU per parcel. This land use classification includes four living units; a fourplex, a triplex and a single-family home, two doubles or duplexes, or a combination thereof.

Apartment Complex, Multi-Family Residential — (County land use 7x, except 73) This land use identifies properties that are developed for multi-family residential use of five (5) or more units and are assigned a factor of 6.00 EDU per parcel. This land use classification may include, but is not limited to, lots or parcels identified as vacant apartment land capable of supporting 5 or more units, residential property converted to 5 or more units, cooperatives, restricted income properties, fraternities, sororities, church homes, multiple residential (5 or more units), and residential high-rise (7 or more units).

Commercial — (County land use 3x, 8x, 9x) this land use identifies properties that are considered improved for commercial use and are assigned a factor of 5.50 EDU per gross acre. This land use classification may include, but is not limited to, lots or parcels identified as car washes, commercial garages, automotive dealerships, parking lots, parking garages, service stations, funeral homes, nursing or boarding homes, hospitals, hotels/motels, banks, medical-dental, single and multi-story office buildings, commercial land, department stores, discount stores, restaurants, shopping centers, or supermarkets.

Industrial — (County land use 4x) this land use identifies properties that are developed for industrial use and are assigned a factor of 5.50 EDU per gross acre. This land use classification may include, but is not limited to lots, or parcels identified as vacant industrial land, warehouses, light and heavy industrial, nurseries, sand and gravel quarries, salt ponds, trucking and distribution terminals, wrecking yards, and miscellaneous industrial.

Institutional — (County land use 6x, except 65) this land use identifies properties that are developed for institutional use and are assigned a factor of 5.50 EDU per gross acre. This land use classification may include, but is not limited to, lots or parcels identified as vacant land that is a necessary part of an institutional property, improved government-owned property, low income housing (secured P.I.'s only), golf courses, private schools, churches, lodge-halls, clubhouses, and other institutional properties.

Rural Property — (County land use 5x) this land use identifies properties that are defined as rural lands and are assigned a factor of 0.50 EDU per parcel. This land use classification may include, but is not limited to, lots or parcels identified as rural residential home sites, one or more mobile homes on rural home sites, rural property with significant commercial or industrial use, property used for agriculture (more than 10 acres), rural land in transition to higher land use classification, and rural land under non-renewal of the Williamson Act.

Exempt Property, Cemeteries & Common Open Space — (County land use 0, 03-05, 65) this land use identifies properties that are exempt from assessment and are assigned 0.00 EDU. This land use classification may include, but is not limited to, lots or parcels identified as exempt public agencies; property leased or owned by public utilities, cemeteries, and planned development common areas.

PART E

ASSESSMENT ROLL

The proposed assessment and the amount of the assessment apportioned to each lot or parcel, as shown on the latest roll at the Assessor's Office, are on file under separate cover with the City Clerk. Furthermore, the description of each lot or parcel is part of the records of the Assessor of the County of Alameda and those records are, by reference, made part of this report. The assessments shown will be submitted to the County Auditor/Controller and included on the property tax roll for each parcel shown in the assessment roll for Fiscal Year 2023-24.

Parcel identification, the lines and dimensions of each lot, parcel, and subdivision of land within the District, are inclusive of the parcels as shown on the Alameda County Assessor's Parcel Maps as they existed at the time of the passage of the Resolution of Intention, and shall include subsequent subdivisions, lot line adjustments or parcel changes therein. Reference is hereby made to the Alameda County Assessor's maps for a detailed description of the lines and dimensions of each lot and parcel of land within the District.

DUBLIN
CALIFORNIA

Landscape & Lighting District No. 1983-2 Fiscal Year 2023-24 Final Engineer's Report

May 2, 2023

Prepared by

FRANCISCO AND ASSOCIATES

Where Innovative Strategies Fund Tomorrow's Communities

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ENGINEER'S REPORT
CITY OF DUBLIN
LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT NO. 1983-2
FISCAL YEAR 2023-24

The undersigned, acting on behalf of Francisco & Associates respectfully submits the enclosed Engineer's Report as directed by the Dublin City Council pursuant to the provisions of Article XIIID, Section 4 of the California Constitution, provisions of the Landscaping and Lighting Act of 1972 and Section 22500 et al of the California Streets and Highways Code. The undersigned certifies that he is a Professional Engineer, registered in the State of California.

Dated: April 14, 2023

By: _____

Eduardo Espinoza, P.E.
RCE # 83709



SECTION I

INTRODUCTION

The City of Dublin ("City") levies and collects special assessments on parcels within the City of Dublin Landscape and Lighting Assessment District No. 1983-2 ("District") to maintain the landscaping and irrigation improvements within the District.

The assessments and methods of apportionment described in this Report utilize commonly accepted assessment engineering practices and have been calculated and proportionately spread to each parcel based on the special benefits received as approved by the City Council at the time the District was formed.

General Description of the District

The District was initially formed in 1983 to provide a dedicated source of funding for the ongoing maintenance of street landscaping within Tract 4719. The District originally included the maintenance of Stagecoach Park and the landscaping along Stagecoach Road north of the City Limit; however, those improvements are no longer funded by the District. Currently, the District includes only the roadway landscaping along Stagecoach Road and on the "interior slopes" (Coral Way and Agate Way) within the Dublin Hills Estates development. The maintenance cost of Stagecoach Park, as well as the undeveloped Dougherty Hills Park, is paid by the City through the Park Maintenance Operating Budget and is not a part of this Assessment District.

A reduced copy of the Assessment Diagram showing the exterior boundaries of the District is provided in Part C of this Report.

Compliance with the California Constitution

Assessments are levied annually within the District pursuant to the Landscape and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code ("1972 Act"). All assessments described in this Report and approved by the City Council are prepared in accordance with the 1972 Act and are in compliance with the provisions of the California Constitution Article XIIID ("Article XIIID"), which was enacted with the passage of Proposition 218 in November 1996.

Pursuant to Article XIIID Section 5, certain existing assessments were exempt from the substantive and procedural requirements of Article XIIID Section 4. Specifically, Article XIIID Section 5(a) exempted:

> *"Any assessment imposed exclusively to finance the capital costs or maintenance and operation expenses for sidewalks, streets, sewers, water, flood control, drainage systems or vector control. Subsequent increases in such assessments shall be subject to the procedures and approval process set forth in Section 4."*

The City determined that the annual assessments originally established for the District were for the maintenance and operation of landscaping within the public street rights-of-way or public easements.

However, in Fiscal Year 2003-04, the City conducted a public hearing that included a mailed ballot to all the property owners in this District proposing an increased assessment to maintain and replace certain landscaping improvements. In accordance with the requirements of Proposition 218, the property owners approved a 10% increase in assessment rates and the addition of an escalation clause for succeeding years that allows the maintenance cost to increase according to the Consumer Price Index and the utility cost to increase according to the actual cost of utilities.

Any future increase in the assessment rate more than the maximum allowable rate or substantial changes in the services provided would require the approval of the property owners subject to the assessment based upon a mailed ballot which would be sent to each property owner pursuant to the provisions of the California Constitution Article XIIID.

Summary of District

A summary of the assessments to be levied in Fiscal Year 2023-24 for each property type is shown in the table below.

TABLE 1: SUMMARY OF PROPOSED ASSESSMENTS
Landscape & Lighting District No. 1983-2

Property Type	Assessment Rate
Single Family Residential (SFR)	$509.06 per Parcel
Multi Family Residential (MFR)	$86.08 per Parcel/Unit
Exempt, Cemeteries, Common Open Space	$0.00 per Parcel

SECTION II

ENGINEER'S REPORT PREPARED PURSUANT TO THE PROVISIONS OF LANDSCAPING AND LIGHTING ACT OF 1972 SECTION 22500 THROUGH 22679 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE

CITY OF DUBLIN

LANDSCAPE AND LIGHTING DISTRICT NO. 1983-2
FISCAL YEAR 2023-24

Pursuant to the Landscaping and Lighting Act of 1972 (Part 2 Division 15 of the Streets and Highways Code of the State of California, commencing with Section 22500), and in accordance with the Resolution of Intention, adopted by the City Council of the City of Dublin on April 4, 2023, I, Eduardo Espinoza, the duly appointed Engineer of Work, Assessment Engineer for the City of Dublin Landscape and Lighting District No. 1983-2 (the "District") submit the following Report, consisting of Section I (Introduction), and this, Section II, which consists of five (5) parts as follows:

PART A: PLANS AND SPECIFICATIONS

This part describes the improvements maintained by the District. Plans and specifications for the improvements are on file in the Office of the Director of Public Works of the City of Dublin and are incorporated herein by reference.

PART B: ESTIMATE OF COST

This part contains an estimate of the cost of the proposed improvements to be maintained for Fiscal Year 2023-24, including incidental costs and expenses in connection therewith. The estimate is attached hereto and is on file in the Office of the Director of Public Works of the City of Dublin.

PART C: ASSESSMENT DISTRICT DIAGRAM

This part incorporates a Diagram of the District showing the exterior boundaries of the District, the boundaries of any zones within the District and the lines and dimensions of each lot or parcel of land within the District. This Diagram has been prepared by the Engineer of Work and is on file in the Office of the Director of Public Works of the City of Dublin.

The lines and dimension of each lot or parcel within the District are those lines and dimensions shown on the maps of the Alameda County Assessor for the year when this Report was prepared. The Assessor's maps and records are incorporated by reference herein and made a part of this Report.

PART D: METHOD OF APPORTIONMENT OF ASSESSMENTS

This part describes the method of apportionment of assessments, based upon each parcel's land use classification within the District in proportion to the estimated special benefits to be received.

PART E: ASSESSMENT ROLL

This part contains an assessment of the estimated cost of the improvements apportioned to each benefited parcel of land within the District. The Assessment Roll is filed in the Office of the City Clerk of the City of Dublin and is incorporated in this Report. The list is keyed to the records of the Alameda County Assessor, which are incorporated herein by reference.

PART A

PLANS AND SPECIFICATIONS

The District provides for the continued maintenance and servicing of the landscaping and irrigation improvements within the public right-of-way and public easement along Stagecoach Road between the limits of Amador Valley Boulevard and the northerly City Limit. In addition, the District also provides for the maintenance of the slopes, including landscaping and irrigation, within the public right-of-way for the slope areas along the rear of Lots 80 through 86, and 37 through 60 within Tract 4719.

As generally defined in the 1972 Act, maintenance and servicing of the improvements may include one or any combination of the following:

1) The installation or planting of landscaping. The installation or construction of statuary, fountains, and other ornamental structures and facilities.
2) The installation or construction of any facilities which are appurtenant to any of the foregoing or which are necessary or convenient for the maintenance or servicing thereof; including but not limited to, grading, removal of debris, the installation or construction of curbs, gutters, walls, sidewalks, or paving, or water, irrigation, drainage, or electrical facilities.
3) The maintenance or servicing, or both, of any of the foregoing including the furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of any improvement, including, but not limited to:
    a. Repair, removal, or replacement of all or any part of any improvements;
    b. Grading, clearing, removal of debris, the installation, repair or construction of curbs, gutters, walls, sidewalks, paving, or water, irrigation, drainage, or electrical facilities
    c. Providing for the life, growth, health, and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury;
    d. The removal of trimmings, rubbish, debris, and other solid waste;
    e. The cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti;
    f. Electric current or energy, gas, or other agent for the lighting or operation of any other improvements;
    g. Water for the irrigation of any landscaping, the operation of any fountains, or the maintenance of any other improvements.
4) Incidental expenses associated with the improvements including, but not limited to:
    a. The cost of preparation of the report, including plans, specifications, estimates, diagram, and assessment;
    b. The costs of printing, advertising, and the publishing, posting, and mailing of notices;
    c. Compensation payable to the County for collection of assessments;
    d. Compensation of any engineer or attorney employed to render services;

e. Any other expenses incidental to the construction, installation, or maintenance and servicing of the improvements; and,
f. Costs associated with any elections held for the approval of a new or increased assessment.

Pursuant to the 1972 Act:

> "Maintain" or "maintenance" means the furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of any improvement, including repair, removal, or replacement of all or any part of any improvement.
>
> "Service" or "servicing" means the furnishing of electric current or energy, gas, or other illuminating agent for any public lighting facilities or for the lighting or operation of any other improvements.

Drawings showing the specific locations of the improvements are on file in the City's Public Works Department and are made a part of this report by reference.

PART B

ESTIMATE OF COSTS

All landscape and other eligible improvements within the District are maintained and serviced on a regular basis. The proposed cost estimate for the District is shown on a following page herein. This includes an estimate of the costs of utilities, operations, services, administration, and maintenance associated with the improvements, including all labor, personnel, equipment, materials, and administrative expenses. The summary also shows the estimated fund balance, and the projected contribution/ (transfer) based upon the estimated expenditures and assessment revenue. Projected cost estimates are also shown for the next two (2) fiscal years.

The following describes the general services and costs shown in the cost estimate.

District Costs

Maintenance Landscape – The cost of maintenance and repair of the landscaping and open space areas within the District.

Utilities Water – The cost of furnishing water for maintenance of landscape and irrigation systems within the District.

Utilities Electricity – The cost of electricity for maintenance of landscape, powering of irrigation systems, and entry lighting within the District.

Miscellaneous Expenses – Costs that cannot easily be categorized into any of the other District Costs defined above.

Legal Notices – The cost of legal notices includes costs associated with preparation and publishing of any, and all required legal notices associated with the District.

District Administration – The costs of contracting with professionals to provide services specific to the annual levy administration, including preparation of the Engineer's Report, resolutions, and levy submittal to the County. These fees can also include any additional administrative, legal, or engineering services specific to the District such as the cost to prepare and mail notices of the public meeting and hearing.

Public Works Administration – The cost of public works administration includes costs derived by the City's Public Works Department or other department in relation to the administration and management of the District.

County Collection Fee – The cost to the District for the County to collect assessments on the annual secured property tax bills. Alameda County charges 1.7% of the total levy amount.

Miscellaneous Costs and Collections/(Credits) Applied to Levy

Reserve Collection/(Transfer) – The 1972 Act pursuant to Chapter 1, Article 4 Section 22569 (a), provides for a District Reserve Fund for operations. Negative amounts shown for this cost estimate item represent transfers from the Reserve Fund that reduces the Balance to Levy. Maintaining a fully funded Operating Reserve eliminates the need for the City to transfer funds from non-District accounts to pay for operational expenses during the first half of the fiscal year and provides the District with sufficient funds to address any unforeseen or unusual expenditures that may occur during the year.

Capital Improvement Fund Collection/(Transfer) – The 1972 Act pursuant to *Chapter 5, beginning with Section 22660,* provides for the District to establish by resolution an assessment installment plan for proposed improvements and expenditures that are greater than can be conveniently raised from a single annual assessment. Depending on the nature of the planned improvements, the collection of funds necessary to complete the project may be collected over a period up to thirty years, but typically not more than five years. The funds collected shall be accumulated in a separate improvement fund commonly referred to as a Capital Improvement Fund (CIF) and are not considered part of the regular maintenance of the improvements or the Reserve Fund.

Because the money accumulated in the Capital Improvement Fund is for a specific planned project (budgeted separately), the amount shown for this item in the annual cost estimate will typically be a positive number representing the amount being collected that year as part of the Balance to Levy. A negative number (Transfer) should only occur after the project has been completed and excess funds are being credited back to the District's regular accounts or such funds are needed to pay for the annual operation and maintenance of the District improvements. The actual fund balances and expenditures for Capital Improvements are clearly identified under the Fund Balance Information section of the cost estimate.

Balance to Levy – This is the total amount to be collected for the current fiscal year through the annual assessments (for special benefits). The Balance to Levy represents the sum of Total District (Direct and Administration) Costs, Reserve Fund Contributions or Transfers, Contributions from Other Revenue Sources, and the Contribution Replenishment (if any). Only those costs related to the improvements identified as conferring special benefits to property within the District are levied and collected on the tax roll.

The following page shows the cost estimates for Fiscal Year 2023-24 and 2024-25.

TABLE 2: COST ESTIMATE Landscape & Lighting District No. 1983-2		FY 2023-24 Cost Estimate		Projected FY 2024-25 Cost Estimate
DISTRICT REVENUES				
Estimated Assessment Revenues	$	123,961	$	126,440
Contributions from Other Revenue Sources	$	3,300	$	3,630
Total District Revenues[1]	**$**	**127,261**	**$**	**130,070**
DISTRICT COSTS				
Maintenance - Landscape (MCE)[2]	$	223,803	$	45,117
Utilities - Electricity	$	1,720	$	1,806
Utilities - Water	$	29,723	$	31,210
Miscellaneous Expenses	$	-	$	-
Legal Notices	$	592	$	610
District Administration	$	3,512	$	3,617
Public Works Administration	$	-	$	-
County Collection Fee	$	1,816	$	1,870
Total District Costs	**$**	**261,166**	**$**	**84,230**
MISCELLANEOUS COSTS AND COLLECTIONS/(CREDITS) APPLIED TO LEVY				
Reserve Collection/(Transfer)	$	-	$	1,532
Capital Improvement Fund Collection/(Transfer)	$	(133,905)	$	44,308
Total Miscellaneous Costs and Collections/(Credits) Applied to Levy	**$**	**(133,905)**	**$**	**45,840**
Balance to Levy	**$**	**123,961**	**$**	**126,440**
Variance Between Estimated Assessment Revenue and Balance to Levy	$	-	$	-
Total Estimated Assessment Revenues at Maximum Rate[3]	**$**	**123,961**	**$**	**126,440**
Variance above/(below) Maximum Revenue	$	-	$	-
FUND BALANCE INFORMATION				
Beginning Operating Reserve Fund Balance (est. 7/1/23 and 7/1/24)[4]	$	40,583	$	40,583
Reserve Fund Adjustments	$	-	$	1,532
Transfer From/(To) Capital Improvement Fund	$	-	$	-
Prior/Penalties/Public Damage	$	-	$	-
Interest	$	-	$	-
Projected Operating Reserve Fund Balance at FY End (est. 6/30/24 and 6/30/25)	**$**	**40,583**	**$**	**42,115**
Beginning Capital Improvement Fund Balance (est. 7/1/23 and 7/1/24)	$	370,904	$	236,999
Capital Improvement Fund Adjustments	$	(133,905)	$	44,308
Transfer From/(To) Reserve Fund	$	-	$	-
Prior/Penalties/Public Damage	$	-	$	-
Interest	$	-	$	-
Project Capital Improvement Fund Balance at FY end (est. 6/30/24 and 6/30/25)	**$**	**236,999**	**$**	**281,308**

[1]Total District Revenues includes the estimated assessment revenues for each fiscal year and contributions from other revenue sources such as interest earnings, etc.

[2]Includes $180,000 for a one-time replacement project.

[3]The Maximum Assessment Revenue for Fiscal Year (FY) 2024/25 was estimated to be equal to the FY 2023/24 Maximum Assessment Revenues and escalated by 2%.

[4]The FY 2023-24 Operating Reserve Fund Balance equals 50% of the total district costs excluding consideration for the $180,000 related to the one-time Maintenance-Landscape (MCE) replacement project.

Capital Improvement Projects

In addition to collecting funds annually for maintenance, funds are also allowed to be collected for capital improvement projects. Capital improvement projects generally include the repair and replacement of public improvements authorized to be maintained by the District. These funds are collected and often accumulated in a separate fund and are not considered to be a part of the regular maintenance of the improvements.

Following is a list of capital improvement projects the City plans to address utilizing District funds in the upcoming fiscal years and thereafter as funds allow.

General Improvements: The City has identified the need for minor retaining wall repairs, additional irrigation and planting, as well as repairs to V-ditches, which fall outside the scope of the regular maintenance budget for the District. Repairs will be addressed based upon need and available fund balance in the upcoming two-year cycle.

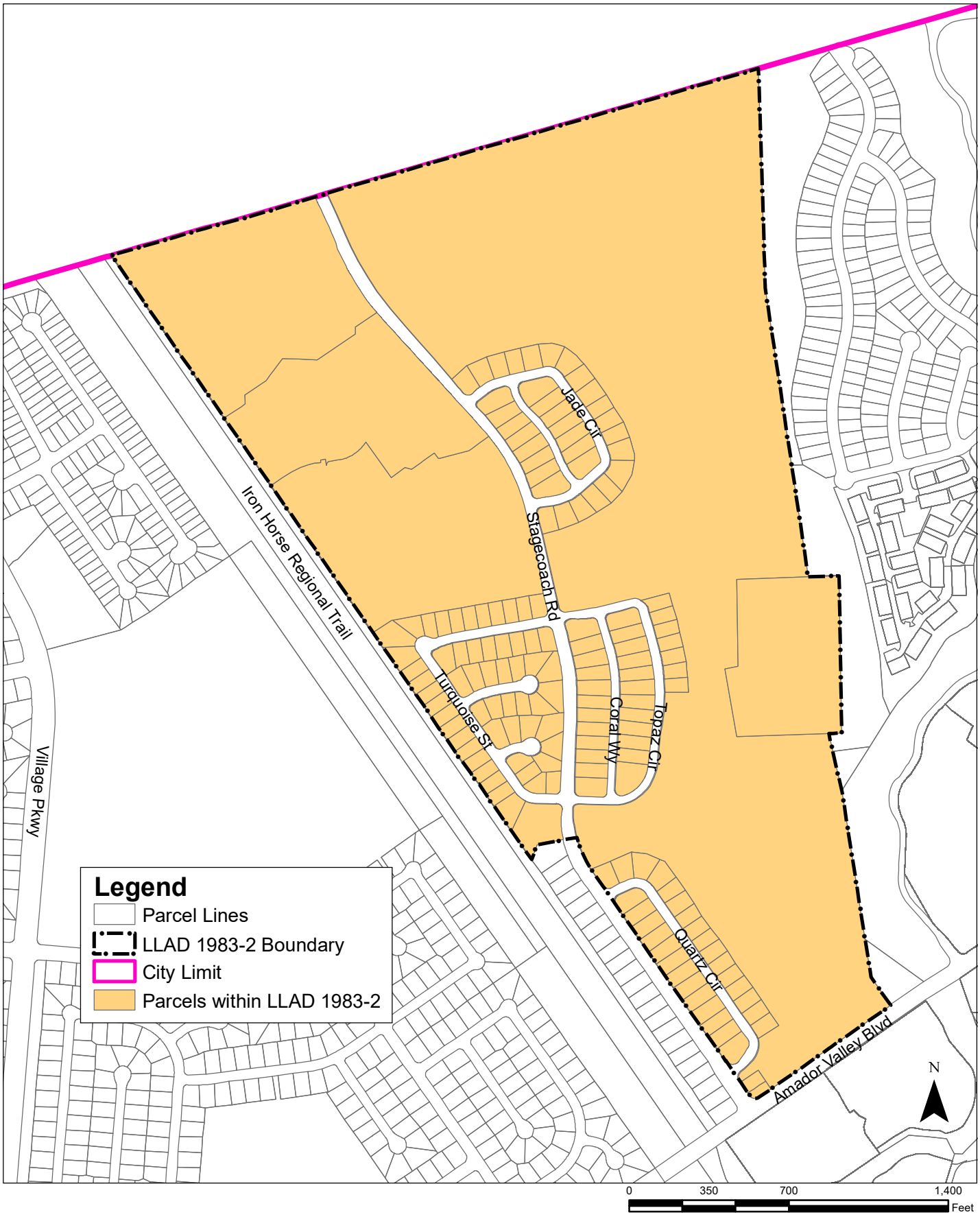
PART C

ASSESSMENT DISTRICT DIAGRAM

The boundaries of the District are shown herein. The lines and dimensions of each parcel within the District are those lines and dimensions shown on the maps of the Alameda County Assessor for the year in which this Report was prepared and are incorporated by reference herein and made part of this Report.

A reduced copy of the Assessment Diagram is shown on the following page.

City of Dublin
Landscape and Lighting District No. 1983-2
Assessment Diagram



PART D

METHOD OF APPORTIONMENT OF ASSESSMENTS

General

The 1972 Act permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements which include the construction, maintenance and servicing of public lights, landscaping, and appurtenant facilities. The 1972 Act further requires that the cost of these improvements be levied according to benefit rather than assessed value:

> *"The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements."*

The formula used for calculating assessments in the District therefore reflects the composition of the parcels, and the improvements and services provided, to fairly apportion the costs based on estimated benefit to each parcel. In addition, pursuant to Article XIIID Section 4:

> *"No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel. Only special benefits are assessable, and an agency shall separate the general benefits from the special benefits conferred on a parcel."*

Benefit Analysis

Each of the improvements have been carefully reviewed by the City and the corresponding assessments have been proportionately spread to each parcel based on special benefits received from the improvements as determined at the time the District was established.

General Benefits — In reviewing each of the District improvements, the proximity of those improvements to both properties within the District and those outside the District, as well as the reasons for installing and constructing such improvements, it is evident that the improvements are solely the result of developing properties within the District and the ongoing maintenance and operation of these improvements will directly affect the properties within the District. Although the improvements include public areas, easements, rights-of-way, and other amenities available or visible to the public at large, the construction and installation of these improvements were only necessary for the development of properties within the District and were not required, nor necessarily desired by any properties or developments outside the District boundary and any public access or use of the improvements by others is incidental. Therefore, it has been

determined that the improvements and the ongoing maintenance, servicing and operation of those improvements provide no measurable general benefit to properties outside the District or to the public at large, but clearly provide distinct and special benefits to properties within the District.

Special Benefits — The method of apportionment (method of assessment) established herein is based on the premise that each assessed parcel within the District receives special benefits from the improvements and the desirability of those properties enhanced by the presence of well-maintained landscaping near those properties.

The special benefits associated with landscape improvements are specifically:

1) Enhanced desirability of properties through association with the improvements.

2) Improved aesthetic appeal of properties providing a positive representation of the area and properties.

3) Enhanced adaptation of the urban environment within the natural environment from adequate green space and landscaping.

4) Environmental enhancement through improved erosion resistance, dust and debris control, and fire prevention.

5) Increased sense of pride in ownership of property within the District resulting from well-maintained improvements associated with the properties.

6) Enhanced quality of life through well-maintained green space and landscaped areas.

7) Reduced criminal activity and property-related crimes (especially vandalism) against properties in the District through well-maintained surroundings and amenities including abatement of graffiti.

8) Enhanced environmental quality of the parcels by moderating temperatures, providing oxygenation, and attenuating noise.

The preceding special benefits contribute to the aesthetic value and desirability of each of the assessed parcels within the District and thereby provide a special enhancement of the properties. Furthermore, it has been determined that the lack of funding to properly service and maintain the District improvements would have a negative impact on the properties within the District.

Non-Assessable Properties — Within the boundaries of the District, there are several types of properties that are considered to receive no special benefit from the District improvements and are therefore not assessed. These parcels include:

1) Publicly owned parcels that are reserved as public open space or are developed as City Parks for active recreation and are maintained and serviced by the District;
2) Publicly owned wetland parcels;
3) Certain public utility parcels;
4) Privately owned open space parcels; and
5) Privately owned "sliver" parcels that have resulted from a lot line adjustment with an adjacent larger parcel. The adjacent larger parcel, of which these "sliver" parcels are a part, are assessed at the residential rate.

Assessment Methodology

The special benefits received by each parcel within the District and each parcel's proportional annual assessment are calculated as follows:

- Sixty-one and six tenths' percent (61.6%) spread equally to the 150 single family homes of Dublin Estates; and
- Thirty-eight and four tenths' percent (38.4%) spread equally among the 553 apartments/condominiums of Amador Lakes Complex.

Maximum Assessment Rate

It is recognized that the cost of maintaining the District improvements increases slightly every year because of inflation. In Fiscal Year 2003-04, the property owners approved a formula for increasing assessments for each future fiscal year to offset increases in costs due to inflation.

The maximum assessment amount for each property type shall be increased each fiscal year in an amount equal to the annual percentage increase of the local San Francisco Oakland San Jose Area Consumer Price Index ("Index") for "All Urban Wage Earners and Clerical Workers" which is applied to all costs except utilities (water and electricity), plus the actual percentage increase in utility costs (collectively, "Annual Escalation Factor").

In order to implement the District's Annual Escalation Factor annually, two rates were developed based on the cost estimate that was prepared at the time the property owners approved the annual escalator. The first rate (the "CPI Rate") was created to encompass the annual District cost increases except for utilities. The second rate (the "Utility Rate") was created to encompass the annual utility cost increases.

The Index is to be applied annually to the prior year's maximum CPI Rate for each property type to pay for all costs except utilities. The maximum Utility Rate was established to pay for all utility costs for each property type and is to be increased annually by the percentage change in the budgeted amount for utilities as shown in the District's

annual fiscal year Engineer's Reports. The increase in utility costs shall be calculated by taking the upcoming fiscal year's budgeted amount for utilities and subtracting the District's previous highest yearly budgeted amount for utilities. This difference is used to calculate the annual increase in the Utility Rate for each property type. The combination of the maximum CPI Rate and maximum Utility Rate (collectively, "Maximum Assessment Rate") shall equal the Maximum Assessment Rate for the upcoming fiscal year. Please see Table 3 for details regarding the Maximum Assessment Rate for Fiscal Year 2023-24.

The timing of the annual percentage increase of the Index was changed beginning in 2018 and for each year thereafter for administrative purposes, to ensure the City is allowed the time necessary to have all annual documents prepared and approved by the City Council by June of each year, and to meet both County submittal and statutory requirements. Each fiscal year, the City shall identify the annual percentage difference in the Index between the most recent calendar year and that of the prior calendar year; more specifically, the annual percentage change used to escalate the prior year's assessment rates for Fiscal Year 2023-24 was determined based on the difference using the annual amount for calendar years 2022 and 2021. Should the Bureau of Labor Statistics revise such Index or discontinue the preparation of such Index, the City shall use the revised index or comparable index as approved by the City Council for determining fluctuations in the cost of living. The following table shows the Maximum Assessment Rates allowable for Fiscal Year 2023-24.

TABLE 3: MAXIMUM ASSESSMENT RATE Landscape & Lighting District No. 1983-2	
CPI for 2021 Calendar Year[1]	304.60
CPI for 2022 Calendar Year[1]	323.90
% Change in CPI - Increase	6.34%
FY 2022/23 Maximum Rate per SFR - CPI Rate	$335.76
FY 2022/23 Maximum Rate per MFR - CPI Rate	$56.77
FY 2023/24 Maximum Rate per SFR - CPI Rate	$357.03
FY 2022/23 Maximum Rate per MFR - CPI Rate	$60.37
Prior Year Maximum Utility Budget[2]	$37,020
Utility Budget for FY 2022/23	$31,443
% Change in Utilities Rate - Increase[3]	0.00%
FY 2022/23 Maximum Rate per SFR - Utility Rate	$152.03
FY 2022/23 Maximum Rate per MFR - Utility Rate	$25.71
FY 2023/24 Maximum Rate per SFR - Utility Rate	$152.03
FY 2023/24 Maximum Rate per MFR - Utility Rate	$25.71
FY 2022/23 Maximum Assessment Rate per SFR	$487.79
FY 2022/23 Maximum Assessment Rate per MFR	$82.48
FY 2023/24 Maximum Assessment Rate per SFR[4]	$509.06
FY 2023/24 Maximum Assessment Rate per MFR[4]	$86.08

[1] CPI is based off of the All Urban Wage Earners and Clerical Workers.

[2] The FY 2020/21 Budget Amount for Utilities was the previous highest amount budgeted for utility costs.

[3] Equals the % difference between the FY 2022/23 and FY 2023/24 Maximum Utility Rate. If the Utility Budget does not increase, no increase will be realized.

[4] Equals the FY 2022/23 Maximum CPI Rate + Maximum Utility Rate.

If the City Council determines that an inflation adjustment is not required for a given fiscal year, the City Council may authorize the ensuing fiscal year's assessment without applying the adjustment formula to the amount levied. If the cost estimate and assessments for the District require an increase greater than the adjustment set forth in the formula, then the proposed increase would be subject to approval by the District property owners. Each fiscal year, the maximum assessment rate shall increase at the maximum amount allowable regardless of whether the increase is levied to the parcels within the District.

PART E

ASSESSMENT ROLL

The proposed assessment and the amount of the assessment apportioned to each lot or parcel, as shown on the latest roll at the Assessor's Office, are on file under separate cover with the City Clerk. Furthermore, the description of each lot or parcel is part of the records of the Assessor of the County of Alameda and those records are, by reference, made part of this report. The assessments shown will be submitted to the County Auditor/Controller and included on the property tax roll for each parcel shown in the assessment roll for Fiscal Year 2023-24.

Parcel identification, the lines and dimensions of each lot, parcel, and subdivision of land within the District, are inclusive of the parcels as shown on the Alameda County Assessor's Parcel Maps as they existed at the time of the passage of the Resolution of Intention, and shall include subsequent subdivisions, lot line adjustments or parcel changes therein. Reference is hereby made to the Alameda County Assessor's maps for a detailed description of the lines and dimensions of each lot and parcel of land within the District.

DUBLIN
CALIFORNIA

Landscape & Lighting District No. 1986-1 Fiscal Year 2023-24 Final Engineer's Report

May 2, 2023

Prepared by

FRANCISCO AND ASSOCIATES

Where Innovative Strategies Fund Tomorrow's Communities

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ENGINEER'S REPORT
CITY OF DUBLIN
LANDSCAPE AND LIGHTING DISTRICT NO. 1986-1
FISCAL YEAR 2023-24

The undersigned, acting on behalf of Francisco & Associates respectfully submits the enclosed Engineer's Report as directed by the Dublin City Council pursuant to the provisions of Article XIIID, Section 4 of the California Constitution, provisions of the Landscaping and Lighting Act of 1972 and Section 22500 et al of the California Streets and Highways Code. The undersigned certifies that he is a Professional Engineer, registered in the State of California.

Dated: April 14, 2023

By: _____
Eduardo Espinoza, P.E.
RCE # 83709



SECTION I

INTRODUCTION

The City of Dublin ("City") levies and collects special assessments on parcels within Landscape and Lighting District No. 1986-1 ("District") to maintain the improvements within the Villages in the Willow Creek area.

The assessments and method of apportionment described in this Report utilize commonly accepted assessment engineering practices and have been calculated and proportionately spread to each parcel based on the special benefits received as approved by the City Council at the time the District was formed.

General Description of the District

The District was initially formed in 1986 to provide a dedicated source of funding for the ongoing maintenance of landscaping, including fencing and sound walls, along the west side of Dougherty Road from Amador Valley Boulevard to the northerly City Limit, along Amador Valley Boulevard from Dougherty Road to Wildwood Road, along Wildwood Road and Fall Creek Road, and certain landscaped areas within the Ridgecreek single-family home development. Landscaping within the condominium and apartment developments is the responsibility of the homeowners' association(s) or property owner(s) for those individual developments.

A reduced copy of the Assessment Diagram showing the exterior boundaries of the District is provided in Part C of this Report.

Compliance with the California Constitution

Assessments are levied annually within the District pursuant to the Landscape and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code ("1972 Act"). All assessments described in this Report and approved by the City Council are prepared in accordance with the 1972 Act and are in compliance with the provisions of the California Constitution Article XIIID ("Article XIIID"), which was enacted with the passage of Proposition 218 in November 1996.

In Fiscal Year 2001-02, the assessments in the District were increased by 54% with the approval of property owners in compliance with the requirements of Proposition 218. The increase in the assessment rate was required as the reserve funds had become depleted and could no longer be used to offset utility and maintenance cost increases. The property owners also approved an escalation clause for future years that allows the assessment to increase according to the annual percentage change of the Consumer Price Index and the utility cost to increase according to the actual cost of utilities.

Any future increase in the assessment rate in excess of the maximum allowable rate or substantial changes in the services provided would require the approval of the property owners subject to the assessment based upon a mailed ballot which would be sent to each property owner.

Summary of District

A summary of the assessments to be levied in Fiscal Year 2023-24 for each property type is shown in the table below.

TABLE 1: SUMMARY OF PROPOSED ASSESSMENTS
Landscape & Lighting District No. 1986-1

Property Type	EDU Factor	Assessment Rate
Single Family Residential (SFR)	1.00 per Parcel	$308.82 per Parcel
Multi Family Residential (MFR)	0.50 per Unit	$154.41 per Unit
Commercial	4.00 per Parcel	$1,235.28 per Parcel
Exempt, Cemeteries, Common Open Space	0.00 per Parcel	$0.00 per Parcel

SECTION II

ENGINEER'S REPORT PREPARED PURSUANT TO THE PROVISIONS OF LANDSCAPING AND LIGHTING ACT OF 1972 SECTION 22500 THROUGH 22679 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE

CITY OF DUBLIN

LANDSCAPE AND LIGHTING DISTRICT NO. 1986-1
FISCAL YEAR 2023-24

Pursuant to the Landscaping and Lighting Act of 1972 (Part 2 Division 15 of the Streets and Highways Code of the State of California, commencing with Section 22500), and in accordance with the Resolution of Intention, adopted by the City Council of the City of Dublin on April 4, 2023, I, Eduardo Espinoza, the duly appointed Engineer of Work, Assessment Engineer for the City of Dublin Landscape and Lighting District No. 1986-1 (the "District") submit the following Report, consisting of Section I (Introduction), and this, Section II, which consists of five (5) parts as follows:

PART A: PLANS AND SPECIFICATIONS

This part describes the improvements maintained by the District. Plans and specifications for the improvements are on file in the Office of the Director of Public Works of the City of Dublin and are incorporated herein by reference.

PART B: ESTIMATE OF COST

This part contains an estimate of the cost of the proposed improvements to be maintained for Fiscal Year 2023-24, including incidental costs and expenses in connection therewith. The estimate is attached hereto and is on file in the Office of the Director of Public Works of the City of Dublin.

PART C: ASSESSMENT DISTRICT DIAGRAM

This part incorporates a Diagram of the District showing the exterior boundaries of the District, the boundaries of any zones within the District and the lines and dimensions of each lot or parcel of land within the District. This Diagram has been prepared by the Engineer of Work and is on file in the Office of the Director of Public Works of the City of Dublin.

The lines and dimension of each lot or parcel within the District are those lines and dimensions shown on the maps of the Alameda County Assessor for the year when this Report was prepared. The Assessor's maps and records are incorporated by reference herein and made a part of this Report.

PART D: METHOD OF APPORTIONMENT OF ASSESSMENTS

This part describes the method of apportionment of assessments, based upon each parcel's land use classification within the District in proportion to the estimated special benefits to be received.

PART E: ASSESSMENT ROLL

This part contains an assessment of the estimated cost of the improvements apportioned to each benefited parcel of land within the District. The Assessment Roll is filed in the Office of the City Clerk of the City of Dublin and is incorporated in this Report. The list is keyed to the records of the Alameda County Assessor, which are incorporated herein by reference.

PART A

PLANS AND SPECIFICATIONS

The District provides for the continued maintenance and servicing of landscaping, including fencing and sound-walls within the public rights-of-way and within public easements within private streets, which provide special benefit to parcels and properties within the District. The specific improvements maintained by the District include:

a. The median and roadside landscaping along the north side of Willow Creek Drive.

b. Roadside landscaping along Shady Creek Drive within Lots 1, 2, 3, 4, 5, 6, 15, 16, 37, 38, and south of Lot 145, all within Tract 5511.

c. Roadside landscaping, wall, fence, and pathway improvements along the west side of Dougherty Road, between Amador Valley Boulevard and the northerly City limit, and along the north side of Amador Valley Boulevard, between Dougherty Road and Wildwood Road.

d. Roadside landscaping, fence, and pathway improvements on the west side of Wildwood Road.

e. Roadside landscaping, fence, wall, and pathway improvements on the west side of Dougherty Road and the south side of Amador Valley Boulevard, adjacent to Lot 150.

f. Roadside landscaping, fence, and pathway improvements on the west and north sides of Fall Creek Road.

g. Roadside landscaping and emergency access surfacing at the north end of Crossridge Road within the street right-of-way.

Pursuant to the 1972 Act:

> "Maintain" or "maintenance" means the furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of any improvement, including repair, removal, or replacement of all or any part of any improvement.
>
> "Service" or "servicing" means the furnishing of electric current or energy, gas, or other illuminating agent for any public lighting facilities or for the lighting or operation of any other improvements.

Drawings showing the specific locations of the improvements are on file in the City's Public Works Department and are made a part of this report by reference.

PART B

ESTIMATE OF COSTS

All landscaping and other eligible improvements within the District are maintained and serviced on a regular basis. The proposed cost estimate for the District is shown on a following page herein. This includes an estimate of the costs of utilities, operations, services, administration, and maintenance associated with the improvements, including all labor, personnel, equipment, materials, and administrative expenses. The summary also shows the estimated fund balance, and the projected contribution/(transfer) based upon the estimated expenditures and assessment revenue. Projected cost estimates are also shown for the next two (2) fiscal years.

The following describes the general services and costs shown in the cost estimate.

District Costs

Maintenance Landscape – The cost of maintenance and repair of the landscaping and open space areas within the District.

Utilities Water – The cost of furnishing water for maintenance of landscape and irrigation systems within the District.

Utilities Electricity – The cost of electricity for maintenance of landscape and powering of irrigation systems within the District.

Miscellaneous Expenses – Costs that cannot easily be categorized into any of the other District Costs defined above.

Legal Notices – The cost of legal notices includes costs associated with preparation and publishing of any, and all required legal notices associated with the District.

District Administration – The costs of contracting with professionals to provide services specific to the annual levy administration, including preparation of the Engineer's Report, resolutions, and levy submittal to the County. These fees can also include any additional administrative, legal, or engineering services specific to the District such as the cost to prepare and mail notices of the public meeting and hearing.

Public Works Administration – The cost of public works administration includes costs derived by the City's Public Works Department or other department in relation to the administration and management of the District.

County Collection Fee – The cost to the District for the County to collect assessments on the annual secured property tax bills. Alameda County charges 1.7% of the total levy amount.

Miscellaneous Costs and Collections/(Credits) Applied to Levy

Reserve Collection/(Transfer) – The 1972 Act pursuant to *Chapter 1, Article 4 Section 22569 (a)*, provides for a District Reserve Fund for operations. Negative amounts shown for this cost estimate item represent transfers from the Reserve Fund that reduces the Balance to Levy. Maintaining a fully funded Operating Reserve eliminates the need for the City to transfer funds from non–District accounts to pay for operational expenses during the first half of the Fiscal Year and provides the District with sufficient funds to address any unforeseen or unusual expenditures that may occur during the year.

Capital Improvement Fund Collection/(Transfer) – The 1972 Act pursuant to *Chapter 5, beginning with Section 22660,* provides for the District to establish by resolution an assessment installment plan for proposed improvements and expenditures that are greater than can be conveniently raised from a single annual assessment. Depending on the nature of the planned improvements, the collection of funds necessary to complete the project may be collected over a period up to thirty years, but typically not more than five years. The funds collected shall be accumulated in a separate improvement fund commonly referred to as a Capital Improvement Fund (CIF) and are not considered part of the regular maintenance of the improvements or the Reserve Fund.

Because the money accumulated in the Capital Improvement Fund is for a specific planned project (budgeted separately), the amount shown for this item in the annual cost estimate will typically be a positive number representing the amount being collected that year as part of the Balance to Levy. A negative number (Transfer) should only occur after the project has been completed and excess funds are being credited back to the District's regular accounts or such funds are needed to pay for the annual operation and maintenance of the District improvements. The actual fund balances and expenditures for Capital Improvements are clearly identified under the Fund Balance Information section of the Cost Estimate.

Balance to Levy – This is the total amount to be collected for the current fiscal year through the annual assessments (for special benefits). The Balance to Levy represents the sum of Total District (Direct and Administration) Costs, Reserve Fund Contributions or Transfers, Contributions from Other Revenue Sources, and the Contribution Replenishment (if any). Only those costs related to the improvements identified as conferring special benefits to property within District are levied and collected on the tax roll.

The following page shows the cost estimates for Fiscal Year 2023-24 and 2024-25.

Table 2: COST ESTIMATE
Landscape & Lighting District No. 1986-1

	FY 2023-24 Cost Estimate	Projected FY 2024-25 Cost Estimate
DISTRICT REVENUES		
Estimated Assessment Revenues	$ 201,188	$ 205,212
Contributions from Other Revenue Sources	$ 4,950	$ 5,445
Total District Revenues[1]	**$ 206,138**	**$ 210,657**
DISTRICT COSTS		
Maintenance - Landscape (MCE Base Amount)	$ 45,981	$ 47,360
Maintenance - Landscape (MCA Additional)	$ -	$ -
Utilities - Electricity	$ 3,000	$ 3,150
Utilities - Water	$ 76,800	$ 80,640
Miscellaneous Expenses	$ -	$ -
Legal Notices	$ 592	$ 610
District Administration	$ 3,512	$ 3,617
Public Works Administration	$ -	$ -
County Collection Fee	$ 2,936	$ 3,024
Total District Costs	**$ 132,821**	**$ 138,402**
MISCELLANEOUS COSTS AND COLLECTIONS/(CREDITS) APPLIED TO LEVY		
Reserve Collection/(Transfer)	$ -	$ 2,790
Capital Improvement Fund Collection/(Transfer)	$ 73,317	$ 69,465
Total Miscellaneous Costs and Collections/(Credits) Applied to Levy	**$ 73,317**	**$ 72,255**
Balance to Levy	**$ 201,188**	**$ 205,212**
Variance Between Estimated Assessment Revenue and Balance to Levy	$ -	$ -
Total Estimated Assessment Revenues at Maximum Rate[2]	**$ 201,188**	**$ 205,212**
Variance above/(below) Maximum Revenue	$ -	$ -
FUND BALANCE INFORMATION		
Beginning Operating Reserve Fund Balance (est. 7/1/23 and 7/21/24)	$ 66,411	$ 66,411
Reserve Fund Adjustments	$ -	$ 2,790
Transfer From/(To) Capital Improvement Fund	$ -	$ -
Prior/Penalties/Public Damage	$ -	$ -
Interest	$ -	$ -
Projected Operating Reserve Fund Balance at FY End (est. 6/30/24 and 6/30/25)	**$ 66,411**	**$ 69,201**
Beginning Capital Improvement Fund Balance (est. 7/1/23 and 7/1/24)[3]	$ 223,235	$ 296,552
Capital Improvement Fund Adjustments	$ 73,317	$ 69,465
Transfer From/(To) Reserve Fund	$ -	$ -
Prior/Penalties/Public Damage	$ -	$ -
Interest	$ -	$ -
Project Capital Improvement Fund Balance at FY end (est. 6/30/24 and 6/30/25)	**$ 296,552**	**$ 366,017**

[1]Total District Revenues includes the estimated assessment revenue for each fiscal year and contributions from other revenue sources such as interest earnings, etc.

[2]The Maximum Assessment Revenue for Fiscal Year (FY) 2024/25 was estimated to be equal to the FY 2023/24 Maximum Assessment Revenues and escalated by 2%.

[3]The City is planning to utilize the CIF Balance to contribute towards the cost for future fencing projects throughout the District.

Capital Improvement Projects

In addition to collecting funds annually for maintenance, funds are also allowed to be collected for capital improvement projects. Capital improvement projects generally include the repair and replacement of public improvements authorized to be maintained by the District. These funds are collected and often accumulated in a separate fund and are not considered to be a part of the regular maintenance of the improvements.

Following is a list of capital improvement projects the City plans to address utilizing District funds in the upcoming fiscal year and thereafter.

General Improvements: The City has identified the need for additional plantings, as well as sidewalk repairs, which fall outside of the regular maintenance budget for this District. Repairs will be addressed based upon need and available fund balance in the upcoming two-year cycle.

Alamo Creek Park and Assessment District - Fence Replacement: The City has identified the need to remove, replace, and/or repair tubular steel fencing throughout the District and around and within Alamo Creek Park. The projects costs associated with Alamo Creek Park fencing is not funded by the District, but is funded by the City's General Fund. District funding needed for the project is currently anticipated to be $400,000.

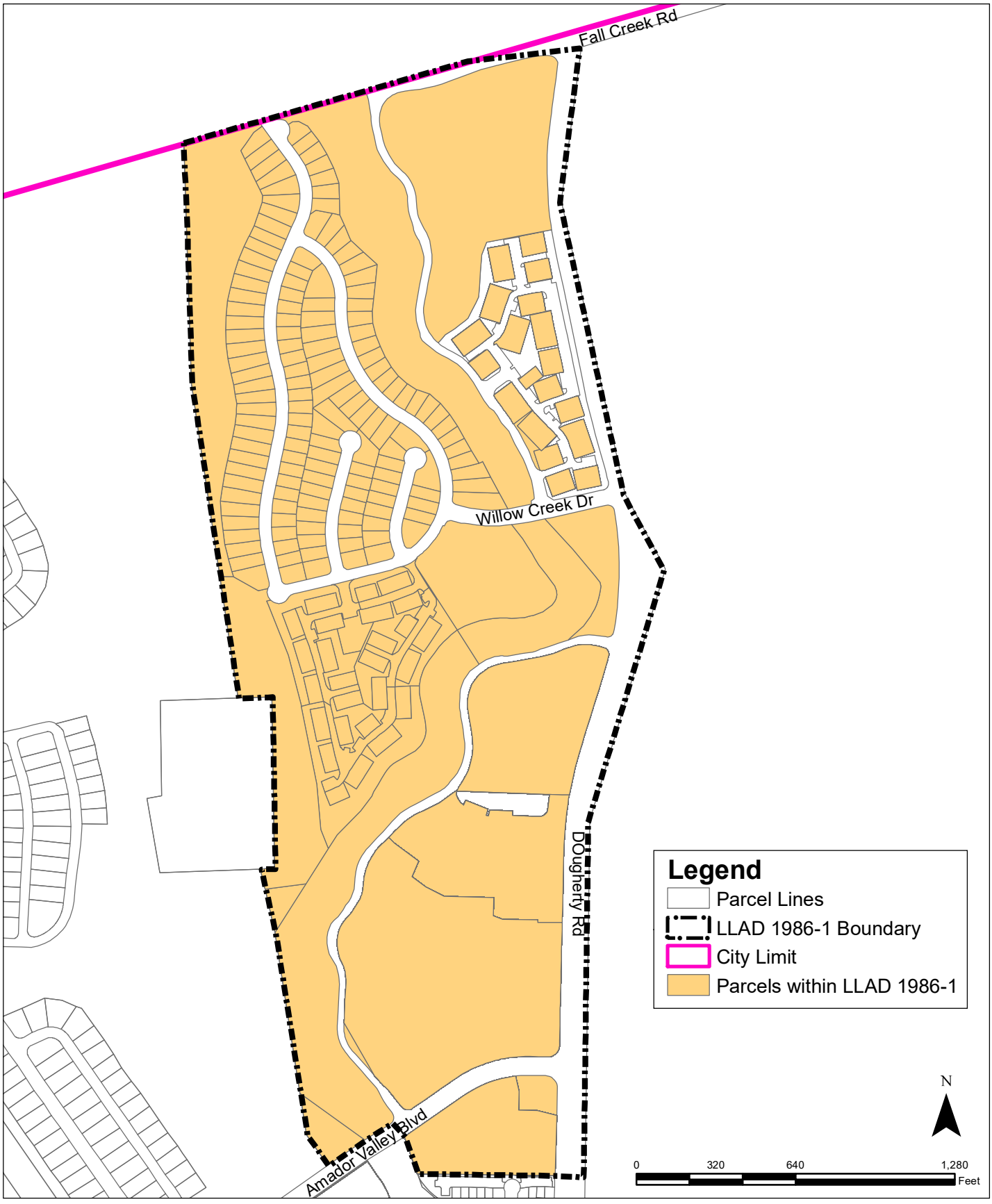
PART C

ASSESSMENT DISTRICT DIAGRAM

The boundaries of the District are shown herein. The lines and dimensions of each parcel within the District are those lines and dimensions shown on the maps of the Alameda County Assessor for the year in which this Report was prepared and are incorporated by reference herein and made part of this Report.

A reduced copy of the Assessment Diagram is shown on the following page.

City of Dublin
Landscape and Lighting District No. 1986-1
Assessment Diagram



PART D

METHOD OF APPORTIONMENT OF ASSESSMENTS

General

The 1972 Act permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements which include the construction, maintenance and servicing of public lights, landscaping, and appurtenant facilities. The 1972 Act further requires that the cost of these improvements be levied according to benefit rather than assessed value:

> *"The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements."*

The formula used for calculating assessments in the District therefore reflects the composition of the parcels, and the improvements and services provided, to fairly apportion the costs based on estimated benefit to each parcel. In addition, pursuant to Article XIIID Section 4:

> "*No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel. Only special benefits are assessable, and an agency shall separate the general benefits from the special benefits conferred on a parcel."*

Benefit Analysis

Each of the improvements have been carefully reviewed by the City and the corresponding assessments have been proportionately spread to each parcel based on special benefits received from the improvements as determined at the time the District was established.

General Benefits — In reviewing each of the District improvements, the proximity of those improvements to both properties within the District and those outside the District, as well as the reasons for installing and constructing such improvements, it is evident that the improvements are solely the result of developing properties within the District, and the ongoing maintenance and operation of these improvements will directly affect the properties within the District. Although the improvements include public areas, easements, rights-of-way, and other amenities available or visible to the public at large, the construction and installation of these improvements were only necessary for the development of properties within the District and were not required, nor necessarily desired by any properties or developments outside the District boundary and any public access or use of the improvements by others is incidental. Therefore, it has been determined that the improvements and the ongoing maintenance, servicing and

operation of those improvements provide no measurable general benefit to properties outside the District or to the public at large, but clearly provide distinct and special benefits to properties within the District.

Special Benefits — The method of apportionment (method of assessment) established herein is based on the premise that each assessed parcel within the District receives special benefits from the improvements and the desirability of those properties is enhanced by the presence of well-maintained landscaping near those properties.

The special benefits associated with landscape improvements are specifically:

1) Enhanced desirability of properties through association with the improvements.
2) Improved aesthetic appeal of properties providing a positive representation of the area and properties.
3) Enhanced adaptation of the urban environment within the natural environment from adequate green space and landscaping.
4) Environmental enhancement through improved erosion resistance, dust and debris control, and fire prevention.
5) Increased sense of pride in ownership of property within the District resulting from well-maintained improvements associated with the properties.
6) Enhanced quality of life through well-maintained green space and landscaped areas.
7) Reduced criminal activity and property-related crimes (especially vandalism) against properties in the District through well-maintained surroundings and amenities including abatement of graffiti.
8) Enhanced environmental quality of the parcels by moderating temperatures, providing oxygenation, and attenuating noise.

The preceding special benefits contribute to the aesthetic value and desirability of each of the assessed parcels within the District and thereby provide a special enhancement of the properties. Furthermore, it has been determined that the lack of funding to properly service and maintain the District improvements would have a negative impact on the properties within the District.

Non-Assessable Properties — Within the boundaries of the District, there are several types of properties that are considered to receive no special benefit from the District improvements and are therefore not assessed. These parcels include:

1) Publicly owned parcels that are reserved as public open space or are developed as City parks for active recreation and are maintained and serviced by the District;
2) Publicly owned wetland parcels;
3) Certain public utility parcels;
4) Privately owned open space parcels; and
5) Privately owned "sliver" parcels that have resulted from a lot line adjustment with an adjacent larger parcel.

Assessment Methodology

The special benefits received by each parcel within the District and each parcel's proportional annual assessment are calculated on the basis of a formula that utilizes Equivalent Dwelling Units. The Equivalent Dwelling Unit (EDU) method of apportionment establishes a proportional benefit relationship between the various parcels within the District and the improvements maintained by the District. The typical single family residential parcel is assigned 1.00 EDU.

EDU's are assigned to the other land uses based upon the property's development status, and type of development (County of Alameda land use code) as shown in the table below.

TABLE 3: ASSESSMENT METHODOLOGY
Landscape & Lighting District No. 1986-1

Property Type	EDU Factor
Single Family Residential (SFR)	1.00 per Parcel
Multi Family Residential (MFR)	0.50 per Unit
Commercial	4.00 per Parcel
Exempt, Cemeteries, Common Open Space	0.00 per Parcel

Single-Family Residential (SFR) — (County land use 1x) This land use identifies properties that are developed for single-family residential use and are assigned a factor of 1.00 EDU per parcel. This is the base value that all other land use types are compared and weighted against using EDUs.

Multi-Family Residential — This land use identifies properties that are developed for multi-family use and are assigned a factor of 0.50 EDU per unit.

Commercial — This land use identifies properties that are classified for commercial use and are assigned a factor of 4.00 EDU per parcel/lot.

Common Open Space, Cemeteries & Other Exempt Property — This land use identifies properties that are exempt from assessment and are assigned 0.00 EDU.

The following formulas are used to calculate each property's assessment:

Total Balance to Levy / Total EDUs = Levy per EDU (Rate)

Parcel EDU x Levy per EDU = Parcel Levy Amount

Maximum Assessment Rate

It is recognized that the cost of maintaining the District improvements increases slightly every year because of inflation. In Fiscal Year 2001-02, the property owners approved a formula for increasing assessments for each future fiscal year to offset increases in costs due to inflation.

The maximum assessment amount for each property type shall be increased each fiscal year in an amount equal to the annual percentage increase of the local San Francisco-Oakland-San Jose Area Consumer Price Index ("Index") for "All Urban Wage Earners and Clerical Workers" which is applied to all costs except utilities (water and electricity), plus the actual percentage increase in utility costs (collectively, "Annual Escalation Factor").

In order to implement the District's Annual Escalation Factor annually, two rates were developed based on the cost estimate that was prepared at the time the property owners approved the annual escalator. The first rate (the "CPI Rate") was created to encompass the annual District cost increases except for utilities. The second rate (the "Utility Rate") was created to encompass the annual utility cost increases.

The Index is to be applied annually to the prior year's maximum CPI Rate for each property type to pay for all costs except utilities. The maximum Utility Rate was established to pay for all utility costs for each property type and is to be increased annually by the percentage change in the budgeted amount for utilities as shown in the District's annual fiscal year Engineer's Reports. The increase in utility costs shall be calculated by taking the upcoming fiscal year's budgeted amount for utilities and subtracting the District's previous highest yearly budgeted amount for utilities. This difference is used to calculate the annual increase in the Utility Rate for each property type. The combination of the maximum CPI Rate and maximum Utility Rate (collectively, "Maximum Assessment Rate") shall equal the Maximum Assessment Rate for the upcoming fiscal year. Please see Table 3 for details regarding the Maximum Assessment Rate for Fiscal Year 2023-24.

The timing of the annual percentage increase of the Index was changed beginning in 2018 and for each year thereafter for administrative purposes, to ensure the City is allowed the time necessary to have all annual documents prepared and approved by the City Council by June of each year, and to meet both County submittal and statutory requirements. Each fiscal year starting in 2018, the City shall identify the annual percentage difference in the Index between the most recent calendar year and that of the prior calendar year; more specifically, the annual percentage change used to escalate the prior year's assessment rates for Fiscal Year 2023-24 was determined based on the difference using the annual amount for calendar years 2022 and 2021. Should the Bureau of Labor Statistics revise such Index or discontinue the preparation of such Index, the City shall use the revised index or comparable index as approved by the City Council for determining fluctuations in the cost of living. The following table shows the Maximum Assessment Rates allowable for Fiscal Year 2023-24.

TABLE 3: MAXIMUM ASSESSMENT RATE Landscape & Lighting District No. 1986-1	
CPI for 2021 Calendar Year[1]	304.60
CPI for 2022 Calendar Year[1]	323.90
% Change in CPI - Increase	6.34%
FY 2022/23 Maximum Rate per EDU - CPI Rate	$170.32
FY 2023/24 Maximum Rate per EDU - CPI Rate	$181.11
Prior Year Maximum Utility Budget[2]	$83,200
Utility Budget for FY 2023/24	$79,800
% Change in Utility Rate - Increase[3]	0.000%
FY 2022/23 Maximum Rate per EDU - Utility Rate	$127.71
FY 2023/24 Maximum Rate per EDU - Utility Rate	$127.71
FY 2022/23 Maximum Assessment Rate per EDU	$298.03
FY 2023/24 Maximum Assessment Rate per EDU[4]	$308.82

[1] CPI is based off of the All Urban Wage Earners and Clerical Workers.

[2] The FY 2017/18 Budget Amount for Utilities was the previous highest amount budgeted for utility costs.

[3] Equals the % difference between the FY 2022/23 and FY 2023/24 Maximum Utility Rate. If the Utility Budget does not increase, no increase will be realized.

[4] Equals the FY 2023/24 Maximum CPI Rate + Maximum Utility Rate.

If the City Council determines that an inflation adjustment is not required for a given fiscal year, the City Council may authorize the ensuing fiscal year's assessment without applying the adjustment formula to the amount levied. If the cost estimate and assessments for the District require an increase greater than the adjustment set forth in the formula, then the proposed increase would be subject to approval by the District property owners. Each fiscal year, the maximum assessment rate shall increase at the maximum amount allowable regardless of whether the increase is levied to the parcels within the District.

PART E

ASSESSMENT ROLL

The proposed assessment and the amount of the assessment apportioned to each lot or parcel, as shown on the latest roll at the Assessor's Office, are on file under separate cover with the City Clerk. Furthermore, the description of each lot or parcel is part of the records of the Assessor of the County of Alameda and those records are, by reference, made part of this report. The assessments shown will be submitted to the County Auditor/Controller and included on the property tax roll for each parcel shown in the assessment roll for Fiscal Year 2023-24.

Parcel identification, the lines and dimensions of each lot, parcel, and subdivision of land within the District, are inclusive of the parcels as shown on the Alameda County Assessor's Parcel Maps as they existed at the time of the passage of the Resolution of Intention, and shall include subsequent subdivisions, lot line adjustments or parcel changes therein. Reference is hereby made to the Alameda County Assessor's maps for a detailed description of the lines and dimensions of each lot and parcel of land within the District.

DUBLIN
CALIFORNIA

Landscape & Lighting District No. 1997-1 Fiscal Year 2023-24 Final Engineer's Report

May 2, 2023

Prepared by

FRANCISCO AND ASSOCIATES

Where Innovative Strategies Fund Tomorrow's Communities

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ENGINEER'S REPORT
CITY OF DUBLIN
LANDSCAPE AND LIGHTING DISTRICT NO. 1997-1
FISCAL YEAR 2023-24

The undersigned, acting on behalf of Francisco & Associates respectfully submits the enclosed Engineer's Report as directed by the Dublin City Council pursuant to the provisions of Article XIIID, Section 4 of the California Constitution, provisions of the Landscaping and Lighting Act of 1972 and Section 22500 et al of the California Streets and Highways Code. The undersigned certifies that he is a Professional Engineer, registered in the State of California.

Dated: April 14, 2023

By: _____

Eduardo Espinoza, P.E.
RCE # 83709



SECTION I

INTRODUCTION

The City of Dublin ("City") levies and collects special assessments on parcels within the City of Dublin Landscape and Lighting District No. 1997-1 ("District") to maintain the landscaping and irrigation improvements within the Santa Rita area.

The assessments and method of apportionment described in this Report utilize commonly accepted assessment engineering practices and have been calculated and proportionately spread to each parcel based on the special benefits received as approved by the City Council at the time the District was formed.

General Description of the District

The District was formed to fund street landscape maintenance and utility costs for the Santa Rita development area, also known as Emerald Park. The total District area is approximately 422 developed acres bounded by Arnold Road on the west, Gleason Drive on the north, Tassajara Road on the east, and Interstate 580 on the south. A diagram of the District is included within this report.

A reduced copy of the Assessment Diagram showing the exterior boundaries of the District is provided in Part C of this Report.

Compliance with the California Constitution

Assessments are levied annually within the District pursuant to the Landscape and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code ("1972 Act"). All assessments described in this Report and approved by the City Council are prepared in accordance with the 1972 Act and are in compliance with the provisions of the California Constitution Article XIIID ("Article XIIID"), which was enacted with the passage of Proposition 218 in November 1996.

In accordance with the requirements of Proposition 218, the property owners approved a formula for increasing assessments in succeeding years that allows the maintenance cost to increase according to the Consumer Price Index and the utility cost to increase according to the actual cost of utilities.

Any future increase in the assessment rate in excess of the maximum allowable rate or substantial changes in the services provided would require the approval of the property owners subject to the assessment based upon a mailed ballot which would be sent to each property owner pursuant to the provisions of the California Constitution Article XIIID.

Summary of District

A summary of the assessments to be levied in Fiscal Year 2023-24 for each property type is shown in the table below.

TABLE 1: SUMMARY OF PROPOSED ASSESSMENTS
Landscape & Lighting District No. 1997-1

Development/Property Type	Assessment Rate
California Creekside Single Family Residential (SFR)	$128.52 per Parcel
California Brookside Multi Family Residential (MFR)	$55.69 per Unit
Summer Glen - Richmond American (North) Lots	$112.54 per Parcel
Summer Glen - Richmond American (South) Lots	$123.85 per Parcel
Summer Glen - Kaufman & Broad Lots	$172.36 per Parcel
Summer Glen - Pulte Lots	$216.24 per Parcel
Dublin Greene Tract 7084 Single Family Residential	$136.13 per Parcel
Dublin Greene Tract 7149 Single Family Residential	$102.50 per Parcel
Dublin Greene Tract 7149 Condominiums	$53.43 per Unit
Other Parcels Including Retail, Office, and Industrial[1]	$903.85 per Acre

[1] Other Parcels includes all other land uses including commercial, retail, office, industrial, and all other parcels that do not fall into one of the developments/property types referenced above.

SECTION II

ENGINEER'S REPORT PREPARED PURSUANT TO THE PROVISIONS OF LANDSCAPING AND LIGHTING ACT OF 1972 SECTION 22500 THROUGH 22679 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE

CITY OF DUBLIN

LANDSCAPE AND LIGHTING DISTRICT NO. 1997-1
FISCAL YEAR 2023-24

Pursuant to the Landscaping and Lighting Act of 1972 (Part 2 Division 15 of the Streets and Highways Code of the State of California, commencing with Section 22500), and in accordance with the Resolution of Intention, adopted by the City Council of the City of Dublin on April 4, 2023, I, Eduardo Espinoza, the duly appointed Engineer of Work, Assessment Engineer for the City of Dublin Landscape and Lighting District No. 1997-1 (the "District") submit the following Report, consisting of Section I (Introduction), and this, Section II (Engineer's Report), which consists of five (5) parts as follows:

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This part incorporates a Diagram of the District showing the exterior boundaries of the District, the boundaries of any zones within the District and the lines and dimensions of each lot or parcel of land within the District. This Diagram has been prepared by the Engineer of Work and is on file in the Office of the Director of Public Works of the City of Dublin.

The lines and dimension of each lot or parcel within the District are those lines and dimensions shown on the maps of the Alameda County Assessor for the year when this Report was prepared. The Assessor's maps and records are incorporated by reference herein and made a part of this Report.

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This part contains an assessment of the estimated cost of the improvements to be apportioned to each benefited parcel of land within the District. The Assessment Roll is filed in the Office of the City Clerk of the City of Dublin and is incorporated in this Report. The list is keyed to the records of the Alameda County Assessor, which are incorporated herein by reference.

PART A

PLANS AND SPECIFICATIONS

The District provides for the continued maintenance and servicing of the landscaping and open space areas within the following areas:

1. Portions of the northerly and southerly street frontages for Dublin Boulevard, from Arnold Road to Tassajara Road.
2. The northerly and southerly street frontages for Central Parkway from Hacienda Drive to Tassajara Road, excluding the elementary school and Emerald Glen Park frontage landscaping.
3. The southerly street frontage for Gleason Drive, from Arnold Road to Tassajara Creek.
4. The easterly street frontage for Arnold Road, from Central Parkway to Gleason Drive.
5. The easterly street frontage for Hacienda Drive from Summer Glen Drive to Gleason Drive, and westerly street frontage for Hacienda Drive from Central Parkway to Gleason Drive.
6. Tassajara Creek and trail, from I-580 to the northerly property boundary of the Alameda County Surplus Property Authority property (APN 986-1-1-10).
7. Street median landscaping is not part of this District.

As generally defined in the 1972 Act, maintenance and servicing of the improvements may include one or any combination of the following:

1. The installation or planting of landscaping. The installation or construction of statuary, fountains, and other ornamental structures and facilities.
2. The installation or construction of any facilities which are appurtenant to any of the foregoing, or which are necessary or convenient for the maintenance or servicing thereof; including but not limited to, grading, removal of debris, the installation or construction of curbs, gutters, walls, sidewalks, paving, or water, irrigation, drainage, or electrical facilities.
3. The maintenance or servicing, or both, of any of the foregoing including the furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of any improvement, including, but not limited to:
    a. Repair, removal, or replacement of all or any part of any improvements;
    b. Grading, clearing, removal of debris, the installation, repair or construction of curbs, gutters, walls, sidewalks, or paving, or water, irrigation, drainage, or electrical facilities;
    c. Providing for the life, growth, health, and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury;
    d. The removal of trimmings, rubbish, debris, and other solid waste;
    e. The cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti;

f. Electric current or energy, gas, or other agent for the lighting or operation of any other improvements;
g. Water for the irrigation of any landscaping, the operation of any fountains, or the maintenance of any other improvements.

4. Incidental expenses associated with the improvements including, but not limited to:
   a. The cost of preparation of the report, including plans, specifications, estimates, diagram, and assessment;
   b. The costs of printing, advertising, and the publishing, posting, and mailing of notices;
   c. Compensation payable to the County for collection of assessments;
   d. Compensation of any engineer or attorney employed to render services;
   e. Any other expenses incidental to the construction, installation, or maintenance and servicing of the improvements; and,
   f. Costs associated with any elections held for the approval of a new or increased assessment.

Pursuant to the 1972 Act:

> "Maintain" or "maintenance" means the furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of any improvement, including repair, removal, or replacement of all or any part of any improvement.
>
> "Service" or "servicing" means the furnishing of electric current or energy, gas, or other illuminating agent for any public lighting facilities or for the lighting or operation of any other improvements.

Drawings showing the specific locations of the improvements are on file in the City's Public Works Department and are made a part of this report by reference.

PART B

ESTIMATE OF COSTS

All landscaping and other eligible improvements within the District are maintained and serviced on a regular basis. The proposed cost estimate for the District is shown on a following page herein. This includes an estimate of the costs of utilities, operations, services, administration, and maintenance associated with the improvements, including all labor, personnel, equipment, materials, and administrative expenses. The summary also shows the estimated fund balance, and the projected contribution/(transfer) based upon the estimated expenditures and assessment revenue. Projected cost estimates are also shown for the next two (2) fiscal years.

The following describes the general services and costs shown in the cost estimate.

District Costs

Maintenance Landscape – The cost of maintenance and repair of landscaping and open space areas.

Utilities Water – The cost of furnishing water for maintenance of landscape and irrigation systems.

Utilities Electricity – The cost of electricity for maintenance of landscape, powering of irrigation systems, and entry lighting within the District.

Miscellaneous Expenses – Costs that cannot easily be categorized into any of the other District Costs defined above.

Legal Notices – The cost of legal notices includes costs associated with preparation and publishing of any, and all required legal notices associated with the District.

District Administration – The costs of contracting with professionals to provide services specific to the annual levy administration, including preparation of the Engineer's Report, resolutions, and levy submittal to the County. These fees can also include any additional administrative, legal, or engineering services specific to the District such as the cost to prepare and mail notices of the public meeting and hearing.

Public Works Administration – The cost of public works administration includes costs derived by the City's Public Works Department or other department in relation to the administration and management of the District.

County Collection Fee – The cost to the District for the County to collect assessments on the annual secured property tax bills. Alameda County charges 1.7% of the total levy amount.

Miscellaneous Costs and Collections/(Credits) Applied to Levy

Reserve Collection/(Transfer) – The 1972 Act pursuant to *Chapter 1, Article 4 Section 22569 (a)*, provides for a District Reserve Fund for operations. Negative amounts shown for this cost estimate item represent transfers from the Reserve Fund that reduces the Balance to Levy. Maintaining a fully funded Operating Reserve eliminates the need for the City to transfer funds from non–District accounts to pay for operational expenses during the first half of the fiscal year and provides the District with sufficient funds to address any unforeseen or unusual expenditures that may occur during the year.

Capital Improvement Fund Collection/(Transfer) – The 1972 Act pursuant to *Chapter 5, beginning with Section 22660,* provides for the District to establish by resolution an assessment installment plan for proposed improvements and expenditures that are greater than can be conveniently raised from a single annual assessment. Depending on the nature of the planned improvements, the collection of funds necessary to complete the project may be collected over a period up to thirty years, but typically not more than five years. The funds collected shall be accumulated in a separate improvement fund commonly referred to as a Capital Improvement Fund (CIF) and are not considered part of the regular maintenance of the improvements or the Reserve Fund.

Because the money accumulated in the Capital Improvement Fund is for a specific planned project (budgeted separately), the amount shown for this item in the annual cost estimate will typically be a positive number representing the amount being collected that year as part of the Balance to Levy. A negative number (Transfer) should only occur after the project has been completed and excess funds are being credited back to the District's regular accounts or such funds are needed to pay for the annual operation and maintenance of the District improvements. The actual fund balances and expenditures for capital improvements are clearly identified under the Fund Balance Information section of the Cost estimate.

Balance to Levy – This is the total amount to be collected for the current fiscal year through the annual assessments (for special benefits). The Balance to Levy represents the sum of Total District (Direct and Administration) Costs, Reserve Fund Contributions or Transfers, Contributions from Other Revenue Sources, and the Contribution Replenishment (if any). Only those costs related to the improvements identified as conferring special benefits to property within the District are levied and collected on the tax roll.

The following page shows the cost estimates for Fiscal Year 2023-24 and 2024-25.

Table 2: COST ESTIMATE
Landscape & Lighting District No. 1997-1

	FY 2023-24 Cost Estimate	Projected FY 2024-25 Cost Estimate
DISTRICT REVENUES		
Estimated Assessment Revenues	$ 380,680	$ 388,294
Contributions from Other Revenue Sources	$ 11,000	$ 12,000
Total District Revenues[1]	**$ 391,680**	**$ 400,294**
DISTRICT COSTS		
Maintenance - Landscape (MCE Base Amount)	$ 213,377	$ 219,778
Maintenance - Landscape (MCE Additional)	$ -	$ -
Utilities - Electricity	$ 900	$ 945
Utilities - Water	$ 121,716	$ 127,802
Miscellaneous Expenses	$ 14,700	$ 15,435
Legal Notices	$ 592	$ 610
District Administration	$ 3,512	$ 3,617
Public Works Administration	$ -	$ -
County Collection Fee	$ 7,210	$ 7,426
Total District Costs	**$ 362,007**	**$ 375,614**
MISCELLANEOUS COSTS AND COLLECTIONS/(CREDITS) APPLIED TO LEVY		
Reserve Collection/(Transfer)	$ -	$ 6,803
Capital Improvement Fund Collection/(Transfer)	$ 29,673	$ 17,877
Total Miscellaneous Costs and Collections/(Credits) Applied to Levy	**$ 29,673**	**$ 24,680**
Balance to Levy	**$ 380,680**	**$ 388,294**
Variance Between Estimated Assessment Revenue and Balance to Levy	$ -	$ -
Total Estimated Assessment Revenues at Maximum Rate[2]	**$ 709,961**	**$ 724,160**
Variance above/(below) Maximum Revenue	$ (329,281)	$ (335,867)
FUND BALANCE INFORMATION		
Beginning Operating Reserve Fund Balance (est. 7/1/23 and 7/21/24)	$ 181,004	$ 181,004
Reserve Fund Adjustment	$ -	$ 6,803
Transfer From/(To) Capital Improvement Fund	$ -	$ -
Prior/Penalties/Public Damage	$ -	$ -
Interest	$ -	$ -
Projected Operating Reserve Fund Balance at FY End (est. 6/30/24 and 6/30/25)	**$ 181,004**	**$ 187,807**
Beginning Capital Imrpovement Fund Balance (est. 7/1/23 and 7/1/24)	$ 958,900	$ 988,573
Capital Improvement Fund Adjustments	$ 29,673	$ 17,877
Transfer From/(To) Reserve Fund	$ -	$ -
Prior/Penalties/Public Damage	$ -	$ -
Interest	$ -	$ -
Project Capital Imrpovement Fund Balance at FY end (est. 6/30/24 and 6/30/25)	**$ 988,573**	**$ 1,006,450**

[1]Total District Revenues includes the estimated assessment revenue for each fiscal year and contributions from other revenue sources such as interest earnings, etc.

[2]The Maximum Assessment Revenue for Fiscal Year (FY) 2024/25 was estimated to be equal to the FY 2023/24 Maximum Assessment Revenues and escalated by 2%.

Capital Improvement Projects

In addition to collecting funds annually for maintenance, funds are also allowed to be collected for capital improvement projects. Capital improvement projects generally include the repair and replacement of public improvements authorized to be maintained by the District. These funds are collected and often accumulated in a separate fund and are not considered to be a part of the regular maintenance of the improvements.

Following is a list of capital improvement projects the City plans to address utilizing District funds in the upcoming fiscal year and thereafter.

General Improvements: The City has identified the need for minor sound wall repairs, as well as pavement/trail repairs at Tassajara Creek, which are outside of the scope of the regular maintenance budget for this District. Repairs will be addressed based upon the need and available fund balance in the upcoming two-year cycle.

Persimmon Drive Asphalt Path Rehabilitation: The City has identified the need for rehabilitation of the asphalt trail adjacent to Persimmon Drive.

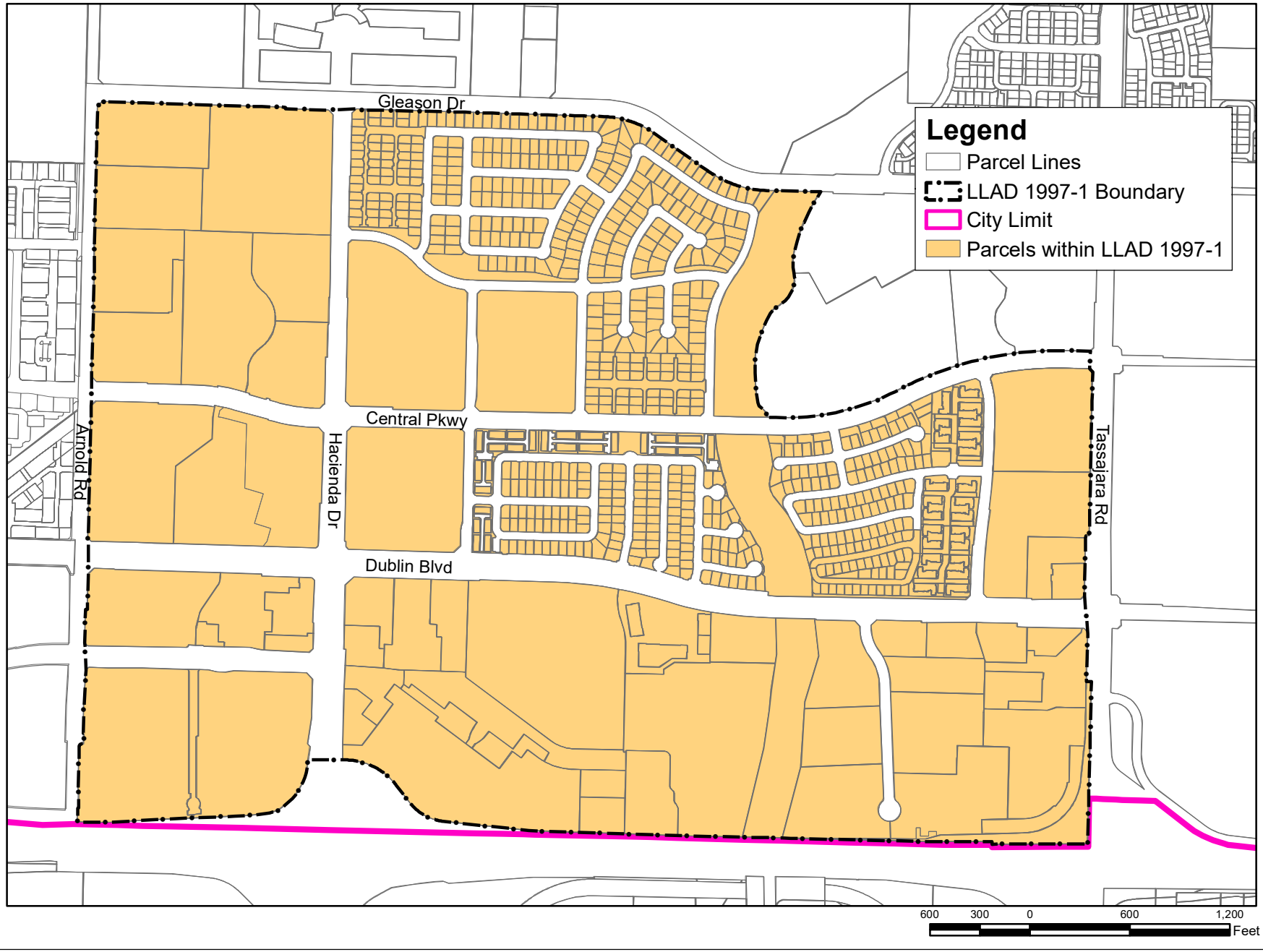
PART C

ASSESSMENT DISTRICT DIAGRAM

The boundaries of the District are shown herein. The lines and dimensions of each parcel within the District are those lines and dimensions shown on the maps of the Alameda County Assessor for the year in which this Report was prepared and are incorporated by reference herein and made part of this Report.

A reduced copy of the Assessment Diagram is shown on the following page.

City of Dublin
Landscape and Lighting District No. 1997-1
Assessment Diagram



PART D

METHOD OF APPORTIONMENT OF ASSESSMENTS

General

The 1972 Act permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements which include the construction, maintenance and servicing of public lights, landscaping, and appurtenant facilities. The 1972 Act further requires that the cost of these improvements be levied according to benefit rather than assessed value:

> *"The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements."*

The formula used for calculating assessments in the District therefore reflects the composition of the parcels, and the improvements and services provided, to fairly apportion the costs based on estimated benefit to each parcel. In addition, pursuant to Article XIIID Section 4:

> "*No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel. Only special benefits are assessable, and an agency shall separate the general benefits from the special benefits conferred on a parcel."*

Benefit Analysis

Each of the improvements have been carefully reviewed by the City and the corresponding assessments have been proportionately spread to each parcel based on special benefits received from the improvements as determined at the time the District was established.

General Benefits — In reviewing each of the District improvements, the proximity of those improvements to both properties within the District and those outside the District, as well as the reasons for installing and constructing such improvements, it is evident that the improvements are solely the result of developing properties within the District and the ongoing maintenance and operation of these improvements will directly affect the properties within the District. Although the improvements include public areas, easements, rights-of-way, and other amenities available or visible to the public at large, the construction and installation of these improvements were only necessary for the development of properties within the District and were not required, nor necessarily desired by any properties or developments outside the District boundary and any public access or use of the improvements by others is incidental. Therefore, it has been

determined that the improvements and the ongoing maintenance, servicing and operation of those improvements provide no measurable general benefit to properties outside the District or to the public at large, but clearly provide distinct and special benefits to properties within the District.

Special Benefits — The method of apportionment (method of assessment) established herein is based on the premise that each assessed parcel within the District receives special benefits from the improvements and the desirability of those properties enhanced by the presence of well–maintained landscaping in close proximity to those properties.

The special benefits associated with landscape improvements are specifically:

1) Enhanced desirability of properties through association with the improvements.

2) Improved aesthetic appeal of properties providing a positive representation of the area and properties.

3) Enhanced adaptation of the urban environment within the natural environment from adequate green space and landscaping.

4) Environmental enhancement through improved erosion resistance, dust and debris control, and fire prevention.

5) Increased sense of pride in ownership of property within the District resulting from well-maintained improvements associated with the properties.

6) Enhanced quality of life through well-maintained green space and landscaped areas.

7) Reduced criminal activity and property-related crimes (especially vandalism) against properties in the District through well-maintained surroundings and amenities including abatement of graffiti.

8) Enhanced environmental quality of the parcels by moderating temperatures, providing oxygenation, and attenuating noise.

The preceding special benefits contribute to the aesthetic value and desirability of each of the assessed parcels within the District and thereby provide a special enhancement of the properties. Furthermore, it has been determined that the lack of funding to properly service and maintain the District improvements would have a negative impact on the properties within the District.

Non-Assessable Properties — Within the boundaries of the District, there are several types of properties that are considered to receive no special benefit from the District improvements and are therefore not assessed. These parcels include:

1) Publicly owned parcels that are reserved as public open space or are developed as City parks for active recreation and are maintained and serviced by the District;
2) Publicly owned wetland parcels;
3) Certain public utility parcels;
4) Privately owned open space parcels; and
5) Privately owned "sliver" parcels that have resulted from a lot line adjustment with an adjacent larger parcel.

Assessment Methodology

The initial Engineer's Report provided for a maximum assessment of $710 per developed acre, based on a total of 389,400 square feet of street improvements and a total of 957,000 square feet of creek improvements and 440.08 acres of developed property anticipated at the time of formation for build-out of all property within the District. The cost of the improvements was divided equally among the total number of developed properties within the boundaries of the District on a per acre basis.

"Developed acres" shall include property having a recorded final map or parcel map as of July 1st of each year.

The following formulas are used to calculate each property's assessment:

1. Cost of maintenance of installed improvements ("M").
2. Total amount of developed acres ("A").
3. The annual assessment for the developed acres for that year ("M") shall be spread on a per-acre basis ("M" ÷ "A") based on the following:
    a. Commercial, retail, office, industrial, and all other parcel classifications not referenced herein' developed area, per acre basis.
    b. Single-family residential area, per acre basis.
    c. Multi-family residential area, per acre basis.
4. The single-family and multi-family residential area per acre assessment will be further spread on a per lot basis based on the number of lots on the final map, parcel map, or condominium map for each development.
5. If the initial assessment in any year would exceed $710 per acre, the amount in excess of $710 shall be assessed to the remaining undeveloped acres on a per acre basis, subject to the maximum developed acre amount.
6. The maximum developed acre assessment of $710 per year will be increased annually by the percentage increase in the San Francisco-Oakland-San Jose Area Consumer Price Index for "All Urban Consumers and Clerical Workers" (applies to all costs except water and electricity), plus any budgeted increase in the cost for water and electricity.
7. If the square footage cost of the improvements will be less than the amount set forth herein (after adjustment), the assessment shall be reduced proportionately to reflect the reduced cost of improvements in that year.

Rate Classifications

Single and Multi-family residential subdivisions within the District will be assigned a rate on a per lot basis. To determine the assessment per lot, the number of acres within the subdivision will be divided by the number of lots within the subdivision.

Commercial (including retail, office, and industrial uses, as well as apartment properties) are assessed based on the per acre figure of $903.85 multiplied by the number of acres per individual lot for Fiscal Year 2023-24.

Maximum Assessment Rate

It is recognized that the cost of maintaining the District improvements increases slightly every year because of inflation. As at the time the District was formed, the property owners approved a formula for increasing assessments for each future fiscal year to offset increases in costs due to inflation.

The maximum assessment amount for each development/property type shall be increased each fiscal year in an amount equal to the annual percentage increase of the local San Francisco-Oakland-San Jose Area Consumer Price Index ("Index") for "All Urban Wage Earners and Clerical Workers" which is applied to all costs except utilities (water and electricity), plus the actual percentage increase in utility costs (collectively, "Annual Escalation Factor").

In order to implement the District's Annual Escalation Factor annually, two rates were developed based on the cost estimate that was prepared at the time the property owners approved the annual escalator. The first rate (the "CPI Rate") was created to encompass the annual District cost increases except for utilities. The second rate (the "Utility Rate") was created to encompass the annual utility cost increases.

The Index is to be applied annually to the prior year's maximum CPI Rate for each development/property type to pay for all costs except utilities. The maximum Utility Rate was established to pay for all utility costs for each development/property type and is to be increased annually by the percentage change in the budgeted amount for utilities as shown in the annual District's fiscal year Engineer's Reports. The increase in utility costs shall be calculated by taking the upcoming fiscal year's budgeted amount for utilities and subtracting the District's previous highest yearly budgeted amount for utilities. This difference is used to calculate the annual increase in the Utility Rate for each development/property type. The combination of the maximum CPI Rate and maximum Utility Rate (collectively, "Maximum Assessment Rate") shall equal the Maximum Assessment Rate for the upcoming fiscal year. Please see Table 3 for details regarding the Maximum Assessment Rate for Fiscal Year 2023-24.

The timing of the annual percentage increase of the Index was changed beginning in 2018 and for each year thereafter for administrative purposes, to ensure the City is allowed the time necessary to have all annual documents prepared and approved by the

City Council by June of each year, and to meet both County submittal and statutory requirements. Each fiscal year starting in 2018, the City shall identify the annual percentage difference in the Index between the most recent calendar year and that of the prior calendar year; more specifically, the annual percentage change used to escalate the prior year's assessment rates for Fiscal Year 2023-24 was determined based on the difference using the annual amount for calendar years 2022 and 2021. Should the Bureau of Labor Statistics revise such Index or discontinue the preparation of such Index, the City shall use the revised index or comparable index as approved by the City Council for determining fluctuations in the cost of living. The following table shows the Maximum Assessment Rates allowable for Fiscal Year 2023-24.

TABLE 3: MAXIMUM ASSESSMENT RATE
Landscape & Lighting District No. 1997-1

CPI for 2021 Calendar Year[1]	304.602
CPI for 2022 Calendar Year[1]	323.900
% Change in CPI - Increase	6.34%
FY 2022/23 Maximum Rate per Acre - CPI Rate	$1,309.24
FY 2023/24 Maximum Rate per Acre - CPI Rate	$1,392.19
Prior Year Maximum Utility Budget[2]	$116,575
Utility Budget for FY 2023/24	$122,616
% Change in Utilities Rate - Increase[3]	5.18%
FY 2022/23 Maximum Rate per Acre - Utility Rate	$279.01
FY 2023/24 Maximum Rate per Acre - Utility Rate	$293.46
FY 2022/23 Maximum Assessment Rate per Acre	$1,588.25
FY 2023/24 Maximum Assessment Rate per Acre[4]	$1,685.65

[1] CPI is based off of the All Urban Wage Earners and Clerical Workers.

[2] The FY 2022/23 Budget Amount for Utilities was the previous highest amount budgeted for utility costs.

[3] Equals the % difference between the Prior Year Utility Budget and the Current Year Utility Budget. If the Utility Budget does not increase, no increase will be realized.

[4] Equals the FY 2023/24 Maximum CPI Rate + Maximum Utility Rate.

If the City Council determines that an inflation adjustment is not required for a given fiscal year, the City Council may authorize the ensuing fiscal year's assessment without applying the adjustment formula to the amount levied. If the cost estimate and assessments for the District require an increase greater than the adjustment set forth in the formula, then the proposed increase would be subject to approval by the District property owners. Each fiscal year, the maximum assessment rate shall increase at the maximum amount allowable regardless of whether the increase is levied to the parcels within the District.

PART E

ASSESSMENT ROLL

The proposed assessment and the amount of the assessment apportioned to each lot or parcel, as shown on the latest roll at the Assessor's Office, are on file under separate cover with the City Clerk. Furthermore, the description of each lot or parcel is part of the records of the Assessor of the County of Alameda and those records are, by reference, made part of this report. The assessments shown will be submitted to the County Auditor/Controller and included on the property tax roll for each parcel shown in the assessment roll for Fiscal Year 2023-24.

Parcel identification, the lines and dimensions of each lot, parcel, and subdivision of land within the District, are inclusive of the parcels as shown on the Alameda County Assessor's Parcel Maps as they existed at the time of the passage of the Resolution of Intention, and shall include subsequent subdivisions, lot line adjustments or parcel changes therein. Reference is hereby made to the Alameda County Assessor's maps for a detailed description of the lines and dimensions of each lot and parcel of land within the District.

DUBLIN
CALIFORNIA

Street Lighting District No. 1999-1 Fiscal Year 2023-24 Final Engineer's Report

May 2, 2023

Prepared by

FRANCISCO AND ASSOCIATES

Where Innovative Strategies Fund Tomorrow's Communities

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ENGINEER'S REPORT
CITY OF DUBLIN
STREET LIGHTING MAINTENANCE DISTRICT NO. 1999-1
FISCAL YEAR 2023-24

The undersigned, acting on behalf of Francisco & Associates respectfully submits the enclosed Engineer's Report as directed by the Dublin City Council pursuant to the provisions of Article XIIID, Section 4 of the California Constitution, provisions of the Landscaping and Lighting Act of 1972 and Section 22500 et al of the California Streets and Highways Code. The undersigned certifies that he is a Professional Engineer, registered in the State of California.

Dated: April 14, 2023

By: _____
Eduardo Espinoza, P.E.
RCE # 83709



SECTION I

INTRODUCTION

The City of Dublin ("City") levies and collects special assessments on parcels within the City of Dublin Street Lighting Maintenance District No. 1999-1 ("District") to maintain the public street lighting improvements within the District.

The assessments and method of apportionment described in this Report utilize commonly accepted assessment engineering practices and have been calculated and proportionately spread to each parcel based on the special benefits received as approved by the City Council at the time the District was formed.

General Description of the District

The District was initially formed in 1999 to provide a dedicated source of funding for the ongoing maintenance of public street lighting improvements within the boundaries of the Dublin Ranch development (excluding the golf course). Tract 7067, which is the Clifden Parc development off Mountain Rise Place in the western hills of the City was annexed to the District in 2000, and Dublin Ranch Areas A and G were annexed in 2001. The remaining portions of Dublin Ranch, including areas B, C, F and H were annexed to the District in December 2005. Fallon Village (Tract 7586) was annexed to the District in 2007, and Jordan Ranch (Tract 8024, 8073 & 8074) was annexed to the District in 2011. Tract 8102, which is the Tassajara Hills Phase 1 was annexed to the District in 2017. One reason for the formation of the District was that a special decorative lighting fixture was designed and installed throughout the area to create a community element as part of the development. A Diagram showing the exterior boundaries of the District is provided within this Report.

A reduced copy of the Assessment Diagram showing the exterior boundaries of the District is provided in Part C of this Report.

Compliance with the California Constitution

Assessments are levied annually within the District pursuant to the Landscape and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code ("1972 Act"). All assessments described in this Report and approved by the City Council are prepared in accordance with the 1972 Act and are in compliance with the provisions of the California Constitution Article XIIID ("Article XIIID"), which was enacted with the passage of Proposition 218 in November 1996.

The formation of this District was initiated by petition from the developer, and the City has determined it is compliant with the substantive and procedural requirements of Proposition 218 and the 1972 Act. At the time the District was formed, the property owners agreed to the inclusion of a formula for increasing assessments for each fiscal year to offset increases due to inflation as described in the assessment methodology.

Any future increase in the assessment rate in excess of the maximum allowable rate or substantial changes in the services provided would require the approval of the property owners subject to the assessment based upon a mailed ballot which would be sent to each property owner.

Summary of District

A summary of the assessments to be levied in Fiscal Year 2023-24 for each property type is shown in the table below.

TABLE 1: SUMMARY OF PROPOSED ASSESSMENTS
Street Lighting District No. 1999-1

Property Type	EDU Factor	Assessment Rate
Single Family Residential (SFR)	1.00 per Parcel	$38.03 per Parcel
Commercial	5.50 per Acre	$209.15 per Acre
Exempt, Cemeteries, Common Open Space	0.00 per Parcel	$0.00 per Parcel

SECTION II

ENGINEER'S REPORT PREPARED PURSUANT TO THE PROVISIONS OF LANDSCAPING AND LIGHTING ACT OF 1972 SECTION 22500 THROUGH 22679 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE

CITY OF DUBLIN

STREET LIGHTING MAINTENANCE DISTRICT NO. 1999-1
FISCAL YEAR 2023-24

Pursuant to the Landscaping and Lighting Act of 1972 (Part 2 Division 15 of the Streets and Highways Code of the State of California, commencing with Section 22500), and in accordance with the Resolution of Intention, adopted by the City Council of the City of Dublin on April 4, 2023, I, Eduardo Espinoza, the duly appointed Engineer of Work, Assessment Engineer for the City of Dublin Street Lighting Maintenance District No. 1999-1 (the "District") submit the following Report, consisting of Section I (Introduction), and this Section II (Engineer's Report), which consists of five (5) parts as follows:

PART A: PLANS AND SPECIFICATIONS

This part describes the improvements maintained by the District. Plans and specifications for the improvements are on file in the Office of the Director of Public Works of the City of Dublin and are incorporated herein by reference.

PART B: ESTIMATE OF COST

This part contains an estimate of the cost of the proposed improvements to be maintained for Fiscal Year 2023-24, including incidental costs and expenses in connection therewith. The estimate is attached hereto and is on file in the Office of the Director of Public Works of the City of Dublin.

PART C: ASSESSMENT DISTRICT DIAGRAM

This part incorporates a Diagram of the District showing the exterior boundaries of the District, the boundaries of any zones within the District and the lines and dimensions of each lot or parcel of land within the District. This Diagram has been prepared by the Engineer of Work and is on file in the Office of the Director of Public Works of the City of Dublin.

The lines and dimension of each lot or parcel within the District are those lines and dimensions shown on the maps of the Alameda County Assessor for the year when this Report was prepared. The Assessor's maps and records are incorporated by reference herein and made a part of this Report.

PART D: METHOD OF APPORTIONMENT OF ASSESSMENTS

This part describes the method of apportionment of assessments, based upon each parcel's land use classification within the District in proportion to the estimated special benefits to be received.

PART E: ASSESSMENT ROLL

This part contains an assessment of the estimated cost of the improvements to be apportioned to each benefited parcel of land within the District. The Assessment Roll is filed in the Office of the City Clerk of the City of Dublin and is incorporated in this Report. The list is keyed to the records of the Alameda County Assessor, which are incorporated herein by reference.

PART A

PLANS AND SPECIFICATIONS

The District provides for the continued installation, maintenance, and servicing of street lighting improvements within the public rights-of-way and within public easements within private streets which provide special benefit to parcels and properties within the District.

For the first several years after formation of the District, this District did not incur a significant maintenance cost; however, as the streetlights age, the number of repairs are increasing. In addition, a portion of the funds collected from the annual assessments of the District are being set aside for future capital improvement project costs in a separate improvement fund referred to as a Capital Improvement Fund (CIF). The CIF was established for proposed improvements and expenditures that are greater than can be conveniently raised from a single annual assessment. Anticipated projects include LED conversions and pole painting. These funds are not considered part of the regular maintenance of the improvements or a part of the Operating Reserve Fund.

In Fiscal Year 2012-13, 321 streetlights in the District were retrofitted with new light emitting diode (LED) fixtures. The total construction cost for these improvements was $283,800. As part of this retrofit, the district received a one–time rebate amount of $39,950 from Pacific Gas & Electric (PG&E).

As generally defined in the 1972 Act, maintenance and servicing of the street lighting improvements may include one or any combination of the following:

1) The installation or construction of public lighting facilities, including, but not limited to streetlights and traffic signals.
2) The installation or construction of any facilities which are appurtenant to any of the foregoing or which are necessary or convenient for the maintenance or servicing thereof; including but not limited to, grading, removal of debris, the installation or construction of curbs, gutters, walls, sidewalks, paving, or water, irrigation, drainage, or electrical facilities.
3) The maintenance or servicing, or both, of any of the foregoing including the furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of any improvement, including, but not limited to:
    a) Repair, removal, or replacement of all or any part of any improvements;
    b) Grading, clearing, removal of debris, the installation, repair or construction of curbs, gutters, walls, sidewalks, paving, or water, irrigation, drainage, or electrical facilities;
    c) The cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti.
    d) Electric current or energy, gas, or other agent for the lighting or operation of any other improvements.
4) Incidental expenses associated with the improvements including, but not limited to:
    a) The cost of preparation of the report, including plans, specifications, estimates, diagram, and assessment;

b) The costs of printing, advertising, and the publishing, posting, and mailing of notices;
c) Compensation payable to the County for collection of assessments;
d) Compensation of any engineer or attorney employed to render services;
e) Any other expenses incidental to the construction, installation, or maintenance and servicing of the improvements; and,
f) Costs associated with any elections held for the approval of a new or increased assessment.

Pursuant to the 1972 Act:

> "Maintain" or "maintenance" means the furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of any improvement, including repair, removal, or replacement of all or any part of any improvement.
>
> "Service" or "servicing" means the furnishing of electric current or energy, gas, or other illuminating agent for any public lighting facilities or for the lighting or operation of any other improvements.

Drawings showing the specific locations of the improvements are on file in the City's Public Works Department and are made a part of this report by reference.

PART B

ESTIMATE OF COSTS

All public streetlights and other eligible improvements within the District are maintained and serviced on a regular basis. The proposed cost estimate for the District is shown on a following page herein. This includes an estimate of the costs of utilities, operations, services, administration, and maintenance associated with the improvements, including all labor, personnel, equipment, materials, and administrative expenses. The summary also shows the estimated fund balance, and the projected contribution/(transfer) based upon the estimated expenditures and assessment revenue. Projected cost estimates are also shown for the next two (2) fiscal years.

The following describes the general services and costs shown in the cost estimate.

District Costs

Operating Supplies – The cost of supplies for ongoing maintenance and servicing of the street lighting improvements including street light repair parts and the labor associated with performing the repair work. In addition, a portion of this cost is set aside as a contingency amount for both large scheduled and unscheduled, but necessary repairs.

Contract with Alameda County – The cost of street light maintenance provided from the County of Alameda based on the current fiscal year contract.

California Street Light Association – The cost of Street Light Association dues based on relative number of lights within the District.

Utilities Electricity – The cost of streetlight electrical energy use, including miscellaneous utility charges.

Miscellaneous Expenses – Costs that cannot easily be categorized into any of the other District Costs defined above.

Legal Notices – The cost of legal notices includes costs associated with preparation and publishing of any, and all required legal notices associated with the District.

District Administration – The costs of contracting with professionals to provide services specific to the annual levy administration, including preparation of the Engineer's Report, resolutions, and levy submittal to the County. These fees can also include any additional administrative, legal, or engineering services specific to the District, such as the cost to prepare and mail notices of the public meeting and hearing.

Public Works Administration – The cost of public works administration includes costs derived by the City's Public Works Department or other department in relation to the administration and management of the District.

County Collection Fee – The cost to the District for the County to collect assessments on the annual secured property tax bills. Alameda County charges 1.7% of the total levy amount.

Miscellaneous Costs and Collections/(Credits) Applied to Levy

Reserve Collection/(Transfer) – The 1972 Act pursuant to *Chapter 1, Article 4 Section 22569 (a)*, provides for a District Reserve Fund for operations. Negative amounts shown for this cost estimate item represent transfers from the Reserve Fund that reduces the Balance to Levy. Maintaining a fully funded Operating Reserve eliminates the need for the City to transfer funds from non–District accounts to pay for operational expenses during the first half of the fiscal year and provides the District with sufficient funds to address any unforeseen or unusual expenditures that may occur during the year.

Capital Improvement Fund Collection/(Transfer) – The 1972 Act pursuant to *Chapter 5, beginning with Section 22660,* provides for the District to establish by resolution an assessment installment plan for proposed improvements and expenditures that are greater than can be conveniently raised from a single annual assessment. Depending on the nature of the planned improvements, the collection of funds necessary to complete the project may be collected over a period up to thirty years, but typically not more than five years. The funds collected shall be accumulated in a separate improvement fund commonly referred to as a Capital Improvement Fund (CIF) and are not considered part of the regular maintenance of the improvements or the Reserve Fund.

Because the money accumulated in the Capital Improvement Fund is for a specific planned project (budgeted separately), the amount shown for this item in the annual cost estimate will typically be a positive number representing the amount being collected that year as part of the Balance to Levy. A negative number (Transfer) should only occur after the project has been completed and excess funds are being credited back to the District's regular accounts or such funds are needed to pay for the annual operation and maintenance of the District improvements. The actual fund balances and expenditures for Capital Improvements are clearly identified under the Fund Balance Information section of the cost estimate.

Balance to Levy – This is the total amount to be collected for the current fiscal year through the annual assessments (for special benefits). The Balance to Levy represents the sum of Total District (Direct and Administration) Costs, Reserve Fund Contributions or Transfers, Contributions from Other Revenue Sources, and the Contribution Replenishment (if any). Only those costs related to the improvements identified as conferring special benefits to property are levied and collected on the tax roll.

The following page shows the cost estimates for Fiscal Year 2023-24 and 2024-25.

Table 2: COST ESTIMATE
Street Lighting District No. 1999-1

	FY 2023-24 Cost Estimate	Projected FY 2024-25 Cost Estimate
DISTRICT REVENUES		
Estimated Assessment Revenues	$ 338,543	$ 345,314
Contributions from Other Revenue Sources	$ 13,750	$ 15,125
Total District Revenues[1]	**$ 352,293**	**$ 360,439**
DISTRICT COSTS		
Operating Supplies	$ 10,000	$ 10,000
Contract with Alameda County	$ 93,225	$ 97,886
California Street Light Association	$ 400	$ 400
Utilities - Electricity	$ 149,400	$ 156,870
Miscellaneous Expenses	$ -	$ -
Legal Notices	$ 592	$ 610
District Administration	$ 4,000	$ 4,120
Public Works Administration	$ -	$ -
County Collection Fee	$ 6,077	$ 6,259
Total District Costs	**$ 263,694**	**$ 276,145**
MISCELLANEOUS COSTS AND COLLECTIONS/(CREDITS) APPLIED TO LEVY		
Reserve Fund Collection/(Transfer)	$ -	$ 6,226
Capital Improvement Fund Collection/(Transfer)	$ 88,599	$ 78,068
Total Miscellaneous Costs and Collections/(Credits) Applied to Levy	**$ 88,599**	**$ 84,293**
Balance to Levy	**$ 338,543**	**$ 345,314**
Variance Between Estimated Assessment Revenue and Balance to Levy	$ -	$ -
Total Estimated Assessment Revenues at Maximum Rate[2]	**$ 594,262**	**$ 606,147**
Variance above/(below) Maximum Revenue	$ (255,719)	$ (260,833)
FUND BALANCE INFORMATION		
Beginning Operating Reserve Fund Balance (est. 7/1/23 and 7/1/24)	$ 131,847	$ 131,847
Reserve Fund Adjustment	$ -	$ 6,226
Transfer From/(To) Capital Improvement Fund	$ -	$ -
Prior/Penalties/Public Damage	$ -	$ -
Interest	$ -	$ -
Projected Operating Reserve Fund Balance at FY End (est. 6/30/24 and 6/30/25)	**$ 131,847**	**$ 138,073**
Beginning Capital Improvement Fund Balance (est. 7/1/23 and 7/1/24)	$ 387,896	$ 434,494
Capital Improvement Fund Adjustments	$ 88,599	$ 78,068
LED Conversions/Special Projects	$ -	$ -
Transfer Out for Capital Improvement Projects	$ (42,000)	$ (42,000)
Transfer From/(To) Reserve Fund	$ -	$ -
Prior/Penalties/Public Damage	$ -	$ -
Interest	$ -	$ -
Project Capital Improvement Fund Balance at FY end (est. 6/30/24 and 6/30/25)	**$ 434,494**	**$ 470,562**

[1]Total District Revenues includes the estimated assessment revenue for each fiscal year and contributions from other revenue sources such as interest earnings, etc.

[2]The Maximum Assessment Revenue for Fiscal Year (FY) 2024/25 was estimated to be equal to the FY 2023/24 Maximum Assessment Revenues and escalated by 2%.

Capital Improvement Projects

In addition to collecting funds annually for maintenance, funds are also allowed to be collected for capital improvement projects. Capital improvement projects generally include the repair and replacement of public improvements authorized to be maintained by the District. These funds are collected and often accumulated in a separate fund and are not considered to be a part of the regular maintenance of the improvements.

Following is a list of capital improvement projects the City plans to address utilizing District funds in the upcoming fiscal year and thereafter.

Light Pole Painting: The City has identified the need for regular painting of light poles within the District.

Citywide Energy Improvements: The City identified the need to upgrade streetlights to energy-efficient light emitting diode (LED) technology. The LED project is funded and underway, and no further funding from the District is needed.

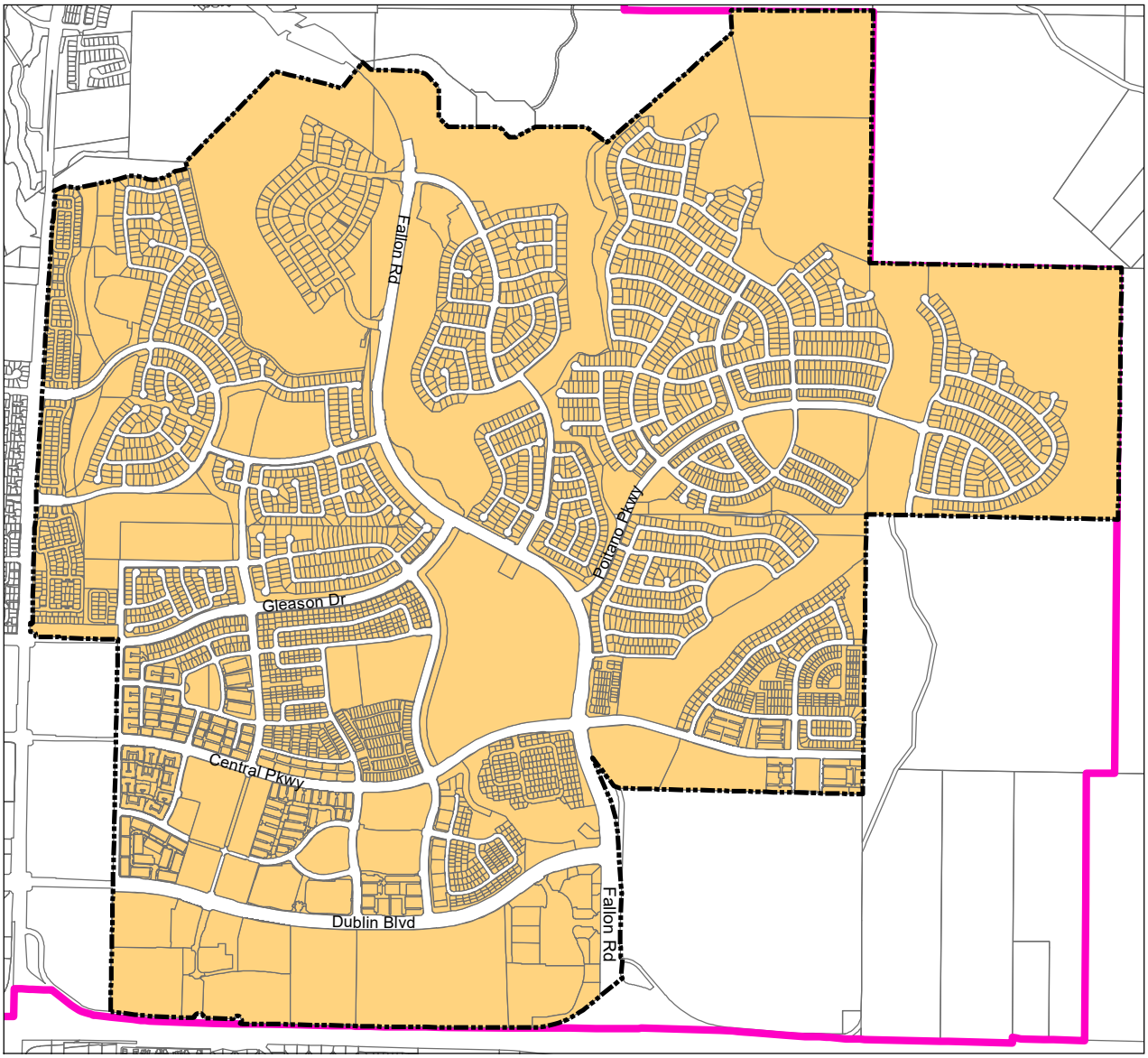
PART C

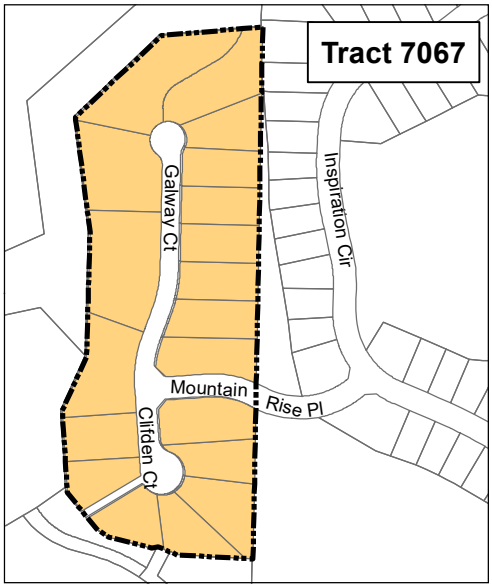
ASSESSMENT DISTRICT DIAGRAM

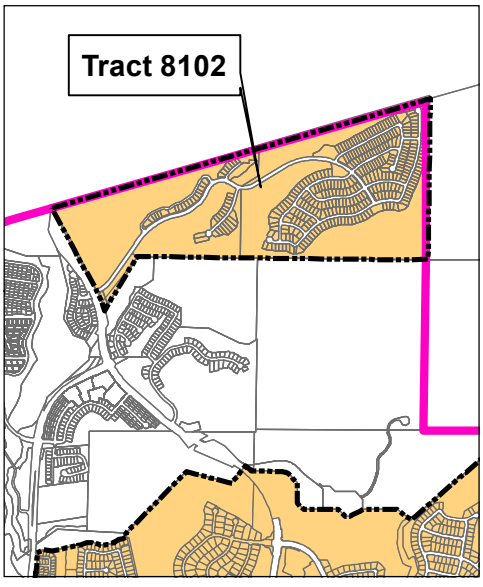
The boundaries of the District are shown herein. The lines and dimensions of each parcel within the District are those lines and dimensions shown on the maps of the Alameda County Assessor for the year in which this Report was prepared and are incorporated by reference herein and made part of this Report.

A reduced copy of the Assessment Diagram is shown on the following page.

City of Dublin
Street Lighting District No. 1999-1
Assessment Diagram







Legend

- Parcel Lines
- LLAD 1999-1 Boundary
- City Limit
- Parcels within LLAD 1999-1

PART D

METHOD OF APPORTIONMENT OF ASSESSMENTS

General

The 1972 Act permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements which include the construction, maintenance and servicing of public lights, landscaping, and appurtenant facilities. The 1972 Act further requires that the cost of these improvements be levied according to benefit rather than assessed value:

> *"The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements."*

The formula used for calculating assessments in the District therefore reflects the composition of the parcels, and the improvements and services provided, to fairly apportion the costs based on estimated benefit to each parcel. In addition, pursuant to Article XIIID Section 4:

> "*No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel. Only special benefits are assessable, and an agency shall separate the general benefits from the special benefits conferred on a parcel."*

Benefit Analysis

Each of the improvements have been carefully reviewed by the City and the corresponding assessments have been proportionately spread to each parcel based on special benefits received from the improvements as determined at the time the District was established.

General Benefits — In reviewing each of the District improvements, the proximity of those improvements to both properties within the District and those outside the District, as well as the reasons for installing and constructing such improvements, it is evident that the improvements are solely the result of developing properties within the District and the ongoing maintenance and operation of these improvements will directly affect the properties within the District. Although the improvements include public areas, easements, rights-of-way, and other amenities available or visible to the public at large, the construction and installation of these improvements were only necessary for the development of properties within the District and were not required, nor necessarily desired by any properties or developments outside the District boundary and any public access or use of the improvements by others is incidental. Therefore, it has been

determined that the improvements and the ongoing maintenance, servicing and operation of those improvements provide no measurable general benefit to properties outside the District or to the public at large, but clearly provide distinct and special benefits to properties within the District.

Special Benefits — The method of apportionment (method of assessment) established herein is based on the premise that each assessed parcel within the District receives special benefits from the improvements and the desirability and security of those properties is enhanced by the presence of public lighting in close proximity to those properties.

The special benefits of street lighting and other public lighting facilities are for the convenience, safety, and security of property, improvements, and goods. Specifically:

1) Enhanced deterrence of crime and to aid police protection.
2) Increased nighttime safety on roads, streets, and public areas.
3) Improved ability of pedestrians and motorists to see.
4) Improved ingress and egress to property.
5) Reduced vandalism and other criminal acts and damage to improvements or property.
6) Improved traffic circulation and reduced nighttime accidents and personal property loss.

The preceding special benefits contribute to the aesthetic value and desirability of each of the assessed parcels within the District and thereby provide a special enhancement of the properties. Furthermore, it has been determined that the lack of funding to properly service and maintain the District improvements would have a negative impact on the properties within the District.

All the preceding special benefits contribute to a specific enhancement and desirability of each of the assessed parcels within the District.

Non-Assessable Properties — Within the boundaries of the District, there are several types of properties that are considered to receive no special benefit from the District improvements and are therefore not assessed. These parcels include:

1) Publicly owned parcels that are reserved as public open space or are developed as City parks for active recreation and are maintained and serviced by the District;
2) Publicly owned wetland parcels;
3) Certain public utility parcels;
4) Privately owned open space parcels; and
5) Privately owned "sliver" parcels that have resulted from a lot line adjustment with an adjacent larger parcel. The adjacent larger parcel, of which these "sliver" parcels are a part, are assessed at the residential rate.

Assessment Methodology

The special benefits received by each parcel within the District and each parcel's proportional annual assessment are calculated on the basis of a formula that utilizes Equivalent Dwelling Units (EDU). The EDU method of apportionment establishes a proportional benefit relationship between the various parcels within the District and the improvements maintained by the District. The typical single-family residential parcel is assigned 1.00 EDU since it represented more than 85% of the total parcels within the District.

EDU's are assigned to the other land uses based upon the property's development status, type of development (County of Alameda land use code) and property size as shown in the table below.

TABLE 3: ASSESSMENT METHODOLOGY
Street Lighting District No. 1999-1

Property Type	EDU Factor
Single Family Residential (SFR)	1.00 per Parcel
Commercial	5.50 per Acre
Exempt, Cemeteries, Common Open Space	0.00 per Parcel

Single-Family Residential (SFR) — (County land use 1x, 2x, 7x) This land use identifies properties that are developed for single-family residential use and are assigned a factor of 1.00 EDU per parcel. This is the base value that all other land use types are compared and weighted against (i.e., EDU). This land use classification may include, but is not limited to, lots or parcels identified as single-family residential homes, condominium, vacant residential land zoned for four units or less, planned development (tract or townhouse type), and modular/manufactured single-family residential units. Developed apartments are assigned a factor of 1.00 EDU per dwelling unit. Parcels with a vacant apartment land use are treated like commercial and assessed 5.50 EDU per acre.

Commercial — (County land use 3x, 8x, 9x) This land use identifies properties that are considered improved for commercial use and are assigned a factor of 5.50 EDU per gross acre. This land use classification may include, but is not limited to, lots or parcels identified as car washes, commercial garages, automotive dealerships, parking lots, parking garages, service stations, funeral homes, nursing or boarding homes, hospitals, hotels/motels, banks, medical-dental, single and multi-story office buildings, bowling alleys, theaters, vacant commercial land, department stores, discount stores, restaurants, shopping centers, supermarkets, commercial or industrial condominium prior to sale of one unit, and miscellaneous commercial. In addition, institutional property, such as schools and other types of public property are identified within this category.

Common Open Space — (County land use 0, 03-05, 65) This land use identifies properties that are exempt from assessment and are assigned 0.00 EDU. This land use classification may include, but is not limited to, lots or parcels identified as exempt public agencies, property leased or owned by public utilities, cemeteries, and planned development common areas.

The following formulas are used to calculate each property's assessment:

Total Balance to Levy / Total EDUs = Levy per EDU (Rate)

Parcel EDU x Levy per EDU = Parcel Levy Amount

Maximum Assessment Rate

It is recognized that the cost of maintaining the District improvements increases slightly every year because of inflation. At the time the District was formed, the property owners approved a formula for increasing assessments for each future fiscal year to offset increases in costs due to inflation.

The maximum assessment amount for each property type shall be increased each fiscal year in an amount equal to the annual percentage increase of the local San Francisco-Oakland-San Jose Area Consumer Price Index ("Index") for "All Urban Wage Earners and Clerical Workers" which is applied to all costs except utilities (water and electricity), plus the actual percentage increase in utility costs (collectively, "Annual Escalation Factor").

In order to implement the District's Annual Escalation Factor annually, two rates were developed based on the cost estimate that was prepared at the time the property owners approved the annual escalator. The first rate (the "CPI Rate") was created to encompass the annual District cost increases except for utilities. The second rate (the "Utility Rate") was created to encompass the annual utility cost increases.

The Index is to be applied annually to the prior year's maximum CPI Rate for each property type to pay for all costs except utilities. The maximum Utility Rate was established to pay for all utility costs for each property type and is to be increased annually by the percentage change in the budgeted amount for utilities as shown in the annual District's fiscal year Engineer's Reports. The increase in utility costs shall be calculated by taking the upcoming fiscal year's budgeted amount for utilities and subtracting the District's previous highest yearly budgeted amount for utilities. This difference is used to calculate the annual increase in the Utility Rate for each property type. The combination of the maximum CPI Rate and maximum Utility Rate (collectively, "Maximum Assessment Rate") shall equal the Maximum Assessment Rate for the upcoming fiscal year. Please see Table 3 for details regarding the Maximum Assessment Rate for Fiscal Year 2023-24.

The timing of the annual percentage increase of the Index was changed beginning in 2018 and for each year thereafter for administrative purposes, to ensure the City is allowed the time necessary to have all annual documents prepared and approved by the City Council by June of each year, and to meet both County submittal and statutory requirements. Each fiscal year starting in 2018, the City shall identify the annual percentage difference in the Index between the most recent calendar year and that of the prior calendar year; more specifically, the annual percentage change used to escalate the prior year's assessment rates for Fiscal Year 2023-24 was determined based on the difference using the annual amount for calendar years 2022 and 2021. Should the

Bureau of Labor Statistics revise such Index or discontinue the preparation of such Index, the City shall use the revised index or comparable index as approved by the City Council for determining fluctuations in the cost of living. The following table shows the Maximum Assessment Rates allowable for Fiscal Year 2023-24.

TABLE 4: MAXIMUM ASSESSMENT RATE
Street Lighting District No. 1999-1

CPI for 2021 Calendar Year[1]	304.602
CPI for 2022 Calendar Year[1]	323.900
% Change in CPI - Increase	6.34%
FY 2022/23 Maximum Rate per EDU - CPI Rate	$41.28
FY 2023/24 Maximum Rate per EDU - CPI Rate	$43.90
Prior Year Maximum Utility Budget[2]	$183,600
Utility Budget for FY 2022/23	$149,400
% Change in Utility Rate - Increase[3]	0.000%
FY 2022/23 Maximum Rate per EDU - Utility Rate	$22.85
FY 2023/24 Maximum Rate per EDU - Utility Rate	$22.85
FY 2022/23 Maximum Assessment Rate per EDU	$64.14
FY 2023/24 Maximum Assessment Rate per EDU[4]	$66.75

[1] CPI is based off of the All Urban Wage Earners and Clerical Workers.

[2] The FY 2021/22 Budget Amount for Utilities was the previous highest amount budgeted for utility costs.

[3] Equals the % difference between the FY 2022/23 and FY 2023/24 Maximum Utility Rate. If the Utility Budget does not increase, no increase will be realized.

[4] Equals the FY 2023/24 Maximum CPI Rate + Maximum Utility Rate.

If the City Council determines that an inflation adjustment is not required for a given fiscal year, the City Council may authorize the ensuing fiscal year's assessment without applying the adjustment formula to the amount levied. If the cost estimate and assessments for the District require an increase greater than the adjustment set forth in the formula, then the proposed increase would be subject to approval by the District property owners. Each fiscal year, the maximum assessment rate shall increase at the maximum amount allowable regardless of whether the increase is levied to the parcels within the District.

PART E

ASSESSMENT ROLL

The proposed assessment and the amount of the assessment apportioned to each lot or parcel, as shown on the latest roll at the Assessor's Office, are on file under separate cover with the City Clerk. Furthermore, the description of each lot or parcel is part of the records of the Assessor of the County of Alameda and those records are, by reference, made part of this report. The assessments shown will be submitted to the County Auditor/Controller and included on the property tax roll for each parcel shown in the assessment roll for Fiscal Year 2023-24.

Parcel identification, the lines and dimensions of each lot, parcel, and subdivision of land within the District, are inclusive of the parcels as shown on the Alameda County Assessor's Parcel Maps as they existed at the time of the passage of the Resolution of Intention, and shall include subsequent subdivisions, lot line adjustments or parcel changes therein. Reference is hereby made to the Alameda County Assessor's maps for a detailed description of the lines and dimensions of each lot and parcel of land within the District.

Public Hearing
Assessment Districts

May 2, 2023



DUBLIN
CALIFORNIA

Background

- April 4, 2023 – City Council set the public hearing for May 2, 2023.
- Notification - Staff posted Public Notices at City Hall.
- Public Notice was published in The East Bay Times.
- Website – The Public Notice and copies of the fiscal year 2023-2024 Engineer's Reports were posted on the City website.
- Postcards were sent to property owners in Districts 1983-2 and 1986-1.
- Public Response – None

Citywide Street Lighting Maintenance District No. 1983-1

- Funds maintenance and utility costs for Dublin's public streetlights.

- Proposition 218: Assessments capped at $19.34 per single family residence and $106.37 per acre of commercial or industrial use.

- Fiscal year budget projects a decrease in reserves of $53,736 which includes estimated interest and reserve funding for the increase in electricity costs.

Landscape Maintenance District No. 1983-2

- Maintains Tract 4719 landscaping adjacent to Stagecoach Road.
- FY23-24 budget proposes a 13% increase to bring assessment rates to the maximum. The existing capital improvement fund balance and the additional revenue from the rate increase will fund general improvements, such as v-ditch repairs, retaining wall repairs, and additional irrigation and planting.
- Maximum assessments are $509.06 per single family home, and $86.08 for apartments and condominiums.
- Fiscal year budget projects a decrease in reserves of $133,905 which includes estimated interest and capital improvement funding for the landscaping beautification project.

Landscape Maintenance District No. 1986-1

- Maintains landscaping, fences, and walls in the residential area west of Dougherty Road and north of Amador Valley Boulevard.

- FY23-24 budget proposes a 3% increase to bring assessment rates to the maximum. The existing capital improvement fund balance and additional revenue from the rate increase will fund current and future capital improvement projects, as well as other general improvements.

- Maximum assessments are $308.82 per single family home, $154.41 for apartments, and $1,235.28 for commercial lots.

- Fiscal year budget projects an increase in reserves of $73,317, which includes estimated interest and capital improvement funds.

Landscape Maintenance District No. 1997-1

- Maintains landscaping in the Santa Rita development, bounded by I-580, Tassajara Road, Gleason Drive and Arnold Road.
- FY23-24 budget proposes no increase with assessments remaining at $903.85 per acre. Assessment varies between $54 to $216 per residential unit, depending on residential density.
- Maximum assessments are $1,588.25 per acre.
- Fiscal year budget projects an increase in reserves of $29,673, which includes estimated interest and capital improvement funds.

Street Lighting Maintenance District No. 1999-1

- Maintains street lighting, including decorative light fixtures, in Dublin Ranch, Fallon Village, Jordan Ranch, and Clifden Park developments.
- FY23-24 budget proposes no increase with assessments remaining at $38.03 per dwelling unit and $209.15 per acre for commercial use.
- Maximum assessments are $64.14 per dwelling unit and $352.75 per acre.
- Fiscal year budget projects an increase in reserves of $46,599, which includes estimated interest and capital improvement funds.
- One capital improvement project is identified for FY23-24, and funded by the capital improvement fund:
  - Light Pole Painting project

Recommendation

That the City Council:

- Open the Public Hearing for all five Assessment Districts, take testimony, close the Public Hearing, and Deliberate;
- Adopt the Resolution for all five Districts:
  - Approving the Engineer's Report
  - Confirming Diagram and Assessment
  - Ordering the Levy of Assessment

DUBLIN
CALIFORNIA

STAFF REPORT
CITY COUNCIL

DATE: May 2, 2023

TO: Honorable Mayor and City Councilmembers

FROM: Linda Smith, City Manager

SUBJECT: City of Dublin Fiscal Year 2023-24 Human Services Grant Program Funding Recommendations
Prepared by: Judy Miller, Management Analyst II

EXECUTIVE SUMMARY:

The City Council will consider the funding recommendation for the Human Services Grant Program and approve a funding allocation for Fiscal Year 2023-24.

STAFF RECOMMENDATION:

Adopt the **Resolution** Approving Funding Recommendations for the Fiscal Year 2023-24 Human Services Grant Program.

FINANCIAL IMPACT:

The City's Human Services Grant Program is currently supported by four funding sources – General Fund, the Affordable Housing Fund, Community Development Block Grant Program, and the American Rescue Plan Act. Further description of the funding by source is included in Attachment 2 to the Staff Report.

Each organization applying for grant funding is eligible for a minimum award of $3,500 and a maximum of $25,000.

DESCRIPTION:

The Human Services Grant Program provides financial support to local non-profit organizations serving the Dublin community. Each year 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 4) and needs identified in the Tri-Valley Needs Assessment (Attachment 5).

Fiscal Year 2023-24 marks the 19th year of Dublin's Human Services Grant Program, with the 10-year allocation history shown in the table below. Prior to the availability of APRA funds, the City's

General Fund allocation was higher; however, the overall contributions to the Grant Program have increased during this ARPA period.

TABLE 1: FUNDING SUPPORT HISTORY

Fiscal Year	General Fund	Affordable Housing Fund	CDBG	ARPA	TOTAL
2013-14	$135,000	$33,000	$45,184		$213,184
2014-15	$120,000	$7,000	$67,402		$194,402
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

* Forecasted annually at $8,000 since FY 2015-16 – not utilized in associated Fiscal Year.
** Includes $8,460 in Homeless Housing, Assistance, and Prevention (HHAP) Funding.

Alameda County Urban County CDBG Program

The City of Dublin participates in Alameda County's Urban-County CDBG Program, along with the cities of Albany, Emeryville, Newark, and Piedmont (cities whose population is or was less than 50,000). These are called the "Urban County Cities," along with the unincorporated areas of Alameda County.

Each year, the County limits the Urban County Cities to approximately 15% of the CDBG allocation for service-based organizations and projects. The County's past practice has been to review all applications to determine if the overall request for service-based projects exceeds the 15% limit.

In recent years, Dublin has received approximately $99,000 in CDBG public service funding by accessing funds not used by other Urban County Cities. This has been reduced by approximately $40,000 to $59,862 (which is equivalent to the 15% limit allocation for public service) in Fiscal Year 2023-24, as participants in the Urban-County CDBG Program are using more of their share. Of the $59,862, $15,000 is earmarked for the annual loan obligation for the Axis Community Health Clinic. This leaves $44,862 of CDBG funds available for the public service grants.

During this year's application period, the City of Dublin received 23 qualifying public service applications (Attachment 7) from 19 organizations. Of the 23 applications, nine are eligible for CDBG funding, and 14 are eligible for ARPA funding. The total dollar amount requested is $495,480.

Review and Rating Criteria

In February 2023, Staff and the Human Service Commission reviewed the Fiscal Year 2023-24 grant applications to verify all requests qualify for funding based on the adopted program guidelines. The Rating Criteria Worksheet applied to each grant application is included as Attachment 6.

The Rating Criteria worksheet is one of several factors used in determining funding recommendations. Other factors include 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 14 Key Areas of Concern identified in the 2011 Tri-Valley Needs Assessment report.
- Whether City funds are used to leverage other funding sources.

Funding Recommendations

At its meeting on April 5, 2023, the Commission discussed and considered funding allocations based on their collective group averages of the application scores. The City received notice from the County after the posting of the Commission agenda about the reduction in anticipated CDBG funds. Therefore, the Commission included two options for the City Council's consideration - backfill the loss of CDBG with additional General Fund dollars or make an approximate 8.5% reduction across all recommended applicants.

After further review by Staff, it is recommended that the City Council consider the option of reducing the funding across the board, except for the CDBG allocations. Attachment 2 summarizes the Staff's recommendation under the Adjusted Recommendations column.

Lastly, Staff would like the City Council to consider the removal of the Calico Center from the list of applicants. The Calico Center already is a budgeted item for Dublin Police Services as they provide forensic interview services to children who are victims of crime or those that have witnessed crime. Their annual request for grant funding simply augments their operational support of the investigations division of Dublin Police Services and, as such, should be considered as part of the annual budget review, not the grants process. If the City Council agrees with this approach, Staff will work with Calico Center to add their anticipated total costs for services to the upcoming budget review.

Tri-Valley Haven Capital Project Request: CDBG-Funded

Typically, the City receives far more service project requests than capital project requests, and the public service fund allocation is competitive. For Fiscal Year 2023-24, Tri-Valley Haven has requested Capital Funding to demolish their shelter building, Shiloh, and rebuild with 50% more capacity. Shiloh, located in Livermore, is the only Domestic Violence/Homeless Shelter in the Tri-Valley area. This project was not included in the competitive review and allocation completed by the Human Services Commission. The request, totaling $240,205, is anticipated to be available as part of the Urban County CDBG Capital Allocation. However, the application cannot be submitted to the County until after July 1, when funds are available. Staff will then return to the City Council to formally review the capital project and request funding support.

STRATEGIC PLAN INITIATIVE:

None.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

The City Council Agenda was posted, and all grant applicants were provided a web link to the Staff Report.

Outreach and Promotion

In November and December 2022, Staff conducted outreach and education efforts that included:

- Providing notice of funding availability and upcoming community workshop to non-profit organizations from the past five grant cycles.
- Advertising the funding availability in *East Bay Times* and on the City website.
- Holding a Grant Application Workshop to review the online application process and discuss program guidelines for the upcoming fiscal year.
- Conducting direct outreach to non-profit organizations in the Tri-Valley that qualified for funding but have not previously applied. Four new organizations applied for funding in this cycle.

ATTACHMENTS:

1) Resolution Approving Funding Recommendations for the Fiscal Year 2023-24 Human Services Grant Program
2) Exhibit A to the Resolution – Fiscal Year 2023-24 Human Services Grant Program Funding
3) Human Services Grant Program Past Funding and Human Services Commission Recommendation for Fiscal Year 2023-24
4) City of Dublin Mission and Vision Statements
5) Tri-Valley Needs Assessment 14 Areas of Concern
6) Grant Application Rating Criteria Sheet
7) Fiscal Year 2023-24 Human Service Grant Applications

RESOLUTION NO. XX - 23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUBLIN

APPROVING FUNDING RECOMMENDATIONS FOR THE FISCAL YEAR 2023-24 HUMAN SERVICES GRANT PROGRAM

WHEREAS, the City received 23 qualifying public service applications for the Fiscal Year 2023-24 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 Affordable Housing Fund, and the American Rescue Plan Act (ARPA); and

WHEREAS, on April 5, 2023, the Human Services Commission recommended 22 public service projects receive grant funding through the Human Services Grant Program; and

WHEREAS, the City Council considered the recommended service projects attached hereto as **Exhibit A**; and

WHEREAS, the action taken by this **Resolution** shall approve the funding recommendations of all funds.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Dublin does hereby take the following actions:

1. Approve the Human Services Grant fund allocations for Fiscal Year 2023-24, attached hereto as **Exhibit A**; and

2. Direct Staff to work with the County of Alameda as required on the CDBG funding allocations by reallocating funds as needed based on the confirmed CDBG funding guidelines and funding level; and

3. Authorize the City Manager to execute agreements with the County of Alameda for use of CDBG funds and the funding agreements with each grant recipient effective July 1, 2023, and take such further actions as may be necessary or appropriate to carry out the City Council's obligations pursuant to this Resolution.

{Signatures on the following page}

PASSED, APPROVED AND ADOPTED this 2nd day of May 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Mayor

ATTEST:

_____
City Clerk

City of Dublin – Fiscal Year 2023-24 – Human Services Grant Program Funding

Exhibit A to Resolution XX-23

ORGANIZATION NAME	GRANT PROPOSAL	GRANT AMOUNT REQUESTED FY23-24	GRANT AMOUNT RECOMMENDED FY23-24	ADJUSTED RECOMMENDATION	CDBG FUNDING	GENERAL FUND	AMERICAN RESCUE PLAN ACT
Axis Community Health	Axis Section 108 Loan Obligation	$15,000	$15,000	$15,000	$15,000		
Axis Community Health	Triage Nurse	$12,734	$12,500	$11,724			$11,724
CALICO Center	Child Abuse Intervention	$15,000	$11,750	$11,021		$11,021	
Centro Legal	Fair & Secure Housing Project	$23,789	$19,000	$17,821		$17,821	
Chabot-Las Positas CC District	Pathways to Employment	$24,959	$16,000	$15,007			$15,007
Chabot-Las Positas CC District	VITA Services	$16,598	$16,000	$15,007			$15,007
City Serve of the Tri-Valley	Homeless Prevention/Family Stabilization	$25,000	$25,000	$23,448			$23,448
City Serve of the Tri-Valley	Senior 60+ Stabilization Program	$25,000	$16,250	$15,241		$15,241	
Community Resources for Independent Living	Housing & Independent Living Skills	$16,000	$9,150	$8,582			$8,582
Easterseals Northern CA	Kaleidoscope Community Adult Program	$25,000	$12,500	$11,724		$11,724	
Goodness Village	Goodness Village	$25,000	$12,500	$11,724		$11,724*	
Hively	Community Engagement Coordinator	$25,000	$0	$0			
Hively	Family Resource Center	$25,000	$25,000	$23,448			$23,448
Hope Hospice Inc.	Grief & Volunteer Support Services	$20,000	$12,800	$12,005		$12,005	
Legal Assistance for Seniors	Legal Services & Medicare Counseling	$10,000	$10,000	$9,379		$2,216	$7,163
Lions Center for Visually Impaired	Seniors Vision Health	$7,500	$3,750	$3,517		$3,517	
Love Never Fails	Economic Freedom ITbiz Tech Academy	$25,000	$7,500	$7,035			$7,035
Open Heart Kitchen	Senior Meal Program	$25,000	$25,000	$23,448	$21,414	$2,034	
Partners for Change Tri-Valley	Education & Mentorship for Poverty Alleviation	$15,000	$5,000	$4,690		$4,690	
Spectrum Community Services	Meals on Wheels More Than a Meal	$25,000	$25,000	$23,448			$23,448
Sunflower Hill	Support for Adults with Developmental Disabilities	$18,900	$16,000	$15,007		$15,007	
Tri-Valley Haven	Domestic Violence Services	$25,000	$25,000	$23,448			$23,448
Tri-Valley Haven	Homeless Services	$25,000	$25,000	$23,448	$23,448		
Wishing Well Inc.	Free Meals	$25,000	$5,000	$4,690			$4,690
		$495,480	**$350,700**	**$329,862**	**$59,862**	**$107,000***	**$163,000**

* Includes $8,000 from the Affordable Housing Fund

City of Dublin Human Services Commission - Grant Funding for Fiscal Year 2023-24

Organization	Grant Proposal	Funding Received FY22-23	Grant Amount Requested FY23-24	Staff Recommendation	Application Points Average	Estimated Unduplicated Residents Served	Average Cost Per Unduplicated Resident	Funding Type	*Staff's Revised Total
Axis	Loan Obligation	$15,575.00	$15,000	**$15,000**	NA	NA	NA	CDBG	**$15,000**
Axis	Triage Call Nurse	NA	$12,734	**$12,500**	77.7	1000	$13	ARPA	**$11,724**
CALICO Center	Child Abuse Prevention	$14,675.00	$15,000	**$11,750**	79.7	18	$653	GF	**$11,021**
Centro Legal	Fair & Secure Housing Project	$22,825.00	$23,789	**$19,000**	87.7	25	$760	GF	**$17,821**
Chabot Las Positas	Pathways to Employment	$16,230.00	$24,959	**$16,000**	66.3	356	$45	ARPA	**$15,007**
Chabot Las Positas	VITA Services Program	$15,950.00	$16,598	**$16,000**	60.0	100	$160	ARPA	**$15,007**
City Serve of the Tri-Valley	Homelessness Prevention/Family Stabilization	$25,000.00	$25,000	**$25,000**	94.3	75	$333	ARPA	**$23,448**
City Serve of the Tri-Valley	Senior 60+ Stabilization Program	$16,150.00	$25,000	**$16,250**	74.3	35	$464	GF	**$15,241**
CRIL	Housing and Independent Living Skills	$14,350.00	$16,000	**$9,150**	66.0	40	$229	ARPA	**$8,582**
Easterseals Northern CA	Kaleidoscope Community Adult Program	$15,250.00	$25,000	**$12,500**	55.3	9	$1,389	GF	**$11,724**
Goodness Village	Tiny Home Community	$10,000.00	$25,000	**$12,500**	59.7	4	$3,125	GF**	**$11,724**
Hively	Community Engagement Coordinator	$23,150.00	$25,000	**$0**	77.0	1,200	$0	NA	**$0**
Hively	Family Resource Center	$23,225.00	$25,000	**$25,000**	74.7	1,200	$21	ARPA	**$23,448**
Hope Hospice Inc.	Grief & Volunteer Support Services	$17,670.00	$20,000	**$12,800**	73.7	100	$128	GF	**$12,005**
Legal Assistance for Seniors	Legal Services & Medicare Counseling for Seniors	$9,350.00	$10,000	**$10,000**	76.3	147	$68	GF/ARPA	**$9,379**
Lions Center for Visually Impaired	Seniors Vision Health	New	$7,500	**$3,750**	76.0	15	$250	GF	**$3,517**
Love Never Fails	Economic Freedom Itbiz Tech Academy	New	$25,000	**$7,500**	74.7	5	$1,500	ARPA	**$7,035**
Open Heart Kitchen	Dublin Meal Program	$23,900.00	$25,000	**$25,000**	93.7	605	$41	CDBG/GF	**$23,448**
Partners for Change Tri-Valley	Education & Mentorship for Poverty Alleviation	New	$15,000	**$5,000**	68.7	15	$333	GF	**$4,690**
Spectrum Community Services	Meals on Wheels for Dublin's Homebound Elderly	$24,479.00	$25,000	**$25,000**	87.3	60	$417	ARPA	**$23,448**
Sunflower Hill	Support for Adults with Developmental Disabilities	$15,400.00	$18,900	**$16,000**	77.7	35	$457	GF	**$15,007**
Tri-Valley Haven	Domestic Violence Services Program	$23,350.00	$25,000	**$25,000**	88.7	75	$333	ARPA	**$23,448**
Tri-Valley Haven	Homeless Services Program	$24,000.00	$25,000	**$25,000**	101.7	425	$59	CDBG	**$23,448**
Wishing Well Inc.	Free Meals	New	$25,000	**$5,000**	60.3	Unclear	$0	ARPA	**$4,690**
		Totals:	**$495,480**	**$350,700**					**$329,862**

*All reduced by 6.2073%
**Includes $8,000 from Affordable Housing Fund

DUBLIN
CALIFORNIA
THE NEW
AMERICAN
BACKYARD

MISSION

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

VISION

Dublin is a great community to live, work, and raise a family. Dublin values:

- **Safety** – We are dedicated to excellent public safety resources, including police and fire.
- **Finances** – We will strive to be fiscally transparent and balance our budgets annually.
- **Inclusivity** – We will advocate for programs and policies that support inclusive access to housing and cultural opportunities.
- **Diversity** – We will support a wide range of programs and events that reflect and cater to the diversity of our residents.
- **Equity** – We will deliver our services in a way that ensures equitable access to all.
- **Innovation** – We will continue to innovate in every aspect of government and promote innovation within the business community.
- **Customer Service** – We will provide welcoming, excellent customer services to our residents and businesses at all times.
- **Living an Active Lifestyle** – We will continuously promote an active lifestyle through our parks and facilities and encourage participation in local sports.
- **History** – We will honor our history through places and programs that remind people of our beginnings.
- **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.
- **Environmental Sustainability** – We will continue to lead in building a well-planned sustainable community and protecting our natural resources.

2011 Tri-Valley Needs Assessment
Findings by Area of Concern *

1	Behavioral health (mental health and substance abuse)	8	Disabilities
2	Affordable housing	9	Food and nutrition
3	Health care	10	Senior services
4	Workforce development	11	Youth services
5	Homelessness	12	Child care, early childhood development and education
6	Transportation services and access	13	Changing demographics and growing diversity
7	Domestic violence and child abuse	14	Financial assistance

*Page 33 Eastern Alameda County Human Services Needs Assessment

CITY OF DUBLIN
HUMAN SERVICES GRANT RATING SHEET

Organization: _____

Program: _____

City Staff Section

Organization/Management (1 point each, maximum of 5)

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).	
Total Points:	
The estimated total number of unduplicated Dublin Residents to be served:	

Qualifies for:	☐ CDBG	☐ General Fund	☐ ARPA	☐ Other _____

Commission Member Section

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.	
Comments:		

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.	
Comments:		

Funding – 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.	
Comments:		

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).	
Comments:		

City Funding – 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.	

Comments:	

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.	
Comments:		

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.	
Comments:		

Alameda County 14 Areas of Concerns – Rate the extent the proposal addresses one or more of the 14 areas of concern as identified by the Alameda County Needs Assessment Report.

Rating	Description	Score
Low 0-2	The proposal does not address any of the 14 areas of concern.	
Mid 3-5	The proposal addresses one or two of the 14 areas of concern 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 14 areas of concern.	
Comments:		

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.	
Comments:		

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.	
Comments:		

Proposal Total Score:			
Recommend Funding:		☐ Yes	☐ No
Total Requested:		Total Recommended:	

Commissioner Name Date

Suggested determination of allocation amount:

Points	**Percent Qualifies For**
80+ Points	80-100% of request
60-79 Points	50-80% of request
59 and below	0-50% of request

DUBLIN
CALIFORNIA
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City of Dublin
PCS - Human Services Division
City of Dublin, Fiscal Year 2023-24, Human Services Grant Program
Deadline: 1/20/2023

Axis Community Health

Triage Nurse

Jump to: Organization Information Questions Budget Documents

USD$ 12,734.00 Requested

Submitted: 1/20/2023 9:37:21 PM (Pacific)

Project Contact
Valerie Jonas
vjonas@axishealth.org
Tel: 925.201.6068

Additional Contacts
none entered

Axis Community Health

5925 W. Las Positas Blvd., Suite 100
Pleasanton, CA 94588
United States

Telephone (925) 201-6068 x
Fax (925) 417-1503 x
Web axishealth.org

CEO
Liz Perez-Howe
lhowe@axishealth.org

Organization Information *top*

1. Business License Number

Questions *top*

1. Select the category that best describes your organization:
(Select only one.)
- [x] Non-Profit
- [ ] Public Agency
- [ ] Other:

2. Please describe your agency's mission (no more than 3 sentences or 250 characters).
Axis provides quality, affordable, accessible and compassionate health care services that promote the well-being of all members of the community.

3. Select the category that best describes the project:
(Select only one. For Capital Projects, please contact City Staff ahead of the grant application submission to review additional requirements including the Davis-Bacon/Fair Labor Standards Act)
- [ ] Capital Project
- [x] Public Service Program or Project

4. Is this a "new" service, program, project or activity? "New" is identified as not yet started, implemented or in operation.
- [ ] Yes

- [x] No

5. Provide a brief summary of the program/project for which your agency is seeking funding (No more than three sentences. This text will be used widely during the review and implementation process to describe your project).
This project ensures patients have remote access to a Triage Nurse to connect with about health symptoms and to guide them in accessing treatment. The Triage Nurse provides immediate information to patients seeking medical guidance and in providing ongoing health assistance. Access to the Triage Nurse ensures patients receive safe, timely and appropriate care for health issues, including COVID-19, and reduces risk for acute health problems. The role of the Triage Nurse is a vital part of the Axis care delivery system because it gives patients quick, remote access to medical advice.

The provision of Triage Nurse services is central to providing an appropriate standard of health care. Moreover, the project is targeted to reduce health care costs by ensuring that appropriate care levels are accessed in relation to patient symptoms, and further reduces health care costs by prioritizing care access in appropriate timeframes. Without this resource, patients may delay accessing treatment which can escalate health problems and cost of care. This is of particular concern during this pandemic when it is essential that patient health be maintained and risk for acute care be lowered. The salary cost for Triage Nurse services are reasonable in relation to the cost-savings realized when people are able to access health information that directs them appropriately.

6. Describe the challenges, needs, or service gaps in Dublin your program/project addresses. If you do not receive funding, what would the impact be? (You should reference Dublin demographics, statistics, and reports to make your case.)
The Dublin grant funds, in combination with funds from the cities of Livermore and Pleasanton, will help support a .5 FTE Triage Nurse, who will be available to 2,175 Axis patients who are Dublin residents. Axis was receiving an operational support grant annually for 10 years from Blue Shield of California Foundation (BSCF) which helped support the Triage Nurse position. However, BSCF has depleted this special fund for community health centers and is not providing any future support. In order to continue to have this critical role in the care delivery system, Axis must find sufficient funding. Additionally, the number of Dublin residents served by Axis has more than doubled, from serving 1,012 residents to 2,175 residents (UDS Reports, 2010-2021). This project will benefit these residents by providing them access to medical advice by phone or by MyChart patient portal.

Funds from this grant will address the need to provide quick remote access to a medical professional when patients are experiencing a health problem. It is also the link for parents/guardians of children who tend to require more frequent medical guidance. This funding will ensure Axis's ability to fund this critical position without a reduction in service hours. Axis serves patients with multiple co-morbidities whereby timely access to medical personnel is of the essence.

7. Estimate the total number of UNDUPLICATED Dublin residents to be served by this project.
(UNDUPLICATED means client is counted only once regardless of number of services received in a year.)
1000

8. Which of the 14 Areas of Concern identified in the Eastern County 2011 Needs Assessment Report does your project identify with? Please explain how your project meets the selected Areas of Concerns as well as helps the City of Dublin archive its Vision Statement that was included in its 2018 Strategic Plan.
The mission and vision statements are available online at www.dublin.ca.gov/1956/Application-Requirements-Process

- [ ] Behavioral Health (mental health and substance abuse)
- [ ] Affordable Housing
- [x] Health Care (including dental)
- [ ] Workforce Development
- [ ] Homelessness
- [ ] Transportation Services and Access
- [ ] Domestic Violence and Child Abuse
- [ ] Disabilities
- [ ] Food and Nutrition
- [ ] Senior Services
- [ ] Youth Services
- [ ] Child Care, Early Childhood Development and Education
- [ ] Changing Demographics and Growing Diversity
- [ ] Financial Assistance

☐ None of the Above
☐ Please explain:

9. Describe in detail how Dublin grant funds will be used for this project. If the funds are used for staffing, be sure to provide specific details on the number and types of positions being funded. (If capital funding is being requested, this narrative should include a detailed project scope and project timeline. The scope of work should include any land tenure issues. Additional documentation include designs, site plans, etc. can be attached later in the "Documents" tab.)

(What specifically will the grant funds be used for?)

When a patient is experiencing symptoms of any nature, COVID-19 related or any health condition, they can call our main phone line or send a message through the MyChart patient portal. By doing so, the patient can be connected to the Triage Nurse, a licensed RN with specialized training in responding to patient calls or messages, gathering information on symptoms, and assisting patients with accessing appropriate care. The Triage Nurse is available during business hours to patients (Axis also has an on-call phone service for after-hours care).

Depending upon the severity of the symptoms and the patient's condition, the nurse advises on the appropriate next step. Options include having the patient proceed to emergency care, scheduling a same-day appointment with their Axis provider, scheduling a future appointment for the patient, or giving the patient advice for home care and follow-up. During the COVID-19 pandemic, it should be noted that Axis continues to provide patient care via telehealth and in-person as needed. The nurse responds to patients of all ages, from newborns to geriatrics. As needed, the nurse brings a professional language translator to ensure clarity of information.

The Triage Nurse is also the Specific Point of Contact (SPOC) for patients being discharged from the hospital. Through a dedicated phone line, area hospitals, including Stanford Healthcare Tri-Valley, Highland Hospital, and John George, call the Triage Nurse to arrange care for the patient after hospital discharge. This is a critical point of contact for ensuring continuity of care. In 2022, the Triage Nurse responded to over 10,000 calls and MyChart messages and assisted approximately 1,000 patients in discharge planning. This call volume was an increase of 12% over the prior calendar year.

10. Describe how you will measure the effectiveness of this program/project. Describe your criteria for success. What results do you expect to have achieved at the end of this grant?

Achieving appropriate levels of staffing that support a comprehensive system of care delivery is critical to the ongoing success of service delivery. The Triage Nurse is a position that, in many ways, is the backbone of medical serve delivery. Outcome measures that are crucial to the success of this project are:

• Keeping patients who are experiencing symptoms safe by ensuring care that is timely and appropriate in relation to the symptoms. For example, directing a patient with chest pain or severe bleeding directly to emergency care which hastens access to essential care.
• Preventing delay in care by promptly speaking with patients, or parents/guardians of patients, about the medical condition and facilitating appointments with care providers.
• Assuring continuity of care for patients being discharged from an acute care setting by scheduling appropriate follow-up care with the patient's provider.
• Addressing the needs of patients who are being discharged from other care settings.

Strategies and objectives that will be used to track the progress are:

• Tracking phone system data to monitor call volume and disposition, particularly encounters that required discharge planning and updates to a patient's EHR..
• Tracking the utilization of the MyChart patient portal, particularly encounters that required discharge planning and updates to a patient's EHR.
• Ongoing review by the Nurse Manager and Chief Operating Officer of workflows for calls coming into the Triage Nurse and their disposition.
• Ongoing review of patient health outcomes by Nurse Manager, Chief Operating Officer, and Quality Enhancement data team by utilization of our Electronic Health Records system (Epic) to track health data.

11. The City Council updated Dublin's Mission, Vision, and Values in 2020 to include Inclusivity, Diversity and Equity. How does your project further these values?

The full statements are available at www.dublin.ca.gov/72/mission-vision

Axis serves low-income and uninsured Tri-Valley residents of all ages with medical, mental health and dental services. This program serves Dublin families living below 200% of the federal poverty level (FPL)—Dublin's most impoverished residents. Many are the working class who are struggling to maintain life's basic needs for their families. Dublin has experienced a substantial population growth and a growing poverty rate. The Alameda county population jumped more than 11% over the past decade (Census 2020) and the number of Dublin residents in need of general assistance has doubled since 2003 (2011 Tri-Valley Needs Assessment). The past decade has seen growing diversity, with an increase of nearly 400% in the Asian population. Twenty-one percent of Dublin residents are foreign-born and 29% speak a language other than English at home. These demographics present cultural and linguistic barriers to attaining and maintaining good health. Axis has seen a

tremendous rise in the number of vulnerable Dublin residents in need of our services. In fact, the number of Dublin residents served by Axis has more than doubled, from serving 1,012 residents to 2,175 residents (UDS Reports, 2010-2021). This project will benefit these residents by providing them access to medical advice by phone or MyChart patient portal.

Axis serves these residents regardless of race, ethnicity, religious beliefs, gender identity, or sexual orientation. Axis remains committed to providing affordable access to care and is assessing how we can continue to improve our services with these values in mind.

12. For the Fiscal Year 2023-2024 Human Services Grant Cycle, additional funding may be available through the City's American Rescue Plan Act allocation. Organizations that are eligible for this funding must provide services that are responding to the economic and public health impacts of the COVID-19 Pandemic. 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.

Enter "NA" if not eligible.

Axis Community Health continues to be on the front line of the pandemic response. To date we have provided more than 20,000 COVID tests, administered more than 25, 000 COVID vaccinations, and continue to provide care for patients and community members impacted by the pandemic. Axis's Triage Nurse services have become essential during the COVID-19 pandemic as COVID-19 restrictions caused most clinical operations to migrate to telehealth. They remain the foundation of Axis's service care delivery and the bridge for continuity of care.

13. ** QUESTIONS 14 THROUGH 24 ARE FOR THOSE ORGANIZATIONS INTERESTED IN APPLYING FOR FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING ONLY. ** Are you are interested in applying for CDBG funds?

- [x] Yes. If so, check box here and answer questions 14 through 25.
- [ ] No. If no, check box here and enter NA
- [ ] Don't know. If you are unsure, please call City staff at (925) 833-6645.

14. CDBG ONLY- Explain your Limited English Proficiency/Language Access Plan (LEP/LAP). How does your agency outreach to limited English speaking residents to encourage access to services? What access accommodations are used? Etc. Provide detail

Please enter "N/A" if you are not interested in qualifying for CDBG funding.

Axis's mission is to provide preventive and primary medical care to all members of the community, regardless of income, language, ethnicity or any other factor. Axis's services are designed to reach out to underserved and uninsured populations, including low-income racial and ethnic minority populations who otherwise lack access to health care. Our ability to effectively engage this population is evidenced by the increasing number of Dublin residents we serve. As the sole provider of medical services for the region's low-income and uninsured population, Axis serves a patient population that is ethnically and linguistically diverse. Because half of our medical patients are Spanish-speaking, all front-line staff (call center, case managers, enrollment staff, receptionists and medical assistants) are required to be bilingual in English and Spanish. Axis's medical staff speaks a variety of languages, including Spanish, Hindi, Farsi, Mandarin, and Urdu and also has expert multicultural health care skills and specific knowledge relevant to serving low-income, culturally diverse communities. This expertise successfully transcends cultural and other barriers, creating a bridge to health care and a medical home for Dublin's underserved residents.

15. CDBG ONLY - Identify at least one HUD Guiding Principle that relates to your project:

- [x] Be culturally accessible, appropriate and inclusive
- [x] Encourage community engagement and involvement
- [ ] Promote energy and resource efficiency
- [ ] Encourage networking and information sharing across service providers
- [x] Encourage process streamlining
- [x] Consolidate service delivery
- [ ] Not Applicable. Not interested in CDBG funding.

16. CDBG ONLY - Identify at least HUD Consolidated Plan Goal that relates to your project:

(Select Category and Applicable Goals)

- [ ] A) Housing
- [ ] Goal 1: Promote the production, rehabilitation, and preservation of affordable housing (rental and ownership) through acquisition, rehabilitation, new construction, and minor repair.
- [ ] Goal 2: Reduction of housing discrimination through provision of fair housing and tenant/landlord services.
- [ ] Goal 3: Use resources to assist low-income residents make rental assistance payments in response to Covid-19.

- [ ] B) Homeless
- [ ] Goal 1: Use resource to end homelessness by funding and supporting homeless service programs.
- [ ] C) Supportive Housing
- [ ] Goal 1: Increase the availability of services enriched housing for persons with special needs by supporting acquisition and new construction of housing units.
- [ ] D) Community Development
- [ ] Goal 1: Make improvements, including ADA accessibility and rehabilitation to public facilities, such as curbs and sidewalks, neighborhood parks and recreational improvements, homeless facilities and other public facilities/community centers.
- [ ] Goal 2: Fund economic development, micro-enterprise, and on-the-job training.
- [x] Goal 3: Support public service programs for low income residents, preserving safety net services for families and individuals who are vulnerable or
- [ ] F) Not Applicable. Not interested in CDBG funding.

17. CDBG ONLY - Identify at least one HUD Strategic Goal that relates to your project:

- [x] Public Services
- [ ] Public Facilities
- [ ] Rental Assistance
- [ ] Affordable Housing
- [ ] Increase Opportunities for 1st Time Homebuyers
- [ ] Promote Decent Affordable Rental Housing
- [ ] Strengthen Communities
- [ ] Ensure Equal Opportunity in Housing
- [ ] Reduce Housing Discrimination
- [ ] Promote Participation of Grass-Roots, Faith-Based, and other Community-Based Organizations
- [ ] Not Applicable. Not interested in CDBG funding.

18. CDBG ONLY - Select one HUD Objective that relates to your project:

(TIP: When selecting an objective ask yourself, "What is the purpose of the activity? What is the larger community need that I am seeking to address?")

- [x] Creating a Suitable Living Environment
- [ ] Providing Decent Affordable Housing
- [ ] Creating Economic Opportunities
- [ ] Not Applicable. Not interested in CDBG funding.

19. CDBG ONLY - Select one HUD Outcome that relates to your project:

(TIP: When selecting an outcome ask yourself, "What type of change or result am I seeking?")

- [x] Availability/Accessibility
- [ ] Affordability
- [ ] Sustainability
- [ ] Not Applicable. I am not interested in qualifying for CDBG funding.

20. CDBG ONLY - Select one HUD Specific Indicator that relates to your project:

- [ ] Public facility or infrastructure: This indicator shows the number of persons that have been assisted by public facility or infrastructure activities that provide individuals with new or improved access to the facility or infrastructure. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of household units that no longer have access to a substandard service.
- [x] Public Service: This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of persons that no longer have access to a substandard service.
- [ ] Targeted revitalization: This indicator shows a range of outcomes such as jobs created and retained, businesses assisted, low- and moderate-income persons and households served, slum/blight demolition, number of acres of brownfields remediated, etc. in a targeted area.
- [ ] Commercial facade treatments or business building rehabilitation: This indicator shows the number of commercial facade treatments undertaken and the number of business buildings that were rehabilitated.
- [ ] Brownfields remediated: This indicator shows the number of acres of brownfields that were remediated.
- [ ] Rental units constructed: This indicator shows the number of affordable rental units created, as well as the number of

years of affordability, number of units occupied by the elderly, and those units designated for chronically homeless persons and persons with HIV/AIDS.

- [ ] Rental units rehabilitated: This indicator shows the number of affordable rental units rehabilitated as well as the number of years of affordability, units for chronically homeless persons, elderly persons, and persons with HIV/AIDS.
- [ ] Homeownership units constructed or acquired with rehabilitation: This indicator shows the total number of homeownership units constructed, acquired, and/or acquired with rehabilitation per activity. This includes total number of affordable units, number of years of affordability, Energy Star qualified units, section 504 accessible units, and number of households previously living in subsidized housing. In addition, data will be collected on the number of units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Owner occupied units rehabilitated: This indicator shows the total number of owner occupied units rehabilitated, including the number of these units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Direct financial assistance to homebuyers: This indicator shows the number of homebuyers receiving direct financial assistance, housing counseling, and down payment assistance/closing costs.
- [ ] Tenant Based Rental Assistance (TBRA): This indicator shows the total number of households receiving TBRA as well as the number with short-term rental assistance (less than 12 months) and the number of homeless and chronically homeless households assisted.
- [ ] Homeless shelters: This indicator shows the number of homeless persons given overnight shelter.
- [ ] Emergency housing: This indicator shows the number of beds created in an overnight shelter or other emergency housing.
- [ ] Homeless prevention: This indicator shows the number of households that received emergency financial assistance to prevent homelessness and emergency legal assistance to prevent homelessness.
- [ ] Jobs created: Of the total number of jobs created, this indicator shows the number of jobs that have employee-sponsored health care, the types of jobs created (using Economic Development Administration (EDA) classifications) and the number of persons unemployed before taking the job.
- [ ] Jobs retained: Of the total number of jobs retained, this indicator shows the number of jobs retained, the number of jobs with employer-sponsored health care benefits, and the types of jobs retained (using EDA classifications)
- [ ] Business assistance: This indicator shows the total number of businesses assisted. Specifically, it shows the number of new businesses, existing businesses, and the DUNS number of each business so that HUD can track the number of new businesses that remain operational for three years after assistance.
- [ ] Businesses providing goods or services: This indicator shows whether an assisted business provides goods or services to meet the needs of the service area, neighborhood, or community, as determined by the grantee.
- [ ] Not Applicable. Not interested in CDBG funding

21. CDBG ONLY - Please choose a common indicator that your agency will use to track clients:
(Select only ONE.)

- [x] Persons
- [ ] Households
- [ ] Not Applicable. Not interested in CDBG funding

22. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".

413	Seniors (62 and older)
109	People with Disabilities
326	Female-Headed Households
500	Youth
44	Homeless
	Not Applicable. Not interested in CDBG funding (Type N/A)
1,392.00	**TOTAL**

23. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".
Area Median Income ("AMI") information is available online at www.dublin.ca.gov/1956/Application-Requirements-Process

1784	Extremely Low Income (<30% AMI)
152	Very Low Income (30%-50% AMI)

239	Low Income (50%-80% AMI)
0	Moderate Income (80%-120% AMI)
2,175.00	**TOTAL**

24. CDBG ONLY - List the number of clients your agency anticipates serving in race/ethnicity categories. Per HUD, "Hispanic" is an ethnicity, not a race.

The sum entered below must match the total clients entered in Question #9 above. If none, please enter "0"

609	White
848	White + HISPANIC
87	Black/African American
0	Black/African American + HISPANIC
500	Asian
0	Asian + HISPANIC
22	American Indian/Alaskan Native
0	American Indian/Alaskan Native + HISPANIC
22	Native Hawaiian/Other Pacific Islander
0	Native Hawaiian/Other Pacific Islander + HISPANIC
0	American Indian/ Alaskan Native and White
0	American Indian/ Alaskan Native and White + HISPANIC
0	Asian and White
0	Asian and White + HISPANIC
0	Black/African American and White
0	Black/African American and White + HISPANIC
0	American Indian/Alaskan Native and Black/African American
0	American Indian/Alaskan Native and Black/African American + HISPANIC
87	Multi Racial + HISPANIC OR other Multi Racial
0	Not Applicable. Not interested in CDBG funding. (Type N/A)
2,175.00	**TOTAL**

25. If your agency is submitting more than one application or the same agency has different programs within it, please RANK the priority of this application, with number 1 being the highest priority for funding. There should only be one #1 PER AGENCY

- [x] #1 - This program/project has the agency's highest priority for funding.
- [ ] #2 - This program/project has the agency's 2nd highest priority for funding.
- [ ] #3 - This program/project has the agency's 3rd highest priority for funding.
- [ ] #4 - This program/project has the agency's 4th highest priority for funding.
- [ ] #5 - This program/project has the agency's 5th highest priority for funding.
- [ ] #6 - This program/project has the agency's 6th highest priority for funding.
- [ ] If you have more than 6 applications per organization, agency, district or entity, check here.

Budget *top*

Funding Sources/Revenues	Budget Amount	Amount Committed
City of Livermore		USD$ 30,099.00
City of Pleasanton		USD$ 15,050.00
City of Dublin	USD$ 12,734.00	
Community Donations	USD$ 0.00	USD$ 10,000.00
Foundations		USD$ 47,883.00
Total	**USD$ 12,734.00**	**USD$ 103,032.00**

Funding Uses/Expenses	Budget Amount	Amount Committed
Triage Nurse Salary	USD$ 10,438.00	
Triage Nurse Benefits	USD$ 2,296.00	
Total	**USD$ 12,734.00**	**USD$ 0.00**

Budget Narrative

Salary and benefits for a 1.0 FTE Triage Nurse at the rate of $45.62/hour plus benefits (22%).

The Dublin grant funds, in combination with funds from the cities of Livermore and Pleasanton, will help support a .5 FTE Triage Nurse, who will be available to 2,175 Dublin residents.

Documents *top*

Documents Requested *	Required?	Attached Documents *
Program Expense Budget for ALL Grant Requests download template	☑	Program Expense Form
Financial Information Form for ALL Grant Requests download template	☑	Financial Info Form
List of Board of Directors (or governing body) with agency contact information	☑	BOD List
Current Annual Budget for the Entire Agency	☑	Annual Budget FY22-23
Copy of most recently submitted IRS 990 form or Tax Return (include complete form)	☑	2021 990
Board of Director's (or governing body's) designation of authorized official	☑	Authorized Official Designation
Board of Director's (or governing body's) authorization to request funding (may be same document as one above)	☑	BOD Funding Resolution
Proof of insurance carried, including bonding, liability and/or workers' compensation	☑	Proof of insurance
STATE AND FEDERAL NON-PROFIT DETERMINATION LETTER. All organizations MUST have approved non-profit status from the State of California and Federal Tax Identification Number at time of application. Non-compliant applicants will be disqualified.	☑	State 501(c)3 Letter Federal 501(c)3 Letter
Certified Audit and/or Certified Financial Statements	☑	2022 Audit
REQUIRED FOR CDBG ONLY - If requesting Capital Funding, please upload your Capital expenditure budget (your own format is acceptable)		
REQUIRED FOR CDBG ONLY - Personnel Policies Including Affirmative Action Plan and Grievance Procedure		Personnel Policies
REQUIRED FOR CDBG ONLY - Agency Audit Requirements and Copy of Last Audit Highlighting "Findings" Section		2022 Audit
REQUIRED FOR CDBG ONLY - Articles of Incorporation and Bylaws		Articles of Incorporation Bylaws
REQUIRED FOR CDBG ONLY - Conflict of Interest Statement (if not included in Bylaws)		Bylaws
REQUIRED FOR CDBG ONLY - AGENCY'S LIMITED ENGLISH PROFICIENCY LANGUAGE ACCESS PLAN (LEP/LAP). Must include outreach		LEP Plan

to limited English speaking residents to encourage access to services & housing. Include what access accommodations are used.	
REQUIRED FOR CDBG ONLY - LEVERAGING REPORT- this is due with the 2nd quarter report no later than January 15th	
Supporting Documents such as Agency Strategic Plan, Needs Assessment, etc. (Not Required)	
Other Supporting Documents (Not Required)	

** ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 428472

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City of Dublin
PCS - Human Services Division
City of Dublin, Fiscal Year 2023-24, Human Services Grant Program
Deadline: 1/20/2023

CALICO Center

Dublin Child Abuse Intervention

Jump to: Organization Information Questions Budget Documents

USD$ 15,000.00 Requested

Submitted: 1/20/2023 3:40:41 PM (Pacific)

Project Contact
Erin Harper
calicocenter@yahoo.com
Tel: 5108950702

Additional Contacts
none entered

CALICO Center

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United States

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Fax (510) 895-0706
Web www.calicocenter.org

Executive Director
Erin Harper
executive.director@calicocenter.org

Organization Information *top*

1. Business License Number
BL-109881

Questions *top*

1. Select the category that best describes your organization:
(Select only one.)
- [x] Non-Profit
- [ ] Public Agency
- [ ] Other:

2. Please describe your agency's mission (no more than 3 sentences or 250 characters).
CALICO achieves justice and healing for abused children and adults with developmental disabilities, and promotes the safety and well-being of children everywhere.

3. Select the category that best describes the project:
(Select only one. For Capital Projects, please contact City Staff ahead of the grant application submission to review additional requirements including the Davis-Bacon/Fair Labor Standards Act)
- [ ] Capital Project
- [x] Public Service Program or Project

4. Is this a "new" service, program, project or activity? "New" is identified as not yet started, implemented or in operation.

- [ ] Yes
- [x] No

5. Provide a brief summary of the program/project for which your agency is seeking funding (No more than three sentences. This text will be used widely during the review and implementation process to describe your project).
CALICO proposes to conduct 10 forensic interviews with Dublin children who have been sexually or physically abused, provide support services to 8 caregivers of the Dublin victims and facilitate a multi-disciplinary response to the allegations.

Forensic interviews are the cornerstone of a child-abuse investigation. A child's statement may be the only evidence to determine if a crime occurred, the child is safe at home or a licensed facility is adequately protective. Skilled interviewers meet individually with each child, asking non-leading, developmentally appropriate questions to elicit the child's account of the abuse. The interview is recorded, and the investigating team (DPS detective, child welfare worker and prosecutor) observes from another room.

CALICO believes that to support an abused child, we must ensure s/he has the full and appropriate support of their caregiver. While children are interviewed, a Family Advocate (FA) meets with the caregiver, conducting a crisis assessment to learn more about the child, the traumatic experience, and the living environment. The FA follows up with the family at least twice by phone to provide further support.

6. Describe the challenges, needs, or service gaps in Dublin your program/project addresses. If you do not receive funding, what would the impact be? (You should reference Dublin demographics, statistics, and reports to make your case.)
The latest data from the U.S. Census estimates that 26.6% of the population of the City of Dublin is under the age of 18. National research states that 1 in 5 girls and 1 in 7-10 boys will be sexually abused before they reach the age of 18. In 2022, 40% of cases referred to CALICO involving children who were residents of Dublin involved allegations of sexual abuse (the remaining cases involved allegations of physical abuse.)

While CALICO has a history of successfully leveraging needed resources, we have few guaranteed sources of income and have to seek funding each year. Funding from the City of Dublin would provide some short-term stability and security in the early part of the fiscal year while we pursue or await responses regarding other sources of funds. If CALICO did not exist, child abuse allegations would still need to be investigated and that responsibility would fully return to law enforcement and child welfare workers. In that case, the City of Dublin would incur considerably more costs by taking on those tasks themselves and would get less value for that investment than they do by engaging CALICO services.

Lieutenant Matt Farruggia of the Dublin Police Services stated, "For over 20 years, we at the Dublin Police Department have worked very closely and have formed a professional partnership with them. We would like to add our support to their application for funding from the City of Dublin. CALICO provides forensic interviews for the children of the City of Dublin and provides emergency crisis support to their families. Our partnership is crucial to the work we do in our investigation's unit. This is a key concern for families, particularly those parents from culturally and linguistically diverse communities who face barriers when accessing advice and services."

7. Estimate the total number of UNDUPLICATED Dublin residents to be served by this project.
(UNDUPLICATED means client is counted only once regardless of number of services received in a year.)
18

8. Which of the 14 Areas of Concern identified in the Eastern County 2011 Needs Assessment Report does your project identify with? Please explain how your project meets the selected Areas of Concerns as well as helps the City of Dublin archive its Vision Statement that was included in its 2018 Strategic Plan.
The mission and vision statements are available online at www.dublin.ca.gov/1956/Application-Requirements-Process

- [x] Behavioral Health (mental health and substance abuse)
- [ ] Affordable Housing
- [ ] Health Care (including dental)
- [ ] Workforce Development
- [ ] Homelessness
- [ ] Transportation Services and Access
- [x] Domestic Violence and Child Abuse
- [x] Disabilities
- [ ] Food and Nutrition
- [ ] Senior Services
- [x] Youth Services
- [ ] Child Care, Early Childhood Development and Education

- ☐ Changing Demographics and Growing Diversity
- ☐ Financial Assistance
- ☐ None of the Above
- ☐ Please explain:

9. Describe in detail how Dublin grant funds will be used for this project. If the funds are used for staffing, be sure to provide specific details on the number and types of positions being funded. (If capital funding is being requested, this narrative should include a detailed project scope and project timeline. The scope of work should include any land tenure issues. Additional documentation include designs, site plans, etc. can be attached later in the "Documents" tab.)

(What specifically will the grant funds be used for?)

City of Dublin Human Services Grant funding would help offset the cost of our Child Interview Specialist (CIS) team. CALICO's services are crisis-oriented, meaning that an interview may be scheduled with little notice to accommodate the urgent needs of a particular case. In most situations, fewer than 24 hours elapse from the time we get the initial referral from the Dublin detective or child welfare worker to seeing the child at our center. In some cases, that time may shrink to under one hour. For that reason, we have a minimum of two CIS scheduled to work during normal business hours (we maintain a minimum staff of two because CALICO works simultaneously out of two locations, San Leandro and Oakland). In addition, all CIS are available by pager evenings and weekends for situations that require immediate attention. Please note that our Family Advocates (FA) are also available, but funding for those positions will be covered by other sources.

The estimated cost to ensure that CALICO staff are available, when needed, to respond to the referrals of Dublin children and families is approximately $23,000 in FY23-24. Of that, the most significant expenses are staff salaries and benefits. City of Dublin funds would specifically offset a portion of staff salaries and benefits of the CIS team, which includes five part-time interviewers (including two bilingual Latinas who serve bilingual and mono-lingual Spanish-speaking families). When interviewers are not conducting interviews, they are performing other related tasks, including client intakes, data entry and quality control, observing and providing feedback to other interviewers, participating in trainings, planning and participating in monthly case review meetings and testifying in court, all necessary for the successful completion of our forensic interviewing services.

10. Describe how you will measure the effectiveness of this program/project. Describe your criteria for success. What results do you expect to have achieved at the end of this grant?

CALICO uses the following goals to track and measure the effectiveness of the Pleasanton Child Abuse Intervention Program.

GOAL 1: Minimize trauma to abused children.
1a. At least 75% of children interviewed will feel positive/neutral about their experience.
1b. At least 75% of caregivers will indicate that they feel positive/neutral about their experience.
GOAL 2: Improve coordination of child-abuse case investigations among multiple agencies.
2a. A multi-disciplinary team (comprised of a prosecutor, Dublin detective, and/or child welfare worker) will observe at least 75% of interviews.
2b. At least 70% of children eligible for a forensic medical exam will receive one.
2c. Monthly case review meetings will be held at least 10 times per year to review select cases in depth from start to finish.

GOAL 3: Improve the mental health of caregivers.
3a. An FA will conduct a crisis assessment with at least 75% of families.
3b. An FA will initiate a California Victim Compensation Program (CalVCP) application (or ensure one was already completed) on behalf of at least 50% of caregivers (to access funds for mental health services for the caregiver).
3c. At least 75% of caregivers will report that CALICO gave them information about how to get services like counseling or family support for themselves.

Goal 4: Improve the mental health of victims.
4a. At least 75% of caregivers will report that CALICO, provided them with resources to support their child(ren) and other needs.
4b. An FA will assist at least 75% of families with a CalVCP application on behalf of the child to provide funds for counseling.
4c. At least 75% of caregivers contacted will report that CALICO gave them information about how to get counseling services for their child/children.

11. The City Council updated Dublin's Mission, Vision, and Values in 2020 to include Inclusivity, Diversity and Equity. How does your project further these values?

The full statements are available at www.dublin.ca.gov/72/mission-vision

CALICO treats all persons with respect, dignity and fairness. The multi-disciplinary team (MDT) provides services to toddlers, children, youth, and adults with developmental disabilities and their families regardless of age, race, color, religion, national origin, ancestry, gender, marital status, sexual orientation, disability, socio-economic status or any other cultural descriptors. CALICO requires that children and families from all backgrounds feel welcomed and acknowledged by staff and MDT

members, regardless of their appearance, background or beliefs. CALICO services are provided free of charge. No victim referred to CALICO by the MDT will be denied services based on inability to pay.

CALICO provides services that incorporate cultural sensitivity, humility, and competence. Our facilities are fully available to anyone in Alameda County and are accessible and smoke-free. The décor, print materials and toys reflect the diversity of its clients; for example, dolls represent a variety of skin tones, posters and bulletin boards reflect many cultures, and informational handouts are provided in multiple languages including Spanish, Cantonese and Mandarin.

When an appointment is scheduled, CALICO staff inquires about the child's and caregiver's language and ethnic/cultural background and determine the need for an interpreter. If interpreter services are needed, CALICO will assist the investigating parties in obtaining a court-certified interpreter, when possible. We offers in-house services in English and Spanish.

We also ask whether the client has any developmental disabilities or other conditions that may require consideration during the interview process.

CALICO staff and the MDT are mindful that the child's and caregiver's perception of the criminal justice and dependency systems can be influenced by their cultural experience. Culture can affect a victim's and/or family's perceptions and attribution of shame and responsibility for abuse.

12. For the Fiscal Year 2023-2024 Human Services Grant Cycle, additional funding may be available through the City's American Rescue Plan Act allocation. Organizations that are eligible for this funding must provide services that are responding to the economic and public health impacts of the COVID-19 Pandemic. 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.
Enter "NA" if not eligible.
N/A

13. ** QUESTIONS 14 THROUGH 24 ARE FOR THOSE ORGANIZATIONS INTERESTED IN APPLYING FOR FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING ONLY. ** Are you are interested in applying for CDBG funds?

- [x] Yes. If so, check box here and answer questions 14 through 25.
- [ ] No. If no, check box here and enter NA
- [ ] Don't know. If you are unsure, please call City staff at (925) 833-6645.

14. CDBG ONLY- Explain your Limited English Proficiency/Language Access Plan (LEP/LAP). How does your agency outreach to limited English speaking residents to encourage access to services? What access accommodations are used? Etc. Provide detail
Please enter "N/A" if you are not interested in qualifying for CDBG funding.
CALICO is sensitive to the unique cultural and linguistic needs of each family served. At intake, we collect information about the race/ethnicity of the child, the child's primary language, and the caregiver's primary language. Two CALICO staff members are bilingual/bi-cultural Latinas who accommodate Spanish-speaking families as needed. Over the last five years, approximately 25% of the forensic interviews we conducted with Dublin victims were with children who identified as Latinx. If families speak a language other than English or Spanish (including ASL), we work with the referring agency to arrange for a court-certified interpreter and may use the services of the county's language line, called Language Line Solutions. In addition, CALICO has translated all of our key documents into Spanish, and we can download select materials in other languages.

15. CDBG ONLY - Identify at least one HUD Guiding Principle that relates to your project:

- [x] Be culturally accessible, appropriate and inclusive
- [x] Encourage community engagement and involvement
- [ ] Promote energy and resource efficiency
- [x] Encourage networking and information sharing across service providers
- [x] Encourage process streamlining
- [x] Consolidate service delivery
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16. CDBG ONLY - Identify at least HUD Consolidated Plan Goal that relates to your project:
(Select Category and Applicable Goals)

- [ ] A) Housing
- [ ] Goal 1: Promote the production, rehabilitation, and preservation of affordable housing (rental and ownership) through acquisition, rehabilitation, new construction, and minor repair.
- [ ] Goal 2: Reduction of housing discrimination through provision of fair housing and tenant/landlord services.
- [ ] Goal 3: Use resources to assist low-income residents make rental assistance payments in response to Covid-19.

- [ ] B) Homeless
- [ ] Goal 1: Use resource to end homelessness by funding and supporting homeless service programs.
- [ ] C) Supportive Housing
- [ ] Goal 1: Increase the availability of services enriched housing for persons with special needs by supporting acquisition and new construction of housing units.
- [ ] D) Community Development
- [ ] Goal 1: Make improvements, including ADA accessibility and rehabilitation to public facilities, such as curbs and sidewalks, neighborhood parks and recreational improvements, homeless facilities and other public facilities/community centers.
- [ ] Goal 2: Fund economic development, micro-enterprise, and on-the-job training.
- [x] Goal 3: Support public service programs for low income residents, preserving safety net services for families and individuals who are vulnerable or
- [ ] F) Not Applicable. Not interested in CDBG funding.

17. CDBG ONLY - Identify at least one HUD Strategic Goal that relates to your project:

- [x] Public Services
- [ ] Public Facilities
- [ ] Rental Assistance
- [ ] Affordable Housing
- [ ] Increase Opportunities for 1st Time Homebuyers
- [ ] Promote Decent Affordable Rental Housing
- [x] Strengthen Communities
- [ ] Ensure Equal Opportunity in Housing
- [ ] Reduce Housing Discrimination
- [ ] Promote Participation of Grass-Roots, Faith-Based, and other Community-Based Organizations
- [ ] Not Applicable. Not interested in CDBG funding.

18. CDBG ONLY - Select one HUD Objective that relates to your project:

(TIP: When selecting an objective ask yourself, "What is the purpose of the activity? What is the larger community need that I am seeking to address?")

- [x] Creating a Suitable Living Environment
- [ ] Providing Decent Affordable Housing
- [ ] Creating Economic Opportunities
- [ ] Not Applicable. Not interested in CDBG funding.

19. CDBG ONLY - Select one HUD Outcome that relates to your project:

(TIP: When selecting an outcome ask yourself, "What type of change or result am I seeking?")

- [x] Availability/Accessibility
- [ ] Affordability
- [ ] Sustainability
- [ ] Not Applicable. I am not interested in qualifying for CDBG funding.

20. CDBG ONLY - Select one HUD Specific Indicator that relates to your project:

- [ ] Public facility or infrastructure: This indicator shows the number of persons that have been assisted by public facility or infrastructure activities that provide individuals with new or improved access to the facility or infrastructure. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of household units that no longer have access to a substandard service.
- [x] Public Service: This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of persons that no longer have access to a substandard service.
- [ ] Targeted revitalization: This indicator shows a range of outcomes such as jobs created and retained, businesses assisted, low- and moderate-income persons and households served, slum/blight demolition, number of acres of brownfields remediated, etc. in a targeted area.
- [ ] Commercial facade treatments or business building rehabilitation: This indicator shows the number of commercial facade treatments undertaken and the number of business buildings that were rehabilitated.
- [ ] Brownfields remediated: This indicator shows the number of acres of brownfields that were remediated.
- [ ] Rental units constructed: This indicator shows the number of affordable rental units created, as well as the number of

years of affordability, number of units occupied by the elderly, and those units designated for chronically homeless persons and persons with HIV/AIDS.

- [ ] Rental units rehabilitated: This indicator shows the number of affordable rental units rehabilitated as well as the number of years of affordability, units for chronically homeless persons, elderly persons, and persons with HIV/AIDS.
- [ ] Homeownership units constructed or acquired with rehabilitation: This indicator shows the total number of homeownership units constructed, acquired, and/or acquired with rehabilitation per activity. This includes total number of affordable units, number of years of affordability, Energy Star qualified units, section 504 accessible units, and number of households previously living in subsidized housing. In addition, data will be collected on the number of units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Owner occupied units rehabilitated: This indicator shows the total number of owner occupied units rehabilitated, including the number of these units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Direct financial assistance to homebuyers: This indicator shows the number of homebuyers receiving direct financial assistance, housing counseling, and down payment assistance/closing costs.
- [ ] Tenant Based Rental Assistance (TBRA): This indicator shows the total number of households receiving TBRA as well as the number with short-term rental assistance (less than 12 months) and the number of homeless and chronically homeless households assisted.
- [ ] Homeless shelters: This indicator shows the number of homeless persons given overnight shelter.
- [ ] Emergency housing: This indicator shows the number of beds created in an overnight shelter or other emergency housing.
- [ ] Homeless prevention: This indicator shows the number of households that received emergency financial assistance to prevent homelessness and emergency legal assistance to prevent homelessness.
- [ ] Jobs created: Of the total number of jobs created, this indicator shows the number of jobs that have employee-sponsored health care, the types of jobs created (using Economic Development Administration (EDA) classifications) and the number of persons unemployed before taking the job.
- [ ] Jobs retained: Of the total number of jobs retained, this indicator shows the number of jobs retained, the number of jobs with employer-sponsored health care benefits, and the types of jobs retained (using EDA classifications)
- [ ] Business assistance: This indicator shows the total number of businesses assisted. Specifically, it shows the number of new businesses, existing businesses, and the DUNS number of each business so that HUD can track the number of new businesses that remain operational for three years after assistance.
- [ ] Businesses providing goods or services: This indicator shows whether an assisted business provides goods or services to meet the needs of the service area, neighborhood, or community, as determined by the grantee.
- [ ] Not Applicable. Not interested in CDBG funding

21. CDBG ONLY - Please choose a common indicator that your agency will use to track clients:
(Select only ONE.)

- [x] Persons
- [ ] Households
- [ ] Not Applicable. Not interested in CDBG funding

22. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".

0	Seniors (62 and older)
0	People with Disabilities
1	Female-Headed Households
6	Youth
0	Homeless
	Not Applicable. Not interested in CDBG funding (Type N/A)
7.00	**TOTAL**

23. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".
Area Median Income ("AMI") information is available online at www.dublin.ca.gov/1956/Application-Requirements-Process

2	Extremely Low Income (<30% AMI)
4	Very Low Income (30%-50% AMI)

6	Low Income (50%-80% AMI)
0	Moderate Income (80%-120% AMI)
12.00	**TOTAL**

24. CDBG ONLY - List the number of clients your agency anticipates serving in race/ethnicity categories. Per HUD, "Hispanic" is an ethnicity, not a race.

The sum entered below must match the total clients entered in Question #9 above. If none, please enter "0"

2	White
4	White + HISPANIC
0	Black/African American
0	Black/African American + HISPANIC
4	Asian
0	Asian + HISPANIC
0	American Indian/Alaskan Native
0	American Indian/Alaskan Native + HISPANIC
0	Native Hawaiian/Other Pacific Islander
0	Native Hawaiian/Other Pacific Islander + HISPANIC
0	American Indian/ Alaskan Native and White
0	American Indian/ Alaskan Native and White + HISPANIC
0	Asian and White
0	Asian and White + HISPANIC
0	Black/African American and White
0	Black/African American and White + HISPANIC
0	American Indian/Alaskan Native and Black/African American
0	American Indian/Alaskan Native and Black/African American + HISPANIC
2	Multi Racial + HISPANIC OR other Multi Racial
0	Not Applicable. Not interested in CDBG funding. (Type N/A)
12.00	**TOTAL**

25. If your agency is submitting more than one application or the same agency has different programs within it, please RANK the priority of this application, with number 1 being the highest priority for funding. There should only be one #1 PER AGENCY

- [x] #1 - This program/project has the agency's highest priority for funding.
- [ ] #2 - This program/project has the agency's 2nd highest priority for funding.
- [ ] #3 - This program/project has the agency's 3rd highest priority for funding.
- [ ] #4 - This program/project has the agency's 4th highest priority for funding.
- [ ] #5 - This program/project has the agency's 5th highest priority for funding.
- [ ] #6 - This program/project has the agency's 6th highest priority for funding.
- [ ] If you have more than 6 applications per organization, agency, district or entity, check here.

Budget *top*

Funding Sources/Revenues	Budget Amount	Amount Committed
Request from the City of Dublin	USD$ 15,000.00	
Dublin Police Services	USD$ 4,846.00	
Alameda County District Attorney's Office (in-kind)	USD$ 3,000.00	USD$ 3,000.00
Alameda County Social Services Agency	USD$ 2,400.00	USD$ 2,400.00
Community Fundraising	USD$ 5,000.00	
California Office of Emergency Services		
Total	**USD$ 30,246.00**	**USD$ 5,400.00**

Funding Uses/Expenses	Budget Amount	Amount Committed
Personnel Salary: Staff		USD$ 2,400.00
Personnel Benefits: Staff		
Personnel Salary & Benefits: ED (in kind)	USD$ 3,000.00	USD$ 3,000.00
Supplies		
Printing	USD$ 792.00	
Postage	USD$ 240.00	
Communications		
Rent and Utilities	USD$ 1,142.00	
Audit and Accounting		
Outside Services		
Total	**USD$ 5,174.00**	**USD$ 5,400.00**

Budget Narrative

The request of $15,000 from the City of Dublin will support approximately 4.5 hours per week (or 304 hours per year total) at the average pay of approximately $39.72 per hour of three members of the Child Interview Specialist team to ensure there is full-time coverage to support Dublin children. Average pay is used to calculate the request because, due to the crisis-oriented nature of our work, CALICO does not know ahead of time which Child Interview Specialist will conduct each interview.

Child Interview Specialist, $39.72 x 304 hours + 24% benefits = $15,000 annually ($1,083.33 monthly)

CALICO's current benefit rate of 24% for employees includes payroll tax, workers comp, FICA, health, vision, dental, and 403b matching. CALICO's entire agency budget represents the cost of serving all of Alameda County, including Dublin citizens as represented by this grant program.

Documents *top*

Documents Requested *	Required?	Attached Documents *
Program Expense Budget for ALL Grant Requests download template	☑	Program Expense Budget
Financial Information Form for ALL Grant Requests download template	☑	Financial Information
List of Board of Directors (or governing body) with agency contact information	☑	Board Roster
Current Annual Budget for the Entire Agency	☑	CALICO Agency Budget
Copy of most recently submitted IRS 990 form or Tax Return (include complete form)	☑	CALICO Tax Return
Board of Director's (or governing body's) designation of authorized official	☑	Board Designation of Authorized Official
Board of Director's (or governing body's) authorization to request funding (may be same document as one above)	☑	Board Designation of Authorized Official
Proof of insurance carried, including bonding, liability and/or workers' compensation	☑	CALICO Insurance Types
STATE AND FEDERAL NON-PROFIT DETERMINATION LETTER. All organizations MUST have approved non-profit status from the State of California and Federal Tax Identification Number at time of application. Non-compliant applicants will be disqualified.	☑	Federal Non-Profit Letter State Non-Profit Letter
Certified Audit and/or Certified Financial Statements	☑	CALICO Financial Statement

REQUIRED FOR CDBG ONLY - If requesting Capital Funding, please upload your Capital expenditure budget (your own format is acceptable)	
REQUIRED FOR CDBG ONLY - Personnel Policies Including Affirmative Action Plan and Grievance Procedure	Employee Manual
REQUIRED FOR CDBG ONLY - Agency Audit Requirements and Copy of Last Audit Highlighting "Findings" Section	Audit Requirements Last Audit Audit/Financial Statement
REQUIRED FOR CDBG ONLY - Articles of Incorporation and Bylaws	Articles of Incorporation Articles of Incorporation Amended
REQUIRED FOR CDBG ONLY - Conflict of Interest Statement (if not included in Bylaws)	Conflict of Interest
REQUIRED FOR CDBG ONLY - AGENCY'S LIMITED ENGLISH PROFICIENCY LANGUAGE ACCESS PLAN (LEP/LAP). Must include outreach to limited English speaking residents to encourage access to services & housing. Include what access accommodations are used.	LEP/LAP
REQUIRED FOR CDBG ONLY - LEVERAGING REPORT- this is due with the 2nd quarter report no later than January 15th	
Supporting Documents such as Agency Strategic Plan, Needs Assessment, etc. (Not Required)	Strategic Plan
Other Supporting Documents (Not Required)	

** ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 425557

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City of Dublin
PCS - Human Services Division
City of Dublin, Fiscal Year 2023-24, Human Services Grant Program
Deadline: 1/20/2023

Centro Legal de la Raza

Tri-Valley Fair and Secure Housing Project

Jump to: Organization Information Questions Budget Documents

USD$ 23,789.00 Requested

Submitted: 1/19/2023 4:45:54 PM (Pacific)

Project Contact
Brenda Orellana
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Additional Contacts
none entered

Centro Legal de la Raza

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Monique Berlanga
mberlanga@centrolegal.org

Organization Information *top*

1. Business License Number
bl-113233

Questions *top*

1. Select the category that best describes your organization:
(Select only one.)
- [x] Non-Profit
- [ ] Public Agency
- [ ] Other:

2. Please describe your agency's mission (no more than 3 sentences or 250 characters).
Our holistic legal programs support equity and copowerment; centering clients' power, stories, and collaborating with CBOs to support systems change. We are a leader in regional anti-displacement efforts and ensure stable and healthy housing.

3. Select the category that best describes the project:
(Select only one. For Capital Projects, please contact City Staff ahead of the grant application submission to review additional requirements including the Davis-Bacon/Fair Labor Standards Act)
- [ ] Capital Project
- [x] Public Service Program or Project

4. Is this a "new" service, program, project or activity? "New" is identified as not yet started, implemented or in operation.

- [ ] Yes
- [x] No

5. Provide a brief summary of the program/project for which your agency is seeking funding (No more than three sentences. This text will be used widely during the review and implementation process to describe your project).
Centro Legal proposes to provide legal consultations, representation, outreach, and tenant education services to low-income tenants facing housing instability, eviction and potential displacement to keep Dublin tenants housed and in safe, stable, and affordable housing. Our services model provides pre-eviction consultation in addition to eviction representation, and through outreach and education, we are able to address threats to housing stability early. Information sharing through know-your-rights workshops will empower communities to assert their rights. Centro Legal's proposed staffing pattern for this program reflects a multilingual/multicultural team of staff, ensuring access to interpretation services for all residents participating in this program.

Alameda County's housing crisis and its impact on low-income tenants is currently being exacerbated and amplified by the COVID-19 pandemic. Even after the health impacts of COVID-19 diminish, the economic impacts will continue and low-income tenants will be vulnerable to eviction when they can't pay rent because they've lost income due to the pandemic. This project will enable us to intervene early and provide advice and representation to prevent displacement in a time of great need for our services.

6. Describe the challenges, needs, or service gaps in Dublin your program/project addresses. If you do not receive funding, what would the impact be? (You should reference Dublin demographics, statistics, and reports to make your case.)
Between 2010 - 2019, the share of renters that were burdened by the cost of housing in Dublin went from 36% to 42%, whereas for the nine-county Bay Area, it decreased from 50% to 47% (Bay Area Equity Atlas). In FY 21-22, even with the County eviction moratorium in place, 28% of the Dublin tenants we saw reported receiving a termination notice, and 14% reported that they were unable to pay rent. Based upon data from jurisdictions whose moratoria have ended, we anticipate a massive wave of evictions when Alameda County's moratorium ends, which will increase the demand for tenant legal services.

Research 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. As Professor Desmond noted in his book, Evicted: Poverty and Profit in the American City (2016), "A program that ran from 2005-2008 in the South Bronx provided more than 1,300 families with legal assistance and prevented eviction in 86% of cases."

Moreover, 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 (January 20, 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 is critical to keep tenants housed.

Historically, there has been a lack of tenant legal services targeted specifically to Dublin and other Tri-Valley cities. Centro's efforts over the last year have been critical in expanding access to services. This program is essential to meet the ongoing and increased need in Dublin. If Centro does not receive funding, more Dublin residents will face eviction without the assistance of an attorney.

7. Estimate the total number of UNDUPLICATED Dublin residents to be served by this project.
(UNDUPLICATED means client is counted only once regardless of number of services received in a year.)
25

8. Which of the 14 Areas of Concern identified in the Eastern County 2011 Needs Assessment Report does your project identify with? Please explain how your project meets the selected Areas of Concerns as well as helps the City of Dublin archive its Vision Statement that was included in its 2018 Strategic Plan.
The mission and vision statements are available online at www.dublin.ca.gov/1956/Application-Requirements-Process

- [x] Behavioral Health (mental health and substance abuse)
- [x] Affordable Housing
- [ ] Health Care (including dental)
- [ ] Workforce Development
- [x] Homelessness
- [ ] Transportation Services and Access
- [x] Domestic Violence and Child Abuse
- [x] Disabilities
- [ ] Food and Nutrition
- [x] Senior Services
- [ ] Youth Services

- [ ] Child Care, Early Childhood Development and Education
- [x] Changing Demographics and Growing Diversity
- [ ] Financial Assistance
- [ ] None of the Above
- [ ] Please explain:

9. Describe in detail how Dublin grant funds will be used for this project. If the funds are used for staffing, be sure to provide specific details on the number and types of positions being funded. (If capital funding is being requested, this narrative should include a detailed project scope and project timeline. The scope of work should include any land tenure issues. Additional documentation include designs, site plans, etc. can be attached later in the "Documents" tab.)

(What specifically will the grant funds be used for?)

This project expands access to legal services spanning the entire continuum of homelessness prevention and anti-displacement interventions for low-income tenants at risk of displacement in Dublin.

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, and domestic violence survivors face greater barriers to housing stability. The data bears this out. For example, the Bay Area Equity Atlas found that low-income and communities of color have not recovered financially from the COVID-19 pandemic, and are facing higher rates of being behind on rent (https://bayareaequityatlas.org/recovery-tracker/intro). Additionally, domestic violence is one of the leading causes of homelessness nationally (https://homelesslaw.org/wp-content/uploads/2018/10/Lost-Housing-Lost-Safety.pdf). This project prioritizes helping those most at risk of eviction and displacement, including persons who fall within these identities, and thereby helps Dublin achieve its Vision Statement where Dublin tenants can safely live, work, and raise a family in a diverse and inclusive city.

This project is designed to strategically target low-income tenants most at risk of displacement. Our model of legal services provision includes two key components: upstream and downstream prevention.

A) Upstream Prevention: Pre-eviction Consultations

Broad, inclusive service provision via remote and/or in-person clinics and workshops. 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.

Legal consultations and clinics provide broad access to legal advice. Tenants can get legal advice on a wide range of housing issues, and legal services providers can spot emerging issues and trends that are contributing to displacement. Early intervention in landlord-tenant conflicts can prevent eviction lawsuits from being filed and provide tenants with important information about how to exercise their rights and the resources available. 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.

Legal consultation services are short-term, limited legal services that may include: (1) advice and counsel; (2) assistance completing forms or preparing correspondence; (3) supporting individuals in representing themselves; (4) assistance with reviewing contracts, letters, or written documents; (5) addressing issues related to various COVID-19 related eviction protections, and/or (6) other short-term, limited assistance aimed at preventing displacement.

Many of the legal consultations provided will take place through regularly scheduled remote or in-person clinics or workshops for tenants. In-person clinics will be held in key locations to ensure that underserved populations are able to utilize services.

B) 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 ACHS, State Bar funding, and foundation grants. ACHS is a program that Centro has administered since 2018, and administrative infrastructure and staffing of the program has been well established. Staff such as our outreach coordinator, data and policy analyst, paralegals, housing advocates and staff attorneys are already doing this work. Additionally, ACHS provides emergency financial assistance funds that Dublin residents are eligible for. There will be increased access for Dublin tenants to an entire team of attorneys and staff dedicated to this work. 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 0.25 FTE housing attorney, benefits, outreach and administrative costs.

10. Describe how you will measure the effectiveness of this program/project. Describe your criteria for success. What results do you expect to have achieved at the end of this grant?

Outcome Measures

Our primary goal and objective is to enhance the quality of life for low-income tenants of Dublin via housing related services to prevent homelessness and to promote stable, affordable, healthy housing.

Measurable outcome for Goal 1: At least 90% of Tenants will be more aware of available resources and legal options and better prepared to successfully resolve their housing issues.

Measurable outcome for Goal 2: After legal representation, at least 70% of Tenants 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.

Performance Goal 1: 20 Tenants receive legal consultation for housing related problems such as resources and information about their legal options and rights.

Performance Goal 2: 10 Tenants receive legal representation for housing related issues.

Centro Legal uses a Salesforce database, which allows us to track a significant amount of client data and assess quantitative goals on a monthly basis. During in-person services, Centro Legal also uses anonymous client surveys to measure our impact. 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, San Leandro 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 so we can ensure eligibility. In addition to income information, Centro Legal is also collecting a lot of other demographic data such as race and ethnicity to ensure we are serving a diverse group.

11. The City Council updated Dublin's Mission, Vision, and Values in 2020 to include Inclusivity, Diversity and Equity. How does your project further these values?

The full statements are available at www.dublin.ca.gov/72/mission-vision

Our project is focused on enhancing the quality of life for low-income tenants of Dublin via housing related services to prevent homelessness and to promote safe, affordable, stable housing. 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, and domestic violence survivors face greater barriers to housing stability. This furthers Dublin's values of safety, inclusivity, diversity, and equity. Our project focuses on underserved communities, empowering and advocating for them and ensuring that they are being served in an equitable way and can remain in their community. Having a safe and affordable place to live is key to a high quality of life, and the necessary base for so many other aspects of our lives. Our project supports low-income Dublin tenants in ensuring they have access to safe housing, that they can enforce their rights to maintain their housing stability, and reduces displacement of low-income underserved BIPOC (Black, Indigenous, (and) People of Color) communities. By helping those most marginalized stay in their homes, this project helps to ensure that Dublin is an inclusive, diverse, and equitable place to not only live, but thrive.

Additionally, Centro Legal is deeply committed to diversity, equity, and inclusion. We have a DEI Director whose duties include ensuring that our service provision is grounded in these principles. We have a diverse staff of advocates and attorneys who are committed to these values as well, and our representation of tenants reflects these values. This project prioritizes helping those most at risk of eviction and displacement, including persons who fall within these identities, and thereby helps Dublin achieve its Vision Statement where Dublin tenants can safely live, work, and raise a family in a diverse and inclusive city.

12. For the Fiscal Year 2023-2024 Human Services Grant Cycle, additional funding may be available through the City's American Rescue Plan Act allocation. Organizations that are eligible for this funding must provide services that are responding to the economic and public health impacts of the COVID-19 Pandemic. 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.

Enter "NA" if not eligible.

Alameda County's housing crisis and its impact on low-income tenants is currently being exacerbated and amplified by the COVID-19 pandemic. Between 2010 and 2019, the share of renters that were burdened by the cost of housing in Dublin went

from 36% to 42%, whereas for the nine-county bay area, it decreased from 50% to 47% (Bay Area Equity Atlas). We know that this has only increased during the pandemic, especially for persons of color and other marginalized community members. https://bayareaequityatlas.org/recovery-tracker/intro. Even after the health impacts of COVID-19 diminish, the economic impacts will continue and low-income tenants will be vulnerable to eviction when they can't pay rent because they have lost income due to the pandemic. Tenant advocates are expecting a large wave of evictions after the Alameda County Eviction Moratorium lifts, given the widespread economic impacts of the COVID-19 pandemic. Data from other jurisdictions, including Contra Costa County, supports this expectation. https://www.mercurynews.com/2022/10/20/bay-area-sees-eviction-tsunami-as-pandemic-renter-protections-end/. This project is a direct response to the increased need for tenant representation we anticipate as a result of the COVID-19 pandemic, as well as the ongoing housing crisis. This project will enable us to intervene early and provide advice and representation to prevent displacement of those impacted economically by the COVID-19 pandemic.

13. ** QUESTIONS 14 THROUGH 24 ARE FOR THOSE ORGANIZATIONS INTERESTED IN APPLYING FOR FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING ONLY. ** Are you are interested in applying for CDBG funds?

- [x] Yes. If so, check box here and answer questions 14 through 25.
- [ ] No. If no, check box here and enter NA
- [ ] Don't know. If you are unsure, please call City staff at (925) 833-6645.

14. CDBG ONLY- Explain your Limited English Proficiency/Language Access Plan (LEP/LAP). How does your agency outreach to limited English speaking residents to encourage access to services? What access accommodations are used? Etc. Provide detail

Please enter "N/A" if you are not interested in qualifying for CDBG funding.

Centro Legal de la Raza (Centro Legal) is committed to providing high quality legal assistance regardless of a client's language or disability. Centro Legal utilizes multiple strategies to provide services to individuals who are non-English speaking or have limited English proficiency, including by making our services accessible through 3-way phone interpretation with a human interpreter. The interpreter facilitates meaning-for-meaning communication between a limited-English proficient person and our English-speaking staff. Video interpretation adds a visual component to the communication process, enabling face-to-face interaction with interpreters.

Centro Legal has substantial experience working with non- and limited English speakers. 62% of our Tenants' Rights Practice staff are multilingual. Attorneys and paralegals speak the following languages: Spanish, Hindi, and Mandarin. Centro Legal also has a dedicated Mam interpreter.

Centro Legal's website has been fully translated into Spanish. Outreach and educational materials are translated into multiple languages. Workshops and clinics both in-person and virtual are conducted in Spanish and English using simultaneous interpretation.

The COVID-19 pandemic has forced us to explore additional ways to reach clients such as through Facebook Live and Zoom and by phone to allow Centro Legal to easily reach clients regardless of location. Centro Legal also does outreach to tenants through our website, social media, radio, community partners and word of mouth. For example, Centro Legal has run radio and digital ads in Spanish and Tagalog in order to reach Latino and Filipino Bay Area communities.

15. CDBG ONLY - Identify at least one HUD Guiding Principle that relates to your project:

- [x] Be culturally accessible, appropriate and inclusive
- [x] Encourage community engagement and involvement
- [ ] Promote energy and resource efficiency
- [x] Encourage networking and information sharing across service providers
- [x] Encourage process streamlining
- [x] Consolidate service delivery
- [ ] Not Applicable. Not interested in CDBG funding.

16. CDBG ONLY - Identify at least HUD Consolidated Plan Goal that relates to your project:

(Select Category and Applicable Goals)

- [x] A) Housing
- [ ] Goal 1: Promote the production, rehabilitation, and preservation of affordable housing (rental and ownership) through acquisition, rehabilitation, new construction, and minor repair.
- [x] Goal 2: Reduction of housing discrimination through provision of fair housing and tenant/landlord services.
- [ ] Goal 3: Use resources to assist low-income residents make rental assistance payments in response to Covid-19.
- [x] B) Homeless

- [x] Goal 1: Use resource to end homelessness by funding and supporting homeless service programs.
- [ ] C) Supportive Housing
- [ ] Goal 1: Increase the availability of services enriched housing for persons with special needs by supporting acquisition and new construction of housing units.
- [x] D) Community Development
- [ ] Goal 1: Make improvements, including ADA accessibility and rehabilitation to public facilities, such as curbs and sidewalks, neighborhood parks and recreational improvements, homeless facilities and other public facilities/community centers.
- [ ] Goal 2: Fund economic development, micro-enterprise, and on-the-job training.
- [x] Goal 3: Support public service programs for low income residents, preserving safety net services for families and individuals who are vulnerable or
- [ ] F) Not Applicable. Not interested in CDBG funding.

17. CDBG ONLY - Identify at least one HUD Strategic Goal that relates to your project:

- [x] Public Services
- [ ] Public Facilities
- [ ] Rental Assistance
- [ ] Affordable Housing
- [ ] Increase Opportunities for 1st Time Homebuyers
- [x] Promote Decent Affordable Rental Housing
- [x] Strengthen Communities
- [x] Ensure Equal Opportunity in Housing
- [x] Reduce Housing Discrimination
- [x] Promote Participation of Grass-Roots, Faith-Based, and other Community-Based Organizations
- [ ] Not Applicable. Not interested in CDBG funding.

18. CDBG ONLY - Select one HUD Objective that relates to your project:

(TIP: When selecting an objective ask yourself, "What is the purpose of the activity? What is the larger community need that I am seeking to address?")

- [x] Creating a Suitable Living Environment
- [ ] Providing Decent Affordable Housing
- [ ] Creating Economic Opportunities
- [ ] Not Applicable. Not interested in CDBG funding.

19. CDBG ONLY - Select one HUD Outcome that relates to your project:

(TIP: When selecting an outcome ask yourself, "What type of change or result am I seeking?")

- [ ] Availability/Accessibility
- [ ] Affordability
- [x] Sustainability
- [ ] Not Applicable. I am not interested in qualifying for CDBG funding.

20. CDBG ONLY - Select one HUD Specific Indicator that relates to your project:

- [ ] Public facility or infrastructure: This indicator shows the number of persons that have been assisted by public facility or infrastructure activities that provide individuals with new or improved access to the facility or infrastructure. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of household units that no longer have access to a substandard service.
- [x] Public Service: This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of persons that no longer have access to a substandard service.
- [ ] Targeted revitalization: This indicator shows a range of outcomes such as jobs created and retained, businesses assisted, low- and moderate-income persons and households served, slum/blight demolition, number of acres of brownfields remediated, etc. in a targeted area.
- [ ] Commercial facade treatments or business building rehabilitation: This indicator shows the number of commercial facade treatments undertaken and the number of business buildings that were rehabilitated.
- [ ] Brownfields remediated: This indicator shows the number of acres of brownfields that were remediated.
- [ ] Rental units constructed: This indicator shows the number of affordable rental units created, as well as the number of years of affordability, number of units occupied by the elderly, and those units designated for chronically homeless

persons and persons with HIV/AIDS.

- [ ] Rental units rehabilitated: This indicator shows the number of affordable rental units rehabilitated as well as the number of years of affordability, units for chronically homeless persons, elderly persons, and persons with HIV/AIDS.
- [ ] Homeownership units constructed or acquired with rehabilitation: This indicator shows the total number of homeownership units constructed, acquired, and/or acquired with rehabilitation per activity. This includes total number of affordable units, number of years of affordability, Energy Star qualified units, section 504 accessible units, and number of households previously living in subsidized housing. In addition, data will be collected on the number of units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Owner occupied units rehabilitated: This indicator shows the total number of owner occupied units rehabilitated, including the number of these units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Direct financial assistance to homebuyers: This indicator shows the number of homebuyers receiving direct financial assistance, housing counseling, and down payment assistance/closing costs.
- [ ] Tenant Based Rental Assistance (TBRA): This indicator shows the total number of households receiving TBRA as well as the number with short-term rental assistance (less than 12 months) and the number of homeless and chronically homeless households assisted.
- [ ] Homeless shelters: This indicator shows the number of homeless persons given overnight shelter.
- [ ] Emergency housing: This indicator shows the number of beds created in an overnight shelter or other emergency housing.
- [x] Homeless prevention: This indicator shows the number of households that received emergency financial assistance to prevent homelessness and emergency legal assistance to prevent homelessness.
- [ ] Jobs created: Of the total number of jobs created, this indicator shows the number of jobs that have employee-sponsored health care, the types of jobs created (using Economic Development Administration (EDA) classifications) and the number of persons unemployed before taking the job.
- [ ] Jobs retained: Of the total number of jobs retained, this indicator shows the number of jobs retained, the number of jobs with employer-sponsored health care benefits, and the types of jobs retained (using EDA classifications)
- [ ] Business assistance: This indicator shows the total number of businesses assisted. Specifically, it shows the number of new businesses, existing businesses, and the DUNS number of each business so that HUD can track the number of new businesses that remain operational for three years after assistance.
- [ ] Businesses providing goods or services: This indicator shows whether an assisted business provides goods or services to meet the needs of the service area, neighborhood, or community, as determined by the grantee.
- [ ] Not Applicable. Not interested in CDBG funding

21. CDBG ONLY - Please choose a common indicator that your agency will use to track clients:
(Select only ONE.)

- [ ] Persons
- [x] Households
- [ ] Not Applicable. Not interested in CDBG funding

22. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".

4	Seniors (62 and older)
8	People with Disabilities
0	Female-Headed Households
0	Youth
0	Homeless
	Not Applicable. Not interested in CDBG funding (Type N/A)
12.00	**TOTAL**

23. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".
Area Median Income ("AMI") information is available online at www.dublin.ca.gov/1956/Application-Requirements-Process

13	Extremely Low Income (<30% AMI)
8	Very Low Income (30%-50% AMI)

4	Low Income (50%-80% AMI)
	Moderate Income (80%-120% AMI)
25.00	**TOTAL**

24. CDBG ONLY - List the number of clients your agency anticipates serving in race/ethnicity categories. Per HUD, "Hispanic" is an ethnicity, not a race.

The sum entered below must match the total clients entered in Question #9 above. If none, please enter "0"

4	White
	White + HISPANIC
8	Black/African American
	Black/African American + HISPANIC
	Asian
	Asian + HISPANIC
	American Indian/Alaskan Native
	American Indian/Alaskan Native + HISPANIC
	Native Hawaiian/Other Pacific Islander
	Native Hawaiian/Other Pacific Islander + HISPANIC
	American Indian/ Alaskan Native and White
	American Indian/ Alaskan Native and White + HISPANIC
	Asian and White
	Asian and White + HISPANIC
	Black/African American and White
	Black/African American and White + HISPANIC
	American Indian/Alaskan Native and Black/African American
	American Indian/Alaskan Native and Black/African American + HISPANIC
12	Multi Racial + HISPANIC OR other Multi Racial
	Not Applicable. Not interested in CDBG funding. (Type N/A)
24.00	**TOTAL**

25. If your agency is submitting more than one application or the same agency has different programs within it, please RANK the priority of this application, with number 1 being the highest priority for funding. There should only be one #1 PER AGENCY

- [x] #1 - This program/project has the agency's highest priority for funding.
- [ ] #2 - This program/project has the agency's 2nd highest priority for funding.
- [ ] #3 - This program/project has the agency's 3rd highest priority for funding.
- [ ] #4 - This program/project has the agency's 4th highest priority for funding.
- [ ] #5 - This program/project has the agency's 5th highest priority for funding.
- [ ] #6 - This program/project has the agency's 6th highest priority for funding.
- [ ] If you have more than 6 applications per organization, agency, district or entity, check here.

Budget *top*

Funding Sources/Revenues	Budget Amount	Amount Committed
City of Dublin	USD$ 23,789.00	USD$ 0.00
City of Livermore	USD$ 38,290.00	USD$ 0.00
City of Pleasanton	USD$ 46,628.00	USD$ 0.00
Alameda County Housing Secure (ACHS)	USD$ 496,632.00	USD$ 0.00
State Bar of California	USD$ 171,409.00	USD$ 131,346.00
Alameda Co. Urban/Unincorporated	USD$ 99,494.00	
Total	**USD$ 876,242.00**	**USD$ 131,346.00**

Funding Uses/Expenses	Budget Amount	Amount Committed
Personnel: Salaries	USD$ 18,022.00	
Personnel: Benefits	USD$ 3,604.00	
Administrative Indirect	USD$ 2,163.00	
Total	**USD$ 23,789.00**	**USD$ 0.00**

Budget Narrative

Centro Legal's legal services for the City of Dublin will expand on the existing Alameda County Housing Secure (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 can access Centro Legal's full team of tenants' rights attorneys, paralegals, advocates, outreach coordinator, policy and data analyst, administrative assistant and tenants' rights grants manager.

This project will help Centro Legal reach low-income Dublin residents, build on existing infrastructure from the ACHS program, and the momentum from the contract granted last year. This proposal requests funding for staff attorney time to provide legal consultations and representations, as well as Know Your Rights (KYR) presentations.

Additional funding sources listed, apart from funds requested from the City of Livermore and the City of Pleasanton, are funds that are committed from other grants 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 funds.

For the budget above, we have included 0.25 FTE of attorney time. We hope to obtain funding from the City of Pleasanton and the City of Livermore that will allow us to expand services in the Tri-Valley. In the event that additional funding is not obtained from the City of Pleasanton and the City of Livermore, services will be provided to low-income Dublin tenants in proportion to funding. We utilize 20% as our standard calculation for fringe which includes benefits. 10% indirect costs are intended to cover insurance, rent, utilities, postage, bar dues, office supplies, and other non-salary program expenses.

Documents *top*

Documents Requested *	Required?	Attached Documents *
Program Expense Budget for ALL Grant Requests download template	☑	Centro Legal Program Expense Budget
Financial Information Form for ALL Grant Requests download template	☑	Centro Legal Financial Information Form
List of Board of Directors (or governing body) with agency contact information	☑	Centro Legal_Board of Directors with Contact Info_for Funders Sept2022.docx
Current Annual Budget for the Entire Agency	☑	Centro Legal_Org Budget FY 22-23
Copy of most recently submitted IRS 990 form or Tax Return (include complete form)	☑	Centro Legal_990_2020
Board of Director's (or governing body's) designation of authorized official	☑	Centro Legal Dublin BOD Authorization Letter
Board of Director's (or governing body's) authorization to request funding (may be same document as one above)	☑	Centro Legal Dublin BOD Authorization Letter
Proof of insurance carried, including bonding, liability and/or workers' compensation	☑	Centro Legal COI - City of Dublin
STATE AND FEDERAL NON-PROFIT DETERMINATION LETTER. All organizations MUST have approved non-profit status from the State of California and Federal Tax Identification Number at time of application. Non-compliant applicants will be disqualified.	☑	Centro Legal Non-Profit Determination Letter
Certified Audit and/or Certified Financial Statements	☑	Centro Legal 2022 Audited Financial Statements
REQUIRED FOR CDBG ONLY - If requesting Capital		

Funding, please upload your Capital expenditure budget (your own format is acceptable)		
REQUIRED FOR CDBG ONLY - Personnel Policies Including Affirmative Action Plan and Grievance Procedure		Centro Legal Personnel Policy & Affirmative Action, Grievance Policy Centro Legal Personnel Policy & Affirmative Action, Grievance Policy
REQUIRED FOR CDBG ONLY - Agency Audit Requirements and Copy of Last Audit Highlighting "Findings" Section		Centro Legal 2022 Audited Financial Statements
REQUIRED FOR CDBG ONLY - Articles of Incorporation and Bylaws		Centro Legal Articles of Incorporation & Bylaws Original & Amended Restated
REQUIRED FOR CDBG ONLY - Conflict of Interest Statement (if not included in Bylaws)		Centro Legal Conflict of Interest Policy
REQUIRED FOR CDBG ONLY - AGENCY'S LIMITED ENGLISH PROFICIENCY LANGUAGE ACCESS PLAN (LEP/LAP). Must include outreach to limited English speaking residents to encourage access to services & housing. Include what access accommodations are used.		Centro Legal Limited English Proficiency Access Plan
REQUIRED FOR CDBG ONLY - LEVERAGING REPORT- this is due with the 2nd quarter report no later than January 15th		
Supporting Documents such as Agency Strategic Plan, Needs Assessment, etc. (Not Required)		
Other Supporting Documents (Not Required)		

** ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 427183

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City of Dublin
PCS - Human Services Division
City of Dublin, Fiscal Year 2023-24, Human Services Grant Program
Deadline: 1/20/2023

Chabot-Las Positas Community College District

Dublin Pathways to Employment

Jump to: Organization Information Questions Budget Documents

USD$ 24,959.00 Requested

Submitted: 1/19/2023 7:39:32 PM (Pacific)

Project Contact
Alcian Lindo
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Additional Contacts
none entered

Chabot-Las Positas Community College District

5860 Owens Dr Fl 3
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Pleasanton, CA 94588
United States

Vice Chancellor for Business Services, designated signer
Jonah Nicholas
jnicholas@clpccd.org

Telephone(925) 416-5100
Fax
Web www..trivalleycareercenter.org

Organization Information *top*

1. Business License Number
200167

Questions *top*

1. Select the category that best describes your organization:
(Select only one.)
- [ ] Non-Profit
- [x] Public Agency
- [ ] Other:

2. Please describe your agency's mission (no more than 3 sentences or 250 characters).
The Tri-Valley Career Center (TVCC) is part of the Chabot-Las Positas Community College District (CLPCCD). Our mission is as follows: “We empower individuals and communities to thrive by creating career, education and economic opportunities.”

3. Select the category that best describes the project:
(Select only one. For Capital Projects, please contact City Staff ahead of the grant application submission to review additional requirements including the Davis-Bacon/Fair Labor Standards Act)
- [ ] Capital Project
- [x] Public Service Program or Project

4. Is this a "new" service, program, project or activity? "New" is identified as not yet started, implemented or in operation.

- [ ] Yes
- [x] No

5. Provide a brief summary of the program/project for which your agency is seeking funding (No more than three sentences. This text will be used widely during the review and implementation process to describe your project).
Each year, TVCC helps job seekers find careers by offering free workshops, one-on-one counseling, comprehensive training programs and a variety of resources. During 2022, TVCC worked with employers to identify the critical need for employees in Alameda County and created the Pathway to Employment program, a free training program providing pathways to high-demand Transportation, Distribution and Logistics (TDL) and Healthcare occupations.

We are seeking funding to continue our job services and offer this job training, which includes forklift, CPR and OSHA warehousing and Certified Nursing Assistant (CNA), Phlebotomy and EMT training certifications.

6. Describe the challenges, needs, or service gaps in Dublin your program/project addresses. If you do not receive funding, what would the impact be? (You should reference Dublin demographics, statistics, and reports to make your case.)
TVCC serves residents of the Tri-Valley who are looking for career services and employers looking for qualified candidates. While the income demographics of our clients vary, our lower-income clients are frequently most impacted by job instability and without connection to services.

While our career services continue at TVCC, we've added our Pathway to Employment program. This program trains low-income workers for occupational sectors experiencing critical challenges in finding workers, including TDL and Healthcare. To assist TDL employers, TVCC is offering a training program that provides forklift, CPR and OSHA warehousing safety certifications to low-income individuals. Upon completion of this three-week training, participants attend a TDL-focused job fair featuring local employers. We have similar training programs planned in 2023-24 fiscal year for Certified Nursing Assistants (CNAs), Phlebotomists and Emergency Medical Technicians (EMTs).

While there are job openings and career paths to high quality jobs in TDL and healthcare, many job-seekers have little knowledge of these industries and their pathways to long-term high-paying careers. We will leverage our extensive network for both the outreach and implementation of our training programs, which will empower us to offer training programs for those who have been hit hard by the economic downturn. In this way, our center will create a direct pipeline from training to employment for job seekers, educating them about pathways in high-demand professions along the way.

The funding we are requesting will help us pay for our services, including the training programs described above for Dublin residents, and a contracted training coordinator responsible for recruiting residents, supporting them through their training program and post-training job placement. If we do not receive funding, we will offer fewer services and trainings and will not be able to meet the demands of local employers to train new workers.

7. Estimate the total number of UNDUPLICATED Dublin residents to be served by this project.
(UNDUPLICATED means client is counted only once regardless of number of services received in a year.)
This grant will support job services, workshops and job fairs with intense hands-on help for at least 152 Dublin clients, including 4 clients in our Pathway to Employment program. We plan to help 200 more clients through our online resources.

8. Which of the 14 Areas of Concern identified in the Eastern County 2011 Needs Assessment Report does your project identify with? Please explain how your project meets the selected Areas of Concerns as well as helps the City of Dublin archive its Vision Statement that was included in its 2018 Strategic Plan.
The mission and vision statements are available online at www.dublin.ca.gov/1956/Application-Requirements-Process

- [ ] Behavioral Health (mental health and substance abuse)
- [ ] Affordable Housing
- [ ] Health Care (including dental)
- [x] Workforce Development
- [ ] Homelessness
- [ ] Transportation Services and Access
- [ ] Domestic Violence and Child Abuse
- [ ] Disabilities
- [ ] Food and Nutrition
- [ ] Senior Services
- [ ] Youth Services
- [ ] Child Care, Early Childhood Development and Education
- [ ] Changing Demographics and Growing Diversity
- [ ] Financial Assistance

☐ None of the Above
☐ Please explain:

9. Describe in detail how Dublin grant funds will be used for this project. If the funds are used for staffing, be sure to provide specific details on the number and types of positions being funded. (If capital funding is being requested, this narrative should include a detailed project scope and project timeline. The scope of work should include any land tenure issues. Additional documentation include designs, site plans, etc. can be attached later in the "Documents" tab.)
(What specifically will the grant funds be used for?)
TVCC has been a part of the Tri-Valley for more than 20 years. In that time, the staff have helped thousands of job seekers find their next path in life – stopping a reliance on unemployment and other benefits and 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.

This year, this grant will support our job services, workshops and job fairs to meet the goals of serving 152 Dublin clients with intense hands-on help. These services will include serving 4 Dublin clients in our Pathway to Employment program. We plan to help an additional 200 Dublin clients through our website and YouTube channel.

TVCC requests $24,959 to continue our services and expand our Pathway to Employment program with a focus on comprehensive training to get job seekers on a pathway to a career in the TDL and healthcare fields. This funding will specifically support targeted outreach, recruitment, and services reaching adult workers and cover fees for enrollment in industry-recognized certifications.

The program includes the following:
· Career Readiness Bootcamp

· Short-term hands-on skills training for 2 to 8 weeks.

· Cohort training with groups supporting each other.

· TVCC connecting these workers directly with employers through job fairs and existing relationships.

We are assisting both Bay Area job seekers and employers by preparing individuals to join these in-demand occupations. Our goal for the Pathway to Employment program is to provide 4 low-income Dublin residents with free job training and employment placement. This training is a cohort model where clients work together from the beginning of the program through the certification testing, which is setup to advance completion and success.

Staff who will be primarily working 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 lead soft skills workshops.

This program is staff-reliant and will include career counseling, job training, mental health counseling, financial literacy workshops and job placement in highly in-demand occupations in Alameda County. Career counseling happens primarily in-person at two locations: TVCC's office in Pleasanton and the Livermore SSA office.

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. Dublin residents accounted for more than 15% of the clients served in fiscal year 2022. However, we are only requesting that the City of Dublin cover 2% of our total operating expenditures. 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.

We will be serving the following populations:
· Families with children
· Seniors (age 55+)
· Unemployed
· Unhoused
· Young Adults (age 18-24)
· Adults (age 25-54)
· Previously Incarcerated
· Disabled
· Veterans
· Refugees
· Asylees

Outreach
TVCC enjoys a high number of referrals from friends, family and agencies throughout the community. 53% of our clients learned of our services through a word-of-mouth referral. To augment that, we have robust community outreach efforts that include:

· Participation in community and non-profit collaborations.
· Co-location staff based at the Alameda County Social Service Agency offices in Livermore.
· E-newsletter and emails to agencies serving people experiencing poverty.
· Social media posts and advertisements.
· Flyers and posters delivered to community partners.
· Collaboration with agencies serving people experiencing poverty, including public housing developments, SSA, domestic violence and homeless shelters.
· Hiring events at the Tri-Valley Career Center and in the community.
· Partnerships with local adult schools, community colleges and job training programs.
· Website, search engine optimization (SEO) and online job board.
· Public relations.

Our marketing plan includes:
· Partner outreach, collaboration and referrals
· Facebook/Instagram – paid promotion
· Google Ad – paid promotion
· Geofencing – paid promotion
· Email Blast/Press Release
· Social Media Posts (twitter, Instagram)
· Community Event Tabling
· Local Radio (101.7 KKIQ) – paid promotion
· Newspaper Ads – paid promotion
· LinkedIn – paid promotion
· Student Magazine (Las Positas College)
· Chamber of Commerce Ads

10. Describe how you will measure the effectiveness of this program/project. Describe your criteria for success. What results do you expect to have achieved at the end of this grant?
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. Specific to TVCC, we track the number of enrollments, placements, trainings and credentials obtained.

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 trainings and events.

Ultimately, the most telling number is unemployed clients finding jobs that will not only allow them to continue living in the Tri-Valley but will also make them happy in their career.
Clients will also be asked to provide written and video-recorded success stories on a voluntary basis. Program progress, activities, and outcomes will be reported through a semi-annual and annual report.

Our goal is to continue our intense hands-on support services to 152 residents, including job training and employment placement to 4 low-income Dublin residents in our Pathway to Employment program. We plan to help an additional 200 Dublin clients through our website, YouTube channel and tip sheets.

This training includes a cohort model where clients work together from the beginning of the program through the certification testing. We plan to create a direct pipeline from training to employment, partnering with employers in industries looking to fill open positions so that we select the appropriate training from our healthcare and TDL offerings.

11. The City Council updated Dublin's Mission, Vision, and Values in 2020 to include Inclusivity, Diversity and Equity. How does your project further these values?
The full statements are available at www.dublin.ca.gov/72/mission-vision
TVCC supports Dublin's Mission, Vision and Values that include inclusivity, diversity and equity through a variety of our services to low-income Alameda County residents.

TVCC serves residents of the Tri-Valley who are looking for career services and employers looking for qualified candidates.

While the income demographics of our clients vary, our lower-income clients are frequently most impacted by job instability. TVCC provides two services that can assist families and individuals: training and career services and referrals to wrap-around community services. Our career services can help the adults find better paying jobs and train for careers that bring stability and livable wages.

Our resources include workshops, career counseling, and online opportunities designed to guide adult job seekers towards success in today's job market. We prioritize adult clients (18+) from disadvantaged backgrounds including but not limited to refugees, veterans, dislocated workers, individuals with disabilities, unhoused individuals, and re-entry participants.

In addition to our Pleasanton-based TVCC, we have career coaches who work directly with CalWorks/CalFresh recipients, a re-entry coordinator who works directly with the formally incarcerated and a transition specialist who works directly with ESL students and adults working to obtain their GED.

We offer our training aids in multiple languages; half our staff is Spanish speaking. Our trainings and one-on-one services assist ESL clients. We also provide culturally competent services that promote an inclusive environment that caters to the diversity of East Bay residents.

These staff members provide direct outreach to our clients, referring them to our center for numerous services including our Volunteer Income Tax Assistance (VITA) program. To reach and serve our most marginalized communities, we will continue to expand on our outreach plan as discussed in question #9.

12. For the Fiscal Year 2023-2024 Human Services Grant Cycle, additional funding may be available through the City's American Rescue Plan Act allocation. Organizations that are eligible for this funding must provide services that are responding to the economic and public health impacts of the COVID-19 Pandemic. 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.
Enter "NA" if not eligible.
TVCC has been hosted by Chabot-Las Positas Community College District since 1983. TVCC offers career development, skills upgrading and employer services for residents of the Tri-Valley area as well as other parts of Alameda County. In 2020 we quickly moved our services online, and they remain in place today. This allows us to provide in-person and virtual workshops so that our services are available to Tri-Valley residents who cannot get to our offices.

TVCC works with Back to Work and Welfare to Work clients who have been affected by COVID-19 to help them get back to work. While we're accepting all low-income residents, we're targeting residents who are on unemployment or coming off unemployment to get them employed as quickly as possible.

We also partner with employers, who have been hit by labor shortages post-pandemic, through training and outreach to our clients. In 2022, we have been working with employers to determine the most in-demand occupations so that our trainings are effective for everyone in the community. We've responded by creating the Pathway to Employment program in TDL and Healthcare, two professions with labor shortages in our area where we can provide short-term occupational training to our clients that will get them back to work quickly.

13. ** QUESTIONS 14 THROUGH 24 ARE FOR THOSE ORGANIZATIONS INTERESTED IN APPLYING FOR FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING ONLY. ** Are you are interested in applying for CDBG funds?

- ☐ Yes. If so, check box here and answer questions 14 through 25.
- ☑ No. If no, check box here and enter NA
- ☐ Don't know. If you are unsure, please call City staff at (925) 833-6645.

14. CDBG ONLY- Explain your Limited English Proficiency/Language Access Plan (LEP/LAP). How does your agency outreach to limited English speaking residents to encourage access to services? What access accommodations are used? Etc. Provide detail
Please enter "N/A" if you are not interested in qualifying for CDBG funding.
n/a

15. CDBG ONLY - Identify at least one HUD Guiding Principle that relates to your project:

- ☐ Be culturally accessible, appropriate and inclusive
- ☐ Encourage community engagement and involvement
- ☐ Promote energy and resource efficiency
- ☐ Encourage networking and information sharing across service providers
- ☐ Encourage process streamlining
- ☐ Consolidate service delivery
- ☑ Not Applicable. Not interested in CDBG funding.

16. CDBG ONLY - Identify at least HUD Consolidated Plan Goal that relates to your project:
(Select Category and Applicable Goals)

- [ ] A) Housing
- [ ] Goal 1: Promote the production, rehabilitation, and preservation of affordable housing (rental and ownership) through acquisition, rehabilitation, new construction, and minor repair.
- [ ] Goal 2: Reduction of housing discrimination through provision of fair housing and tenant/landlord services.
- [ ] Goal 3: Use resources to assist low-income residents make rental assistance payments in response to Covid-19.
- [ ] B) Homeless
- [ ] Goal 1: Use resource to end homelessness by funding and supporting homeless service programs.
- [ ] C) Supportive Housing
- [ ] Goal 1: Increase the availability of services enriched housing for persons with special needs by supporting acquisition and new construction of housing units.
- [ ] D) Community Development
- [ ] Goal 1: Make improvements, including ADA accessibility and rehabilitation to public facilities, such as curbs and sidewalks, neighborhood parks and recreational improvements, homeless facilities and other public facilities/community centers.
- [ ] Goal 2: Fund economic development, micro-enterprise, and on-the-job training.
- [ ] Goal 3: Support public service programs for low income residents, preserving safety net services for families and individuals who are vulnerable or
- [x] F) Not Applicable. Not interested in CDBG funding.

17. CDBG ONLY - Identify at least one HUD Strategic Goal that relates to your project:

- [ ] Public Services
- [ ] Public Facilities
- [ ] Rental Assistance
- [ ] Affordable Housing
- [ ] Increase Opportunities for 1st Time Homebuyers
- [ ] Promote Decent Affordable Rental Housing
- [ ] Strengthen Communities
- [ ] Ensure Equal Opportunity in Housing
- [ ] Reduce Housing Discrimination
- [ ] Promote Participation of Grass-Roots, Faith-Based, and other Community-Based Organizations
- [x] Not Applicable. Not interested in CDBG funding.

18. CDBG ONLY - Select one HUD Objective that relates to your project:
(TIP: When selecting an objective ask yourself, "What is the purpose of the activity? What is the larger community need that I am seeking to address?")

- [ ] Creating a Suitable Living Environment
- [ ] Providing Decent Affordable Housing
- [ ] Creating Economic Opportunities
- [x] Not Applicable. Not interested in CDBG funding.

19. CDBG ONLY - Select one HUD Outcome that relates to your project:
(TIP: When selecting an outcome ask yourself, "What type of change or result am I seeking?")

- [ ] Availability/Accessibility
- [ ] Affordability
- [ ] Sustainability
- [x] Not Applicable. I am not interested in qualifying for CDBG funding.

20. CDBG ONLY - Select one HUD Specific Indicator that relates to your project:

- [ ] Public facility or infrastructure: This indicator shows the number of persons that have been assisted by public facility or infrastructure activities that provide individuals with new or improved access to the facility or infrastructure. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of household units that no longer have access to a substandard service.
- [ ] Public Service: This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will

report the number of persons that no longer have access to a substandard service.

- [ ] Targeted revitalization: This indicator shows a range of outcomes such as jobs created and retained, businesses assisted, low- and moderate-income persons and households served, slum/blight demolition, number of acres of brownfields remediated, etc. in a targeted area.
- [ ] Commercial facade treatments or business building rehabilitation: This indicator shows the number of commercial facade treatments undertaken and the number of business buildings that were rehabilitated.
- [ ] Brownfields remediated: This indicator shows the number of acres of brownfields that were remediated.
- [ ] Rental units constructed: This indicator shows the number of affordable rental units created, as well as the number of years of affordability, number of units occupied by the elderly, and those units designated for chronically homeless persons and persons with HIV/AIDS.
- [ ] Rental units rehabilitated: This indicator shows the number of affordable rental units rehabilitated as well as the number of years of affordability, units for chronically homeless persons, elderly persons, and persons with HIV/AIDS.
- [ ] Homeownership units constructed or acquired with rehabilitation: This indicator shows the total number of homeownership units constructed, acquired, and/or acquired with rehabilitation per activity. This includes total number of affordable units, number of years of affordability, Energy Star qualified units, section 504 accessible units, and number of households previously living in subsidized housing. In addition, data will be collected on the number of units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Owner occupied units rehabilitated: This indicator shows the total number of owner occupied units rehabilitated, including the number of these units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Direct financial assistance to homebuyers: This indicator shows the number of homebuyers receiving direct financial assistance, housing counseling, and down payment assistance/closing costs.
- [ ] Tenant Based Rental Assistance (TBRA): This indicator shows the total number of households receiving TBRA as well as the number with short-term rental assistance (less than 12 months) and the number of homeless and chronically homeless households assisted.
- [ ] Homeless shelters: This indicator shows the number of homeless persons given overnight shelter.
- [ ] Emergency housing: This indicator shows the number of beds created in an overnight shelter or other emergency housing.
- [ ] Homeless prevention: This indicator shows the number of households that received emergency financial assistance to prevent homelessness and emergency legal assistance to prevent homelessness.
- [ ] Jobs created: Of the total number of jobs created, this indicator shows the number of jobs that have employee-sponsored health care, the types of jobs created (using Economic Development Administration (EDA) classifications) and the number of persons unemployed before taking the job.
- [ ] Jobs retained: Of the total number of jobs retained, this indicator shows the number of jobs retained, the number of jobs with employer-sponsored health care benefits, and the types of jobs retained (using EDA classifications)
- [ ] Business assistance: This indicator shows the total number of businesses assisted. Specifically, it shows the number of new businesses, existing businesses, and the DUNS number of each business so that HUD can track the number of new businesses that remain operational for three years after assistance.
- [ ] Businesses providing goods or services: This indicator shows whether an assisted business provides goods or services to meet the needs of the service area, neighborhood, or community, as determined by the grantee.
- [x] Not Applicable. Not interested in CDBG funding

21. CDBG ONLY - Please choose a common indicator that your agency will use to track clients:
(Select only ONE.)

- [ ] Persons
- [ ] Households
- [x] Not Applicable. Not interested in CDBG funding

22. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".

0	Seniors (62 and older)
0	People with Disabilities
0	Female-Headed Households
0	Youth
0	Homeless
n/a	Not Applicable. Not interested in CDBG funding (Type N/A)

0.00 **TOTAL**

23. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".

Area Median Income ("AMI") information is available online at www.dublin.ca.gov/1956/Application-Requirements-Process

0 Extremely Low Income (<30% AMI)

0 Very Low Income (30%-50% AMI)

0 Low Income (50%-80% AMI)

0 Moderate Income (80%-120% AMI)

0.00 **TOTAL**

24. CDBG ONLY - List the number of clients your agency anticipates serving in race/ethnicity categories. Per HUD, "Hispanic" is an ethnicity, not a race.

The sum entered below must match the total clients entered in Question #9 above. If none, please enter "0"

0 White

0 White + HISPANIC

0 Black/African American

0 Black/African American + HISPANIC

0 Asian

0 Asian + HISPANIC

0 American Indian/Alaskan Native

0 American Indian/Alaskan Native + HISPANIC

0 Native Hawaiian/Other Pacific Islander

0 Native Hawaiian/Other Pacific Islander + HISPANIC

0 American Indian/ Alaskan Native and White

0 American Indian/ Alaskan Native and White + HISPANIC

0 Asian and White

0 Asian and White + HISPANIC

0 Black/African American and White

0 Black/African American and White + HISPANIC

0 American Indian/Alaskan Native and Black/African American

0 American Indian/Alaskan Native and Black/African American + HISPANIC

0 Multi Racial + HISPANIC OR other Multi Racial

0 Not Applicable. Not interested in CDBG funding. (Type N/A)

0.00 **TOTAL**

25. If your agency is submitting more than one application or the same agency has different programs within it, please RANK the priority of this application, with number 1 being the highest priority for funding. There should only be one #1 PER AGENCY

- [x] #1 - This program/project has the agency's highest priority for funding.
- [ ] #2 - This program/project has the agency's 2nd highest priority for funding.
- [ ] #3 - This program/project has the agency's 3rd highest priority for funding.
- [ ] #4 - This program/project has the agency's 4th highest priority for funding.
- [ ] #5 - This program/project has the agency's 5th highest priority for funding.
- [ ] #6 - This program/project has the agency's 6th highest priority for funding.
- [ ] If you have more than 6 applications per organization, agency, district or entity, check here.

Funding Sources/Revenues	Budget Amount	Amount Committed
City of Pleasanton	USD$ 34,002.00	USD$ 0.00
AC-OCAP	USD$ 49,995.00	USD$ 49,995.00
CLPCCD	USD$ 735,561.00	USD$ 735,561.00
Fed. Workforce Development Funds	USD$ 200,000.00	USD$ 0.00
Jobs for the Future Foundation	USD$ 100,000.00	USD$ 0.00
Total	**USD$ 1,119,558.00**	**USD$ 785,556.00**

Funding Uses/Expenses	Budget Amount	Amount Committed
Salaries	USD$ 10,005.00	USD$ 500,267.00
Benefits	USD$ 4,774.00	USD$ 283,676.00
Supplies	USD$ 20.00	USD$ 1,000.00
Printing/Copying	USD$ 15.00	USD$ 200.00
Postage	USD$ 10.00	USD$ 1,200.00
Telephone	USD$ 15.00	USD$ 684.00
Rent & Utilities	USD$ 885.00	USD$ 239,490.00
Marketing	USD$ 250.00	USD$ 15,000.00
Contracted Services	USD$ 8,000.00	USD$ 92,000.00
Other Program Expenses	USD$ 985.00	USD$ 11,000.00
Total	**USD$ 24,959.00**	**USD$ 1,144,517.00**

Budget Narrative

TVCC is a grant-funded program of CLPCCD, through its Economic Development Department. Its main grant, which helps pay for select staff salaries has been rapidly dwindling over the last 7 years. Projects that we know will help the Tri-Valley community but are out of the scope of our Alameda County Workforce Development Board (ACWDB) contract need to be funded in other ways.

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. Dublin residents accounted for over 15% of the clients served in fiscal year 2021-22. However, we are only requesting that the City of Dublin cover 2% of our total operating expenditures. 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.

Contracted Services: This line item will help us cover the cost of our training coordinator dedicated to our Pathway to Employment program.
Client Supportive Services: This line item directly supports Dublin clients, providing them with transportation support during their training, job interviews and first 2 weeks of employment as needed.

Documents *top*

Documents Requested *	Required?	Attached Documents *
Program Expense Budget for ALL Grant Requests download template	☑	TVCC Program Expense Budget - P2E
Financial Information Form for ALL Grant Requests download template	☑	TVCC Financial Information - P2E
List of Board of Directors (or governing body) with agency contact information	☑	CLPCCD Board of Trustees
Current Annual Budget for the Entire Agency	☑	CLPCCD Adopted Budget 22-23
Copy of most recently submitted IRS 990 form or Tax Return (include complete form)	☑	CLPCCD No tax return required
Board of Director's (or governing body's) designation of authorized official	☑	CLPCCD Board Policy 6100
Board of Director's (or governing body's) authorization to request funding (may be same document as one above)	☑	CLPCCD Board/Administrative Policies 6150

Proof of insurance carried, including bonding, liability and/or workers' compensation	☑	CLPCCD Proof of Insurance
STATE AND FEDERAL NON-PROFIT DETERMINATION LETTER. All organizations MUST have approved non-profit status from the State of California and Federal Tax Identification Number at time of application. Non-compliant applicants will be disqualified.	☑	CLPCCD Tax Exempt Letter
Certified Audit and/or Certified Financial Statements	☑	CLPCCD Final Audit 2020-21
REQUIRED FOR CDBG ONLY - If requesting Capital Funding, please upload your Capital expenditure budget (your own format is acceptable)		
REQUIRED FOR CDBG ONLY - Personnel Policies Including Affirmative Action Plan and Grievance Procedure		
REQUIRED FOR CDBG ONLY - Agency Audit Requirements and Copy of Last Audit Highlighting "Findings" Section		
REQUIRED FOR CDBG ONLY - Articles of Incorporation and Bylaws		
REQUIRED FOR CDBG ONLY - Conflict of Interest Statement (if not included in Bylaws)		
REQUIRED FOR CDBG ONLY - AGENCY'S LIMITED ENGLISH PROFICIENCY LANGUAGE ACCESS PLAN (LEP/LAP). Must include outreach to limited English speaking residents to encourage access to services & housing. Include what access accommodations are used.		
REQUIRED FOR CDBG ONLY - LEVERAGING REPORT- this is due with the 2nd quarter report no later than January 15th		
Supporting Documents such as Agency Strategic Plan, Needs Assessment, etc. (Not Required)		
Other Supporting Documents (Not Required)		

** ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 425787

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City of Dublin
PCS - Human Services Division
City of Dublin, Fiscal Year 2023-24, Human Services Grant Program
Deadline: 1/20/2023

Chabot-Las Positas Community College District
Dublin VITA Services

Jump to: Organization Information Questions Budget Documents

USD$ 16,598.00 Requested

Submitted: 1/19/2023 5:43:55 PM (Pacific)

Project Contact
Alcian Lindo
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Tel: 925-416-5108

Additional Contacts
none entered

Chabot-Las Positas Community College District

5860 Owens Dr Fl 3
Dba Tri-Valley Career Center
Pleasanton, CA 94588
United States

Vice Chancellor for Business Services, designated signer
Jonah Nicholas
jnicholas@clpccd.org

Telephone(925) 416-5100
Fax
Web www..trivalleycareercenter.org

Organization Information *top*

1. Business License Number
200167

Questions *top*

1. Select the category that best describes your organization:
(Select only one.)
- [ ] Non-Profit
- [x] Public Agency
- [ ] Other:

2. Please describe your agency's mission (no more than 3 sentences or 250 characters).
The Tri-Valley Career Center (TVCC) is part of the Eco. Dev. Dept. at Chabot-Las Positas Community College District. Our mission is to: “Empower individuals and communities to thrive by creating career, education and economic opportunities.”

3. Select the category that best describes the project:
(Select only one. For Capital Projects, please contact City Staff ahead of the grant application submission to review additional requirements including the Davis-Bacon/Fair Labor Standards Act)
- [ ] Capital Project
- [x] Public Service Program or Project

4. Is this a "new" service, program, project or activity? "New" is identified as not yet started, implemented or in operation.

- [ ] Yes
- [x] No

5. Provide a brief summary of the program/project for which your agency is seeking funding (No more than three sentences. This text will be used widely during the review and implementation process to describe your project).
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 to prepare taxes for immigrants with ITIN numbers, who are individuals required to have a U.S. taxpayer identification number but who do not have, and are not eligible to obtain, a Social Security number and the only organization to offer free tax service in the Tri-Valley area.

6. Describe the challenges, needs, or service gaps in Dublin your program/project addresses. If you do not receive funding, what would the impact be? (You should reference Dublin demographics, statistics, and reports to make your case.)
Though the TVCC VITA program has grown from 26 returns when we started in 2013 to 419 last year, there are still hundreds of families who could benefit from our services. Some simply do not file taxes. Others pay extraordinary fees to have them done by a for-profit company. The systemic challenge is both one of consumer awareness of the program and of an initial trust that a free service is perceived to be a government program. Another challenge is the recruitment of volunteers due to COVID and a lack of funding to do extensive outreach. VITA turned away more than 75 residents last year due to a lack of volunteers. We are planning to expand services and marketing and use more volunteers to overcome these challenges.

The TVCC staff provide direct outreach to our clients, referring them to our center for numerous services including the VITA program. Our best marketing is achieved through word-of-mouth, and through repeated business born of success and gratitude. Their referrals, along with the referrals from our community-based partnerships and marketing campaigns have helped us serve more than 3,470 Tri-Valley residents with their taxes over the past 10 years, which includes operation during the pandemic.

More than 80 percent of these residents come from low, very low and extremely low-income households. To reach and serve our most marginalized communities, we will continue to expand on our previous outreach plan, which includes the development of online ads in English and Spanish, which complement messages we have given other service partners.

While we want to expand the promotion of our VITA services. If our budget comes up short, we cannot afford to pay for the development and placement of advertising, which will negatively affect both volunteer recruitment and new clients. The fewer volunteers we have limits our ability to serve clients. VITA turned away more than 75 residents last year due to a lack of volunteers.

7. Estimate the total number of UNDUPLICATED Dublin residents to be served by this project.
(UNDUPLICATED means client is counted only once regardless of number of services received in a year.)
Our goal is to continually increase the number of working families served by the VITA program, and to increase the number of families who receive the federal and state EITC. Our goal for 2023-24 is to file a minimum of 100 Dublin tax returns.

8. Which of the 14 Areas of Concern identified in the Eastern County 2011 Needs Assessment Report does your project identify with? Please explain how your project meets the selected Areas of Concerns as well as helps the City of Dublin archive its Vision Statement that was included in its 2018 Strategic Plan.
The mission and vision statements are available online at www.dublin.ca.gov/1956/Application-Requirements-Process

- [ ] Behavioral Health (mental health and substance abuse)
- [ ] Affordable Housing
- [ ] Health Care (including dental)
- [x] Workforce Development
- [ ] Homelessness
- [ ] Transportation Services and Access
- [ ] Domestic Violence and Child Abuse
- [ ] Disabilities
- [ ] Food and Nutrition
- [ ] Senior Services
- [ ] Youth Services
- [ ] Child Care, Early Childhood Development and Education
- [ ] Changing Demographics and Growing Diversity
- [x] Financial Assistance
- [ ] None of the Above

☐ Please explain:

9. Describe in detail how Dublin grant funds will be used for this project. If the funds are used for staffing, be sure to provide specific details on the number and types of positions being funded. (If capital funding is being requested, this narrative should include a detailed project scope and project timeline. The scope of work should include any land tenure issues. Additional documentation include designs, site plans, etc. can be attached later in the "Documents" tab.)

(What specifically will the grant funds be used for?)

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 the 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 the 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. This year, we are projecting to reach more people through our new location and full-time operating hours. Most of our expenses comes from staff who will dedicate approximately 570 hours plus 45% in fringe benefits to the program. We also need to hire a Co-coordinator who will complete 300 hours, helping to expand the program further throughout the Tri-Valley.

Since TVCC began providing VITA services in 2013, these dedicated individuals have prepared more than 3,470 tax returns, bringing more than $3.4 million dollars back to the Tri-Valley in federal refunds.

The TVCC budget for the 2022-23 VITA program is $68,796. Should we meet our overall goals of 550 returns filed, at total federal refunds of $652,600, the return of the investment on the program could be $978,915. Moreover, research shows there is a multiplier effect of at least 1.5 to the refunds spent in the region. Thus, the economic effect of the VITA program is far greater for the community than just for the families served.

The TVCC 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 30 volunteers who speak 5 different languages. Our project includes in-kind work of at least 2820 hours from volunteers, which equates to approximately $93,660.

· The College district donates the supervisory management of VITA program. Though the Program Coordinator is the strength of the TVCC VITA program, it does take a manager to oversee it, plan the marketing and write reports. This time is donated to the program.

· TVCC uses its network of other community service providers and as much free marketing placement as is feasible. As a nonprofit, TVCC has become effective in using free media and word of mouth for this program as well as others.

This year, we plan to offer both in-person and drop-off tax preparation services at our location in Pleasanton. This location has ample parking and is accessible by bus and BART. We also plan to reopen our sites at the Livermore and Pleasanton library (pending library approval and volunteer numbers), providing the community with multiple tax prep sites and increasing accessibility to this service.

We also are investing in more education and outreach, along with volunteer recognition (including food for the volunteers as they complete 3 full, 8-hour days of training) to ensure that we recruit and retain a minimum of 30 volunteers.

Finally, we have been working with VITA for 9 years and have used the same equipment throughout. We have an urgent need for a new copier which will speed up the tax preparation process by allowing us to print and make any copies we need at a faster pace so that we may serve more clients.

10. Describe how you will measure the effectiveness of this program/project. Describe your criteria for success. What results do you expect to have achieved at the end of this grant?

Each year, we track the following measurements, from which we can extrapolate data for Dublin to measure effectiveness:

· Total number of clients

· Percentage increase of clients

· Total federal dollars returned to clients

· Average and Total Earned Income Tax Credits (EITCs) returned to clients

· Average Adjusted Gross Income of clients

· The total number of ITIN applications filed

The goal of the TVCC VITA program is to grow and serve more people in the region who are EITC-eligible. Given the nature of the service, our results are tracked meticulously by the IRS. Each tax return is e-filed through the IRS proprietary system. This system gives us information in aggregate of all our tax clients. Each tax returned e-filed is tracked by the IRS through our location codes. Not long after the end of each tax season, we are able to discern the number of tax returns filed as well as the amount of federal/state refunds, the total EITC returns, and the average household income among other things.

As anti-poverty safety-net program, the population that the VITA program targets are low- to moderate-income working families. Like the Federal Poverty Guidelines, the VITA program sets its income limits at a national level. The federal income limit for the program is $72,000 per household, regardless of family structure. Due to the high cost of living in the Bay Area, we accept clients with incomes up to $75,000. For a family in the Tri-Valley, this is far below the living wage. The average income earned by families we served last tax season was $32,360. This number has been consistently low during the past 5 years that we have offered VITA services.

Many of the families we serve year after year speak a language other than English at home. We offer the services in at least five languages, depending on our volunteers' bi-lingual abilities. Spanish is the main language other than English that we serve. The VITA Program Coordinator's first language is Spanish and thus, we can help more families in the Tri-Valley who desperately need this service.

Our goal is to reach and serve our most marginalized communities. We will continue to expand on our previous outreach plan, which successfully brought us more than 400 low-income and underrepresented tax filers during the 2021 tax season. This year, we plan to bring in approximately 550 tax filers, of which 100 will be from Dublin.

Our partners included in this plan are:

· IRS: monitoring, training, software, tax law, technical support

· United Way: funding, training, oversight

· Pleasanton Library: tax site, marketing, computer and printing use

· Livermore Library: tax site, marketing, computer and printing use (pending volunteer availability)

· Las Positas College: marketing, tax site (pending volunteer availability)

· CityServe of the Tri-Valley: outreach to seniors and low-income families, potential transportation support

Our 2023-2024 outreach plan includes but is not limited to:

· Email blasts to TVCC clients and job seekers in CalJobs database who live in the Tri-Valley region

· Email blasts to Tri-Valley and Alameda County residents receiving unemployment benefits

· Referrals from partnerships with local community-based organizations

· In-person outreach and flyer distribution to:

o Pleasanton low-income housing units

o Local churches

o Local libraries

o Local food banks

With increased funding, we could do outreach to:

· Tax Help (administered by the United Way) materials which provide information in multiple languages.

· E-flyers to Dublin, Livermore, and Pleasanton families through school district's communication systems.

· PeachJar – online flyers to the school system.

11. The City Council updated Dublin's Mission, Vision, and Values in 2020 to include Inclusivity, Diversity and Equity. How does your project further these values?
The full statements are available at www.dublin.ca.gov/72/mission-vision
TVCC supports Dublin's Mission, Vision and Values that include inclusivity, diversity and equity through offering a wide range of services and outreach strategies to low-to-moderate income taxpayers, especially those eligible for the Federal and State Earned Income Tax Credits and who feel most comfortable communicating in a language other than English. We also provide culturally competent services, promoting an inclusive environment that caters to the diversity of East Bay residents.

Our resources include workshops, career counseling and online opportunities designed to guide adult job seekers towards success in today's job market. We prioritize adult clients (18+) from disadvantaged backgrounds including but not limited to refugees, veterans,
dislocated workers, individuals with disabilities, unhoused individuals and re-entry participants.

We are the only accepting agency to prepare taxes for immigrants with ITIN numbers, who are individuals required to have a US taxpayer ID number but who do not have, and are not eligible to obtain, a Social Security number. In the absence of AARP (which shut down services during COVID), we are the only organization to offer free tax services in the Tri-Valley area.

We have career coaches who work with CalWorks/CalFresh recipients, a re-entry coordinator who works with the formally incarcerated and a transition specialist who works with ESL students and adults working to obtain GEDs. They provide direct outreach to our clients, referring them to our center for services including the VITA program. Their referrals, along with the referrals from our community-based partnerships and marketing campaigns, have helped us prepare more than 3,470 Tri-Valley tax returns over the past 10 years.

As discussed earlier, most of these residents come from economically disadvantaged households. To reach and serve our most marginalized communities, we will continue to expand on our previous outreach plan as discussed in questions #6

12. For the Fiscal Year 2023-2024 Human Services Grant Cycle, additional funding may be available through the City's American Rescue Plan Act allocation. Organizations that are eligible for this funding must provide services that are responding to the economic and public health impacts of the COVID-19 Pandemic. 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.
Enter "NA" if not eligible.
TVCC has been hosted by Chabot-Las Positas Community College District since 1983. TVCC offers career development, skills upgrading and employer services for residents of the Tri-Valley area as well as other parts of Alameda County.

The TVCC VITA program is one of three programs in the seven Bay Area counties that provided virtual tax services during the 2020 pandemic. They remain in place today. This allows us to provide both in-person and virtual workshops so that our services are available to Tri-Valley residents who cannot get to our offices.

As the challenge of COVID continues, we continue to make our services available to Tri-Valley residents who cannot get to our offices so that our clients can access our services remotely.

As an organization, we are responding directly to the impacts of the pandemic. We work with Back to Work and Welfare to Work clients who have been affected by COVID-19 to help them get back to work. While we're accepting all low-income residents, we're targeting residents who are on unemployment or coming off unemployment to get them employed as quickly as possible.

We also partner with employers, who have been hit by labor shortages post-pandemic, through training and outreach to our clients. In 2022, we have been working with employers to determine the most in-demand occupations so that our trainings are effective for everyone in the community. We've responded by creating the Pathway to Employment program in Transportation, Distribution and Logistics and Healthcare, two professions with labor shortages in our area where we can provide short-term occupational training to our clients that will get them back to work quickly.

13. ** QUESTIONS 14 THROUGH 24 ARE FOR THOSE ORGANIZATIONS INTERESTED IN APPLYING FOR FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING ONLY. ** Are you are interested in applying for CDBG funds?

- ☐ Yes. If so, check box here and answer questions 14 through 25.
- ☑ No. If no, check box here and enter NA
- ☐ Don't know. If you are unsure, please call City staff at (925) 833-6645.

14. CDBG ONLY- Explain your Limited English Proficiency/Language Access Plan (LEP/LAP). How does your agency outreach to limited English speaking residents to encourage access to services? What access accommodations are used? Etc. Provide detail

Please enter "N/A" if you are not interested in qualifying for CDBG funding.

n/a

15. CDBG ONLY - Identify at least one HUD Guiding Principle that relates to your project:

- [ ] Be culturally accessible, appropriate and inclusive
- [ ] Encourage community engagement and involvement
- [ ] Promote energy and resource efficiency
- [ ] Encourage networking and information sharing across service providers
- [ ] Encourage process streamlining
- [ ] Consolidate service delivery
- [x] Not Applicable. Not interested in CDBG funding.

16. CDBG ONLY - Identify at least HUD Consolidated Plan Goal that relates to your project:

(Select Category and Applicable Goals)

- [ ] A) Housing
- [ ] Goal 1: Promote the production, rehabilitation, and preservation of affordable housing (rental and ownership) through acquisition, rehabilitation, new construction, and minor repair.
- [ ] Goal 2: Reduction of housing discrimination through provision of fair housing and tenant/landlord services.
- [ ] Goal 3: Use resources to assist low-income residents make rental assistance payments in response to Covid-19.
- [ ] B) Homeless
- [ ] Goal 1: Use resource to end homelessness by funding and supporting homeless service programs.
- [ ] C) Supportive Housing
- [ ] Goal 1: Increase the availability of services enriched housing for persons with special needs by supporting acquisition and new construction of housing units.
- [ ] D) Community Development
- [ ] Goal 1: Make improvements, including ADA accessibility and rehabilitation to public facilities, such as curbs and sidewalks, neighborhood parks and recreational improvements, homeless facilities and other public facilities/community centers.
- [ ] Goal 2: Fund economic development, micro-enterprise, and on-the-job training.
- [ ] Goal 3: Support public service programs for low income residents, preserving safety net services for families and individuals who are vulnerable or
- [x] F) Not Applicable. Not interested in CDBG funding.

17. CDBG ONLY - Identify at least one HUD Strategic Goal that relates to your project:

- [ ] Public Services
- [ ] Public Facilities
- [ ] Rental Assistance
- [ ] Affordable Housing
- [ ] Increase Opportunities for 1st Time Homebuyers
- [ ] Promote Decent Affordable Rental Housing
- [ ] Strengthen Communities
- [ ] Ensure Equal Opportunity in Housing
- [ ] Reduce Housing Discrimination
- [ ] Promote Participation of Grass-Roots, Faith-Based, and other Community-Based Organizations
- [x] Not Applicable. Not interested in CDBG funding.

18. CDBG ONLY - Select one HUD Objective that relates to your project:

(TIP: When selecting an objective ask yourself, "What is the purpose of the activity? What is the larger community need that I am seeking to address?")

- [ ] Creating a Suitable Living Environment
- [ ] Providing Decent Affordable Housing
- [ ] Creating Economic Opportunities
- [x] Not Applicable. Not interested in CDBG funding.

19. CDBG ONLY - Select one HUD Outcome that relates to your project:

(TIP: When selecting an outcome ask yourself, "What type of change or result am I seeking?")

- [ ] Availability/Accessibility
- [ ] Affordability
- [ ] Sustainability
- [x] Not Applicable. I am not interested in qualifying for CDBG funding.

20. CDBG ONLY - Select one HUD Specific Indicator that relates to your project:

- [ ] Public facility or infrastructure: This indicator shows the number of persons that have been assisted by public facility or infrastructure activities that provide individuals with new or improved access to the facility or infrastructure. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of household units that no longer have access to a substandard service.
- [ ] Public Service: This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of persons that no longer have access to a substandard service.
- [ ] Targeted revitalization: This indicator shows a range of outcomes such as jobs created and retained, businesses assisted, low- and moderate-income persons and households served, slum/blight demolition, number of acres of brownfields remediated, etc. in a targeted area.
- [ ] Commercial facade treatments or business building rehabilitation: This indicator shows the number of commercial facade treatments undertaken and the number of business buildings that were rehabilitated.
- [ ] Brownfields remediated: This indicator shows the number of acres of brownfields that were remediated.
- [ ] Rental units constructed: This indicator shows the number of affordable rental units created, as well as the number of years of affordability, number of units occupied by the elderly, and those units designated for chronically homeless persons and persons with HIV/AIDS.
- [ ] Rental units rehabilitated: This indicator shows the number of affordable rental units rehabilitated as well as the number of years of affordability, units for chronically homeless persons, elderly persons, and persons with HIV/AIDS.
- [ ] Homeownership units constructed or acquired with rehabilitation: This indicator shows the total number of homeownership units constructed, acquired, and/or acquired with rehabilitation per activity. This includes total number of affordable units, number of years of affordability, Energy Star qualified units, section 504 accessible units, and number of households previously living in subsidized housing. In addition, data will be collected on the number of units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Owner occupied units rehabilitated: This indicator shows the total number of owner occupied units rehabilitated, including the number of these units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Direct financial assistance to homebuyers: This indicator shows the number of homebuyers receiving direct financial assistance, housing counseling, and down payment assistance/closing costs.
- [ ] Tenant Based Rental Assistance (TBRA): This indicator shows the total number of households receiving TBRA as well as the number with short-term rental assistance (less than 12 months) and the number of homeless and chronically homeless households assisted.
- [ ] Homeless shelters: This indicator shows the number of homeless persons given overnight shelter.
- [ ] Emergency housing: This indicator shows the number of beds created in an overnight shelter or other emergency housing.
- [ ] Homeless prevention: This indicator shows the number of households that received emergency financial assistance to prevent homelessness and emergency legal assistance to prevent homelessness.
- [ ] Jobs created: Of the total number of jobs created, this indicator shows the number of jobs that have employee-sponsored health care, the types of jobs created (using Economic Development Administration (EDA) classifications) and the number of persons unemployed before taking the job.
- [ ] Jobs retained: Of the total number of jobs retained, this indicator shows the number of jobs retained, the number of jobs with employer-sponsored health care benefits, and the types of jobs retained (using EDA classifications)
- [ ] Business assistance: This indicator shows the total number of businesses assisted. Specifically, it shows the number of new businesses, existing businesses, and the DUNS number of each business so that HUD can track the number of new businesses that remain operational for three years after assistance.
- [ ] Businesses providing goods or services: This indicator shows whether an assisted business provides goods or services to meet the needs of the service area, neighborhood, or community, as determined by the grantee.
- [x] Not Applicable. Not interested in CDBG funding

21. CDBG ONLY - Please choose a common indicator that your agency will use to track clients:

(Select only ONE.)

- [ ] Persons

☐ Households

☑ Not Applicable. Not interested in CDBG funding

22. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".

0	Seniors (62 and older)
0	People with Disabilities
0	Female-Headed Households
0	Youth
0	Homeless
0	Not Applicable. Not interested in CDBG funding (Type N/A)
0.00	**TOTAL**

23. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".

Area Median Income ("AMI") information is available online at www.dublin.ca.gov/1956/Application-Requirements-Process

0	Extremely Low Income (<30% AMI)
0	Very Low Income (30%-50% AMI)
0	Low Income (50%-80% AMI)
0	Moderate Income (80%-120% AMI)
0.00	**TOTAL**

24. CDBG ONLY - List the number of clients your agency anticipates serving in race/ethnicity categories. Per HUD, "Hispanic" is an ethnicity, not a race.

The sum entered below must match the total clients entered in Question #9 above. If none, please enter "0"

0	White
0	White + HISPANIC
0	Black/African American
0	Black/African American + HISPANIC
0	Asian
0	Asian + HISPANIC
0	American Indian/Alaskan Native
0	American Indian/Alaskan Native + HISPANIC
0	Native Hawaiian/Other Pacific Islander
0	Native Hawaiian/Other Pacific Islander + HISPANIC
0	American Indian/ Alaskan Native and White
0	American Indian/ Alaskan Native and White + HISPANIC
0	Asian and White
0	Asian and White + HISPANIC
0	Black/African American and White
0	Black/African American and White + HISPANIC
0	American Indian/Alaskan Native and Black/African American
0	American Indian/Alaskan Native and Black/African American + HISPANIC
0	Multi Racial + HISPANIC OR other Multi Racial
0	Not Applicable. Not interested in CDBG funding. (Type N/A)
0.00	**TOTAL**

25. If your agency is submitting more than one application or the same agency has different programs within it, please RANK the priority of this application, with number 1 being the highest priority for funding. There should only be one #1 PER AGENCY

- [ ] #1 - This program/project has the agency's highest priority for funding.
- [x] #2 - This program/project has the agency's 2nd highest priority for funding.
- [ ] #3 - This program/project has the agency's 3rd highest priority for funding.
- [ ] #4 - This program/project has the agency's 4th highest priority for funding.
- [ ] #5 - This program/project has the agency's 5th highest priority for funding.
- [ ] #6 - This program/project has the agency's 6th highest priority for funding.
- [ ] If you have more than 6 applications per organization, agency, district or entity, check here.

Budget top

Funding Sources/Revenues	Budget Amount	Amount Committed
United Way of the Bay Area	USD$ 25,000.00	USD$ 0.00
City of Pleasanton	USD$ 22,822.00	USD$ 0.00
Chabot-Las Positas Community College District	USD$ 39,315.00	USD$ 39,315.00
Total	**USD$ 87,137.00**	**USD$ 39,315.00**

Funding Uses/Expenses	Budget Amount	Amount Committed
Salaries	USD$ 33,413.00	USD$ 5,346.00
Benefits	USD$ 13,372.00	USD$ 2,140.00
Contracted Coordinator	USD$ 10,350.00	USD$ 1,656.00
Supplies	USD$ 3,100.00	USD$ 496.00
Printing/Copying	USD$ 2,500.00	USD$ 400.00
Rent & Utilities	USD$ 24,000.00	USD$ 3,840.00
Equipment/Software	USD$ 9,000.00	USD$ 1,440.00
Marketing	USD$ 5,600.00	USD$ 896.00
Other Program Expenses	USD$ 2,400.00	USD$ 384.00
Total	**USD$ 103,735.00**	**USD$ 16,598.00**

Budget Narrative

Staff Salaries/Benefits/Coordinator: 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. This year, we are projecting to reach more people through our new location and full- time operating hours. Majority of our expenses comes from staff which total about 570 hours plus 45% in fringe benefits. We also have a necessity to hire a Co-coordinator for 300 hours, which will help to expand the program to other areas including opening a site at the Livermore and Pleasanton libraries.

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Supplies/Printing/Marketing: Having adequate supplies and effective marketing will ensure that we recruit and retain a minimum of 30 volunteers. This number will ensure that we meet our tax filing goal.

Equipment/Software: We have been working with VITA for 9 years and have used the same equipment throughout. Our copier, which we use extensively for the program is extremely old and temperamental. Therefore, we need to purchase a new copier to speed up the process and be able to print and make any copies we need at a faster pace.

Program Expenses: Includes travel cost for staff to attending outreach meetings and events along with incentives and recognition for volunteers for in-kind work as required by the VITA program. This expense also includes food for volunteers during their mandatory, 3 full-day trainings.

This budget does not include the in-kind work of 2820 hours from volunteers, which is about $93,660

Documents top

Documents Requested *	Required?	Attached Documents *
Program Expense Budget for ALL Grant Requests	☑	TVCC Program Expense Budget - VITA

download template		
Financial Information Form for ALL Grant Requests download template	☑	TVCC Financial Information - VITA
List of Board of Directors (or governing body) with agency contact information	☑	CLPCCD Board of Trustees
Current Annual Budget for the Entire Agency	☑	CLPCCD Adopted Budget 2022-23
Copy of most recently submitted IRS 990 form or Tax Return (include complete form)	☑	CLPCCD No Tax Return Statement
Board of Director's (or governing body's) designation of authorized official	☑	CLPCCD Board Policy 6100
Board of Director's (or governing body's) authorization to request funding (may be same document as one above)	☑	CLPCCD Board/Administrative Policies 6150
Proof of insurance carried, including bonding, liability and/or workers' compensation	☑	CLPCCD Proof of Insurance
STATE AND FEDERAL NON-PROFIT DETERMINATION LETTER. All organizations MUST have approved non-profit status from the State of California and Federal Tax Identification Number at time of application. Non-compliant applicants will be disqualified.	☑	CLPCCD Tax Exempt Letter
Certified Audit and/or Certified Financial Statements	☑	CLPCCD Final Audit 2020-21
REQUIRED FOR CDBG ONLY - If requesting Capital Funding, please upload your Capital expenditure budget (your own format is acceptable)		
REQUIRED FOR CDBG ONLY - Personnel Policies Including Affirmative Action Plan and Grievance Procedure		
REQUIRED FOR CDBG ONLY - Agency Audit Requirements and Copy of Last Audit Highlighting "Findings" Section		
REQUIRED FOR CDBG ONLY - Articles of Incorporation and Bylaws		
REQUIRED FOR CDBG ONLY - Conflict of Interest Statement (if not included in Bylaws)		
REQUIRED FOR CDBG ONLY - AGENCY'S LIMITED ENGLISH PROFICIENCY LANGUAGE ACCESS PLAN (LEP/LAP). Must include outreach to limited English speaking residents to encourage access to services & housing. Include what access accommodations are used.		
REQUIRED FOR CDBG ONLY - LEVERAGING REPORT- this is due with the 2nd quarter report no later than January 15th		
Supporting Documents such as Agency Strategic Plan, Needs Assessment, etc. (Not Required)		
Other Supporting Documents (Not Required)		

** ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 428023

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City of Dublin
PCS - Human Services Division
City of Dublin, Fiscal Year 2023-24, Human Services Grant Program
Deadline: 1/20/2023

City Serve of the Tri-Valley

Homeless Prevention and Family Stabilization Program

Jump to: Organization Information Questions Budget Documents

USD$ 25,000.00 Requested

Submitted: 1/6/2023 4:53:43 PM (Pacific)

Project Contact
Christine Beitsch-Bahmani
grants@cityservecares.org
Tel: 510-789-5443

Additional Contacts
none entered

City Serve of the Tri-Valley

P.O. Box 1613
Pleasanton, CA 94566
United States

Telephone925-222-2273
Fax
Web www.cityservecares.org

CEO
Christine Beitsch-Bahmani
christine@cityservecares.org

Organization Information *top*

1. Business License Number
BL-109916

Questions *top*

1. Select the category that best describes your organization:
(Select only one.)
- [x] Non-Profit
- [ ] Public Agency
- [ ] Other:

2. Please describe your agency's mission (no more than 3 sentences or 250 characters).
Our vision is to mobilize mercy and practical compassion through care coordination, outreach efforts and community engagement; this mobilization is designed to humanize human services.

3. Select the category that best describes the project:
(Select only one. For Capital Projects, please contact City Staff ahead of the grant application submission to review additional requirements including the Davis-Bacon/Fair Labor Standards Act)
- [ ] Capital Project
- [x] Public Service Program or Project

4. Is this a "new" service, program, project or activity? "New" is identified as not yet started, implemented or in operation.

- [ ] Yes
- [x] No

5. Provide a brief summary of the program/project for which your agency is seeking funding (No more than three sentences. This text will be used widely during the review and implementation process to describe your project).
The $25,000 funding we are requesting will all be focused on homelessness prevention and homeless crisis intervention for extremely low, very low, and low income families in Dublin. It will go towards three critical aspects of prevention/stabilization/outreach -- individualized care and resourcing in the form of a Part-Time Resource Specialist (case manager) (47% of salary and benefits), Intake Coordinator (73% salary and benefits) who will be dedicated to serving Dublin residents 5 days a week 9-5pm and for special weekend outreaches.

6. Describe the challenges, needs, or service gaps in Dublin your program/project addresses. If you do not receive funding, what would the impact be? (You should reference Dublin demographics, statistics, and reports to make your case.)
Our program addresses a gap in crisis Care Coordination (client-centered case management services) for Dublin, Pleasanton and Livermore residents. This program is a regional effort as we work closely with all three cities and the country to strategize services and implement immediate solutions to localized human services issues. Although our we respond to immediate and emergency needs such as fires, critical weather events, pandemic to offer supportive resourcing, our ultimate goal is to both resource and motivate participants toward a future full of stability, self-efficacy, community and sustainability long-term. Without funding this regional impact will suffer and bring an imbalance to our Tri-Valley intentional effort that is currently making great progress. During 2022 we continued to apply new innovative ways of reaching our client base in a safe and effective way such as through pop-up rental assistance and resource events. We continued to operate without any closures and at maximum capacity while serving over 1900 households during the year 2022, a 29% increase from the prior year. We continued our extensive role of facilitating grants of rental assistance funds during COVID to 790 applicants. Our first report for our FY 22/23 grant cycle reported that we are 147% of our goal so far. The data shows us that there is a clear trend and need for our vital and safety-net services. In 2022, we served 253 households which is 743% above our goal of 30. We base our projected number on what a case manager is able to support. Clearly, we had to raise additional funds through other avenues to properly support Dublin residents. Of the 253 served, 190 were from the Extremely Low: Income is 30% AMI or less income category. 80 of the households were led by women. 84 were Black/African American and 22 were Asian. 30 people were unsheltered, 45 seniors and 26 had a disability. We feel were are targeting underserved communities and our data proves that.

7. Estimate the total number of UNDUPLICATED Dublin residents to be served by this project.
(UNDUPLICATED means client is counted only once regardless of number of services received in a year.)
75 Households

8. Which of the 14 Areas of Concern identified in the Eastern County 2011 Needs Assessment Report does your project identify with? Please explain how your project meets the selected Areas of Concerns as well as helps the City of Dublin archive its Vision Statement that was included in its 2018 Strategic Plan.
The mission and vision statements are available online at www.dublin.ca.gov/1956/Application-Requirements-Process

- [x] Behavioral Health (mental health and substance abuse)
- [x] Affordable Housing
- [x] Health Care (including dental)
- [x] Workforce Development
- [x] Homelessness
- [x] Transportation Services and Access
- [x] Domestic Violence and Child Abuse
- [x] Disabilities
- [x] Food and Nutrition
- [x] Senior Services
- [x] Youth Services
- [ ] Child Care, Early Childhood Development and Education
- [x] Changing Demographics and Growing Diversity
- [x] Financial Assistance
- [ ] None of the Above
- [x] Please explain: Our Comprehensive care coordination assist individuals with the process of finding resources and/or addressing the selected areas of concern

9. Describe in detail how Dublin grant funds will be used for this project. If the funds are used for staffing, be sure to provide specific details on the number and types of positions being funded. (If capital funding is being requested, this narrative should include a detailed project scope and project timeline. The scope of work should

include any land tenure issues. Additional documentation include designs, site plans, etc. can be attached later in the "Documents" tab.)

(What specifically will the grant funds be used for?)

We have two main focus areas in the crisis stabilization program: Intervention and Prevention. Intervention is done primarily through working with Alameda County Sheriff and local PD to provide street outreach support for homeless individuals. The prevention program requires a higher level of coordination between service providers, city, county & volunteers to care for the residents of Dublin with needs such as rental assistance, financial literacy, benefit navigation, code violations, care for children, improving life skills, mental health resourcing, family support and housing navigation. We believe the most cost-effective way to end homelessness is to prevent it in the first place. Our Homeless Prevention and Family Stabilization Program is the only program of its kind in the Tri-Valley which involves a multifaceted approach of providing safety-net emergency fiscal resources and individualized resourcing to connect those in need to existing programs in Dublin, Pleasanton and Livermore. Dublin is a priority for CityServe, we continue to apply new innovative ways of reaching our client base in a safe and effective way such as through pop-up rental assistance and special outreach events. In 2022, we served over 253 households (449 individuals) and received 876 crisis calls from Dublin residents. Going forward, in order to address the increasing service demand, we are requesting $25,000 to focus on homelessness prevention and homeless crisis intervention for extremely low, very low, and low income families in Dublin. It will go towards three critical aspects of prevention/stabilization/outreach -- individualized care and resourcing in the form of a Part-Time Resource Specialist (case manager) (47% of salary and benefits), Intake Coordinator (73% salary and benefits) who will be dedicated to serving Dublin residents 5 days a week 9-5pm and for special weekend outreaches.

10. Describe how you will measure the effectiveness of this program/project. Describe your criteria for success. What results do you expect to have achieved at the end of this grant?

CityServe collects data on a diverse clientele with the population served being; Extremely Low Income (<30% AMI), Very Low Income (30%-50% AMI), Low Income (50%-80% AMI), Moderate Income (80%-120% AMI), Above Moderate Income (>120% AMI). Out of the 253 households we served in 2022, 198 of them were in the Extremely Low Income (<30% AMI) category. 38 households were in the Low Income (50%-80% AMI) category so we are targeting and attracting the most vulnerable Dublin residents. We also collect all necessary demographic data including race/ethnicity, veteran, female head of household, homeless, youth, senior as well as process, quality, and impact. We are also only 1 of 2 Tri-Valley Providers that also have access to HMIS (federal homeless database) to track and ensure homeless individuals are not falling through the cracks. This is a huge advantage to have this training and access for the Tri-Valley to help make sure our unsheltered residents are on the list for available housing and critical mental health services.

The success of the project can be measured by our process, quality and impact.

Process: How effective are we at reaching the residents regarding our services through outreach efforts targeting to underserved groups, is it easy to access resources through our referrals and/or if they enroll in either case management or a specialized program such as Emergency Rental Assistance Program (ERAP) and are our services available in languages that reflect our clientele and/or region to allow easier access for all residents regardless of their immigrations status, ethnicity or social-economic status.

Quality: How well we track progress towards the established action plan goals (a plan that is crafted between case worker and the participant), track all applicable expenses and time spent with participants, and finally track the measurable outcomes that CityServe and the participant have worked together to facilitate. An example of outcomes may include eviction prevention, safety net fiscal assistance (utility bills), increased fiscal literacy, establishing sustainable transportation to and from work/school (in the form of auto repair, or license/registration fees), supporting the participant's increase of legal income through better employment, enrollment in school or job training program, and accessing higher levels of services (such as critical mental health care or medical care).

Impact: Did their life change for the better? Our ultimate marker of success for all CityServe participants is demonstrated sustainable self-sufficiency. We also have implemented a client satisfaction survey to track overall impact.

Reporting: CityServe has a custom and secure database that allows us to enroll participants in our programs and capture all critical demographic information (such as disability status, race/ethnicity, age, veteran status, self-reported income & income verification, and language translation needs), track progress towards the established care plan, track all applicable expenses and time spent with participants, and finally track the measurable outcomes such as increased income, benefits accessed, placed in shelter/housing and employment secureWe are also 1 of 2 Tri-Valley providers that have access to the Federal Homeless Management Information System (HMIS) to monitor wraparound services for unsheltered clients county wide.

11. The City Council updated Dublin's Mission, Vision, and Values in 2020 to include Inclusivity, Diversity and Equity. How does your project further these values?

The full statements are available at www.dublin.ca.gov/72/mission-vision

CityServe has made an intentional effort in 2022 to diversify our board and staff to reflect our community to embrace diversity, equity, and inclusion. We have also hired care coordinators that have lived experience with homelessness to give us better insight and understanding into the diverse Tri-Valley needs represented and the obstacles residents have to obtaining

services. As a result we are building an organizational culture for our clientele and staff by providing a sense of belonging. Our goal is to continue to invest in training our staff and board as well as craft materials and marketing resources with diversity, equity, and inclusion in mind in the year to come.

12. For the Fiscal Year 2023-2024 Human Services Grant Cycle, additional funding may be available through the City's American Rescue Plan Act allocation. Organizations that are eligible for this funding must provide services that are responding to the economic and public health impacts of the COVID-19 Pandemic. 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.

Enter "NA" if not eligible.

I think we would probably qualify with the services we offer such as being the county's emergency winter relief contractor and also with past contracts with the county emergency rental assistance program, however, we will apply as we normally do and if you want us to switch let us know and we would be happy to provide you with the requested information.

13. ** QUESTIONS 14 THROUGH 24 ARE FOR THOSE ORGANIZATIONS INTERESTED IN APPLYING FOR FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING ONLY. ** Are you are interested in applying for CDBG funds?

- [ ] Yes. If so, check box here and answer questions 14 through 25.
- [x] No. If no, check box here and enter NA
- [ ] Don't know. If you are unsure, please call City staff at (925) 833-6645.

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Please enter "N/A" if you are not interested in qualifying for CDBG funding.

N/A

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- [x] Promote energy and resource efficiency
- [x] Encourage networking and information sharing across service providers
- [x] Encourage process streamlining
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- [x] Public Services

- [x] Public Facilities
- [x] Rental Assistance
- [ ] Affordable Housing
- [ ] Increase Opportunities for 1st Time Homebuyers
- [x] Promote Decent Affordable Rental Housing
- [x] Strengthen Communities
- [x] Ensure Equal Opportunity in Housing
- [ ] Reduce Housing Discrimination
- [x] Promote Participation of Grass-Roots, Faith-Based, and other Community-Based Organizations
- [ ] Not Applicable. Not interested in CDBG funding.

18. CDBG ONLY - Select one HUD Objective that relates to your project:
(TIP: When selecting an objective ask yourself, "What is the purpose of the activity? What is the larger community need that I am seeking to address?")

- [x] Creating a Suitable Living Environment
- [ ] Providing Decent Affordable Housing
- [ ] Creating Economic Opportunities
- [ ] Not Applicable. Not interested in CDBG funding.

19. CDBG ONLY - Select one HUD Outcome that relates to your project:
(TIP: When selecting an outcome ask yourself, "What type of change or result am I seeking?")

- [ ] Availability/Accessibility
- [ ] Affordability
- [x] Sustainability
- [ ] Not Applicable. I am not interested in qualifying for CDBG funding.

20. CDBG ONLY - Select one HUD Specific Indicator that relates to your project:

- [ ] Public facility or infrastructure: This indicator shows the number of persons that have been assisted by public facility or infrastructure activities that provide individuals with new or improved access to the facility or infrastructure. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of household units that no longer have access to a substandard service.
- [x] Public Service: This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of persons that no longer have access to a substandard service.
- [x] Targeted revitalization: This indicator shows a range of outcomes such as jobs created and retained, businesses assisted, low- and moderate-income persons and households served, slum/blight demolition, number of acres of brownfields remediated, etc. in a targeted area.
- [ ] Commercial facade treatments or business building rehabilitation: This indicator shows the number of commercial facade treatments undertaken and the number of business buildings that were rehabilitated.
- [ ] Brownfields remediated: This indicator shows the number of acres of brownfields that were remediated.
- [ ] Rental units constructed: This indicator shows the number of affordable rental units created, as well as the number of years of affordability, number of units occupied by the elderly, and those units designated for chronically homeless persons and persons with HIV/AIDS.
- [ ] Rental units rehabilitated: This indicator shows the number of affordable rental units rehabilitated as well as the number of years of affordability, units for chronically homeless persons, elderly persons, and persons with HIV/AIDS.
- [ ] Homeownership units constructed or acquired with rehabilitation: This indicator shows the total number of homeownership units constructed, acquired, and/or acquired with rehabilitation per activity. This includes total number of affordable units, number of years of affordability, Energy Star qualified units, section 504 accessible units, and number of households previously living in subsidized housing. In addition, data will be collected on the number of units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Owner occupied units rehabilitated: This indicator shows the total number of owner occupied units rehabilitated, including the number of these units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Direct financial assistance to homebuyers: This indicator shows the number of homebuyers receiving direct financial assistance, housing counseling, and down payment assistance/closing costs.
- [ ] Tenant Based Rental Assistance (TBRA): This indicator shows the total number of households receiving TBRA as well as the number with short-term rental assistance (less than 12 months) and the number of homeless and chronically homeless households assisted.

- [x] Homeless shelters: This indicator shows the number of homeless persons given overnight shelter.
- [x] Emergency housing: This indicator shows the number of beds created in an overnight shelter or other emergency housing.
- [x] Homeless prevention: This indicator shows the number of households that received emergency financial assistance to prevent homelessness and emergency legal assistance to prevent homelessness.
- [ ] Jobs created: Of the total number of jobs created, this indicator shows the number of jobs that have employee-sponsored health care, the types of jobs created (using Economic Development Administration (EDA) classifications) and the number of persons unemployed before taking the job.
- [ ] Jobs retained: Of the total number of jobs retained, this indicator shows the number of jobs retained, the number of jobs with employer-sponsored health care benefits, and the types of jobs retained (using EDA classifications)
- [ ] Business assistance: This indicator shows the total number of businesses assisted. Specifically, it shows the number of new businesses, existing businesses, and the DUNS number of each business so that HUD can track the number of new businesses that remain operational for three years after assistance.
- [ ] Businesses providing goods or services: This indicator shows whether an assisted business provides goods or services to meet the needs of the service area, neighborhood, or community, as determined by the grantee.
- [ ] Not Applicable. Not interested in CDBG funding

21. CDBG ONLY - Please choose a common indicator that your agency will use to track clients:
(Select only ONE.)

- [ ] Persons
- [ ] Households
- [x] Not Applicable. Not interested in CDBG funding

22. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".

0	Seniors (62 and older)
0	People with Disabilities
0	Female-Headed Households
0	Youth
0	Homeless
N/A	Not Applicable. Not interested in CDBG funding (Type N/A)
0.00	**TOTAL**

23. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".
Area Median Income ("AMI") information is available online at www.dublin.ca.gov/1956/Application-Requirements-Process

0	Extremely Low Income (<30% AMI)
0	Very Low Income (30%-50% AMI)
0	Low Income (50%-80% AMI)
0	Moderate Income (80%-120% AMI)
0.00	**TOTAL**

24. CDBG ONLY - List the number of clients your agency anticipates serving in race/ethnicity categories. Per HUD, "Hispanic" is an ethnicity, not a race.
The sum entered below must match the total clients entered in Question #9 above. If none, please enter "0"

0	White
0	White + HISPANIC
0	Black/African American
0	Black/African American + HISPANIC
0	Asian
0	Asian + HISPANIC

0	American Indian/Alaskan Native
0	American Indian/Alaskan Native + HISPANIC
0	Native Hawaiian/Other Pacific Islander
0	Native Hawaiian/Other Pacific Islander + HISPANIC
0	American Indian/ Alaskan Native and White
0	American Indian/ Alaskan Native and White + HISPANIC
00	Asian and White
0	Asian and White + HISPANIC
0	Black/African American and White
0	Black/African American and White + HISPANIC
0	American Indian/Alaskan Native and Black/African American
0	American Indian/Alaskan Native and Black/African American + HISPANIC
0	Multi Racial + HISPANIC OR other Multi Racial
0	Not Applicable. Not interested in CDBG funding. (Type N/A)
0.00	**TOTAL**

25. If your agency is submitting more than one application or the same agency has different programs within it, please RANK the priority of this application, with number 1 being the highest priority for funding. There should only be one #1 PER AGENCY

- [x] #1 - This program/project has the agency's highest priority for funding.
- [ ] #2 - This program/project has the agency's 2nd highest priority for funding.
- [ ] #3 - This program/project has the agency's 3rd highest priority for funding.
- [ ] #4 - This program/project has the agency's 4th highest priority for funding.
- [ ] #5 - This program/project has the agency's 5th highest priority for funding.
- [ ] #6 - This program/project has the agency's 6th highest priority for funding.
- [ ] If you have more than 6 applications per organization, agency, district or entity, check here.

Budget *top*

Funding Sources/Revenues	Budget Amount	Amount Committed
Church Donations	USD$ 74,300.00	USD$ 27,000.00
Businesses	USD$ 106,000.00	
Foundations	USD$ 150,000.00	
Individuals	USD$ 160,000.00	
City of Livermore	USD$ 260,000.00	USD$ 130,000.00
City of Pleasanton (general fund)	USD$ 80,000.00	USD$ 80,000.00
City of Pleasanton	USD$ 160,000.00	
Total	**USD$ 990,300.00**	**USD$ 237,000.00**

Funding Uses/Expenses	Budget Amount	Amount Committed
payroll/benefits	USD$ 786,962.00	USD$ 237,000.00
	USD$ 0.00	
Total	**USD$ 786,962.00**	**USD$ 237,000.00**

Budget Narrative

The $25,000 funding we are requesting will all be focused on homelessness prevention and homeless crisis intervention for extremely low, very low, and low income families in Dublin. It will go towards three critical aspects of prevention/stabilization/outreach -- individualized care and resourcing in the form of a Part-Time Resource Specialist (case manager) (47% of salary and benefits), Intake Coordinator (73% salary and benefits) who will be dedicated to serving Dublin residents. Total monthly amount approximates $1862.64 and total annual cost equals $25,000.

Documents *top*

Documents Requested *	Required?	Attached Documents *
Program Expense Budget for ALL Grant Requests download template	☑	Program Expense Sheet
Financial Information Form for ALL Grant Requests download template	☑	Financial Information
List of Board of Directors (or governing body) with agency contact information	☑	Board of Directors
Current Annual Budget for the Entire Agency	☑	Agency Budget
Copy of most recently submitted IRS 990 form or Tax Return (include complete form)	☑	990
Board of Director's (or governing body's) designation of authorized official	☑	Board Designation
Board of Director's (or governing body's) authorization to request funding (may be same document as one above)	☑	Board Authorization
Proof of insurance carried, including bonding, liability and/or workers' compensation	☑	Workers Comp Ins General Liability Blanket Insurance
STATE AND FEDERAL NON-PROFIT DETERMINATION LETTER. All organizations MUST have approved non-profit status from the State of California and Federal Tax Identification Number at time of application. Non-compliant applicants will be disqualified.	☑	Federal Determination
Certified Audit and/or Certified Financial Statements	☑	Audit Financials
REQUIRED FOR CDBG ONLY - If requesting Capital Funding, please upload your Capital expenditure budget (your own format is acceptable)		N/A
REQUIRED FOR CDBG ONLY - Personnel Policies Including Affirmative Action Plan and Grievance Procedure		Employee Handbook
REQUIRED FOR CDBG ONLY - Agency Audit Requirements and Copy of Last Audit Highlighting "Findings" Section		
REQUIRED FOR CDBG ONLY - Articles of Incorporation and Bylaws		Articles of Incorporation
REQUIRED FOR CDBG ONLY - Conflict of Interest Statement (if not included in Bylaws)		
REQUIRED FOR CDBG ONLY - AGENCY'S LIMITED ENGLISH PROFICIENCY LANGUAGE ACCESS PLAN (LEP/LAP). Must include outreach to limited English speaking residents to encourage access to services & housing. Include what access accommodations are used.		N/A
REQUIRED FOR CDBG ONLY - LEVERAGING REPORT- this is due with the 2nd quarter report no later than January 15th		N/A
Supporting Documents such as Agency Strategic Plan, Needs Assessment, etc. (Not Required)		Organizations we Coordinate with CEO Resume COO Resume Sr. Program Manager
Other Supporting Documents (Not Required)		Org Chart

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Application ID: 427049

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City of Dublin
PCS - Human Services Division
City of Dublin, Fiscal Year 2023-24, Human Services Grant Program
Deadline: 1/20/2023

City Serve of the Tri-Valley
Senior 60+ Stabilization Program

Jump to: Organization Information Questions Budget Documents

USD$ 25,000.00 Requested

Submitted: 1/6/2023 4:55:32 PM (Pacific)

Project Contact
Christine Beitsch-Bahmani
grants@cityservecares.org
Tel: 510-789-5443

Additional Contacts
none entered

City Serve of the Tri-Valley

P.O. Box 1613
Pleasanton, CA 94566
United States

Telephone925-222-2273
Fax
Web www.cityservecares.org

CEO
Christine Beitsch-Bahmani
christine@cityservecares.org

Organization Information *top*

1. Business License Number
BL-109916

Questions *top*

1. Select the category that best describes your organization:
(Select only one.)
- [x] Non-Profit
- [ ] Public Agency
- [ ] Other:

2. Please describe your agency's mission (no more than 3 sentences or 250 characters).
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.

3. Select the category that best describes the project:
(Select only one. For Capital Projects, please contact City Staff ahead of the grant application submission to review additional requirements including the Davis-Bacon/Fair Labor Standards Act)
- [ ] Capital Project
- [x] Public Service Program or Project

4. Is this a "new" service, program, project or activity? "New" is identified as not yet started, implemented or in

operation.

- [ ] Yes
- [x] No

5. Provide a brief summary of the program/project for which your agency is seeking funding (No more than three sentences. This text will be used widely during the review and implementation process to describe your project).
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 wellbeing.

6. Describe the challenges, needs, or service gaps in Dublin your program/project addresses. If you do not receive funding, what would the impact be? (You should reference Dublin demographics, statistics, and reports to make your case.)
In 2022, we saw a deep increase in demand for senior services. So much so, In Sept 2022, CityServe merged with Senior Support of the Tri-Valley and acquired all the senior support programs and staff members to continue and enhance all the programs for our community. With our combined strengths we have already been able to reach over 200 new vulnerable seniors in the Tri-Valley. The challenge with this clientele is the growing number of homeless or very close to homeless seniors. We are seeing seniors discharged from the hospital to the streets or not being admitted for care and we are working hard at the county level to see a change. We are also seeing a sharp decline in health for many seniors who need a higher level of care and a huge gap with technology which impact connectivity. Without funding we will not be able to address these gap areas and/or keep up with the demand. Our services take a lot of time. So one household or one senior can take up to a minimum of 2 hours per session and sometimes continue on a caseload from 6 months to a year. Our goal is always for seniors to be as independent as possible and ensure that they are connected to a caring visitor volunteer or communicating well with their family members for ongoing support.

7. Estimate the total number of UNDUPLICATED Dublin residents to be served by this project.
(UNDUPLICATED means client is counted only once regardless of number of services received in a year.)
35 households

8. Which of the 14 Areas of Concern identified in the Eastern County 2011 Needs Assessment Report does your project identify with? Please explain how your project meets the selected Areas of Concerns as well as helps the City of Dublin archive its Vision Statement that was included in its 2018 Strategic Plan.
The mission and vision statements are available online at www.dublin.ca.gov/1956/Application-Requirements-Process

- [x] Behavioral Health (mental health and substance abuse)
- [x] Affordable Housing
- [x] Health Care (including dental)
- [ ] Workforce Development
- [x] Homelessness
- [x] Transportation Services and Access
- [x] Domestic Violence and Child Abuse
- [ ] Disabilities
- [x] Food and Nutrition
- [x] Senior Services
- [ ] Youth Services
- [ ] Child Care, Early Childhood Development and Education
- [x] Changing Demographics and Growing Diversity
- [x] Financial Assistance
- [ ] None of the Above
- [ ] Please explain:

9. Describe in detail how Dublin grant funds will be used for this project. If the funds are used for staffing, be sure to provide specific details on the number and types of positions being funded. (If capital funding is being requested, this narrative should include a detailed project scope and project timeline. The scope of work should include any land tenure issues. Additional documentation include designs, site plans, etc. can be attached later in the "Documents" tab.)
(What specifically will the grant funds be used for?)
The funds requested are to sustain capacity for our current Dublin senior resource and intake specialist. We have received over 550 crisis calls in the last six months from Dublin residents. Our intake specialist takes the initial crisis call and does a

initial assessment then books a care session at either our Pleasanton office or in their home with a care coordinator. Once a care coordinator is connected with the client a care plan is created and the care coordinator sets up weekly meetings until the senior is out of crisis. For ongoing support the client will be offered a caring visitor or be enrolled in one of our other special programs based on their unique needs.

10. Describe how you will measure the effectiveness of this program/project. Describe your criteria for success. What results do you expect to have achieved at the end of this grant?
The success of the project can be measured by our process, quality and impact.

Process: How effective are we at reaching Dublin senior residents with our services through outreach efforts, access points, partner referrals and/or if they enroll in either case management or a specialized program such as Fall Prevention or Finding Wellness classes or Medication Safety Program.

Quality: How well we track progress towards the established care plan goal (a plan that is crafted between care coordinator and participant), track all applicable expenses and time spent with participants, and finally track the measurable outcomes defined in the care plan. Outcomes may include sustained housing, benefits applied for, entered a rehab program, safety net fiscal assistance (PG&E/Water Bill), increased fiscal literacy, establishing sustainable transportation (in the form of auto repair, or license/registration fees or signed up for the VAST program), or accessing higher levels of services (such as critical mental health care or medical care).

Impact: Did their life change for the better? Our ultimate marker of success for all CityServe participants is demonstrated sustainable self-sufficiency. We also have implemented a client satisfaction survey to track overall impact.

Reporting: CityServe has a custom database that allows us to enroll participants in our programs and capture all critical demographic information (such as disability status, race/ethnicity, age, homeless status, veteran status, self-reported income & income verification, and language translation needs), track progress towards the established care plan, track all applicable expenses and time spent with participants, and we can report the measurable outcomes such as increased income, benefits accessed and employment secured.

11. The City Council updated Dublin's Mission, Vision, and Values in 2020 to include Inclusivity, Diversity and Equity. How does your project further these values?
The full statements are available at www.dublin.ca.gov/72/mission-vision
CityServe has made an intentional effort in 2022 to diversify our board and staff to reflect our community to embrace diversity, equity, and inclusion. We have also hired care coordinators that have lived experience with homelessness or have direct experience with serving older adults to give us better insight and understanding into the diverse Tri-Valley needs represented and the obstacles residents have to obtaining services. As a result we are building an organizational culture for our clientele and staff by providing a sense of belonging. Our goal is to continue to invest in training our staff and board as well as craft materials and marketing resources with diversity, equity, and inclusion in mind in the year to come.

12. For the Fiscal Year 2023-2024 Human Services Grant Cycle, additional funding may be available through the City's American Rescue Plan Act allocation. Organizations that are eligible for this funding must provide services that are responding to the economic and public health impacts of the COVID-19 Pandemic. 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.
Enter "NA" if not eligible.
We might be eligible.

13. ** QUESTIONS 14 THROUGH 24 ARE FOR THOSE ORGANIZATIONS INTERESTED IN APPLYING FOR FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING ONLY. ** Are you are interested in applying for CDBG funds?

- ☐ Yes. If so, check box here and answer questions 14 through 25.
- ☑ No. If no, check box here and enter NA
- ☐ Don't know. If you are unsure, please call City staff at (925) 833-6645.

14. CDBG ONLY- Explain your Limited English Proficiency/Language Access Plan (LEP/LAP). How does your agency outreach to limited English speaking residents to encourage access to services? What access accommodations are used? Etc. Provide detail
Please enter "N/A" if you are not interested in qualifying for CDBG funding.
N/A

15. CDBG ONLY - Identify at least one HUD Guiding Principle that relates to your project:

- ☐ Be culturally accessible, appropriate and inclusive

- [ ] Encourage community engagement and involvement
- [ ] Promote energy and resource efficiency
- [ ] Encourage networking and information sharing across service providers
- [ ] Encourage process streamlining
- [ ] Consolidate service delivery
- [x] Not Applicable. Not interested in CDBG funding.

16. CDBG ONLY - Identify at least HUD Consolidated Plan Goal that relates to your project:
(Select Category and Applicable Goals)

- [ ] A) Housing
- [ ] Goal 1: Promote the production, rehabilitation, and preservation of affordable housing (rental and ownership) through acquisition, rehabilitation, new construction, and minor repair.
- [ ] Goal 2: Reduction of housing discrimination through provision of fair housing and tenant/landlord services.
- [ ] Goal 3: Use resources to assist low-income residents make rental assistance payments in response to Covid-19.
- [ ] B) Homeless
- [ ] Goal 1: Use resource to end homelessness by funding and supporting homeless service programs.
- [ ] C) Supportive Housing
- [ ] Goal 1: Increase the availability of services enriched housing for persons with special needs by supporting acquisition and new construction of housing units.
- [ ] D) Community Development
- [ ] Goal 1: Make improvements, including ADA accessibility and rehabilitation to public facilities, such as curbs and sidewalks, neighborhood parks and recreational improvements, homeless facilities and other public facilities/community centers.
- [ ] Goal 2: Fund economic development, micro-enterprise, and on-the-job training.
- [ ] Goal 3: Support public service programs for low income residents, preserving safety net services for families and individuals who are vulnerable or
- [x] F) Not Applicable. Not interested in CDBG funding.

17. CDBG ONLY - Identify at least one HUD Strategic Goal that relates to your project:

- [ ] Public Services
- [ ] Public Facilities
- [ ] Rental Assistance
- [ ] Affordable Housing
- [ ] Increase Opportunities for 1st Time Homebuyers
- [ ] Promote Decent Affordable Rental Housing
- [ ] Strengthen Communities
- [ ] Ensure Equal Opportunity in Housing
- [ ] Reduce Housing Discrimination
- [ ] Promote Participation of Grass-Roots, Faith-Based, and other Community-Based Organizations
- [x] Not Applicable. Not interested in CDBG funding.

18. CDBG ONLY - Select one HUD Objective that relates to your project:
(TIP: When selecting an objective ask yourself, "What is the purpose of the activity? What is the larger community need that I am seeking to address?")

- [ ] Creating a Suitable Living Environment
- [ ] Providing Decent Affordable Housing
- [ ] Creating Economic Opportunities
- [x] Not Applicable. Not interested in CDBG funding.

19. CDBG ONLY - Select one HUD Outcome that relates to your project:
(TIP: When selecting an outcome ask yourself, "What type of change or result am I seeking?")

- [ ] Availability/Accessibility
- [ ] Affordability
- [ ] Sustainability
- [x] Not Applicable. I am not interested in qualifying for CDBG funding.

20. CDBG ONLY - Select one HUD Specific Indicator that relates to your project:

- ☐ Public facility or infrastructure: This indicator shows the number of persons that have been assisted by public facility or infrastructure activities that provide individuals with new or improved access to the facility or infrastructure. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of household units that no longer have access to a substandard service.
- ☐ Public Service: This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of persons that no longer have access to a substandard service.
- ☐ Targeted revitalization: This indicator shows a range of outcomes such as jobs created and retained, businesses assisted, low- and moderate-income persons and households served, slum/blight demolition, number of acres of brownfields remediated, etc. in a targeted area.
- ☐ Commercial facade treatments or business building rehabilitation: This indicator shows the number of commercial facade treatments undertaken and the number of business buildings that were rehabilitated.
- ☐ Brownfields remediated: This indicator shows the number of acres of brownfields that were remediated.
- ☐ Rental units constructed: This indicator shows the number of affordable rental units created, as well as the number of years of affordability, number of units occupied by the elderly, and those units designated for chronically homeless persons and persons with HIV/AIDS.
- ☐ Rental units rehabilitated: This indicator shows the number of affordable rental units rehabilitated as well as the number of years of affordability, units for chronically homeless persons, elderly persons, and persons with HIV/AIDS.
- ☐ Homeownership units constructed or acquired with rehabilitation: This indicator shows the total number of homeownership units constructed, acquired, and/or acquired with rehabilitation per activity. This includes total number of affordable units, number of years of affordability, Energy Star qualified units, section 504 accessible units, and number of households previously living in subsidized housing. In addition, data will be collected on the number of units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- ☐ Owner occupied units rehabilitated: This indicator shows the total number of owner occupied units rehabilitated, including the number of these units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- ☐ Direct financial assistance to homebuyers: This indicator shows the number of homebuyers receiving direct financial assistance, housing counseling, and down payment assistance/closing costs.
- ☐ Tenant Based Rental Assistance (TBRA): This indicator shows the total number of households receiving TBRA as well as the number with short-term rental assistance (less than 12 months) and the number of homeless and chronically homeless households assisted.
- ☐ Homeless shelters: This indicator shows the number of homeless persons given overnight shelter.
- ☐ Emergency housing: This indicator shows the number of beds created in an overnight shelter or other emergency housing.
- ☐ Homeless prevention: This indicator shows the number of households that received emergency financial assistance to prevent homelessness and emergency legal assistance to prevent homelessness.
- ☐ Jobs created: Of the total number of jobs created, this indicator shows the number of jobs that have employee-sponsored health care, the types of jobs created (using Economic Development Administration (EDA) classifications) and the number of persons unemployed before taking the job.
- ☐ Jobs retained: Of the total number of jobs retained, this indicator shows the number of jobs retained, the number of jobs with employer-sponsored health care benefits, and the types of jobs retained (using EDA classifications)
- ☐ Business assistance: This indicator shows the total number of businesses assisted. Specifically, it shows the number of new businesses, existing businesses, and the DUNS number of each business so that HUD can track the number of new businesses that remain operational for three years after assistance.
- ☐ Businesses providing goods or services: This indicator shows whether an assisted business provides goods or services to meet the needs of the service area, neighborhood, or community, as determined by the grantee.
- ☑ Not Applicable. Not interested in CDBG funding

21. CDBG ONLY - Please choose a common indicator that your agency will use to track clients:
(Select only ONE.)

- ☐ Persons
- ☐ Households
- ☑ Not Applicable. Not interested in CDBG funding

22. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".

0 Seniors (62 and older)

0	People with Disabilities
0	Female-Headed Households
0	Youth
0	Homeless
0	Not Applicable. Not interested in CDBG funding (Type N/A)
0.00	**TOTAL**

23. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".

Area Median Income ("AMI") information is available online at www.dublin.ca.gov/1956/Application-Requirements-Process

0	Extremely Low Income (<30% AMI)
0	Very Low Income (30%-50% AMI)
0	Low Income (50%-80% AMI)
0	Moderate Income (80%-120% AMI)
0.00	**TOTAL**

24. CDBG ONLY - List the number of clients your agency anticipates serving in race/ethnicity categories. Per HUD, "Hispanic" is an ethnicity, not a race.

The sum entered below must match the total clients entered in Question #9 above. If none, please enter "0"

0	White
0	White + HISPANIC
0	Black/African American
0	Black/African American + HISPANIC
0	Asian
0	Asian + HISPANIC
0	American Indian/Alaskan Native
0	American Indian/Alaskan Native + HISPANIC
0	Native Hawaiian/Other Pacific Islander
0	Native Hawaiian/Other Pacific Islander + HISPANIC
0	American Indian/ Alaskan Native and White
0	American Indian/ Alaskan Native and White + HISPANIC
0	Asian and White
0	Asian and White + HISPANIC
0	Black/African American and White
0	Black/African American and White + HISPANIC
0	American Indian/Alaskan Native and Black/African American
0	American Indian/Alaskan Native and Black/African American + HISPANIC
0	Multi Racial + HISPANIC OR other Multi Racial
0	Not Applicable. Not interested in CDBG funding. (Type N/A)
0.00	**TOTAL**

25. If your agency is submitting more than one application or the same agency has different programs within it, please RANK the priority of this application, with number 1 being the highest priority for funding. There should only be one #1 PER AGENCY

- [ ] #1 - This program/project has the agency's highest priority for funding.
- [x] #2 - This program/project has the agency's 2nd highest priority for funding.
- [ ] #3 - This program/project has the agency's 3rd highest priority for funding.
- [ ] #4 - This program/project has the agency's 4th highest priority for funding.

☐ #5 - This program/project has the agency's 5th highest priority for funding.
☐ #6 - This program/project has the agency's 6th highest priority for funding.
☐ If you have more than 6 applications per organization, agency, district or entity, check here.

Budget *top*

Funding Sources/Revenues	Budget Amount	Amount Committed
City of Pleasanton General Fund	USD$ 80,000.00	USD$ 80,000.00
Alameda County (AAA, AC, APS, ACTIA, Dist 4)	USD$ 893,975.00	USD$ 893,975.00
Total	**USD$ 973,975.00**	**USD$ 973,975.00**

Funding Uses/Expenses	Budget Amount	Amount Committed
Part-Time Resource Specialist and Intake Coordinator	USD$ 22,089.00	
Total	**USD$ 22,089.00**	**USD$ 0.00**

Budget Narrative

The $25,000 funding we are requesting will all be focused on homelessness prevention and homeless crisis intervention for extremely low, very low, and low income families in Dublin. It will go towards three critical aspects of prevention/stabilization/outreach -- individualized care and resourcing in the form of a Part-Time Resource Specialist and Intake Coordinator (72% salary) who will be dedicated to serving Dublin residents. Total monthly amount approximates $1840.82 and total annual cost equals $25,000.

Documents *top*

Documents Requested *	Required?	Attached Documents *
Program Expense Budget for ALL Grant Requests download template	☑	Program Expense Sheet
Financial Information Form for ALL Grant Requests download template	☑	Financial Information
List of Board of Directors (or governing body) with agency contact information	☑	Board of Directors
Current Annual Budget for the Entire Agency	☑	Agency Budget
Copy of most recently submitted IRS 990 form or Tax Return (include complete form)	☑	990
Board of Director's (or governing body's) designation of authorized official	☑	Board Designation
Board of Director's (or governing body's) authorization to request funding (may be same document as one above)	☑	Board Authorization
Proof of insurance carried, including bonding, liability and/or workers' compensation	☑	Workers Comp Ins General Liability Blanket Insurance
STATE AND FEDERAL NON-PROFIT DETERMINATION LETTER. All organizations MUST have approved non-profit status from the State of California and Federal Tax Identification Number at time of application. Non-compliant applicants will be disqualified.	☑	Determination Letter
Certified Audit and/or Certified Financial Statements	☑	Audit Financials
REQUIRED FOR CDBG ONLY - If requesting Capital Funding, please upload your Capital expenditure budget (your own format is acceptable)		

REQUIRED FOR CDBG ONLY - Personnel Policies Including Affirmative Action Plan and Grievance Procedure		
REQUIRED FOR CDBG ONLY - Agency Audit Requirements and Copy of Last Audit Highlighting "Findings" Section		
REQUIRED FOR CDBG ONLY - Articles of Incorporation and Bylaws		
REQUIRED FOR CDBG ONLY - Conflict of Interest Statement (if not included in Bylaws)		
REQUIRED FOR CDBG ONLY - AGENCY'S LIMITED ENGLISH PROFICIENCY LANGUAGE ACCESS PLAN (LEP/LAP). Must include outreach to limited English speaking residents to encourage access to services & housing. Include what access accommodations are used.		
REQUIRED FOR CDBG ONLY - LEVERAGING REPORT- this is due with the 2nd quarter report no later than January 15th		
Supporting Documents such as Agency Strategic Plan, Needs Assessment, etc. (Not Required)		
Other Supporting Documents (Not Required)		Org Chart
		Employee Handbook
		Organizations we Coordinate with
		CEO Resume
		COO Resume
		Sr. Program Manager

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Application ID: 427558

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City of Dublin
PCS - Human Services Division
City of Dublin, Fiscal Year 2023-24, Human Services Grant Program
Deadline: 1/20/2023

Community Resources for Independent Living

Housing and Independent Living Skills

Jump to: Organization Information Questions Budget Documents

USD$ 16,000.00 Requested

Submitted: 1/20/2023 3:56:47 PM (Pacific)

Project Contact
Michael Galvan
Programs@crilhayward.org
Tel: 510 881 5743 x30

Additional Contacts
Alejandra.Hacker@crilhayward.org

Community Resources for Independent Living

439 A Street
Hayward, CA 94541
United States

Telephone (510) 881-5743
Fax (510) 881-1593
Web www.crilhayward.org

Executive Director
Michael Galvan
Michael.Galvan@crilhayward.org

Organization Information *top*

1. Business License Number
BL-009274

Questions *top*

1. Select the category that best describes your organization:
(Select only one.)
- [x] Non-Profit
- [ ] Public Agency
- [ ] Other:

2. Please describe your agency's mission (no more than 3 sentences or 250 characters).
CRIL is a peer-based disability resource agency that provides advocacy, services and resources for people with disabilities to improve lives and make communities fully accessible.

3. Select the category that best describes the project:
(Select only one. For Capital Projects, please contact City Staff ahead of the grant application submission to review additional requirements including the Davis-Bacon/Fair Labor Standards Act)
- [ ] Capital Project
- [x] Public Service Program or Project

4. Is this a "new" service, program, project or activity? "New" is identified as not yet started, implemented or in operation.

- [ ] Yes
- [x] No

5. Provide a brief summary of the program/project for which your agency is seeking funding (No more than three sentences. This text will be used widely during the review and implementation process to describe your project).
RIL's Independent Living Services for Persons with Disabilities will provide low-income Dublin residents who have a disability with peer counseling, independent living skills & self-advocacy training, personal assistant/homecare worker referrals, benefits advocacy, travel training, housing search assistance and emergency preparation planning. The primary goals of the program are to:
1) Enhance the self-efficiency of low income Dublin residents with disabilities, including youth and seniors with functional limitations;
2) Increase the availability of resources to Dublin's most vulnerable residents; and
3) Improve the integration of existing social services in Dublin.
4) Assist people with disabilities who use life-saving to obtain alternative sources energy during Public Safety Power Shut-offs (PSPS).
5) Assist people with disabilities to access the internet through a computer lab and classes, chromebooks and wifi access.
CRIL will directly serve 40 low-income Dublin residents, In addition, CRIL will indirectly serve 100 more individuals and businesses through disability education, technical assistance and information & referral.

6. Describe the challenges, needs, or service gaps in Dublin your program/project addresses. If you do not receive funding, what would the impact be? (You should reference Dublin demographics, statistics, and reports to make your case.)
CRIL's Housing & Independent Living Services will provide Dublin n 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. 80% of CRIL's staff have a disability.

With the COVID pandemic, CRIL has focused work on providing Personal Protective Equipment, Vaccine & Booster Information, addressing the Digital Divide through chromebooks and wifi access, and rental assistance. As recovery from the pandemic has happened, there has been a dramatic increase in the number of Dublin consumers. This is due not only to increased need but also to increased population.

Without Dublin funding, CRIL will attempt to meet the needs of Pleasanton residents but this would place stress on the agency's flexibility and ability to address crises that arise.

7. Estimate the total number of UNDUPLICATED Dublin residents to be served by this project.
(UNDUPLICATED means client is counted only once regardless of number of services received in a year.)
40

8. Which of the 14 Areas of Concern identified in the Eastern County 2011 Needs Assessment Report does your project identify with? Please explain how your project meets the selected Areas of Concerns as well as helps the City of Dublin archive its Vision Statement that was included in its 2018 Strategic Plan.
The mission and vision statements are available online at www.dublin.ca.gov/1956/Application-Requirements-Process

- [ ] Behavioral Health (mental health and substance abuse)
- [x] Affordable Housing
- [ ] Health Care (including dental)
- [ ] Workforce Development
- [x] Homelessness
- [x] Transportation Services and Access
- [x] Domestic Violence and Child Abuse
- [x] Disabilities
- [ ] Food and Nutrition
- [x] Senior Services
- [x] Youth Services
- [ ] Child Care, Early Childhood Development and Education
- [x] Changing Demographics and Growing Diversity
- [x] Financial Assistance
- [ ] None of the Above
- [ ] Please explain: CRIL provides services at no cost to persons with disabilities and seniors with functional limitations. CRIL's services are based on need.

9. Describe in detail how Dublin grant funds will be used for this project. If the funds are used for staffing, be sure to provide specific details on the number and types of positions being funded. (If capital funding is being requested, this narrative should include a detailed project scope and project timeline. The scope of work should include any land tenure issues. Additional documentation include designs, site plans, etc. can be attached later in the "Documents" tab.)

(What specifically will the grant funds be used for?)

The Tri-Valley Program operating budget of $65,000 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. CRIL estimates that 20% of consumers served at the CRIL Livermore Office will be Dublin Livermore Residents. Small 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.

The three Tri-Valley cities and with Department of Rehabilitation, & Alameda County Transportation Commission (ACTC) share the diverse funding for CRIL's Tri-Valley branch operating budget. CRIL respectfully requests that the City of Dublin fund approximately $16,000 [this reflects a 7% inflation rate of last year's request of $15,000] of the Tri-Valley area Housing & IL program budget.

10. Describe how you will measure the effectiveness of this program/project. Describe your criteria for success. What results do you expect to have achieved at the end of this grant?

Consumers are also 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.

CRIL's Housing & IL Services for people with disabilities will provide 40 Dublin residents with improved access to housing, peer counseling, employment & benefits counseling, travel training, I & R, LTSS counseling, assistive technology information & AT device loans and advocacy, COVID vaccine info and access assistance, ipads for persons with speech impediments to access the phone, and chromebboks to assist with internet access.

Housing counseling will include local resource info, application assistance, budgeting & credit counseling, transition services applications to Season of Sharing & Dept. of Rehabilitation's housing transition fund. CRIL will also provide indirect information & referral, technical & assistive technology support, ADA & disability law education and community advocacy to 100 additional Dublin residents & businesses to assist them with increasing their knowledge & independence.

CRIL is now a core member of Alameda County's Aging and Disability Resource Connection (ADRC). The service which will be the ADRC's major focus will be transitions: assisting people with disabilities and older adults to transition from hospital or skilled nursing facility to home.

11. The City Council updated Dublin's Mission, Vision, and Values in 2020 to include Inclusivity, Diversity and Equity. How does your project further these values?

The full statements are available at www.dublin.ca.gov/72/mission-vision

Community Resources for Independent Living (CRIL) is a peer-based disability resource organization that advocates and provides resources for people with disabilities to improve lives and make communities fully accessible. Everyone is welcome regardless of race, ethnicity, the nature of the disability or limitation, age, socioeconomic status, sexual orientation, gender identity, and expression, immigration status, health condition, or any other characteristics.

In working for accessibility, CRIL reflects its commitment to inclusivity, diversity and equity. CRIL believes all people must be included in the fabric of society and CRIL's consumers reflect the diversity of Alameda County. While equality means each individual or group of people is given the same resources or opportunities. Equity recognizes that each person has different circumstances and allocates the exact resources and opportunities needed to reach an equal outcome. A person with disabilities may simply need different resources and opportunities to be fully involved in society.

12. For the Fiscal Year 2023-2024 Human Services Grant Cycle, additional funding may be available through the City's American Rescue Plan Act allocation. Organizations that are eligible for this funding must provide services that are responding to the economic and public health impacts of the COVID-19 Pandemic. 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.

Enter "NA" if not eligible.

Since March 2020, CRIL has actively reached out to the disability community, as well as the larger community, to provide resources and information. CRIL distributed 70,000 masks, hosted a COVID clinic, emailed vaccine information to over 2,500 people with disabilities, mailed vaccine information to over 600 people with disabilities and called over 4,000 people to provide vaccine information. In addition, CRIL has called its 1,000+ senior consumers three times to check in on their needs: physical and psychological.

13. ** QUESTIONS 14 THROUGH 24 ARE FOR THOSE ORGANIZATIONS INTERESTED IN APPLYING FOR FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING ONLY. ** Are you are interested in applying for CDBG funds?

- [x] Yes. If so, check box here and answer questions 14 through 25.
- [ ] No. If no, check box here and enter NA
- [ ] Don't know. If you are unsure, please call City staff at (925) 833-6645.

14. CDBG ONLY- Explain your Limited English Proficiency/Language Access Plan (LEP/LAP). How does your agency outreach to limited English speaking residents to encourage access to services? What access accommodations are used? Etc. Provide detail

Please enter "N/A" if you are not interested in qualifying for CDBG funding.

CRIL strives to offer services in languages which are used in Eastern and Southern Alameda County. Services are offered in English, Spanish, ASL, Farsi, Pashto, Hindi, Punjabi, Bosnian, Croatian and Serbian. For other languages, CRIL uses Alameda County's Language Line.

All printed materials are in English, Spanish, large font and available in electronic format. CRIL's most used materials are also in Chinese..

CRIL participates in over 50 outreaches throughout Alameda County. These outreaches include different language groups, as well as, different cultural groups.

15. CDBG ONLY - Identify at least one HUD Guiding Principle that relates to your project:

- [x] Be culturally accessible, appropriate and inclusive
- [ ] Encourage community engagement and involvement
- [ ] Promote energy and resource efficiency
- [ ] Encourage networking and information sharing across service providers
- [ ] Encourage process streamlining
- [ ] Consolidate service delivery
- [ ] Not Applicable. Not interested in CDBG funding.

16. CDBG ONLY - Identify at least HUD Consolidated Plan Goal that relates to your project:

(Select Category and Applicable Goals)

- [ ] A) Housing
- [ ] Goal 1: Promote the production, rehabilitation, and preservation of affordable housing (rental and ownership) through acquisition, rehabilitation, new construction, and minor repair.
- [ ] Goal 2: Reduction of housing discrimination through provision of fair housing and tenant/landlord services.
- [ ] Goal 3: Use resources to assist low-income residents make rental assistance payments in response to Covid-19.
- [ ] B) Homeless
- [ ] Goal 1: Use resource to end homelessness by funding and supporting homeless service programs.
- [ ] C) Supportive Housing
- [ ] Goal 1: Increase the availability of services enriched housing for persons with special needs by supporting acquisition and new construction of housing units.
- [x] D) Community Development
- [x] Goal 1: Make improvements, including ADA accessibility and rehabilitation to public facilities, such as curbs and sidewalks, neighborhood parks and recreational improvements, homeless facilities and other public facilities/community centers.
- [ ] Goal 2: Fund economic development, micro-enterprise, and on-the-job training.
- [x] Goal 3: Support public service programs for low income residents, preserving safety net services for families and individuals who are vulnerable or
- [ ] F) Not Applicable. Not interested in CDBG funding.

17. CDBG ONLY - Identify at least one HUD Strategic Goal that relates to your project:

- [x] Public Services
- [x] Public Facilities
- [x] Rental Assistance
- [x] Affordable Housing
- [ ] Increase Opportunities for 1st Time Homebuyers
- [x] Promote Decent Affordable Rental Housing

- [x] Strengthen Communities
- [x] Ensure Equal Opportunity in Housing
- [x] Reduce Housing Discrimination
- [x] Promote Participation of Grass-Roots, Faith-Based, and other Community-Based Organizations
- [ ] Not Applicable. Not interested in CDBG funding.

18. CDBG ONLY - Select one HUD Objective that relates to your project:
(TIP: When selecting an objective ask yourself, "What is the purpose of the activity? What is the larger community need that I am seeking to address?")

- [x] Creating a Suitable Living Environment
- [ ] Providing Decent Affordable Housing
- [ ] Creating Economic Opportunities
- [ ] Not Applicable. Not interested in CDBG funding.

19. CDBG ONLY - Select one HUD Outcome that relates to your project:
(TIP: When selecting an outcome ask yourself, "What type of change or result am I seeking?")

- [x] Availability/Accessibility
- [ ] Affordability
- [ ] Sustainability
- [ ] Not Applicable. I am not interested in qualifying for CDBG funding.

20. CDBG ONLY - Select one HUD Specific Indicator that relates to your project:

- [ ] Public facility or infrastructure: This indicator shows the number of persons that have been assisted by public facility or infrastructure activities that provide individuals with new or improved access to the facility or infrastructure. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of household units that no longer have access to a substandard service.
- [x] Public Service: This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of persons that no longer have access to a substandard service.
- [ ] Targeted revitalization: This indicator shows a range of outcomes such as jobs created and retained, businesses assisted, low- and moderate-income persons and households served, slum/blight demolition, number of acres of brownfields remediated, etc. in a targeted area.
- [ ] Commercial facade treatments or business building rehabilitation: This indicator shows the number of commercial facade treatments undertaken and the number of business buildings that were rehabilitated.
- [ ] Brownfields remediated: This indicator shows the number of acres of brownfields that were remediated.
- [ ] Rental units constructed: This indicator shows the number of affordable rental units created, as well as the number of years of affordability, number of units occupied by the elderly, and those units designated for chronically homeless persons and persons with HIV/AIDS.
- [ ] Rental units rehabilitated: This indicator shows the number of affordable rental units rehabilitated as well as the number of years of affordability, units for chronically homeless persons, elderly persons, and persons with HIV/AIDS.
- [ ] Homeownership units constructed or acquired with rehabilitation: This indicator shows the total number of homeownership units constructed, acquired, and/or acquired with rehabilitation per activity. This includes total number of affordable units, number of years of affordability, Energy Star qualified units, section 504 accessible units, and number of households previously living in subsidized housing. In addition, data will be collected on the number of units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Owner occupied units rehabilitated: This indicator shows the total number of owner occupied units rehabilitated, including the number of these units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Direct financial assistance to homebuyers: This indicator shows the number of homebuyers receiving direct financial assistance, housing counseling, and down payment assistance/closing costs.
- [ ] Tenant Based Rental Assistance (TBRA): This indicator shows the total number of households receiving TBRA as well as the number with short-term rental assistance (less than 12 months) and the number of homeless and chronically homeless households assisted.
- [ ] Homeless shelters: This indicator shows the number of homeless persons given overnight shelter.
- [ ] Emergency housing: This indicator shows the number of beds created in an overnight shelter or other emergency housing.
- [ ] Homeless prevention: This indicator shows the number of households that received emergency financial assistance to prevent homelessness and emergency legal assistance to prevent homelessness.
- [ ] Jobs created: Of the total number of jobs created, this indicator shows the number of jobs that have employee-

sponsored health care, the types of jobs created (using Economic Development Administration (EDA) classifications) and the number of persons unemployed before taking the job.

- [ ] Jobs retained: Of the total number of jobs retained, this indicator shows the number of jobs retained, the number of jobs with employer-sponsored health care benefits, and the types of jobs retained (using EDA classifications)
- [ ] Business assistance: This indicator shows the total number of businesses assisted. Specifically, it shows the number of new businesses, existing businesses, and the DUNS number of each business so that HUD can track the number of new businesses that remain operational for three years after assistance.
- [ ] Businesses providing goods or services: This indicator shows whether an assisted business provides goods or services to meet the needs of the service area, neighborhood, or community, as determined by the grantee.
- [ ] Not Applicable. Not interested in CDBG funding

21. CDBG ONLY - Please choose a common indicator that your agency will use to track clients:
(Select only ONE.)

- [x] Persons
- [ ] Households
- [ ] Not Applicable. Not interested in CDBG funding

22. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".

15	Seniors (62 and older)
40	People with Disabilities
5	Female-Headed Households
5	Youth
2	Homeless
	Not Applicable. Not interested in CDBG funding (Type N/A)
67.00	**TOTAL**

23. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".
Area Median Income ("AMI") information is available online at www.dublin.ca.gov/1956/Application-Requirements-Process

50	Extremely Low Income (<30% AMI)
25	Very Low Income (30%-50% AMI)
15	Low Income (50%-80% AMI)
10	Moderate Income (80%-120% AMI)
100.00	**TOTAL**

24. CDBG ONLY - List the number of clients your agency anticipates serving in race/ethnicity categories. Per HUD, "Hispanic" is an ethnicity, not a race.
The sum entered below must match the total clients entered in Question #9 above. If none, please enter "0"

15	White
5	White + HISPANIC
8	Black/African American
0	Black/African American + HISPANIC
8	Asian
0	Asian + HISPANIC
1	American Indian/Alaskan Native
0	American Indian/Alaskan Native + HISPANIC
1	Native Hawaiian/Other Pacific Islander
0	Native Hawaiian/Other Pacific Islander + HISPANIC
0	American Indian/ Alaskan Native and White

0	American Indian/ Alaskan Native and White + HISPANIC
0	Asian and White
0	Asian and White + HISPANIC
0	Black/African American and White
0	Black/African American and White + HISPANIC
0	American Indian/Alaskan Native and Black/African American
0	American Indian/Alaskan Native and Black/African American + HISPANIC
2	Multi Racial + HISPANIC OR other Multi Racial
	Not Applicable. Not interested in CDBG funding. (Type N/A)
40.00	**TOTAL**

25. If your agency is submitting more than one application or the same agency has different programs within it, please RANK the priority of this application, with number 1 being the highest priority for funding. There should only be one #1 PER AGENCY

- [x] #1 - This program/project has the agency's highest priority for funding.
- [ ] #2 - This program/project has the agency's 2nd highest priority for funding.
- [ ] #3 - This program/project has the agency's 3rd highest priority for funding.
- [ ] #4 - This program/project has the agency's 4th highest priority for funding.
- [ ] #5 - This program/project has the agency's 5th highest priority for funding.
- [ ] #6 - This program/project has the agency's 6th highest priority for funding.
- [ ] If you have more than 6 applications per organization, agency, district or entity, check here.

Budget top

Funding Sources/Revenues	Budget Amount	Amount Committed
City of Dublin	USD$ 16,000.00	
City of Livermore	USD$ 16,000.00	
City of Pleasanton	USD$ 16,000.00	
Dept of Rehab GF	USD$ 2,000.00	USD$ 2,000.00
Dept of Rehab AB204	USD$ 5,000.00	USD$ 5,000.00
ACL	USD$ 10,000.00	USD$ 10,000.00
Total	**USD$ 65,000.00**	**USD$ 17,000.00**

Funding Uses/Expenses	Budget Amount	Amount Committed
Personnel: Salaries	USD$ 9,155.00	USD$ 9,105.00
Personnel: Benefits	USD$ 5,250.00	USD$ 5,250.00
Operating: Supplies	USD$ 250.00	USD$ 250.00
Operating:Postage	USD$ 34.00	USD$ 34.00
Operating: telephone	USD$ 386.00	USD$ 386.00
Operating: Accounting/Audir	USD$ 250.00	USD$ 250.00
Operating: Contracted Services	USD$ 400.00	USD$ 1,400.00
Operating: Dues, Publications	USD$ 100.00	USD$ 150.00
Operating: Insurance	USD$ 100.00	USD$ 100.00
Operating: Printing/Copying	USD$ 75.00	USD$ 75.00
Total	**USD$ 16,000.00**	**USD$ 17,000.00**

Documents top

Documents Requested *	Required?	**Attached Documents** *
Program Expense Budget for ALL Grant Requests download template	[x]	Program Expense

Financial Information Form for ALL Grant Requests download template	☑	Financial Info
List of Board of Directors (or governing body) with agency contact information	☑	Board of Directors CRIL Board of Directors
Current Annual Budget for the Entire Agency	☑	CRIL Annual Budget
Copy of most recently submitted IRS 990 form or Tax Return (include complete form)	☑	990
Board of Director's (or governing body's) designation of authorized official	☑	authorized official
Board of Director's (or governing body's) authorization to request funding (may be same document as one above)	☑	Authorization for Funding
Proof of insurance carried, including bonding, liability and/or workers' compensation	☑	Named Insured Policy
STATE AND FEDERAL NON-PROFIT DETERMINATION LETTER. All organizations MUST have approved non-profit status from the State of California and Federal Tax Identification Number at time of application. Non-compliant applicants will be disqualified.	☑	IRS Letter
Certified Audit and/or Certified Financial Statements	☑	Audit
REQUIRED FOR CDBG ONLY - If requesting Capital Funding, please upload your Capital expenditure budget (your own format is acceptable)		
REQUIRED FOR CDBG ONLY - Personnel Policies Including Affirmative Action Plan and Grievance Procedure		Employee Handbook
REQUIRED FOR CDBG ONLY - Agency Audit Requirements and Copy of Last Audit Highlighting "Findings" Section		
REQUIRED FOR CDBG ONLY - Articles of Incorporation and Bylaws		Articles of Incorporation Bylaws
REQUIRED FOR CDBG ONLY - Conflict of Interest Statement (if not included in Bylaws)		
REQUIRED FOR CDBG ONLY - AGENCY'S LIMITED ENGLISH PROFICIENCY LANGUAGE ACCESS PLAN (LEP/LAP). Must include outreach to limited English speaking residents to encourage access to services & housing. Include what access accommodations are used.		Language Outreach
REQUIRED FOR CDBG ONLY - LEVERAGING REPORT- this is due with the 2nd quarter report no later than January 15th		
Supporting Documents such as Agency Strategic Plan, Needs Assessment, etc. (Not Required)		Strategic Plan
Other Supporting Documents (Not Required)		

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Application ID: 428532

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City of Dublin
PCS - Human Services Division
City of Dublin, Fiscal Year 2023-24, Human Services Grant Program
Deadline: 1/23/2023

Easterseals Northern California

Kaleidoscope Community Adult Program - 2023/2024

Jump to: Organization Information Questions Budget Documents

USD$ 25,000.00 Requested

Submitted: 1/23/2023 7:28:56 PM (Pacific)

Project Contact
Doris Evans
development@esnorcal.org
Tel: (510) 910-3089

Additional Contacts
none entered

Easterseals Northern California

5601 Arnold Road
Suite 104
Dublin, CA 94568
United States

Telephone(925) 326-0072
Fax
Web www.esnorcal.org

CEO
Andrea Pettiford
development@esnorcal.org

Organization Information *top*

1. Business License Number
BL-005301

Questions *top*

1. Select the category that best describes your organization:
(Select only one.)
- [x] Non-Profit
- [ ] Public Agency
- [ ] Other:

2. Please describe your agency's mission (no more than 3 sentences or 250 characters).
Easterseals Northern California is leading the way to ensure that individuals and families affected by disabilities and special needs can live, learn, work and play to their full potential.

3. Select the category that best describes the project:
(Select only one. For Capital Projects, please contact City Staff ahead of the grant application submission to review additional requirements including the Davis-Bacon/Fair Labor Standards Act)
- [ ] Capital Project
- [x] Public Service Program or Project

4. Is this a "new" service, program, project or activity? "New" is identified as not yet started, implemented or in operation.

- [ ] Yes
- [x] No

5. Provide a brief summary of the program/project for which your agency is seeking funding (No more than three sentences. This text will be used widely during the review and implementation process to describe your project).
The Kaleidoscope Community Adult Program offers specific programming for adults with intellectual disabilities or development. The services provided help adults integrate into the community and increase life skills and social engagement. Our Life Skills Coaches are currently providing services to thirty-nine (39) participants, nine (9) of which are Dublin residents. Our Life Skills Coaches help the participants and families set goals in their Individual Program Plans (IPP), facilitate proper peer-to-peer interactions, provide safety training, assist with hygienic needs, facilitate activities & trips, offer calendar suggestions, lead activities in person and via telehealth, report behavioral or medical needs/changes to the Program Manager, and lead by example. Our Life Skills Coaches also provide support and training to parents and caregivers.

6. Describe the challenges, needs, or service gaps in Dublin your program/project addresses. If you do not receive funding, what would the impact be? (You should reference Dublin demographics, statistics, and reports to make your case.)
The Kaleidoscope Community Adult Program plans to expand from 39 participants to at least 42 participants in 2023. In order to accomplish that, we need at least one additional staff member to join our team so that our ratios remain compliant and safe. Expanding the program has been a long-time goal of the organization and we are excited that we have prospective participants waiting to receive services.

Being able to hire another staff member has additional benefits for the families we serve and the community. An additional staff member will expand the network of support that is provided to our family members and caregivers, and allow more family members to work, run errands, attend to other needs such as shopping, doctors' appointments, other family members, meetings, etc., all while their child is in trusted, professional care.

If we do not receive grant funds, the ability to hire an additional staff member will be at risk along with the ability for Kaleidoscope to expand its program and services, including the support and time given to families. Up to 3 participants and families could remain on our waiting list and without services.

7. Estimate the total number of UNDUPLICATED Dublin residents to be served by this project.
(UNDUPLICATED means client is counted only once regardless of number of services received in a year.)
9

8. Which of the 14 Areas of Concern identified in the Eastern County 2011 Needs Assessment Report does your project identify with? Please explain how your project meets the selected Areas of Concerns as well as helps the City of Dublin archive its Vision Statement that was included in its 2018 Strategic Plan.
The mission and vision statements are available online at www.dublin.ca.gov/1956/Application-Requirements-Process

- [x] Behavioral Health (mental health and substance abuse)
- [ ] Affordable Housing
- [ ] Health Care (including dental)
- [x] Workforce Development
- [ ] Homelessness
- [x] Transportation Services and Access
- [ ] Domestic Violence and Child Abuse
- [x] Disabilities
- [x] Food and Nutrition
- [ ] Senior Services
- [ ] Youth Services
- [ ] Child Care, Early Childhood Development and Education
- [x] Changing Demographics and Growing Diversity
- [ ] Financial Assistance
- [ ] None of the Above
- [ ] Please explain:

9. Describe in detail how Dublin grant funds will be used for this project. If the funds are used for staffing, be sure to provide specific details on the number and types of positions being funded. (If capital funding is being requested, this narrative should include a detailed project scope and project timeline. The scope of work should include any land tenure issues. Additional documentation include designs, site plans, etc. can be attached later in the "Documents" tab.)
(What specifically will the grant funds be used for?)

Grant funding from the City of Dublin is needed to help supplement the salary of a new Life Skills Coach. Our 2023 goal is to hire one, full-time additional staff member. The Life Skills Coaches help the participants and families set goals in their Individual Program Plans (IPP), facilitate proper peer-to-peer interactions, provide safety training, assist with hygienic needs, facilitate activities & trips, offer calendar suggestions, lead activities in person and via telehealth, report behavioral or medical needs/changes to the Program Manager, and lead by example. Our Life Skills Coaches also provide support and training to parents and caregivers.

10. Describe how you will measure the effectiveness of this program/project. Describe your criteria for success. What results do you expect to have achieved at the end of this grant?
Successful outcomes are tracked in the participant's Individual Program Plan (IPP) which is updated bi-yearly. Parents/guardians/caregivers, case managers from the Regional Center of the East Bay program as well as the participant are in the meetings and have direct input in the plans and outcomes. Baselines are established when a participant begins the program. The program ensures that there is no regression to IPP goals and successful outcomes can also be tracked by participant attendance and engagement in the program.

By the end of the grant, we expect to have expanded the Kaleidoscope Community Adult program from 39 participants to 42 or more participants.

11. The City Council updated Dublin's Mission, Vision, and Values in 2020 to include Inclusivity, Diversity and Equity. How does your project further these values?
The full statements are available at www.dublin.ca.gov/72/mission-vision
As an organization that has been advocating for and serving people with disabilities for almost a century, we are 100% committed to equal rights and freedoms for all people. This level of change takes diverse, inclusive, and innovative thinking as well as well-thought-out planning and execution. We believe diversity, equity, and inclusion are everyone's work, every day and forever.

12. For the Fiscal Year 2023-2024 Human Services Grant Cycle, additional funding may be available through the City's American Rescue Plan Act allocation. Organizations that are eligible for this funding must provide services that are responding to the economic and public health impacts of the COVID-19 Pandemic. 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.
Enter "NA" if not eligible.
N/A

13. ** QUESTIONS 14 THROUGH 24 ARE FOR THOSE ORGANIZATIONS INTERESTED IN APPLYING FOR FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING ONLY. ** Are you are interested in applying for CDBG funds?
- ☐ Yes. If so, check box here and answer questions 14 through 25.
- ☑ No. If no, check box here and enter NA
- ☐ Don't know. If you are unsure, please call City staff at (925) 833-6645.

14. CDBG ONLY- Explain your Limited English Proficiency/Language Access Plan (LEP/LAP). How does your agency outreach to limited English speaking residents to encourage access to services? What access accommodations are used? Etc. Provide detail
Please enter "N/A" if you are not interested in qualifying for CDBG funding.
N/A

15. CDBG ONLY - Identify at least one HUD Guiding Principle that relates to your project:
- ☐ Be culturally accessible, appropriate and inclusive
- ☐ Encourage community engagement and involvement
- ☐ Promote energy and resource efficiency
- ☐ Encourage networking and information sharing across service providers
- ☐ Encourage process streamlining
- ☐ Consolidate service delivery
- ☑ Not Applicable. Not interested in CDBG funding.

16. CDBG ONLY - Identify at least HUD Consolidated Plan Goal that relates to your project:
(Select Category and Applicable Goals)
- ☐ A) Housing
- ☐ Goal 1: Promote the production, rehabilitation, and preservation of affordable housing (rental and ownership) through acquisition, rehabilitation, new construction, and minor repair.
- ☐ Goal 2: Reduction of housing discrimination through provision of fair housing and tenant/landlord services.

- [ ] Goal 3: Use resources to assist low-income residents make rental assistance payments in response to Covid-19.
- [ ] B) Homeless
- [ ] Goal 1: Use resource to end homelessness by funding and supporting homeless service programs.
- [ ] C) Supportive Housing
- [ ] Goal 1: Increase the availability of services enriched housing for persons with special needs by supporting acquisition and new construction of housing units.
- [ ] D) Community Development
- [ ] Goal 1: Make improvements, including ADA accessibility and rehabilitation to public facilities, such as curbs and sidewalks, neighborhood parks and recreational improvements, homeless facilities and other public facilities/community centers.
- [ ] Goal 2: Fund economic development, micro-enterprise, and on-the-job training.
- [ ] Goal 3: Support public service programs for low income residents, preserving safety net services for families and individuals who are vulnerable or
- [x] F) Not Applicable. Not interested in CDBG funding.

17. CDBG ONLY - Identify at least one HUD Strategic Goal that relates to your project:

- [ ] Public Services
- [ ] Public Facilities
- [ ] Rental Assistance
- [ ] Affordable Housing
- [ ] Increase Opportunities for 1st Time Homebuyers
- [ ] Promote Decent Affordable Rental Housing
- [ ] Strengthen Communities
- [ ] Ensure Equal Opportunity in Housing
- [ ] Reduce Housing Discrimination
- [ ] Promote Participation of Grass-Roots, Faith-Based, and other Community-Based Organizations
- [x] Not Applicable. Not interested in CDBG funding.

18. CDBG ONLY - Select one HUD Objective that relates to your project:

(TIP: When selecting an objective ask yourself, "What is the purpose of the activity? What is the larger community need that I am seeking to address?")

- [ ] Creating a Suitable Living Environment
- [ ] Providing Decent Affordable Housing
- [ ] Creating Economic Opportunities
- [x] Not Applicable. Not interested in CDBG funding.

19. CDBG ONLY - Select one HUD Outcome that relates to your project:

(TIP: When selecting an outcome ask yourself, "What type of change or result am I seeking?")

- [ ] Availability/Accessibility
- [ ] Affordability
- [ ] Sustainability
- [x] Not Applicable. I am not interested in qualifying for CDBG funding.

20. CDBG ONLY - Select one HUD Specific Indicator that relates to your project:

- [ ] Public facility or infrastructure: This indicator shows the number of persons that have been assisted by public facility or infrastructure activities that provide individuals with new or improved access to the facility or infrastructure. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of household units that no longer have access to a substandard service.
- [ ] Public Service: This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of persons that no longer have access to a substandard service.
- [ ] Targeted revitalization: This indicator shows a range of outcomes such as jobs created and retained, businesses assisted, low- and moderate-income persons and households served, slum/blight demolition, number of acres of brownfields remediated, etc. in a targeted area.
- [ ] Commercial facade treatments or business building rehabilitation: This indicator shows the number of commercial facade treatments undertaken and the number of business buildings that were rehabilitated.
- [ ] Brownfields remediated: This indicator shows the number of acres of brownfields that were remediated.

- [ ] Rental units constructed: This indicator shows the number of affordable rental units created, as well as the number of years of affordability, number of units occupied by the elderly, and those units designated for chronically homeless persons and persons with HIV/AIDS.
- [ ] Rental units rehabilitated: This indicator shows the number of affordable rental units rehabilitated as well as the number of years of affordability, units for chronically homeless persons, elderly persons, and persons with HIV/AIDS.
- [ ] Homeownership units constructed or acquired with rehabilitation: This indicator shows the total number of homeownership units constructed, acquired, and/or acquired with rehabilitation per activity. This includes total number of affordable units, number of years of affordability, Energy Star qualified units, section 504 accessible units, and number of households previously living in subsidized housing. In addition, data will be collected on the number of units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Owner occupied units rehabilitated: This indicator shows the total number of owner occupied units rehabilitated, including the number of these units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Direct financial assistance to homebuyers: This indicator shows the number of homebuyers receiving direct financial assistance, housing counseling, and down payment assistance/closing costs.
- [ ] Tenant Based Rental Assistance (TBRA): This indicator shows the total number of households receiving TBRA as well as the number with short-term rental assistance (less than 12 months) and the number of homeless and chronically homeless households assisted.
- [ ] Homeless shelters: This indicator shows the number of homeless persons given overnight shelter.
- [ ] Emergency housing: This indicator shows the number of beds created in an overnight shelter or other emergency housing.
- [ ] Homeless prevention: This indicator shows the number of households that received emergency financial assistance to prevent homelessness and emergency legal assistance to prevent homelessness.
- [ ] Jobs created: Of the total number of jobs created, this indicator shows the number of jobs that have employee-sponsored health care, the types of jobs created (using Economic Development Administration (EDA) classifications) and the number of persons unemployed before taking the job.
- [ ] Jobs retained: Of the total number of jobs retained, this indicator shows the number of jobs retained, the number of jobs with employer-sponsored health care benefits, and the types of jobs retained (using EDA classifications)
- [ ] Business assistance: This indicator shows the total number of businesses assisted. Specifically, it shows the number of new businesses, existing businesses, and the DUNS number of each business so that HUD can track the number of new businesses that remain operational for three years after assistance.
- [ ] Businesses providing goods or services: This indicator shows whether an assisted business provides goods or services to meet the needs of the service area, neighborhood, or community, as determined by the grantee.
- [x] Not Applicable. Not interested in CDBG funding

21. CDBG ONLY - Please choose a common indicator that your agency will use to track clients:
(Select only ONE.)

- [ ] Persons
- [ ] Households
- [x] Not Applicable. Not interested in CDBG funding

22. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".

N/A	Seniors (62 and older)
	People with Disabilities
	Female-Headed Households
	Youth
	Homeless
	Not Applicable. Not interested in CDBG funding (Type N/A)
0.00	**TOTAL**

23. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".
Area Median Income ("AMI") information is available online at www.dublin.ca.gov/1956/Application-Requirements-Process

N/A	Extremely Low Income (<30% AMI)

	Very Low Income (30%-50% AMI)
	Low Income (50%-80% AMI)
	Moderate Income (80%-120% AMI)
0.00	**TOTAL**

24. CDBG ONLY - List the number of clients your agency anticipates serving in race/ethnicity categories. Per HUD, "Hispanic" is an ethnicity, not a race.

The sum entered below must match the total clients entered in Question #9 above. If none, please enter "0"

N/A	White
	White + HISPANIC
	Black/African American
	Black/African American + HISPANIC
	Asian
	Asian + HISPANIC
	American Indian/Alaskan Native
	American Indian/Alaskan Native + HISPANIC
	Native Hawaiian/Other Pacific Islander
	Native Hawaiian/Other Pacific Islander + HISPANIC
	American Indian/ Alaskan Native and White
	American Indian/ Alaskan Native and White + HISPANIC
	Asian and White
	Asian and White + HISPANIC
	Black/African American and White
	Black/African American and White + HISPANIC
	American Indian/Alaskan Native and Black/African American
	American Indian/Alaskan Native and Black/African American + HISPANIC
	Multi Racial + HISPANIC OR other Multi Racial
	Not Applicable. Not interested in CDBG funding. (Type N/A)
0.00	**TOTAL**

25. If your agency is submitting more than one application or the same agency has different programs within it, please RANK the priority of this application, with number 1 being the highest priority for funding. There should only be one #1 PER AGENCY

- [x] #1 - This program/project has the agency's highest priority for funding.
- [ ] #2 - This program/project has the agency's 2nd highest priority for funding.
- [ ] #3 - This program/project has the agency's 3rd highest priority for funding.
- [ ] #4 - This program/project has the agency's 4th highest priority for funding.
- [ ] #5 - This program/project has the agency's 5th highest priority for funding.
- [ ] #6 - This program/project has the agency's 6th highest priority for funding.
- [ ] If you have more than 6 applications per organization, agency, district or entity, check here.

Budget *top*

Funding Sources/Revenues	Budget Amount	Amount Committed
Regional Center of the East Bay	USD$ 738,862.00	
Total	**USD$ 738,862.00**	**USD$ 0.00**

Funding Uses/Expenses	Budget Amount	Amount Committed

Direct Staff Cost	USD$ 836,256.00	
Program Supplies	USD$ 144,000.00	
Rent/Occupancy	USD$ 68,898.00	
Supervisor/Lead/Manager	USD$ 192,000.00	
Total	**USD$ 1,241,154.00**	**USD$ 0.00**

Documents *top*

Documents Requested *	Required?	Attached Documents *
Program Expense Budget for ALL Grant Requests download template	☑	Easterseals NorCal_2023-2024 Program Expenses
Financial Information Form for ALL Grant Requests download template	☑	Easterseals NorCal_2023 Financial Info. Form
List of Board of Directors (or governing body) with agency contact information	☑	Easterseals NorCal_Board of Directors
Current Annual Budget for the Entire Agency	☑	Easterseals NorCal_2023 Budget
Copy of most recently submitted IRS 990 form or Tax Return (include complete form)	☑	Easterseals NorCal_2021 990 Tax Return
Board of Director's (or governing body's) designation of authorized official	☑	Easterseals NorCal_Author. Form
Board of Director's (or governing body's) authorization to request funding (may be same document as one above)	☑	Easterseals NorCal_Author. Form
Proof of insurance carried, including bonding, liability and/or workers' compensation	☑	Easterseals NorCal_Insurance
STATE AND FEDERAL NON-PROFIT DETERMINATION LETTER. All organizations MUST have approved non-profit status from the State of California and Federal Tax Identification Number at time of application. Non-compliant applicants will be disqualified.	☑	Easterseals NorCal_501c3 Determination Letter
Certified Audit and/or Certified Financial Statements	☑	Easterseals NorCal_2021 Audit
REQUIRED FOR CDBG ONLY - If requesting Capital Funding, please upload your Capital expenditure budget (your own format is acceptable)		
REQUIRED FOR CDBG ONLY - Personnel Policies Including Affirmative Action Plan and Grievance Procedure		
REQUIRED FOR CDBG ONLY - Agency Audit Requirements and Copy of Last Audit Highlighting "Findings" Section		
REQUIRED FOR CDBG ONLY - Articles of Incorporation and Bylaws		
REQUIRED FOR CDBG ONLY - Conflict of Interest Statement (if not included in Bylaws)		
REQUIRED FOR CDBG ONLY - AGENCY'S LIMITED ENGLISH PROFICIENCY LANGUAGE ACCESS PLAN (LEP/LAP). Must include outreach to limited English speaking residents to encourage access to services & housing. Include what access accommodations are used.		
REQUIRED FOR CDBG ONLY - LEVERAGING REPORT- this is due with the 2nd quarter report no later than January 15th		
Supporting Documents such as Agency Strategic		

Plan, Needs Assessment, etc. (Not Required)	
Other Supporting Documents (Not Required)	

** ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 428216

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City of Dublin
PCS - Human Services Division
City of Dublin, Fiscal Year 2023-24, Human Services Grant Program
Deadline: 1/20/2023

Goodness Village
Goodness Village

Jump to: Organization Information Questions Budget Documents

USD$ 25,000.00 Requested

Submitted: 1/20/2023 9:08:24 AM (Pacific)

Project Contact
Kim Curtis
Kim@gvlivermore.org
Tel: 925-237-1108

Additional Contacts
none entered

Goodness Village

1660 Freisman Rd
Livermore, CA 94551
United States

Telephone925-237-1108
Fax
Web www.gvlivermore.org

Executive Director
Kim Curtis
Kim@gvlivermore.org

Organization Information *top*

1. Business License Number
BL-114154

Questions *top*

1. Select the category that best describes your organization:
(Select only one.)
- [x] Non-Profit
- [ ] Public Agency
- [ ] Other:

2. Please describe your agency's mission (no more than 3 sentences or 250 characters).
Our mission is to improve the lives of the unsheltered population in the TriValley by providing a support housing community with 24 hour wrap are mental health support and an onsite 3 tier vocational skill building program.

3. Select the category that best describes the project:
(Select only one. For Capital Projects, please contact City Staff ahead of the grant application submission to review additional requirements including the Davis-Bacon/Fair Labor Standards Act)
- [ ] Capital Project
- [x] Public Service Program or Project

4. Is this a "new" service, program, project or activity? "New" is identified as not yet started, implemented or in operation.

- [ ] Yes
- [x] No

5. Provide a brief summary of the program/project for which your agency is seeking funding (No more than three sentences. This text will be used widely during the review and implementation process to describe your project).
We currently provide housing services for 4 Dublin identified unsheltered residents. These four are between 60 and 76 years old. They are actively engaged in the 24 hour wrap around services and are unlikely to be able to retain or maintain housing in an alternative setting with less support. We are asking for Dublin's financial assistance in supporting this TriValley program. Our budget for the village is currently slightly over one million dollars. This breaks down to roughly $98 per night per individual. We are asking for Dublin to provide $25,000 towards 85 bed nights for 3 individuals.

6. Describe the challenges, needs, or service gaps in Dublin your program/project addresses. If you do not receive funding, what would the impact be? (You should reference Dublin demographics, statistics, and reports to make your case.)
The income of these 4 formerly unsheltered Dublin residents is between $900 (SSA) and $3000 (Disabled Vet). Prior to moving to the village these 4 elderly individuals lived in their cars and did not address their mental health or medical needs. It is highly probable the extreme weather and/or covid would have terminated their lives if still unsheltered. All arrived to the village with problematic vehicles and expired registration, it is probable they would not have been able to retain their vehicles for much longer and would have moved to the streets. Without funding from Dublin we will continue efforts to raise funds within our local community as no one should be without housing especially our elderly population however we have promised funding to expand the village and we have turnover in the village with in our current homes, we will need to prioritize placements for those cities in the TriValley who are committed to engaging in supporting the village.

7. Estimate the total number of UNDUPLICATED Dublin residents to be served by this project.
(UNDUPLICATED means client is counted only once regardless of number of services received in a year.)
At minimum we will continue to serve these 4, as individuals transition out and with the growth of the village we expect to provide services to more Dublin residents.

8. Which of the 14 Areas of Concern identified in the Eastern County 2011 Needs Assessment Report does your project identify with? Please explain how your project meets the selected Areas of Concerns as well as helps the City of Dublin archive its Vision Statement that was included in its 2018 Strategic Plan.
The mission and vision statements are available online at www.dublin.ca.gov/1956/Application-Requirements-Process

- [x] Behavioral Health (mental health and substance abuse)
- [x] Affordable Housing
- [ ] Health Care (including dental)
- [ ] Workforce Development
- [x] Homelessness
- [x] Transportation Services and Access
- [ ] Domestic Violence and Child Abuse
- [x] Disabilities
- [ ] Food and Nutrition
- [x] Senior Services
- [ ] Youth Services
- [ ] Child Care, Early Childhood Development and Education
- [ ] Changing Demographics and Growing Diversity
- [ ] Financial Assistance
- [ ] None of the Above
- [ ] Please explain:

9. Describe in detail how Dublin grant funds will be used for this project. If the funds are used for staffing, be sure to provide specific details on the number and types of positions being funded. (If capital funding is being requested, this narrative should include a detailed project scope and project timeline. The scope of work should include any land tenure issues. Additional documentation include designs, site plans, etc. can be attached later in the "Documents" tab.)
(What specifically will the grant funds be used for?)
Goodness Village is successful due to the 24 hour onsite mental health support that provide crisis de-escalation, neighbor mediation, substance use eduction and prevention and case management. Individuals who have been unsheltered for 3-16 years, as in the cases of our former Dublin residents, require time to rebuild their social and communication skills in order to navigate the delicate relationships that are required in order to obtain and retain housing. We also provide a sliding scale for the monthly program fee, with the residents paying between $350-600 for their tiny home, utilities and 24 hour supportive services.

10. Describe how you will measure the effectiveness of this program/project. Describe your criteria for success. What results do you expect to have achieved at the end of this grant?
Our KPIs include: length of time in housing, decrease of mental health symptoms, engagement with Primary Care Providers, decrease of substance use. Our case managers assist each of our participants with housing waitlist applications however due to their level of services need we believe our participants are not likely to be successful in a lower level of care housing option at this time.

11. The City Council updated Dublin's Mission, Vision, and Values in 2020 to include Inclusivity, Diversity and Equity. How does your project further these values?
The full statements are available at www.dublin.ca.gov/72/mission-vision
At Goodness Village we believe the primary cause of chronic homelessness is the catastrophic loss of family and community. Our Village is a living example of an inclusive society. We strive to offer a level playing field to those that have been less fortunate. We focus on eliminating barriers that prevent vulnerable, marginalized or disadvantaged

population (unsheltered homeless) no matter what race, color or creed to fully participate in our social institutions. We are driving systemic change in how the homelessness challenge within our community is being addressed. We are a proof of concept that is demonstrating if you create an environment that offers the disadvantaged a safe permanent living space (includes 24 hour 7 day a week security site coverage) that more importantly provides the dedicated resources and support in a dignified approach to improve their well-being, they thrive to become contributing members of the community.

We have also received a $5000 grant from John Muir to be a part of their DEI initiative.

12. For the Fiscal Year 2023-2024 Human Services Grant Cycle, additional funding may be available through the City's American Rescue Plan Act allocation. Organizations that are eligible for this funding must provide services that are responding to the economic and public health impacts of the COVID-19 Pandemic. 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.
Enter "NA" if not eligible.
NA

13. ** QUESTIONS 14 THROUGH 24 ARE FOR THOSE ORGANIZATIONS INTERESTED IN APPLYING FOR FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING ONLY. ** Are you are interested in applying for CDBG funds?
- ☐ Yes. If so, check box here and answer questions 14 through 25.
- ☑ No. If no, check box here and enter NA
- ☐ Don't know. If you are unsure, please call City staff at (925) 833-6645.

14. CDBG ONLY- Explain your Limited English Proficiency/Language Access Plan (LEP/LAP). How does your agency outreach to limited English speaking residents to encourage access to services? What access accommodations are used? Etc. Provide detail
Please enter "N/A" if you are not interested in qualifying for CDBG funding.
N/A

15. CDBG ONLY - Identify at least one HUD Guiding Principle that relates to your project:
- ☐ Be culturally accessible, appropriate and inclusive
- ☐ Encourage community engagement and involvement
- ☐ Promote energy and resource efficiency
- ☐ Encourage networking and information sharing across service providers
- ☐ Encourage process streamlining
- ☐ Consolidate service delivery
- ☑ Not Applicable. Not interested in CDBG funding.

16. CDBG ONLY - Identify at least HUD Consolidated Plan Goal that relates to your project:
(Select Category and Applicable Goals)
- ☐ A) Housing
- ☐ Goal 1: Promote the production, rehabilitation, and preservation of affordable housing (rental and ownership) through acquisition, rehabilitation, new construction, and minor repair.
- ☐ Goal 2: Reduction of housing discrimination through provision of fair housing and tenant/landlord services.

- [ ] Goal 3: Use resources to assist low-income residents make rental assistance payments in response to Covid-19.
- [ ] B) Homeless
- [ ] Goal 1: Use resource to end homelessness by funding and supporting homeless service programs.
- [ ] C) Supportive Housing
- [ ] Goal 1: Increase the availability of services enriched housing for persons with special needs by supporting acquisition and new construction of housing units.
- [ ] D) Community Development
- [ ] Goal 1: Make improvements, including ADA accessibility and rehabilitation to public facilities, such as curbs and sidewalks, neighborhood parks and recreational improvements, homeless facilities and other public facilities/community centers.
- [ ] Goal 2: Fund economic development, micro-enterprise, and on-the-job training.
- [ ] Goal 3: Support public service programs for low income residents, preserving safety net services for families and individuals who are vulnerable or
- [x] F) Not Applicable. Not interested in CDBG funding.

17. CDBG ONLY - Identify at least one HUD Strategic Goal that relates to your project:

- [ ] Public Services
- [ ] Public Facilities
- [ ] Rental Assistance
- [ ] Affordable Housing
- [ ] Increase Opportunities for 1st Time Homebuyers
- [ ] Promote Decent Affordable Rental Housing
- [ ] Strengthen Communities
- [ ] Ensure Equal Opportunity in Housing
- [ ] Reduce Housing Discrimination
- [ ] Promote Participation of Grass-Roots, Faith-Based, and other Community-Based Organizations
- [x] Not Applicable. Not interested in CDBG funding.

18. CDBG ONLY - Select one HUD Objective that relates to your project:

(TIP: When selecting an objective ask yourself, "What is the purpose of the activity? What is the larger community need that I am seeking to address?")

- [ ] Creating a Suitable Living Environment
- [ ] Providing Decent Affordable Housing
- [ ] Creating Economic Opportunities
- [x] Not Applicable. Not interested in CDBG funding.

19. CDBG ONLY - Select one HUD Outcome that relates to your project:

(TIP: When selecting an outcome ask yourself, "What type of change or result am I seeking?")

- [ ] Availability/Accessibility
- [ ] Affordability
- [ ] Sustainability
- [x] Not Applicable. I am not interested in qualifying for CDBG funding.

20. CDBG ONLY - Select one HUD Specific Indicator that relates to your project:

- [ ] Public facility or infrastructure: This indicator shows the number of persons that have been assisted by public facility or infrastructure activities that provide individuals with new or improved access to the facility or infrastructure. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of household units that no longer have access to a substandard service.
- [ ] Public Service: This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of persons that no longer have access to a substandard service.
- [ ] Targeted revitalization: This indicator shows a range of outcomes such as jobs created and retained, businesses assisted, low- and moderate-income persons and households served, slum/blight demolition, number of acres of brownfields remediated, etc. in a targeted area.
- [ ] Commercial facade treatments or business building rehabilitation: This indicator shows the number of commercial facade treatments undertaken and the number of business buildings that were rehabilitated.
- [ ] Brownfields remediated: This indicator shows the number of acres of brownfields that were remediated.

- [ ] Rental units constructed: This indicator shows the number of affordable rental units created, as well as the number of years of affordability, number of units occupied by the elderly, and those units designated for chronically homeless persons and persons with HIV/AIDS.
- [ ] Rental units rehabilitated: This indicator shows the number of affordable rental units rehabilitated as well as the number of years of affordability, units for chronically homeless persons, elderly persons, and persons with HIV/AIDS.
- [ ] Homeownership units constructed or acquired with rehabilitation: This indicator shows the total number of homeownership units constructed, acquired, and/or acquired with rehabilitation per activity. This includes total number of affordable units, number of years of affordability, Energy Star qualified units, section 504 accessible units, and number of households previously living in subsidized housing. In addition, data will be collected on the number of units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Owner occupied units rehabilitated: This indicator shows the total number of owner occupied units rehabilitated, including the number of these units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Direct financial assistance to homebuyers: This indicator shows the number of homebuyers receiving direct financial assistance, housing counseling, and down payment assistance/closing costs.
- [ ] Tenant Based Rental Assistance (TBRA): This indicator shows the total number of households receiving TBRA as well as the number with short-term rental assistance (less than 12 months) and the number of homeless and chronically homeless households assisted.
- [ ] Homeless shelters: This indicator shows the number of homeless persons given overnight shelter.
- [ ] Emergency housing: This indicator shows the number of beds created in an overnight shelter or other emergency housing.
- [ ] Homeless prevention: This indicator shows the number of households that received emergency financial assistance to prevent homelessness and emergency legal assistance to prevent homelessness.
- [ ] Jobs created: Of the total number of jobs created, this indicator shows the number of jobs that have employee-sponsored health care, the types of jobs created (using Economic Development Administration (EDA) classifications) and the number of persons unemployed before taking the job.
- [ ] Jobs retained: Of the total number of jobs retained, this indicator shows the number of jobs retained, the number of jobs with employer-sponsored health care benefits, and the types of jobs retained (using EDA classifications)
- [ ] Business assistance: This indicator shows the total number of businesses assisted. Specifically, it shows the number of new businesses, existing businesses, and the DUNS number of each business so that HUD can track the number of new businesses that remain operational for three years after assistance.
- [ ] Businesses providing goods or services: This indicator shows whether an assisted business provides goods or services to meet the needs of the service area, neighborhood, or community, as determined by the grantee.
- [x] Not Applicable. Not interested in CDBG funding

21. CDBG ONLY - Please choose a common indicator that your agency will use to track clients:
(Select only ONE.)

- [ ] Persons
- [ ] Households
- [x] Not Applicable. Not interested in CDBG funding

22. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".

	Seniors (62 and older)
	People with Disabilities
	Female-Headed Households
	Youth
	Homeless
N/A	Not Applicable. Not interested in CDBG funding (Type N/A)
0.00	**TOTAL**

23. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".
Area Median Income ("AMI") information is available online at www.dublin.ca.gov/1956/Application-Requirements-Process

	Extremely Low Income (<30% AMI)

	Very Low Income (30%-50% AMI)
	Low Income (50%-80% AMI)
N/A	Moderate Income (80%-120% AMI)
0.00	**TOTAL**

24. CDBG ONLY - List the number of clients your agency anticipates serving in race/ethnicity categories. Per HUD, "Hispanic" is an ethnicity, not a race.

The sum entered below must match the total clients entered in Question #9 above. If none, please enter "0"

	White
	White + HISPANIC
	Black/African American
	Black/African American + HISPANIC
	Asian
	Asian + HISPANIC
	American Indian/Alaskan Native
	American Indian/Alaskan Native + HISPANIC
	Native Hawaiian/Other Pacific Islander
	Native Hawaiian/Other Pacific Islander + HISPANIC
	American Indian/ Alaskan Native and White
	American Indian/ Alaskan Native and White + HISPANIC
	Asian and White
	Asian and White + HISPANIC
	Black/African American and White
	Black/African American and White + HISPANIC
	American Indian/Alaskan Native and Black/African American
	American Indian/Alaskan Native and Black/African American + HISPANIC
	Multi Racial + HISPANIC OR other Multi Racial
N/A	Not Applicable. Not interested in CDBG funding. (Type N/A)
0.00	**TOTAL**

25. If your agency is submitting more than one application or the same agency has different programs within it, please RANK the priority of this application, with number 1 being the highest priority for funding. There should only be one #1 PER AGENCY

- [x] #1 - This program/project has the agency's highest priority for funding.
- [ ] #2 - This program/project has the agency's 2nd highest priority for funding.
- [ ] #3 - This program/project has the agency's 3rd highest priority for funding.
- [ ] #4 - This program/project has the agency's 4th highest priority for funding.
- [ ] #5 - This program/project has the agency's 5th highest priority for funding.
- [ ] #6 - This program/project has the agency's 6th highest priority for funding.
- [ ] If you have more than 6 applications per organization, agency, district or entity, check here.

Budget *top*

Funding Sources/Revenues	Budget Amount	Amount Committed
Congressman Swalwell		USD$ 1,000,000.00
John Muir		USD$ 62,000.00
Stanford Health		USD$ 52,000.00
Workday		USD$ 200,000.00
Pleasanton		USD$ 100,000.00

Total	**USD$ 0.00**	**USD$ 1,414,000.00**

Funding Uses/Expenses	Budget Amount	Amount Committed
24 hour wrap around services provided by 24 hour staff	USD$ 830,335.92	USD$ 314,000.00
staff benefits	USD$ 63,600.00	
Payroll taxes and fees	USD$ 66,580.92	
Rent and utilities	USD$ 120,000.00	USD$ 120,000.00
Total	**USD$ 1,080,516.84**	**USD$ 434,000.00**

Budget Narrative

We are asking for $25,000 to continue to provide 24 hour staffing to ensure stability and safety within the village. In the last 19 months of operating no participant has been psychiatrically hospitalized or arrested, we believe this is due to the availability of the staff during times of crisis. They've also been able to immediately respond when medical emergencies arise, such as initiating CPR at midnight when a participant experienced Cardiac Arrest.
At this time we have been promised the Swalwell $1,000,000 for programming however we have not received a contract to know what the scope of funds will be distributed for. We also do not know when the funds will become available. At this time we are running with a bare bones budget and leaning heavily on the promise of the Congressman for additional funding to support our 2023 budget.

Documents *top*

Documents Requested *	Required?	**Attached Documents** *
Program Expense Budget for ALL Grant Requests download template	☑	Budget Dublin Budget Template
Financial Information Form for ALL Grant Requests download template	☑	Financial Template
List of Board of Directors (or governing body) with agency contact information	☑	Board of Directors
Current Annual Budget for the Entire Agency	☑	Annual Budget
Copy of most recently submitted IRS 990 form or Tax Return (include complete form)	☑	990 Signature page
Board of Director's (or governing body's) designation of authorized official	☑	Board Approval-Quorum Met
Board of Director's (or governing body's) authorization to request funding (may be same document as one above)	☑	Board Authorization
Proof of insurance carried, including bonding, liability and/or workers' compensation	☑	Insurance
STATE AND FEDERAL NON-PROFIT DETERMINATION LETTER. All organizations MUST have approved non-profit status from the State of California and Federal Tax Identification Number at time of application. Non-compliant applicants will be disqualified.	☑	CA IRS
Certified Audit and/or Certified Financial Statements	☑	Audit info
REQUIRED FOR CDBG ONLY - If requesting Capital Funding, please upload your Capital expenditure budget (your own format is acceptable)		
REQUIRED FOR CDBG ONLY - Personnel Policies Including Affirmative Action Plan and Grievance Procedure		
REQUIRED FOR CDBG ONLY - Agency Audit Requirements and Copy of Last Audit Highlighting "Findings" Section		

REQUIRED FOR CDBG ONLY - Articles of Incorporation and Bylaws		
REQUIRED FOR CDBG ONLY - Conflict of Interest Statement (if not included in Bylaws)		
REQUIRED FOR CDBG ONLY - AGENCY'S LIMITED ENGLISH PROFICIENCY LANGUAGE ACCESS PLAN (LEP/LAP). Must include outreach to limited English speaking residents to encourage access to services & housing. Include what access accommodations are used.		
REQUIRED FOR CDBG ONLY - LEVERAGING REPORT- this is due with the 2nd quarter report no later than January 15th		
Supporting Documents such as Agency Strategic Plan, Needs Assessment, etc. (Not Required)		
Other Supporting Documents (Not Required)		

** ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 427729

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City of Dublin
PCS - Human Services Division
City of Dublin, Fiscal Year 2023-24, Human Services Grant Program
Deadline: 1/20/2023

Hively
Community Engagement Coordinator

Jump to: Organization Information Questions Budget Documents

USD$ 25,000.00 Requested

Submitted: 1/20/2023 5:52:53 PM (Pacific)

Project Contact
Mary Hekl
kelly@behively.org
Tel: (925) 417-8733

Additional Contacts
kbrace@behively.org, cduperroir@behively.org

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Fax
Web www.behively.org

CEO
Mary Hekl
mary@behively.org

Organization Information *top*

1. Business License Number
BL-109890

Questions *top*

1. Select the category that best describes your organization:
(Select only one.)
- [x] Non-Profit
- [ ] Public Agency
- [ ] Other:

2. Please describe your agency's mission (no more than 3 sentences or 250 characters).
Hively's mission is to provide resources so everyone in our community can thrive. Resources include community outreach programs (food, clothing, diapers); affordable mental health services; child care subsidies; parent education and support; and more.

3. Select the category that best describes the project:
(Select only one. For Capital Projects, please contact City Staff ahead of the grant application submission to review additional requirements including the Davis-Bacon/Fair Labor Standards Act)
- [ ] Capital Project
- [x] Public Service Program or Project

4. Is this a "new" service, program, project or activity? "New" is identified as not yet started, implemented or in

operation.

- [ ] Yes
- [x] No

5. Provide a brief summary of the program/project for which your agency is seeking funding (No more than three sentences. This text will be used widely during the review and implementation process to describe your project).
The Community Engagement Coordinator oversees operations at the Family Resource Center (FRC) and plays a critical role in helping to deliver goods to families-in-need while also connecting them to important services. The FRC is a “one-stop shop” for families seeking resources and daily essentials, providing free food, diapers, clothing, & household items while also connecting families to key services including child care referral & subsidy, job & housing searches, parenting classes, mental health services and more. The Community Engagement Coordinator receives, collects and picks up thousands of donations from in-kind donors, works with community and corporate partners, organizes service projects, maintains records and donor lists, trains, recruits & organizes volunteers and is the key navigator of the FRC experience, skillfully directing clients to the resources and services they need.

6. Describe the challenges, needs, or service gaps in Dublin your program/project addresses. If you do not receive funding, what would the impact be? (You should reference Dublin demographics, statistics, and reports to make your case.)
Low-income families struggled prior to the pandemic and the economic shutdown made the situation more dire. Now, as we begin to emerge from the pandemic, jobs are returning, but economic strife continues. Increasingly, Dublin families are burdened with unfavorable economic conditions and high costs associated with inflation. Basic needs are more expensive, transportation costs are high and parents seeking employment must first solve the problem of child care. The FRC is a critical hub for families seeking help with daily essentials and important resources. With this “one-stop shop” families are supported with their daily needs, but they are also able to access the resources which enable their entry or return to the workforce.

If we do not receive funding to help pay for the Community Engagement Coordinator salary, we will have to constrain the number of hours the Family Resource Center is open. We would likely need to reduce the role to part-time, meaning less community engagement, fewer families served and a revised outlook for the ultimate vision of a “one-stop shop”. As such, families will experience less accessibility to basic goods, child care resources & social services. Together, these factors could lead to increased homelessness and joblessness.

7. Estimate the total number of UNDUPLICATED Dublin residents to be served by this project.
(UNDUPLICATED means client is counted only once regardless of number of services received in a year.)
1200

8. Which of the 14 Areas of Concern identified in the Eastern County 2011 Needs Assessment Report does your project identify with? Please explain how your project meets the selected Areas of Concerns as well as helps the City of Dublin archive its Vision Statement that was included in its 2018 Strategic Plan.
The mission and vision statements are available online at www.dublin.ca.gov/1956/Application-Requirements-Process

- [x] Behavioral Health (mental health and substance abuse)
- [x] Affordable Housing
- [ ] Health Care (including dental)
- [x] Workforce Development
- [x] Homelessness
- [ ] Transportation Services and Access
- [ ] Domestic Violence and Child Abuse
- [ ] Disabilities
- [x] Food and Nutrition
- [ ] Senior Services
- [x] Youth Services
- [x] Child Care, Early Childhood Development and Education
- [ ] Changing Demographics and Growing Diversity
- [x] Financial Assistance
- [ ] None of the Above
- [ ] Please explain:

9. Describe in detail how Dublin grant funds will be used for this project. If the funds are used for staffing, be sure to provide specific details on the number and types of positions being funded. (If capital funding is being requested, this narrative should include a detailed project scope and project timeline. The scope of work should

include any land tenure issues. Additional documentation include designs, site plans, etc. can be attached later in the "Documents" tab.)

(What specifically will the grant funds be used for?)

In December 2021, Hively opened the Family Resource Center (FRC) in Dublin, a “one-stop-shop” where families can visit an on-site Family Support Specialist to answer questions and enroll families into services as well as find resources such as food, diapers, clothing, and household items. This request is to help fund the salary of a full-time Community Engagement Coordinator to manage the FRC.

Although we rely on donated merchandise, successful partnerships, and volunteers to make our program as cost effective as possible, we still face the necessary expense of staff time. It is extremely cost-effective to staff a full-time Community Engagement Coordinator because that one paid staff can coordinate potentially hundreds of unpaid volunteers to distribute goods, and staff, stock, and organize the storefront to serve our clients. It is essential that we hire a Coordinator because the FRC needs to be open about 30-40 hours per week to be available for our clients. Many of our families are low-income as the result of trauma they received either here or in a home country, so we are looking for more than just a body to staff the FRC. We need a dedicated, compassionate, trained, bi-lingual coordinator who can both supervise volunteers and respectfully and effectively interact with family clients.

In addition to working with and training volunteers, the Coordinator educates and engages with the community to promote drives such as for diapers, food, and warm clothing. Local corporations are invited to host team-building events to raise awareness of need in our community. Corporate staff can work together on a specific project such as organizing the store, collecting, then sorting and displaying items on display, or assisting in special distributions.

Having an experienced, skilled and competitively-compensated Coordinator also means that we can work to further the experience of client families. The Coordinator is adept at communication, greets families warmly, and treats them with dignity and respect, fostering a sense of hope and belonging. Once this important relationship is established, the Coordinator can assess key needs for each family and help direct them to the corresponding resources. Without a full-time coordinator, the FRC operations would become greatly minimized and fewer families would receive help.

10. Describe how you will measure the effectiveness of this program/project. Describe your criteria for success. What results do you expect to have achieved at the end of this grant?

The effectiveness of the Community Engagement Coordinator will be measured by a variety of criteria. First, the Hively Community Services Department, which oversees the Family Resource Center, sets yearly departmental goals for the FRC and its associated services. The yearly employee performance review, administered by the Director of Community Services & Education, Candy Duperroir, will assess how well the employee met or exceeded these goals in their role.

In addition, data on successful donation campaigns, corporate events, partnerships and volunteer engagement tell us how well the Community Engagement Coordinator is performing their outreach. Finally, reviews and surveys from our client families rate the customer experience they receive in the Family Resource Center. When families are greeted by a smiling face and are treated with respect and dignity, they are delighted to share those stories with us. And, the more families we connect to services via the Family Resource Center, the more confidence we have that the Coordinator is working effectively to communicate with families and assess their needs.

11. The City Council updated Dublin’s Mission, Vision, and Values in 2020 to include Inclusivity, Diversity and Equity. How does your project further these values?

The full statements are available at www.dublin.ca.gov/72/mission-vision

Hively's mission is to provide resources that strengthen and support children and their families. That means our services at the Family Resource Center are available to ALL children and families who need them. To be inclusive and equitable in access, the location of the FRC was specifically chosen to be on a main thoroughfare, Valley Parkway in Dublin, and is accessible through nearby stops for County transit. It is also close to major freeway systems. The storefront is handicapped accessible.

Hively is committed to a workforce that is diverse, and many of our staff are themselves immigrants to the United States and fluent in 14 languages. The Community Engagement Coordinator is also multi-lingual and, like all community services staff, trained in diversity and trauma awareness. The coordinator is also versed in the “Strengthening Families: Five Protective Factors,” which enable a deeper understanding of the basic needs that ALL parents, regardless of race, ethnicity or income level need to strengthen their families.

To make sure diversity and inclusion are also duplicated in our volunteer staff, our Coordinator is committed to working with various communities within the Tri-Valley area to engage volunteers matching the diversity of our client base, so that all feel welcome.

Hively is absolutely dedicated to providing services to all who need them, and we strive to make it as easy as possible for all to feel included and welcome. In the end, if a family can't come to Hively, then Hively will meet them where they are and bring resources to them.

12. For the Fiscal Year 2023-2024 Human Services Grant Cycle, additional funding may be available through the City's American Rescue Plan Act allocation. Organizations that are eligible for this funding must provide services that are responding to the economic and public health impacts of the COVID-19 Pandemic. 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.

Enter "NA" if not eligible.

The Family Resource Center continues to be a major hub for PPE distribution to both parents and child care providers. The COVID-19 pandemic has had a devastating and disproportionate effect on hourly and low-wage workers in service industries. Child care workers were also greatly affected.

Having appropriate staffing to deliver, coordinate and inventory PPE to deliver to the community is essential. The Community Engagement Coordinator also works directly with our partners who provide us with these critical supplies. We supply hand sanitizer, masks and COVID-19 test kits. In addition, through partnership with Clorox, we provide cleaning supplies which are critical for providers in ensuring their safety, and that of their clients, as well as maintaining standards and compliance in their places of business.

We hope that, together with the City of Dublin's partnership and support, we can continue to do this critical work of providing for the basic needs of the most vulnerable Dublin and Tri-Valley families.

13. ** QUESTIONS 14 THROUGH 24 ARE FOR THOSE ORGANIZATIONS INTERESTED IN APPLYING FOR FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING ONLY. ** Are you are interested in applying for CDBG funds?

- [ ] Yes. If so, check box here and answer questions 14 through 25.
- [x] No. If no, check box here and enter NA
- [ ] Don't know. If you are unsure, please call City staff at (925) 833-6645.

14. CDBG ONLY- Explain your Limited English Proficiency/Language Access Plan (LEP/LAP). How does your agency outreach to limited English speaking residents to encourage access to services? What access accommodations are used? Etc. Provide detail

Please enter "N/A" if you are not interested in qualifying for CDBG funding.

N/A

15. CDBG ONLY - Identify at least one HUD Guiding Principle that relates to your project:

- [ ] Be culturally accessible, appropriate and inclusive
- [ ] Encourage community engagement and involvement
- [ ] Promote energy and resource efficiency
- [ ] Encourage networking and information sharing across service providers
- [ ] Encourage process streamlining
- [ ] Consolidate service delivery
- [x] Not Applicable. Not interested in CDBG funding.

16. CDBG ONLY - Identify at least HUD Consolidated Plan Goal that relates to your project:

(Select Category and Applicable Goals)

- [ ] A) Housing
- [ ] Goal 1: Promote the production, rehabilitation, and preservation of affordable housing (rental and ownership) through acquisition, rehabilitation, new construction, and minor repair.
- [ ] Goal 2: Reduction of housing discrimination through provision of fair housing and tenant/landlord services.
- [ ] Goal 3: Use resources to assist low-income residents make rental assistance payments in response to Covid-19.
- [ ] B) Homeless
- [ ] Goal 1: Use resource to end homelessness by funding and supporting homeless service programs.
- [ ] C) Supportive Housing
- [ ] Goal 1: Increase the availability of services enriched housing for persons with special needs by supporting acquisition and new construction of housing units.
- [ ] D) Community Development
- [ ] Goal 1: Make improvements, including ADA accessibility and rehabilitation to public facilities, such as curbs and sidewalks, neighborhood parks and recreational improvements, homeless facilities and other public facilities/community centers.
- [ ] Goal 2: Fund economic development, micro-enterprise, and on-the-job training.

- [ ] Goal 3: Support public service programs for low income residents, preserving safety net services for families and individuals who are vulnerable or
- [x] F) Not Applicable. Not interested in CDBG funding.

17. CDBG ONLY - Identify at least one HUD Strategic Goal that relates to your project:

- [ ] Public Services
- [ ] Public Facilities
- [ ] Rental Assistance
- [ ] Affordable Housing
- [ ] Increase Opportunities for 1st Time Homebuyers
- [ ] Promote Decent Affordable Rental Housing
- [ ] Strengthen Communities
- [ ] Ensure Equal Opportunity in Housing
- [ ] Reduce Housing Discrimination
- [ ] Promote Participation of Grass-Roots, Faith-Based, and other Community-Based Organizations
- [x] Not Applicable. Not interested in CDBG funding.

18. CDBG ONLY - Select one HUD Objective that relates to your project:

(TIP: When selecting an objective ask yourself, "What is the purpose of the activity? What is the larger community need that I am seeking to address?")

- [ ] Creating a Suitable Living Environment
- [ ] Providing Decent Affordable Housing
- [ ] Creating Economic Opportunities
- [x] Not Applicable. Not interested in CDBG funding.

19. CDBG ONLY - Select one HUD Outcome that relates to your project:

(TIP: When selecting an outcome ask yourself, "What type of change or result am I seeking?")

- [ ] Availability/Accessibility
- [ ] Affordability
- [ ] Sustainability
- [x] Not Applicable. I am not interested in qualifying for CDBG funding.

20. CDBG ONLY - Select one HUD Specific Indicator that relates to your project:

- [ ] Public facility or infrastructure: This indicator shows the number of persons that have been assisted by public facility or infrastructure activities that provide individuals with new or improved access to the facility or infrastructure. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of household units that no longer have access to a substandard service.
- [ ] Public Service: This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of persons that no longer have access to a substandard service.
- [ ] Targeted revitalization: This indicator shows a range of outcomes such as jobs created and retained, businesses assisted, low- and moderate-income persons and households served, slum/blight demolition, number of acres of brownfields remediated, etc. in a targeted area.
- [ ] Commercial facade treatments or business building rehabilitation: This indicator shows the number of commercial facade treatments undertaken and the number of business buildings that were rehabilitated.
- [ ] Brownfields remediated: This indicator shows the number of acres of brownfields that were remediated.
- [ ] Rental units constructed: This indicator shows the number of affordable rental units created, as well as the number of years of affordability, number of units occupied by the elderly, and those units designated for chronically homeless persons and persons with HIV/AIDS.
- [ ] Rental units rehabilitated: This indicator shows the number of affordable rental units rehabilitated as well as the number of years of affordability, units for chronically homeless persons, elderly persons, and persons with HIV/AIDS.
- [ ] Homeownership units constructed or acquired with rehabilitation: This indicator shows the total number of homeownership units constructed, acquired, and/or acquired with rehabilitation per activity. This includes total number of affordable units, number of years of affordability, Energy Star qualified units, section 504 accessible units, and number of households previously living in subsidized housing. In addition, data will be collected on the number of units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Owner occupied units rehabilitated: This indicator shows the total number of owner occupied units rehabilitated, including the number of these units occupied by the elderly, number of units designated for persons with HIV/AIDS, and

number of units for the chronically homeless.

- [ ] Direct financial assistance to homebuyers: This indicator shows the number of homebuyers receiving direct financial assistance, housing counseling, and down payment assistance/closing costs.
- [ ] Tenant Based Rental Assistance (TBRA): This indicator shows the total number of households receiving TBRA as well as the number with short-term rental assistance (less than 12 months) and the number of homeless and chronically homeless households assisted.
- [ ] Homeless shelters: This indicator shows the number of homeless persons given overnight shelter.
- [ ] Emergency housing: This indicator shows the number of beds created in an overnight shelter or other emergency housing.
- [ ] Homeless prevention: This indicator shows the number of households that received emergency financial assistance to prevent homelessness and emergency legal assistance to prevent homelessness.
- [ ] Jobs created: Of the total number of jobs created, this indicator shows the number of jobs that have employee-sponsored health care, the types of jobs created (using Economic Development Administration (EDA) classifications) and the number of persons unemployed before taking the job.
- [ ] Jobs retained: Of the total number of jobs retained, this indicator shows the number of jobs retained, the number of jobs with employer-sponsored health care benefits, and the types of jobs retained (using EDA classifications)
- [ ] Business assistance: This indicator shows the total number of businesses assisted. Specifically, it shows the number of new businesses, existing businesses, and the DUNS number of each business so that HUD can track the number of new businesses that remain operational for three years after assistance.
- [ ] Businesses providing goods or services: This indicator shows whether an assisted business provides goods or services to meet the needs of the service area, neighborhood, or community, as determined by the grantee.
- [x] Not Applicable. Not interested in CDBG funding

21. CDBG ONLY - Please choose a common indicator that your agency will use to track clients:
(Select only ONE.)

- [ ] Persons
- [ ] Households
- [x] Not Applicable. Not interested in CDBG funding

22. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".

	Seniors (62 and older)
	People with Disabilities
	Female-Headed Households
	Youth
	Homeless
N/A	Not Applicable. Not interested in CDBG funding (Type N/A)
0.00	**TOTAL**

23. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".
Area Median Income ("AMI") information is available online at www.dublin.ca.gov/1956/Application-Requirements-Process

0	Extremely Low Income (<30% AMI)
0	Very Low Income (30%-50% AMI)
0	Low Income (50%-80% AMI)
0	Moderate Income (80%-120% AMI)
0.00	**TOTAL**

24. CDBG ONLY - List the number of clients your agency anticipates serving in race/ethnicity categories. Per HUD, "Hispanic" is an ethnicity, not a race.
The sum entered below must match the total clients entered in Question #9 above. If none, please enter "0"

	White
	White + HISPANIC

	Black/African American
	Black/African American + HISPANIC
	Asian
	Asian + HISPANIC
	American Indian/Alaskan Native
	American Indian/Alaskan Native + HISPANIC
	Native Hawaiian/Other Pacific Islander
	Native Hawaiian/Other Pacific Islander + HISPANIC
	American Indian/ Alaskan Native and White
	American Indian/ Alaskan Native and White + HISPANIC
	Asian and White
	Asian and White + HISPANIC
	Black/African American and White
	Black/African American and White + HISPANIC
	American Indian/Alaskan Native and Black/African American
	American Indian/Alaskan Native and Black/African American + HISPANIC
	Multi Racial + HISPANIC OR other Multi Racial
N/A	Not Applicable. Not interested in CDBG funding. (Type N/A)
0.00	**TOTAL**

25. If your agency is submitting more than one application or the same agency has different programs within it, please RANK the priority of this application, with number 1 being the highest priority for funding. There should only be one #1 PER AGENCY

- [ ] #1 - This program/project has the agency's highest priority for funding.
- [x] #2 - This program/project has the agency's 2nd highest priority for funding.
- [ ] #3 - This program/project has the agency's 3rd highest priority for funding.
- [ ] #4 - This program/project has the agency's 4th highest priority for funding.
- [ ] #5 - This program/project has the agency's 5th highest priority for funding.
- [ ] #6 - This program/project has the agency's 6th highest priority for funding.
- [ ] If you have more than 6 applications per organization, agency, district or entity, check here.

Budget *top*

Funding Sources/Revenues	Budget Amount	Amount Committed
Department of Social Services	USD$ 55,000.00	USD$ 55,000.00
City of Dublin	USD$ 25,000.00	
Individual Donors	USD$ 10,000.00	USD$ 10,000.00
Total	**USD$ 90,000.00**	**USD$ 65,000.00**

Funding Uses/Expenses	Budget Amount	Amount Committed
Salaries	USD$ 90,000.00	USD$ 65,000.00
Total	**USD$ 90,000.00**	**USD$ 65,000.00**

Budget Narrative

N/A

Documents *top*

Documents Requested *	Required?	Attached Documents *
Program Expense Budget for ALL Grant Requests download template	☑	Program Expense Community Engagement
Financial Information Form for ALL Grant Requests download template	☑	Financial Information Engagement Cooridnator
List of Board of Directors (or governing body) with agency contact information	☑	Board of Directors
Current Annual Budget for the Entire Agency	☑	Annual Budget
Copy of most recently submitted IRS 990 form or Tax Return (include complete form)	☑	IRS 990
Board of Director's (or governing body's) designation of authorized official	☑	designation of authorized official
Board of Director's (or governing body's) authorization to request funding (may be same document as one above)	☑	authorization to request funding
Proof of insurance carried, including bonding, liability and/or workers' compensation	☑	liability insurance
STATE AND FEDERAL NON-PROFIT DETERMINATION LETTER. All organizations MUST have approved non-profit status from the State of California and Federal Tax Identification Number at time of application. Non-compliant applicants will be disqualified.	☑	501C
Certified Audit and/or Certified Financial Statements	☑	Audit
REQUIRED FOR CDBG ONLY - If requesting Capital Funding, please upload your Capital expenditure budget (your own format is acceptable)		
REQUIRED FOR CDBG ONLY - Personnel Policies Including Affirmative Action Plan and Grievance Procedure		
REQUIRED FOR CDBG ONLY - Agency Audit Requirements and Copy of Last Audit Highlighting "Findings" Section		
REQUIRED FOR CDBG ONLY - Articles of Incorporation and Bylaws		
REQUIRED FOR CDBG ONLY - Conflict of Interest Statement (if not included in Bylaws)		
REQUIRED FOR CDBG ONLY - AGENCY'S LIMITED ENGLISH PROFICIENCY LANGUAGE ACCESS PLAN (LEP/LAP). Must include outreach to limited English speaking residents to encourage access to services & housing. Include what access accommodations are used.		
REQUIRED FOR CDBG ONLY - LEVERAGING REPORT- this is due with the 2nd quarter report no later than January 15th		
Supporting Documents such as Agency Strategic Plan, Needs Assessment, etc. (Not Required)		
Other Supporting Documents (Not Required)		

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Application ID: 427428

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City of Dublin
PCS - Human Services Division
City of Dublin, Fiscal Year 2023-24, Human Services Grant Program
Deadline: 1/20/2023

Hively
Hively Family Resource Center

Jump to: Organization Information Questions Budget Documents

USD$ 25,000.00 Requested

Submitted: 1/20/2023 5:55:34 PM (Pacific)

Project Contact
Mary Hekl
kelly@behively.org
Tel: (925) 417-8733

Additional Contacts
kbrace@behively.org

Hively

7901 Stoneridge Dr Ste 150
Pleasanton, CA 94588
United States

Telephone(925) 417-8733
Fax
Web www.behively.org

CEO
Mary Hekl
mary@behively.org

Organization Information *top*

1. Business License Number
BL-109890

Questions *top*

1. Select the category that best describes your organization:
(Select only one.)
- [x] Non-Profit
- [ ] Public Agency
- [ ] Other:

2. Please describe your agency's mission (no more than 3 sentences or 250 characters).
Hively's mission is to provide resources so everyone in our community can thrive. Resources include community outreach programs (food, clothing, diapers); affordable mental health services; child care subsidies; parent education and support; and more.

3. Select the category that best describes the project:
(Select only one. For Capital Projects, please contact City Staff ahead of the grant application submission to review additional requirements including the Davis-Bacon/Fair Labor Standards Act)
- [ ] Capital Project
- [x] Public Service Program or Project

4. Is this a "new" service, program, project or activity? "New" is identified as not yet started, implemented or in

operation.

- [ ] Yes
- [x] No

5. Provide a brief summary of the program/project for which your agency is seeking funding (No more than three sentences. This text will be used widely during the review and implementation process to describe your project).
The Hively Family Resource Center (FRC), conveniently located in Dublin near the 580 and 680 freeways, offers a variety of family resources, free-of-charge, to meet the needs of the lowest income and most vulnerable families in the Tri-Valley. The Family Resource Center, since its opening in December 2021, has increasingly become a "one-stop shop" providing not only family goods & necessities (non-perishable food; clothing; diapers; household items; school supplies; early childhood learning & literacy materials; PPE supplies), but also essential community resources (employment & housing search assistance; child care resource, referral & subsidy; mental health services; parenting classes & coaching). In addition, our community services team supports child care providers via the Family Resource Center, offering training, support, PPE supplies and additional resources to enable the growth of high-quality thriving child care businesses in the Tri-Valley.

6. Describe the challenges, needs, or service gaps in Dublin your program/project addresses. If you do not receive funding, what would the impact be? (You should reference Dublin demographics, statistics, and reports to make your case.)
Dublin families, like much of the nation, are burdened with unfavorable economic conditions and high costs associated with inflation. Basic needs are more expensive, transportation costs are at an all-time high and parents seeking employment must first solve the problem of child care.

The Family Resource Center provides families-in-need with basic goods and resources and provides a warm hand-off to social service programs which offer temporary support in times-of-need. In addition, the FRC is a critical hub for both families seeking child care and providers seeking support for their childcare centers. During the pandemic, multiple child care providers closed their doors for good. In order to support job seekers, we need to support child care providers so there are more qualified child care spaces available.

If we do not receive funding, families will experience less accessibility to basic goods, child care resources and social services. And, providers will have less accessibility to business support which will constrain the number of qualified child care spaces. Together, these factors could lead to increased homelessness and joblessness.

7. Estimate the total number of UNDUPLICATED Dublin residents to be served by this project.
(UNDUPLICATED means client is counted only once regardless of number of services received in a year.)
1200

8. Which of the 14 Areas of Concern identified in the Eastern County 2011 Needs Assessment Report does your project identify with? Please explain how your project meets the selected Areas of Concerns as well as helps the City of Dublin archive its Vision Statement that was included in its 2018 Strategic Plan.
The mission and vision statements are available online at www.dublin.ca.gov/1956/Application-Requirements-Process

- [x] Behavioral Health (mental health and substance abuse)
- [ ] Affordable Housing
- [ ] Health Care (including dental)
- [x] Workforce Development
- [x] Homelessness
- [ ] Transportation Services and Access
- [ ] Domestic Violence and Child Abuse
- [ ] Disabilities
- [x] Food and Nutrition
- [ ] Senior Services
- [x] Youth Services
- [x] Child Care, Early Childhood Development and Education
- [ ] Changing Demographics and Growing Diversity
- [ ] Financial Assistance
- [ ] None of the Above
- [ ] Please explain:

9. Describe in detail how Dublin grant funds will be used for this project. If the funds are used for staffing, be sure to provide specific details on the number and types of positions being funded. (If capital funding is being

requested, this narrative should include a detailed project scope and project timeline. The scope of work should include any land tenure issues. Additional documentation include designs, site plans, etc. can be attached later in the "Documents" tab.)

(What specifically will the grant funds be used for?)

Grant funds will be used to help expand the resources available at the Family Resource Center. In particular, we intend to purchase two desktop computers, a printer/scanner, desks and chairs in order to facilitate employment, child care, and social services searches for our clients. Additionally, grant money will be used to continue to fund basic operating expenses and the salary of our Community Engagement Coordinator. The Community Engagement Coordinator is the point-person at the Family Resource Center, picking-up, receiving, organizing, sorting & logging donations, purchasing program supplies, cultivating and maintaining relationships with donors & community partners. coordinating with volunteer groups and hosting events, supervising and training hundreds of volunteers, and helping clients to connect to Hively Family Support Specialists for extended needs. Furthermore, funds would be used for outreach as we seek to connect residents to services. With these funds, we also hope to increase the number of hours the Family Resource Center is open, adding two more hours on Saturdays and possibly opening for one evening during the week.

10. Describe how you will measure the effectiveness of this program/project. Describe your criteria for success. What results do you expect to have achieved at the end of this grant?

Regularly we survey Tri-Valley families and providers to learn how, when and why they access the Family Resource Center. We learn which resources they value the most and what resources would aid them further. Additionally, we can calculate the store “transactions” both as donations and outgoing support. As a referring agent for services, we don’t merely hand-off a client to another agency. We follow-up with every single family we refer out for other services and ensure that the client received the support they needed.

The key aim is to continue growing our one-stop shop for goods and services; the result being fewer unhoused families, more working parents, more child care support and referrals, and more families thriving and free from the worry that they will not have enough.

What drives the mission of the Family Resource Center are the success stories. On one Wednesday evening in 2022, our Community Engagement Coordinator, Arianna, recalled a woman in tears in the store. She just wanted to thank Hively for “being such a blessing in my life.” She said she had never had so many clothes for herself and her children. It had always been a struggle. This is just one of many stories which underscores the quiet need in our community and reminds us that our work is vital. We know that when people feel supported they are empowered to do more.

11. The City Council updated Dublin’s Mission, Vision, and Values in 2020 to include Inclusivity, Diversity and Equity. How does your project further these values?

The full statements are available at www.dublin.ca.gov/72/mission-vision

At Hively, not only do we share and embrace the same values of Inclusivity, Diversity, and Equity as the City of Dublin, but the entire Hively staff has undergone a year-long training program by instructors at the Center for Leadership Equity and Research in Early Learning (CLEREL). CLEREL’s mission is to provide educational services to examine racism, sexism, ableism and cultural learning policies and practices impacting children’s outcomes. During the training, staff met twice per month via videoconference with CLEREL instructors to learn how to more effectively communicate and work with the children and families that we serve. The work has required vulnerability, self-reflection, and sometimes difficult conversations that have challenged our assumptions and our learned behaviors, but it has also been eye opening and deeply rewarding, and has led to real growth for each of us as employees and as individuals.

At Hively, we promote inclusivity, diversity, and equity by ensuring that low-income families are treated with dignity and respect. Our community services team is certified and trained in family stress and trauma. Volunteers are also trained on how to approach clients with sensitivity. Furthermore, when we refer families to other agencies, we don’t just dump them off. We follow up with a call or email. We take the time to ensure that they receive effective and efficient service and that they are on their way to a remedy with the support they need.

12. For the Fiscal Year 2023-2024 Human Services Grant Cycle, additional funding may be available through the City’s American Rescue Plan Act allocation. Organizations that are eligible for this funding must provide services that are responding to the economic and public health impacts of the COVID-19 Pandemic. 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.

Enter "NA" if not eligible.

During the pandemic, we never once closed for business. We have continued to serve our clients, by phone, email, videoconference. Gratefully, in 2022, we were able to resume some in-person client meetings.

Knowing that low-income populations suffered from low COVID vaccination rates and lack of access, last year we partnered with agencies and local pharmacies and used our considerable outreach to advertise local COVID-19 vaccination clinics for young children who just a few months ago became eligible for vaccination.

The COVID-19 pandemic has had a devastating and disproportionate effect on hourly and low-wage workers in service industries. Child care workers were also greatly affected. The Family Resource Center continues to be a major hub for PPE distribution to both parents and child care providers. We supply hand sanitizer, masks and COVID test kits. In addition, through partnership with Clorox, we provide cleaning supplies which are critical for providers in ensuring their safety and that of their clients as well as maintaining standards and compliance in their places of business.

We hope that, together with the City of Dublin's partnership and support, we can continue to do this critical work of providing for the basic needs of the most vulnerable Dublin and Tri-Valley families.

13. ** QUESTIONS 14 THROUGH 24 ARE FOR THOSE ORGANIZATIONS INTERESTED IN APPLYING FOR FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING ONLY. ** Are you are interested in applying for CDBG funds?

- [ ] Yes. If so, check box here and answer questions 14 through 25.
- [x] No. If no, check box here and enter NA
- [ ] Don't know. If you are unsure, please call City staff at (925) 833-6645.

14. CDBG ONLY- Explain your Limited English Proficiency/Language Access Plan (LEP/LAP). How does your agency outreach to limited English speaking residents to encourage access to services? What access accommodations are used? Etc. Provide detail

Please enter "N/A" if you are not interested in qualifying for CDBG funding.

N/A

15. CDBG ONLY - Identify at least one HUD Guiding Principle that relates to your project:

- [ ] Be culturally accessible, appropriate and inclusive
- [ ] Encourage community engagement and involvement
- [ ] Promote energy and resource efficiency
- [ ] Encourage networking and information sharing across service providers
- [ ] Encourage process streamlining
- [ ] Consolidate service delivery
- [x] Not Applicable. Not interested in CDBG funding.

16. CDBG ONLY - Identify at least HUD Consolidated Plan Goal that relates to your project:

(Select Category and Applicable Goals)

- [ ] A) Housing
- [ ] Goal 1: Promote the production, rehabilitation, and preservation of affordable housing (rental and ownership) through acquisition, rehabilitation, new construction, and minor repair.
- [ ] Goal 2: Reduction of housing discrimination through provision of fair housing and tenant/landlord services.
- [ ] Goal 3: Use resources to assist low-income residents make rental assistance payments in response to Covid-19.
- [ ] B) Homeless
- [ ] Goal 1: Use resource to end homelessness by funding and supporting homeless service programs.
- [ ] C) Supportive Housing
- [ ] Goal 1: Increase the availability of services enriched housing for persons with special needs by supporting acquisition and new construction of housing units.
- [ ] D) Community Development
- [ ] Goal 1: Make improvements, including ADA accessibility and rehabilitation to public facilities, such as curbs and sidewalks, neighborhood parks and recreational improvements, homeless facilities and other public facilities/community centers.
- [ ] Goal 2: Fund economic development, micro-enterprise, and on-the-job training.
- [ ] Goal 3: Support public service programs for low income residents, preserving safety net services for families and individuals who are vulnerable or
- [x] F) Not Applicable. Not interested in CDBG funding.

17. CDBG ONLY - Identify at least one HUD Strategic Goal that relates to your project:

- [ ] Public Services
- [ ] Public Facilities
- [ ] Rental Assistance
- [ ] Affordable Housing

- [ ] Increase Opportunities for 1st Time Homebuyers
- [ ] Promote Decent Affordable Rental Housing
- [ ] Strengthen Communities
- [ ] Ensure Equal Opportunity in Housing
- [ ] Reduce Housing Discrimination
- [ ] Promote Participation of Grass-Roots, Faith-Based, and other Community-Based Organizations
- [x] Not Applicable. Not interested in CDBG funding.

18. CDBG ONLY - Select one HUD Objective that relates to your project:
(TIP: When selecting an objective ask yourself, "What is the purpose of the activity? What is the larger community need that I am seeking to address?")

- [ ] Creating a Suitable Living Environment
- [ ] Providing Decent Affordable Housing
- [ ] Creating Economic Opportunities
- [x] Not Applicable. Not interested in CDBG funding.

19. CDBG ONLY - Select one HUD Outcome that relates to your project:
(TIP: When selecting an outcome ask yourself, "What type of change or result am I seeking?")

- [ ] Availability/Accessibility
- [ ] Affordability
- [ ] Sustainability
- [x] Not Applicable. I am not interested in qualifying for CDBG funding.

20. CDBG ONLY - Select one HUD Specific Indicator that relates to your project:

- [ ] Public facility or infrastructure: This indicator shows the number of persons that have been assisted by public facility or infrastructure activities that provide individuals with new or improved access to the facility or infrastructure. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of household units that no longer have access to a substandard service.
- [ ] Public Service: This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of persons that no longer have access to a substandard service.
- [ ] Targeted revitalization: This indicator shows a range of outcomes such as jobs created and retained, businesses assisted, low- and moderate-income persons and households served, slum/blight demolition, number of acres of brownfields remediated, etc. in a targeted area.
- [ ] Commercial facade treatments or business building rehabilitation: This indicator shows the number of commercial facade treatments undertaken and the number of business buildings that were rehabilitated.
- [ ] Brownfields remediated: This indicator shows the number of acres of brownfields that were remediated.
- [ ] Rental units constructed: This indicator shows the number of affordable rental units created, as well as the number of years of affordability, number of units occupied by the elderly, and those units designated for chronically homeless persons and persons with HIV/AIDS.
- [ ] Rental units rehabilitated: This indicator shows the number of affordable rental units rehabilitated as well as the number of years of affordability, units for chronically homeless persons, elderly persons, and persons with HIV/AIDS.
- [ ] Homeownership units constructed or acquired with rehabilitation: This indicator shows the total number of homeownership units constructed, acquired, and/or acquired with rehabilitation per activity. This includes total number of affordable units, number of years of affordability, Energy Star qualified units, section 504 accessible units, and number of households previously living in subsidized housing. In addition, data will be collected on the number of units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Owner occupied units rehabilitated: This indicator shows the total number of owner occupied units rehabilitated, including the number of these units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Direct financial assistance to homebuyers: This indicator shows the number of homebuyers receiving direct financial assistance, housing counseling, and down payment assistance/closing costs.
- [ ] Tenant Based Rental Assistance (TBRA): This indicator shows the total number of households receiving TBRA as well as the number with short-term rental assistance (less than 12 months) and the number of homeless and chronically homeless households assisted.
- [ ] Homeless shelters: This indicator shows the number of homeless persons given overnight shelter.
- [ ] Emergency housing: This indicator shows the number of beds created in an overnight shelter or other emergency housing.

- [ ] Homeless prevention: This indicator shows the number of households that received emergency financial assistance to prevent homelessness and emergency legal assistance to prevent homelessness.
- [ ] Jobs created: Of the total number of jobs created, this indicator shows the number of jobs that have employee-sponsored health care, the types of jobs created (using Economic Development Administration (EDA) classifications) and the number of persons unemployed before taking the job.
- [ ] Jobs retained: Of the total number of jobs retained, this indicator shows the number of jobs retained, the number of jobs with employer-sponsored health care benefits, and the types of jobs retained (using EDA classifications)
- [ ] Business assistance: This indicator shows the total number of businesses assisted. Specifically, it shows the number of new businesses, existing businesses, and the DUNS number of each business so that HUD can track the number of new businesses that remain operational for three years after assistance.
- [ ] Businesses providing goods or services: This indicator shows whether an assisted business provides goods or services to meet the needs of the service area, neighborhood, or community, as determined by the grantee.
- [x] Not Applicable. Not interested in CDBG funding

21. CDBG ONLY - Please choose a common indicator that your agency will use to track clients:
(Select only ONE.)

- [ ] Persons
- [ ] Households
- [x] Not Applicable. Not interested in CDBG funding

22. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".

	Seniors (62 and older)
	People with Disabilities
	Female-Headed Households
	Youth
	Homeless
N/A	Not Applicable. Not interested in CDBG funding (Type N/A)
0.00	**TOTAL**

23. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".
Area Median Income ("AMI") information is available online at www.dublin.ca.gov/1956/Application-Requirements-Process

0	Extremely Low Income (<30% AMI)
0	Very Low Income (30%-50% AMI)
0	Low Income (50%-80% AMI)
0	Moderate Income (80%-120% AMI)
0.00	**TOTAL**

24. CDBG ONLY - List the number of clients your agency anticipates serving in race/ethnicity categories. Per HUD, "Hispanic" is an ethnicity, not a race.
The sum entered below must match the total clients entered in Question #9 above. If none, please enter "0"

	White
	White + HISPANIC
	Black/African American
	Black/African American + HISPANIC
	Asian
	Asian + HISPANIC
	American Indian/Alaskan Native
	American Indian/Alaskan Native + HISPANIC
	Native Hawaiian/Other Pacific Islander

	Native Hawaiian/Other Pacific Islander + HISPANIC
	American Indian/ Alaskan Native and White
	American Indian/ Alaskan Native and White + HISPANIC
	Asian and White
	Asian and White + HISPANIC
	Black/African American and White
	Black/African American and White + HISPANIC
	American Indian/Alaskan Native and Black/African American
	American Indian/Alaskan Native and Black/African American + HISPANIC
	Multi Racial + HISPANIC OR other Multi Racial
N/A	Not Applicable. Not interested in CDBG funding. (Type N/A)
0.00	**TOTAL**

25. If your agency is submitting more than one application or the same agency has different programs within it, please RANK the priority of this application, with number 1 being the highest priority for funding. There should only be one #1 PER AGENCY

- [x] #1 - This program/project has the agency's highest priority for funding.
- [ ] #2 - This program/project has the agency's 2nd highest priority for funding.
- [ ] #3 - This program/project has the agency's 3rd highest priority for funding.
- [ ] #4 - This program/project has the agency's 4th highest priority for funding.
- [ ] #5 - This program/project has the agency's 5th highest priority for funding.
- [ ] #6 - This program/project has the agency's 6th highest priority for funding.
- [ ] If you have more than 6 applications per organization, agency, district or entity, check here.

Budget *top*

Funding Sources/Revenues	Budget Amount	Amount Committed
California State CCRP Contract	USD$ 60,000.00	USD$ 60,000.00
Donations-financial (corporate & individual)	USD$ 31,000.00	USD$ 31,000.00
City of Pleasanton	USD$ 25,000.00	
City of Dublin	USD$ 25,000.00	
Livermore Rotary Foundation	USD$ 7,000.00	
Sunlight Giving Foundation	USD$ 25,000.00	USD$ 25,000.00
Sisters of the Holy Family	USD$ 50,000.00	
Total	**USD$ 223,000.00**	**USD$ 116,000.00**

Funding Uses/Expenses	Budget Amount	Amount Committed
Rent/Utilities	USD$ 30,000.00	USD$ 21,000.00
Program Staff Salaries	USD$ 135,000.00	USD$ 85,000.00
Personnel Benefits	USD$ 33,500.00	USD$ 10,000.00
Program Supplies	USD$ 25,000.00	
Total	**USD$ 223,500.00**	**USD$ 116,000.00**

Budget Narrative

The partial staff salaries of Hively employees comprise the bulk of this grant request. Grand funding would be used to fund partial employee salaries and to purchase supplies to help run the Family Resource Center. Hively utilizes in-kind resources, community partnerships, fundraising strategies and volunteers to minimize costs to the fullest extent possible.

Documents *top*

Documents Requested *	Required?	Attached Documents *
Program Expense Budget for ALL Grant Requests download template	☑	Program Expenses Hively Family Resource Center
Financial Information Form for ALL Grant Requests download template	☑	Financial Information Hively Family Resource Center
List of Board of Directors (or governing body) with agency contact information	☑	Board of Directors
Current Annual Budget for the Entire Agency	☑	Annual Budget
Copy of most recently submitted IRS 990 form or Tax Return (include complete form)	☑	IRS 990
Board of Director's (or governing body's) designation of authorized official	☑	designation of authorized official
Board of Director's (or governing body's) authorization to request funding (may be same document as one above)	☑	authorization to request funding
Proof of insurance carried, including bonding, liability and/or workers' compensation	☑	liability insurance
STATE AND FEDERAL NON-PROFIT DETERMINATION LETTER. All organizations MUST have approved non-profit status from the State of California and Federal Tax Identification Number at time of application. Non-compliant applicants will be disqualified.	☑	501C
Certified Audit and/or Certified Financial Statements	☑	Audit
REQUIRED FOR CDBG ONLY - If requesting Capital Funding, please upload your Capital expenditure budget (your own format is acceptable)		
REQUIRED FOR CDBG ONLY - Personnel Policies Including Affirmative Action Plan and Grievance Procedure		
REQUIRED FOR CDBG ONLY - Agency Audit Requirements and Copy of Last Audit Highlighting "Findings" Section		
REQUIRED FOR CDBG ONLY - Articles of Incorporation and Bylaws		
REQUIRED FOR CDBG ONLY - Conflict of Interest Statement (if not included in Bylaws)		
REQUIRED FOR CDBG ONLY - AGENCY'S LIMITED ENGLISH PROFICIENCY LANGUAGE ACCESS PLAN (LEP/LAP). Must include outreach to limited English speaking residents to encourage access to services & housing. Include what access accommodations are used.		
REQUIRED FOR CDBG ONLY - LEVERAGING REPORT- this is due with the 2nd quarter report no later than January 15th		
Supporting Documents such as Agency Strategic Plan, Needs Assessment, etc. (Not Required)		
Other Supporting Documents (Not Required)		

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Application ID: 427478

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City of Dublin
PCS - Human Services Division
City of Dublin, Fiscal Year 2023-24, Human Services Grant Program
Deadline: 1/20/2023

Hope Hospice, Inc

Grief Support Services and Volunteer Support Services

Jump to: Organization Information Questions Budget Documents

USD$ 20,000.00 Requested

Submitted: 1/20/2023 8:40:07 PM (Pacific)

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Jennifer Pettley
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Tel: (925) 719-6268

Additional Contacts
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Web www.hopehospice.com

Chief Executive Officer
Jennifer Hansen
jenniferh@hopehospice.com

Organization Information *top*

1. Business License Number
BL-005299

Questions *top*

1. Select the category that best describes your organization:
(Select only one.)
- [x] Non-Profit
- [ ] Public Agency
- [ ] Other:

2. Please describe your agency's mission (no more than 3 sentences or 250 characters).
Hope Hospice's mission is to support patients in their desire to be at home at the end of life with exceptional care, compassion and dignity. Family members are supported in their roles as caregivers and no one is turned away, regardless of their ability

3. Select the category that best describes the project:
(Select only one. For Capital Projects, please contact City Staff ahead of the grant application submission to review additional requirements including the Davis-Bacon/Fair Labor Standards Act)
- [ ] Capital Project
- [x] Public Service Program or Project

4. Is this a "new" service, program, project or activity? "New" is identified as not yet started, implemented or in

operation.

- [ ] Yes
- [x] No

5. Provide a brief summary of the program/project for which your agency is seeking funding (No more than three sentences. This text will be used widely during the review and implementation process to describe your project).
Hope Hospice seeks funding for its Grief Support and Volunteer Support programs that are provided at no charge to the community and to hospice families, respectively. These programs are not reimbursed by Medicare or private insurance. In fact, they have no reimbursement source and are supported only by grants and donations. Hope provides service to anyone who requests and needs this support, regardless of ability to pay.

Vital members of the hospice team, Hope's volunteers help make it possible for people to remain at home for care and support at the end of life, where most want to be. The Volunteer and Grief programs collaborate closely with our clinical staff to provide a comprehensive circle of care and support for families. Hospice volunteers gracefully help family members in bedside vigil. They provide respite and are very present for families with an empathetic, listening ear which is very comforting to families during a highly fraught, emotional time. And, as 50 percent of Hope's patients have dementia, all patient care volunteers have specialized dementia support training.

To prepare volunteers for this special assignment, Hope's manager of Volunteer Support Services recruits, onboards, and provides trainings, as well as schedules, tracks, and monitors all volunteer activities. Currently Hope Hospice has 89 volunteers, 58 of which work directly with patients. Others are office volunteers, or serve on special committees or at events.

Grief support by Hope also extends out into the community, beyond our hospice families. Grief Support services staff plan, schedule and run one-on-one and group support sessions which provide comfort to people who have lost a loved one. They help the bereaved process their heartbreak and grief, and learn healthy coping skills. Participants have a safe, nonjudgmental environment to discuss their loss and learn positive ways to cope with their grief.

6. Describe the challenges, needs, or service gaps in Dublin your program/project addresses. If you do not receive funding, what would the impact be? (You should reference Dublin demographics, statistics, and reports to make your case.)
Hope Hospice admitted 794 patients last year, an 11% increase over the previous year.
30% have dementia care needs. The Grief Support and Volunteer Support programs are provided at no charge to hospice families and to the community at large. As they are free of charge, these services have no revenue source other than from grants and donations. Hope provides service to anyone who requests and needs this compassionate support, regardless of ability to pay.

Vital members of the hospice team, Hope's volunteers help make it possible for people at the end of life to remain at home, where most want to be, for care and to have a peaceful passing with dignity and respect surrounded by their loved ones. Specifically, they help family members in bedside vigil, they provide respite, and they are very present for families with a trained, empathetic, listening ear at a highly fraught, emotional time. And, as 30 percent of Hope's patients have dementia or related condition, all patient care volunteers have specialized dementia care training.

To prepare volunteers for this human service, staff recruits, onboards, and provides training, as well as schedules, tracks, and monitors their activities. Currently Hope Hospice has 89 volunteers, 58 of which work directly with patients. Others are office volunteers, or serve on special committees or fundraising events.

Hope's comforting grief support sessions help people who have lost a loved one process their heartbreak and grief, learn healthy coping skills, and receive the support and tools they need to move forward successfully in their lives. Participants have a safe, nonjudgmental environment to discuss their loss and to learn positive ways to cope with their grief.

It is important that we diversify our sources of charitable funding for these programs to keep these programs available to anyone in the community who needs them, and that their quality remains high.

7. Estimate the total number of UNDUPLICATED Dublin residents to be served by this project.
(UNDUPLICATED means client is counted only once regardless of number of services received in a year.)
100

8. Which of the 14 Areas of Concern identified in the Eastern County 2011 Needs Assessment Report does your project identify with? Please explain how your project meets the selected Areas of Concerns as well as helps the City of Dublin archive its Vision Statement that was included in its 2018 Strategic Plan.
The mission and vision statements are available online at www.dublin.ca.gov/1956/Application-Requirements-Process

- [x] Behavioral Health (mental health and substance abuse)
- [ ] Affordable Housing
- [x] Health Care (including dental)

- [ ] Workforce Development
- [ ] Homelessness
- [ ] Transportation Services and Access
- [ ] Domestic Violence and Child Abuse
- [ ] Disabilities
- [ ] Food and Nutrition
- [x] Senior Services
- [ ] Youth Services
- [ ] Child Care, Early Childhood Development and Education
- [ ] Changing Demographics and Growing Diversity
- [ ] Financial Assistance
- [ ] None of the Above
- [ ] Please explain:

9. Describe in detail how Dublin grant funds will be used for this project. If the funds are used for staffing, be sure to provide specific details on the number and types of positions being funded. (If capital funding is being requested, this narrative should include a detailed project scope and project timeline. The scope of work should include any land tenure issues. Additional documentation include designs, site plans, etc. can be attached later in the "Documents" tab.)

(What specifically will the grant funds be used for?)

This grant will be used to partially fund the salaries of two direct service providers: our Grief Support Manager who conducts family sessions and group sessions, and our Volunteer Services Manager who recruits, vets, trains, prepares, and monitors our volunteers in the field and throughout our organization.

10. Describe how you will measure the effectiveness of this program/project. Describe your criteria for success. What results do you expect to have achieved at the end of this grant?

Service contacts and sessions are tracked in a comprehensive database management system.

Grief Support Services collects client satisfaction surveys following its programs, as well as evaluations from hospice families 13 months after their loss. The surveys and evaluations measure perceptions and assess how participants are coping in their grief experience. In CY2022, 670 individual sessions were held at no charge, 236 of these for members of the community-people not in our hospice service.

All Hope volunteers are initially interviewed to determine their area of interest and level of time commitment and then complete a registration and orientation process. Their progress, hours and interests are carefully logged. Volunteer support is a unique aspect of the hospice patient care experience and, due to the highly sensitive environment, their training and activities are carefully monitored, evaluated and recorded in a comprehensive database system.

Families complete satisfaction surveys which help us understand and respond to the ongoing and emerging needs of those in our care, including the volunteer services. In addition, our case managers, registered nurses, and medical social workers are in constant contact with our patients and families, and regularly conduct needs assessments and measure levels of satisfaction. We also are evaluated by The Joint Commission against its principles of health best practice and compliance.

Hope's Chief of Quality and Compliance, a member of the executive leadership team, monitors, reviews the results of these evaluations and reports them to our staff and board of directors. These activities help ensure quality and regulatory compliance, as well as drive the development of new services, such as grief support for children and teens, and help to refine current services to ensure they continue to meet community needs and expectations.

Hope consistently ranks in the 90th percentile in terms of satisfaction and service delivery and we expect to achieve these goals again.

11. The City Council updated Dublin's Mission, Vision, and Values in 2020 to include Inclusivity, Diversity and Equity. How does your project further these values?

The full statements are available at www.dublin.ca.gov/72/mission-vision

All of our services are open and available to anyone, regardless of ability to pay. These services are complimentary to all. No one who seeks our help and service is turned away for any reason.

12. For the Fiscal Year 2023-2024 Human Services Grant Cycle, additional funding may be available through the City's American Rescue Plan Act allocation. Organizations that are eligible for this funding must provide services that are responding to the economic and public health impacts of the COVID-19 Pandemic. 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.

Enter "NA" if not eligible.
As a health care organization, we sometimes receive patients for hospice care who are COVID positive. Our clinical staff is highly trained in COVID response and as necessary wears full PPE for their protection and for the patient and family's protection. Some facilities are still restricting visits by non-family caregivers, so telehealth systems may be employed or telephone check-ins as appropriate to monitor conditions. We work in close collaboration with physicians and other care providers to ensure that patient needs are met. Volunteer visits have been reduced during the pandemic period for the same reason. Volunteers are required to be vaccinated and can visit only vaccinated patients at home while wearing a mask. Other PPE can be worn as desired. Clinical staff responds to nonvaccinated patients. Grief support sessions are still being conducted virtually over a Zoom platform. In-person groups will resume when the situation warrants. We follow the guidance of the Departments of Health and CDC.

13. ** QUESTIONS 14 THROUGH 24 ARE FOR THOSE ORGANIZATIONS INTERESTED IN APPLYING FOR FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING ONLY. ** Are you are interested in applying for CDBG funds?

- [ ] Yes. If so, check box here and answer questions 14 through 25.
- [x] No. If no, check box here and enter NA
- [ ] Don't know. If you are unsure, please call City staff at (925) 833-6645.

14. CDBG ONLY- Explain your Limited English Proficiency/Language Access Plan (LEP/LAP). How does your agency outreach to limited English speaking residents to encourage access to services? What access accommodations are used? Etc. Provide detail
Please enter "N/A" if you are not interested in qualifying for CDBG funding.
N/A

15. CDBG ONLY - Identify at least one HUD Guiding Principle that relates to your project:

- [ ] Be culturally accessible, appropriate and inclusive
- [ ] Encourage community engagement and involvement
- [ ] Promote energy and resource efficiency
- [ ] Encourage networking and information sharing across service providers
- [ ] Encourage process streamlining
- [ ] Consolidate service delivery
- [x] Not Applicable. Not interested in CDBG funding.

16. CDBG ONLY - Identify at least HUD Consolidated Plan Goal that relates to your project:
(Select Category and Applicable Goals)

- [ ] A) Housing
- [ ] Goal 1: Promote the production, rehabilitation, and preservation of affordable housing (rental and ownership) through acquisition, rehabilitation, new construction, and minor repair.
- [ ] Goal 2: Reduction of housing discrimination through provision of fair housing and tenant/landlord services.
- [ ] Goal 3: Use resources to assist low-income residents make rental assistance payments in response to Covid-19.
- [ ] B) Homeless
- [ ] Goal 1: Use resource to end homelessness by funding and supporting homeless service programs.
- [ ] C) Supportive Housing
- [ ] Goal 1: Increase the availability of services enriched housing for persons with special needs by supporting acquisition and new construction of housing units.
- [ ] D) Community Development
- [ ] Goal 1: Make improvements, including ADA accessibility and rehabilitation to public facilities, such as curbs and sidewalks, neighborhood parks and recreational improvements, homeless facilities and other public facilities/community centers.
- [ ] Goal 2: Fund economic development, micro-enterprise, and on-the-job training.
- [ ] Goal 3: Support public service programs for low income residents, preserving safety net services for families and individuals who are vulnerable or
- [x] F) Not Applicable. Not interested in CDBG funding.

17. CDBG ONLY - Identify at least one HUD Strategic Goal that relates to your project:

- [ ] Public Services
- [ ] Public Facilities
- [ ] Rental Assistance
- [ ] Affordable Housing

- [ ] Increase Opportunities for 1st Time Homebuyers
- [ ] Promote Decent Affordable Rental Housing
- [ ] Strengthen Communities
- [ ] Ensure Equal Opportunity in Housing
- [ ] Reduce Housing Discrimination
- [ ] Promote Participation of Grass-Roots, Faith-Based, and other Community-Based Organizations
- [x] Not Applicable. Not interested in CDBG funding.

18. CDBG ONLY - Select one HUD Objective that relates to your project:
(TIP: When selecting an objective ask yourself, "What is the purpose of the activity? What is the larger community need that I am seeking to address?")

- [ ] Creating a Suitable Living Environment
- [ ] Providing Decent Affordable Housing
- [ ] Creating Economic Opportunities
- [x] Not Applicable. Not interested in CDBG funding.

19. CDBG ONLY - Select one HUD Outcome that relates to your project:
(TIP: When selecting an outcome ask yourself, "What type of change or result am I seeking?")

- [ ] Availability/Accessibility
- [ ] Affordability
- [ ] Sustainability
- [x] Not Applicable. I am not interested in qualifying for CDBG funding.

20. CDBG ONLY - Select one HUD Specific Indicator that relates to your project:

- [ ] Public facility or infrastructure: This indicator shows the number of persons that have been assisted by public facility or infrastructure activities that provide individuals with new or improved access to the facility or infrastructure. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of household units that no longer have access to a substandard service.
- [ ] Public Service: This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of persons that no longer have access to a substandard service.
- [ ] Targeted revitalization: This indicator shows a range of outcomes such as jobs created and retained, businesses assisted, low- and moderate-income persons and households served, slum/blight demolition, number of acres of brownfields remediated, etc. in a targeted area.
- [ ] Commercial facade treatments or business building rehabilitation: This indicator shows the number of commercial facade treatments undertaken and the number of business buildings that were rehabilitated.
- [ ] Brownfields remediated: This indicator shows the number of acres of brownfields that were remediated.
- [ ] Rental units constructed: This indicator shows the number of affordable rental units created, as well as the number of years of affordability, number of units occupied by the elderly, and those units designated for chronically homeless persons and persons with HIV/AIDS.
- [ ] Rental units rehabilitated: This indicator shows the number of affordable rental units rehabilitated as well as the number of years of affordability, units for chronically homeless persons, elderly persons, and persons with HIV/AIDS.
- [ ] Homeownership units constructed or acquired with rehabilitation: This indicator shows the total number of homeownership units constructed, acquired, and/or acquired with rehabilitation per activity. This includes total number of affordable units, number of years of affordability, Energy Star qualified units, section 504 accessible units, and number of households previously living in subsidized housing. In addition, data will be collected on the number of units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Owner occupied units rehabilitated: This indicator shows the total number of owner occupied units rehabilitated, including the number of these units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Direct financial assistance to homebuyers: This indicator shows the number of homebuyers receiving direct financial assistance, housing counseling, and down payment assistance/closing costs.
- [ ] Tenant Based Rental Assistance (TBRA): This indicator shows the total number of households receiving TBRA as well as the number with short-term rental assistance (less than 12 months) and the number of homeless and chronically homeless households assisted.
- [ ] Homeless shelters: This indicator shows the number of homeless persons given overnight shelter.
- [ ] Emergency housing: This indicator shows the number of beds created in an overnight shelter or other emergency housing.

- [ ] Homeless prevention: This indicator shows the number of households that received emergency financial assistance to prevent homelessness and emergency legal assistance to prevent homelessness.
- [ ] Jobs created: Of the total number of jobs created, this indicator shows the number of jobs that have employee-sponsored health care, the types of jobs created (using Economic Development Administration (EDA) classifications) and the number of persons unemployed before taking the job.
- [ ] Jobs retained: Of the total number of jobs retained, this indicator shows the number of jobs retained, the number of jobs with employer-sponsored health care benefits, and the types of jobs retained (using EDA classifications)
- [ ] Business assistance: This indicator shows the total number of businesses assisted. Specifically, it shows the number of new businesses, existing businesses, and the DUNS number of each business so that HUD can track the number of new businesses that remain operational for three years after assistance.
- [ ] Businesses providing goods or services: This indicator shows whether an assisted business provides goods or services to meet the needs of the service area, neighborhood, or community, as determined by the grantee.
- [x] Not Applicable. Not interested in CDBG funding

21. CDBG ONLY - Please choose a common indicator that your agency will use to track clients:
(Select only ONE.)

- [ ] Persons
- [ ] Households
- [x] Not Applicable. Not interested in CDBG funding

22. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".

0	Seniors (62 and older)
0	People with Disabilities
0	Female-Headed Households
0	Youth
0	Homeless
N/A	Not Applicable. Not interested in CDBG funding (Type N/A)
0.00	**TOTAL**

23. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".
Area Median Income ("AMI") information is available online at www.dublin.ca.gov/1956/Application-Requirements-Process

0	Extremely Low Income (<30% AMI)
0	Very Low Income (30%-50% AMI)
0	Low Income (50%-80% AMI)
0	Moderate Income (80%-120% AMI)
0.00	**TOTAL**

24. CDBG ONLY - List the number of clients your agency anticipates serving in race/ethnicity categories. Per HUD, "Hispanic" is an ethnicity, not a race.
The sum entered below must match the total clients entered in Question #9 above. If none, please enter "0"

	White
	White + HISPANIC
	Black/African American
	Black/African American + HISPANIC
	Asian
	Asian + HISPANIC
	American Indian/Alaskan Native
	American Indian/Alaskan Native + HISPANIC
	Native Hawaiian/Other Pacific Islander

	Native Hawaiian/Other Pacific Islander + HISPANIC
	American Indian/ Alaskan Native and White
	American Indian/ Alaskan Native and White + HISPANIC
	Asian and White
	Asian and White + HISPANIC
	Black/African American and White
	Black/African American and White + HISPANIC
	American Indian/Alaskan Native and Black/African American
	American Indian/Alaskan Native and Black/African American + HISPANIC
	Multi Racial + HISPANIC OR other Multi Racial
N/A	Not Applicable. Not interested in CDBG funding. (Type N/A)
0.00	**TOTAL**

25. If your agency is submitting more than one application or the same agency has different programs within it, please RANK the priority of this application, with number 1 being the highest priority for funding. There should only be one #1 PER AGENCY

- [x] #1 - This program/project has the agency's highest priority for funding.
- [ ] #2 - This program/project has the agency's 2nd highest priority for funding.
- [ ] #3 - This program/project has the agency's 3rd highest priority for funding.
- [ ] #4 - This program/project has the agency's 4th highest priority for funding.
- [ ] #5 - This program/project has the agency's 5th highest priority for funding.
- [ ] #6 - This program/project has the agency's 6th highest priority for funding.
- [ ] If you have more than 6 applications per organization, agency, district or entity, check here.

Budget *top*

Funding Sources/Revenues	Budget Amount	Amount Committed
Wayne and Gladys Valley Foundation	USD$ 30,000.00	USD$ 30,000.00
Sunstate Equipment Foundation	USD$ 2,000.00	USD$ 2,000.00
Community Donations	USD$ 102,933.00	USD$ 102,933.00
City of Pleasanton	USD$ 15,000.00	
City of Dublin	USD$ 20,000.00	
Total	**USD$ 169,933.00**	**USD$ 134,933.00**

Funding Uses/Expenses	Budget Amount	Amount Committed
Salaries	USD$ 169,933.00	USD$ 134,933.00
Total	**USD$ 169,933.00**	**USD$ 134,933.00**

Budget Narrative

Volunteer Services and Grief Support Services are separate departments within Hope Hospice, each with its own program manager. These programs both operate separately and collaborate together as needed, such as with volunteer grief facilitators for the grief support groups. As a Medicare-certified agency, only clinical services such as those provided by our registered nurses, home health aides, social workers, and chaplains are Medicare and insurance reimbursed, but this stops when the patient dies. Family support continues for up to 13 months after the patient dies, and community support is ongoing with no reimbursement source.
Many of the dementia support and grief support services are conducted by trained volunteers who are supervised by skilled staff. These services are offered to the community at no charge and supported only by donations and grants.

Staff Costs:
Manager of Volunteer Services/staff $85,771
Grant Allocation/Yearly Cost: $10,000 (1/2 Grant Total)
Percentage of Total Cost Covered by Grant: 11%

Director of Grief Support Services/staff $84,162
Grant Allocation/Yearly Cost: $10,000 (1/2 Grant Total)
Percentage Total Cost Covered by Grant: 12%

Documents *top*

Documents Requested *	Required?	Attached Documents *
Program Expense Budget for ALL Grant Requests download template	☑	Program Expense Budget Form
Financial Information Form for ALL Grant Requests download template	☑	Financial Information Form - Project
List of Board of Directors (or governing body) with agency contact information	☑	Board of Directors
Current Annual Budget for the Entire Agency	☑	Agency Budget
Copy of most recently submitted IRS 990 form or Tax Return (include complete form)	☑	IRS Nonprofit Designation
Board of Director's (or governing body's) designation of authorized official	☑	Designation of official
Board of Director's (or governing body's) authorization to request funding (may be same document as one above)	☑	Authorization to Request Funding
Proof of insurance carried, including bonding, liability and/or workers' compensation	☑	Workers Compensation
STATE AND FEDERAL NON-PROFIT DETERMINATION LETTER. All organizations MUST have approved non-profit status from the State of California and Federal Tax Identification Number at time of application. Non-compliant applicants will be disqualified.	☑	State and Federal Determination Letter
Certified Audit and/or Certified Financial Statements	☑	Audit
REQUIRED FOR CDBG ONLY - If requesting Capital Funding, please upload your Capital expenditure budget (your own format is acceptable)		
REQUIRED FOR CDBG ONLY - Personnel Policies Including Affirmative Action Plan and Grievance Procedure		
REQUIRED FOR CDBG ONLY - Agency Audit Requirements and Copy of Last Audit Highlighting "Findings" Section		
REQUIRED FOR CDBG ONLY - Articles of Incorporation and Bylaws		
REQUIRED FOR CDBG ONLY - Conflict of Interest Statement (if not included in Bylaws)		
REQUIRED FOR CDBG ONLY - AGENCY'S LIMITED ENGLISH PROFICIENCY LANGUAGE ACCESS PLAN (LEP/LAP). Must include outreach to limited English speaking residents to encourage access to services & housing. Include what access accommodations are used.		
REQUIRED FOR CDBG ONLY - LEVERAGING REPORT- this is due with the 2nd quarter report no later than January 15th		
Supporting Documents such as Agency Strategic Plan, Needs Assessment, etc. (Not Required)		
Other Supporting Documents (Not Required)		Annual Report

* *ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 427557

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City of Dublin
PCS - Human Services Division
City of Dublin, Fiscal Year 2023-24, Human Services Grant Program
Deadline: 1/20/2023

Legal Assistance for Seniors

Legal and Supportive Services, Medicare Counseling and Education for Dublin Seniors

Jump to: Organization Information Questions Budget Documents

USD$ 10,000.00 Requested

Submitted: 1/20/2023 10:21:31 AM (Pacific)

Project Contact
Caitlin Chan
cchan@lashicap.org
Tel: (510) 832-3040 x316

Additional Contacts
none entered

Legal Assistance for Seniors

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Web www.lashicap.org

Interim Executive Director
Caitlin Chan
cchan@lashicap.org

Organization Information *top*

1. Business License Number
BL-110718

Questions *top*

1. Select the category that best describes your organization:
(Select only one.)
- [x] Non-Profit
- [ ] Public Agency
- [ ] Other:

2. Please describe your agency's mission (no more than 3 sentences or 250 characters).
The mission of Legal Assistance for Seniors is to ensure the independence and dignity of seniors by protecting their legal rights through education, counseling and advocacy.

3. Select the category that best describes the project:
(Select only one. For Capital Projects, please contact City Staff ahead of the grant application submission to review additional requirements including the Davis-Bacon/Fair Labor Standards Act)
- [ ] Capital Project
- [x] Public Service Program or Project

4. Is this a "new" service, program, project or activity? "New" is identified as not yet started, implemented or in

operation.

- [ ] Yes
- [x] No

5. Provide a brief summary of the program/project for which your agency is seeking funding (No more than three sentences. This text will be used widely during the review and implementation process to describe your project).
Legal Assistance for Seniors (LAS) will provide free legal services, community education, and health insurance counseling to Dublin's older adults. LAS' legal program will serve elder abuse survivors and those needing legal help with guardianship, naturalization, public benefits, health law and housing. Legal services include representation in court and administrative hearings, legal advice and counsel and referrals to other resources. Legal services are both responsive and preventative. Clients often seek help for an acute problem such as needing a restraining order to protect them from physical abuse (responsive). At the same time, LAS will also help the client prevent future harm, for example, by assisting them in executing a power of attorney (preventative).

LAS will also provide free community education and outreach to older adults, their families, and service providers. Presentations include 'How to Get Help with Health Care Costs,' 'Navigating Medicare for LGBT Beneficiaries,' and 'Basic Housing Rights for Seniors,' and more.

Finally, the Health Insurance Counseling and Advocacy Program (HICAP) will provide free individual counseling on Medicare and related health insurance issues. State-registered volunteer HICAP counselors help older adults and people with disabilities enroll in Medicare, supplemental and prescription drug plans, and apply for cost-saving programs. Counselors also assist clients in resolving coverage issues, referring to LAS' legal program if further help is needed.

Legal Services are primarily provided by phone, video conferencing and text, though attorneys will meet with clients at their home or in our Oakland office on a case-by-case basis. HICAP services are similarly provided. Our community education program restarted in-person seminars during Summer 2021 at the Dublin Senior Center and Dublin Ranch Senior Apartments. These services are provided monthly, and we also provide them via video to those seniors who prefer to stay at

6. Describe the challenges, needs, or service gaps in Dublin your program/project addresses. If you do not receive funding, what would the impact be? (You should reference Dublin demographics, statistics, and reports to make your case.)
Though as a percentage, Dublin's senior population aged 65 and older held steady between the 2010 and 2020 census, at 9.4%, the absolute number of seniors grew by approximately 2,400 residents because of the City's overall population growth (US Census). Along with the growth of the older adult population in general, the growth of low-income older adults also continues to climb.

The Eastern Alameda County Human Services Needs Assessment notes that along with the growing older adult population and the rise in poverty, the demand for human services is also growing, especially since older adults are often more dependent on such services. Specifically, the Dublin Housing & Human Services Grant Priorities include services to keep seniors housed and safety net access for seniors. LAS addresses these needs so older adults, especially low-income older adults, can live with greater independence and dignity.

LAS' housing program assists older adults at risk of homelessness, both through legal advice and representation. To help older adults access safety net programs, LAS provides public benefits legal assistance, ensuring older adults are receiving all benefits for which they are eligible, including Social Security, Supplemental Security Income (SSI) and Medi-Cal. LAS' Health Insurance Counseling and Advocacy Program (HICAP) also helps older adults apply for cost-saving programs and Medi-Cal. In the past year, LAS served 293 housing legal clients. Of those clients, 92% were low income. The racial demographic of those clients included 58% people of color, with 6% being non-native English speakers. In addition to legal services, 22 clients received case management to help stabilize their housing.

Without support from the City of Dublin, we might not be able to serve as many individuals from the area.

7. Estimate the total number of UNDUPLICATED Dublin residents to be served by this project.
(UNDUPLICATED means client is counted only once regardless of number of services received in a year.)
172

8. Which of the 14 Areas of Concern identified in the Eastern County 2011 Needs Assessment Report does your project identify with? Please explain how your project meets the selected Areas of Concerns as well as helps the City of Dublin archive its Vision Statement that was included in its 2018 Strategic Plan.
The mission and vision statements are available online at www.dublin.ca.gov/1956/Application-Requirements-Process

- [ ] Behavioral Health (mental health and substance abuse)
- [ ] Affordable Housing
- [x] Health Care (including dental)
- [ ] Workforce Development

- [x] Homelessness
- [ ] Transportation Services and Access
- [x] Domestic Violence and Child Abuse
- [x] Disabilities
- [ ] Food and Nutrition
- [x] Senior Services
- [ ] Youth Services
- [ ] Child Care, Early Childhood Development and Education
- [ ] Changing Demographics and Growing Diversity
- [ ] Financial Assistance
- [ ] None of the Above
- [x] Please explain: Senior services for elder abuse, eviction defense, health coverage. Culturally competent services, accessible for people with disabilities.

9. Describe in detail how Dublin grant funds will be used for this project. If the funds are used for staffing, be sure to provide specific details on the number and types of positions being funded. (If capital funding is being requested, this narrative should include a detailed project scope and project timeline. The scope of work should include any land tenure issues. Additional documentation include designs, site plans, etc. can be attached later in the "Documents" tab.)
(What specifically will the grant funds be used for?)
The proposed funds from the City of Dublin will be used to provide free legal services, community education, outreach, and HICAP counseling to Dublin's older adults. Services will be focused on low- or extremely low-income older adults.

LAS continues to provide the majority of its legal and HICAP services remotely as our agency continues to view the COVID public health epidemic as a serious threat to the health and well-being of our clients, most of whom are seniors. Though most HICAP and legal client meetings are through phone or video conference, clients with heightened needs, or those who would fare better with in-person consultation, are met with by staff at their home or at our Oakland offices, following all safety protocols. Staff will also pick up paperwork from clients' homes in order to avoid unnecessary court delays. In addition, because some court hearings are still conducted remotely, staff work with clients to prepare them for the remote hearing.

LAS' community education program resumed monthly in-person presentations in Dublin beginning in the Summer of 2021. We will continue providing these services at the Dublin Senior Center and Dublin Ranch Senior Apartments. These presentations are also offered online for those individuals who find it either more convenient or safer to do so from their homes. Our community education department continually reaches out to organizations in Dublin and surrounding areas, including the Dublin Senior Center and Creating New Hope, to offer webinars and outreach materials.

LAS staff attends the Tri-Valley Service Providers Meetings on a monthly basis. Our attendance has allowed us to work closely with each city and coordinate presentations and share information and updates. During the Fall 2022 Medicare Open Enrollment period, LAS partnered with Open Heart Kitchen, which serves meals in Livermore, provide materials about our services to ensure outreach to individuals who may be unaware of our services or who are not able to access them digitally.

Funds from the City of Dublin will contribute to salaries for LAS' program staff, including staff attorneys and advocates. Funds will also be used for postage, phones, rent, and outreach activities, plus materials expenses such as printing costs for legal cases. COVID-19 has not impacted the range of services offered but has significantly impacted the time required per case. Arranging meetings and gathering documents, signatures and witnesses are all taking longer, meaning a greater amount of staff time and resources are spent on every case. Funding from the City of Dublin is critical to continue this high level of remote service. The loss of any city funds could reduce the number of Dublin clients we are able to serve.

To ensure services are provided in a cost-effective manner, LAS works extensively with volunteers who provide both overall program support and direct services to clients, with supervision and support from program staff. For example, LAS currently has 30 extensively trained and state-registered volunteer HICAP counselors who provide hundreds of hours of service per year. Additionally, 10 paid staff counselors provide supervision and support to the volunteers. In addition to providing individual health insurance counseling, a select number of LAS' HICAP counselors also provide community education and translation services. LAS also works with legal interns and summer law clerks to provide support to the legal program, including legal research, writing, and intake.

Because LAS has provided legal, educational, and HICAP services in Dublin for many years, we are able to base the current year's budget on past results. This helps to ensure that the current budget will meet the needs of the anticipated results. Further, the project budget is also leveraged with additional county grants.

10. Describe how you will measure the effectiveness of this program/project. Describe your criteria for success.

What results do you expect to have achieved at the end of this grant?
LAS will provide services to a total of 172 unduplicated Dublin older adults across the legal services, HICAP and community education departments. While services are available to residents of any income, LAS focuses its efforts on serving low-income clients, including conducting outreach in low-income areas and partnering with other agencies that serve low-income communities.

Legal services will be provided to 7 Dublin older adults. LAS' legal services program will provide free services in the areas of elder abuse, health law, public benefits, guardianship, naturalization, housing, and general legal services for those needing assistance in other areas. Services will be provided to Dublin residents age 60 and older, or 50 and older for guardianship. For elder abuse, LAS will assist those over age 65, or dependent adults of any age. Services range from legal counsel and advice to full representation in court, depending on the client's situation.

LAS' HICAP will provide free individual HICAP counseling to 40 Dublin Medicare recipients. While most Medicare recipients are older adults, LAS will also provide HICAP counseling to younger individuals who are eligible for Medicare due to disability. LAS will also provide 12 community education presentations and/or outreach events, reaching a minimum of 100 Dublin residents. These presentations will be targeted to Dublin older adults, pre-retirees, caregivers, and senior and disability service providers. Presentations will cover a wide variety of topics that are relevant to older adults' lives, including health care, avoiding scams and fraud, hiring and working with caregivers, public benefits, and more.

LAS evaluates success through the lens of our mission: was the client able to retain their independence, safety, and dignity because of the intervention we provided? We collect these case outcomes by entering each client's information into a database, including the level of service provided, the result of the case, and whether the client recovered or saved any funds as a result of the case. Specifically for housing, the evaluation is focused on whether the client was able to retain housing with the supports and services necessary to make that housing permanent.

We request feedback from our clients at the conclusion of services, including whether they felt supported and had their concerns addressed. Our goal is for every client to feel satisfied with the service they received, even if their case could not be resolved in their ideal manner due to outside factors. In addition to client feedback, LAS also consults with its community partners periodically to evaluate how we may be better able to serve their communities. We also evaluate our client data using equity, diversity and inclusion metrics.

To measure whether desired legal and HICAP outcomes were achieved, LAS' managing attorney and HICAP manager review case notes for all completed cases, which are written by the staff or volunteer assigned to the case and include the client's goals, actions taken, and the outcome of the case. 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 submitting an application for a cost-savings program. To measure effectiveness of community education activities, participant evaluations are used to determine if the education was informative and increased knowledge of the subject.

To measure client satisfaction, LAS' management team reviews completed client evaluations for all three programs. If there is any negative feedback, a member of the management team will follow up with the client to better understand the comments and determine whether the client needs further assistance.

By the end of the grant, we expect to complete or exceed our program goals. We also expect most clients will achieve their desired outcomes. Finally, we expect that the vast majority of returned evaluations will indicate that clients were satisfied with the services received.

11. The City Council updated Dublin's Mission, Vision, and Values in 2020 to include Inclusivity, Diversity and Equity. How does your project further these values?
The full statements are available at www.dublin.ca.gov/72/mission-vision
Legal Assistance for Seniors is committed to diversity, equity and inclusion (DEI) within our own organization. As part of this commitment, we expect to be more effective and impactful in our work for older adults in communities of color.

LAS launched a DEI Client Data Group in 2021 to analyze our service programs and understand if our agency was meeting equity goals critical to serving the most vulnerable older adults in our community. This group focuses on understanding the demographics of clients served and looking to address any gaps in services that we find. The group pulls internal data, as well as reports from the local community, to do the analysis of whether the agency is reaching communities in need. The data is then presented to the full staff, so they can brainstorm outreach ideas to implement. Ideas have included more robust materials translation and distribution, as well as targeted outreach efforts. The program reviews shifts in client demographics quarterly, to see if additional program adjustments are required to meet goals.

LAS also has an active Equity, Diversity and Inclusion (EDI) Committee comprised of staff from all branches of our agency, mainly focused on staff hiring, onboarding and staff development. LAS is prioritizing DEI leadership pipeline development in order to promote a more diverse leadership team. We have made great strides to increase the diversity of our senior staff.

We are also contracting with a consultant to help our Board adopt a DEI lens for its work, with the goal of helping them

understand how DEI is critical to their governance. LAS is focused on increasing diversity within our Board when new members are recruited.

12. For the Fiscal Year 2023-2024 Human Services Grant Cycle, additional funding may be available through the City's American Rescue Plan Act allocation. Organizations that are eligible for this funding must provide services that are responding to the economic and public health impacts of the COVID-19 Pandemic. 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.

Enter "NA" if not eligible.

Due to the pandemic, LAS has made great effort to provide enhanced remote services to our clients to protect the public's health. This has meant using phone interviews and email communications with legal clients and providing our HICAP and Community Education services on-line through video conferencing and webinar formats. In order to reach individuals who may not have access to technology, we have partnered with agencies like Meals on Wheels so that we leave no avenue of communication behind as we reach out to seniors in need.

Substantively, LAS is well prepared to help Dublin tenants who continue to face housing instability linked to the COVID-19 pandemic. Particularly in matters related to unlawful detainers and negotiations with landlords, LAS' team of attorneys provide the services necessary to assist Dublin residents struggling to avoid displacement or homelessness. The anticipated outcome of these cases will be the preservation of client housing, which may be obtained through preventing pending evictions, negotiating more time and money for tenants to vacate their apartments, securing basic income, and reducing medical expenses to enable clients to afford rent, among other means.

LAS supports both investment in housing and neighborhoods and legal services as part of its application to the City of Dublin. Our housing legal services program handled almost 300 cases countywide in Fiscal Year 2021-22. Of our legal services clients, the vast majority were women, 65 or older, persons or color, and low-income residents.

Additionally, LAS' Community Education program includes timely and unique presentations for senior tenants who may be struggling, including: "Basic Housing Rights for Seniors" and "Protecting Your Home Equity: PACE Loans, Reverse Mortgages, and Other Common Risks."

13. ** QUESTIONS 14 THROUGH 24 ARE FOR THOSE ORGANIZATIONS INTERESTED IN APPLYING FOR FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING ONLY. ** Are you are interested in applying for CDBG funds?

- [x] Yes. If so, check box here and answer questions 14 through 25.
- [ ] No. If no, check box here and enter NA
- [ ] Don't know. If you are unsure, please call City staff at (925) 833-6645.

14. CDBG ONLY- Explain your Limited English Proficiency/Language Access Plan (LEP/LAP). How does your agency outreach to limited English speaking residents to encourage access to services? What access accommodations are used? Etc. Provide detail

Please enter "N/A" if you are not interested in qualifying for CDBG funding.

LAS does not allow language to prevent clients from meaningfully accessing services. Our Language Access Plan states that all program notices include a statement that translators will be available upon request for presentations, meetings, and all other client activities.

To encourage limited English-speaking residents to access LAS' services, we coordinate with partnering agencies that specialize in serving monolingual older adults whenever possible. For example, prior to COVID-19, we maintained Medicare counseling and community education sites in Alameda County serving predominately Latinx and Asian seniors. Although we had to pause in-person services due to the pandemic, we maintained our partnerships with these community sites to disseminate outreach materials to their clientele.

LAS also outreaches to limited English speaking residents by making program materials available in various languages. We use translators to review any materials created and translated by LAS for accuracy. LAS also uses government documents for HICAP counseling that explain Medicare in multiple languages. In the past, we have provided written materials in Chinese, Farsi, Korean, Spanish, Tagalog, and Vietnamese.

LAS recruits and trains HICAP counselors whose ethnicities reflect the diverse communities that we serve. It is common for LAS to have HICAP counselors that speak Cantonese, Mandarin, Spanish, Korean, Hindi, and Punjabi. LAS uses a telephone interpreter service (Language Line Solutions) for its legal and HICAP counseling services, which provides translators in 240 different languages, including American Sign Language. LAS also arranges interpreter services with the courts in legal cases to ensure a translator is available. In addition, LAS uses bilingual staff and volunteers to provide translation for all its services.

15. CDBG ONLY - Identify at least one HUD Guiding Principle that relates to your project:

- [x] Be culturally accessible, appropriate and inclusive

- [x] Encourage community engagement and involvement
- [ ] Promote energy and resource efficiency
- [x] Encourage networking and information sharing across service providers
- [x] Encourage process streamlining
- [x] Consolidate service delivery
- [ ] Not Applicable. Not interested in CDBG funding.

16. CDBG ONLY - Identify at least HUD Consolidated Plan Goal that relates to your project:
(Select Category and Applicable Goals)

- [x] A) Housing
- [ ] Goal 1: Promote the production, rehabilitation, and preservation of affordable housing (rental and ownership) through acquisition, rehabilitation, new construction, and minor repair.
- [x] Goal 2: Reduction of housing discrimination through provision of fair housing and tenant/landlord services.
- [ ] Goal 3: Use resources to assist low-income residents make rental assistance payments in response to Covid-19.
- [x] B) Homeless
- [x] Goal 1: Use resource to end homelessness by funding and supporting homeless service programs.
- [ ] C) Supportive Housing
- [ ] Goal 1: Increase the availability of services enriched housing for persons with special needs by supporting acquisition and new construction of housing units.
- [x] D) Community Development
- [ ] Goal 1: Make improvements, including ADA accessibility and rehabilitation to public facilities, such as curbs and sidewalks, neighborhood parks and recreational improvements, homeless facilities and other public facilities/community centers.
- [ ] Goal 2: Fund economic development, micro-enterprise, and on-the-job training.
- [x] Goal 3: Support public service programs for low income residents, preserving safety net services for families and individuals who are vulnerable or
- [ ] F) Not Applicable. Not interested in CDBG funding.

17. CDBG ONLY - Identify at least one HUD Strategic Goal that relates to your project:

- [ ] Public Services
- [ ] Public Facilities
- [ ] Rental Assistance
- [ ] Affordable Housing
- [ ] Increase Opportunities for 1st Time Homebuyers
- [ ] Promote Decent Affordable Rental Housing
- [x] Strengthen Communities
- [ ] Ensure Equal Opportunity in Housing
- [x] Reduce Housing Discrimination
- [ ] Promote Participation of Grass-Roots, Faith-Based, and other Community-Based Organizations
- [ ] Not Applicable. Not interested in CDBG funding.

18. CDBG ONLY - Select one HUD Objective that relates to your project:
(TIP: When selecting an objective ask yourself, "What is the purpose of the activity? What is the larger community need that I am seeking to address?")

- [x] Creating a Suitable Living Environment
- [ ] Providing Decent Affordable Housing
- [ ] Creating Economic Opportunities
- [ ] Not Applicable. Not interested in CDBG funding.

19. CDBG ONLY - Select one HUD Outcome that relates to your project:
(TIP: When selecting an outcome ask yourself, "What type of change or result am I seeking?")

- [ ] Availability/Accessibility
- [ ] Affordability
- [x] Sustainability
- [ ] Not Applicable. I am not interested in qualifying for CDBG funding.

20. CDBG ONLY - Select one HUD Specific Indicator that relates to your project:

- [ ] Public facility or infrastructure: This indicator shows the number of persons that have been assisted by public facility or infrastructure activities that provide individuals with new or improved access to the facility or infrastructure. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of household units that no longer have access to a substandard service.
- [ ] Public Service: This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of persons that no longer have access to a substandard service.
- [ ] Targeted revitalization: This indicator shows a range of outcomes such as jobs created and retained, businesses assisted, low- and moderate-income persons and households served, slum/blight demolition, number of acres of brownfields remediated, etc. in a targeted area.
- [ ] Commercial facade treatments or business building rehabilitation: This indicator shows the number of commercial facade treatments undertaken and the number of business buildings that were rehabilitated.
- [ ] Brownfields remediated: This indicator shows the number of acres of brownfields that were remediated.
- [ ] Rental units constructed: This indicator shows the number of affordable rental units created, as well as the number of years of affordability, number of units occupied by the elderly, and those units designated for chronically homeless persons and persons with HIV/AIDS.
- [ ] Rental units rehabilitated: This indicator shows the number of affordable rental units rehabilitated as well as the number of years of affordability, units for chronically homeless persons, elderly persons, and persons with HIV/AIDS.
- [ ] Homeownership units constructed or acquired with rehabilitation: This indicator shows the total number of homeownership units constructed, acquired, and/or acquired with rehabilitation per activity. This includes total number of affordable units, number of years of affordability, Energy Star qualified units, section 504 accessible units, and number of households previously living in subsidized housing. In addition, data will be collected on the number of units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Owner occupied units rehabilitated: This indicator shows the total number of owner occupied units rehabilitated, including the number of these units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Direct financial assistance to homebuyers: This indicator shows the number of homebuyers receiving direct financial assistance, housing counseling, and down payment assistance/closing costs.
- [ ] Tenant Based Rental Assistance (TBRA): This indicator shows the total number of households receiving TBRA as well as the number with short-term rental assistance (less than 12 months) and the number of homeless and chronically homeless households assisted.
- [ ] Homeless shelters: This indicator shows the number of homeless persons given overnight shelter.
- [ ] Emergency housing: This indicator shows the number of beds created in an overnight shelter or other emergency housing.
- [x] Homeless prevention: This indicator shows the number of households that received emergency financial assistance to prevent homelessness and emergency legal assistance to prevent homelessness.
- [ ] Jobs created: Of the total number of jobs created, this indicator shows the number of jobs that have employee-sponsored health care, the types of jobs created (using Economic Development Administration (EDA) classifications) and the number of persons unemployed before taking the job.
- [ ] Jobs retained: Of the total number of jobs retained, this indicator shows the number of jobs retained, the number of jobs with employer-sponsored health care benefits, and the types of jobs retained (using EDA classifications)
- [ ] Business assistance: This indicator shows the total number of businesses assisted. Specifically, it shows the number of new businesses, existing businesses, and the DUNS number of each business so that HUD can track the number of new businesses that remain operational for three years after assistance.
- [ ] Businesses providing goods or services: This indicator shows whether an assisted business provides goods or services to meet the needs of the service area, neighborhood, or community, as determined by the grantee.
- [ ] Not Applicable. Not interested in CDBG funding

21. CDBG ONLY - Please choose a common indicator that your agency will use to track clients:
(Select only ONE.)

- [x] Persons
- [ ] Households
- [ ] Not Applicable. Not interested in CDBG funding

22. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".

7 Seniors (62 and older)

4	People with Disabilities
3	Female-Headed Households
	Youth
	Homeless
	Not Applicable. Not interested in CDBG funding (Type N/A)
14.00	**TOTAL**

23. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".

Area Median Income ("AMI") information is available online at www.dublin.ca.gov/1956/Application-Requirements-Process

1	Extremely Low Income (<30% AMI)
6	Very Low Income (30%-50% AMI)
	Low Income (50%-80% AMI)
	Moderate Income (80%-120% AMI)
7.00	**TOTAL**

24. CDBG ONLY - List the number of clients your agency anticipates serving in race/ethnicity categories. Per HUD, "Hispanic" is an ethnicity, not a race.

The sum entered below must match the total clients entered in Question #9 above. If none, please enter "0"

2	White
	White + HISPANIC
2	Black/African American
	Black/African American + HISPANIC
2	Asian
	Asian + HISPANIC
	American Indian/Alaskan Native
	American Indian/Alaskan Native + HISPANIC
	Native Hawaiian/Other Pacific Islander
	Native Hawaiian/Other Pacific Islander + HISPANIC
	American Indian/ Alaskan Native and White
	American Indian/ Alaskan Native and White + HISPANIC
	Asian and White
	Asian and White + HISPANIC
	Black/African American and White
	Black/African American and White + HISPANIC
	American Indian/Alaskan Native and Black/African American
	American Indian/Alaskan Native and Black/African American + HISPANIC
1	Multi Racial + HISPANIC OR other Multi Racial
	Not Applicable. Not interested in CDBG funding. (Type N/A)
7.00	**TOTAL**

25. If your agency is submitting more than one application or the same agency has different programs within it, please RANK the priority of this application, with number 1 being the highest priority for funding. There should only be one #1 PER AGENCY

- [x] #1 - This program/project has the agency's highest priority for funding.
- [ ] #2 - This program/project has the agency's 2nd highest priority for funding.
- [ ] #3 - This program/project has the agency's 3rd highest priority for funding.
- [ ] #4 - This program/project has the agency's 4th highest priority for funding.

☐ #5 - This program/project has the agency's 5th highest priority for funding.
☐ #6 - This program/project has the agency's 6th highest priority for funding.
☐ If you have more than 6 applications per organization, agency, district or entity, check here.

Budget top

Funding Sources/Revenues	Budget Amount	Amount Committed
Government/State of California Office of Emergency Services	USD$ 123,600.00	USD$ 61,800.00
Government/Alameda County Social Services Agency: Title IIIB Legal Services, General Revenue, Adult Protective Services, Title VII, HICAP, MIPPA, Department of Children and Family Services (DCFS) and OAAR.	USD$ 1,312,849.00	
Government/Contra Costa County HICAP	USD$ 8,000.00	
Government/Cities of Alameda, Dublin, Fremont, Hayward, Livermore, Pleasanton & Union City	USD$ 114,792.00	
Corporation/State Bar of California: IOLTA, EAF, Housing Preservation, Homelessness Prevention, EAP Guardianship, EAP Limited Conservatorship & Bank Grant.	USD$ 282,981.00	USD$ 133,579.00
Foundations/Corporations: San Francisco Foundation, Bigglesworth, CHA, Hindu Community & Cultural Center, Stern Memorial Trust, VLS/Rembe Rock, West Davis & Bergard, Bernard E &Alba Witkin Charitable Foundation, Senior Assistance Foundation East Bay (SAFE	USD$ 404,909.00	USD$ 205,500.00
Court Awarded Fees	USD$ 100,000.00	
Individual Donations, Annual Appeal, Fundraising Event	USD$ 222,500.00	
Elder Abuse Conference sponsorships & registration fees	USD$ 25,000.00	
Other Revenue/Revenue Released from Restrictions	USD$ 780,000.00	
Total	**USD$ 3,374,631.00**	**USD$ 400,879.00**

Funding Uses/Expenses	Budget Amount	Amount Committed
Personnel: Salaries* (see instructions below)	USD$ 1,904,872.00	USD$ 233,706.00
Personnel: Benefits* (see instructions below)	USD$ 455,773.00	USD$ 55,918.00
Operating: Supplies	USD$ 21,779.00	
Operating: Printing	USD$ 5,857.00	
Operating: Postage	USD$ 9,367.00	
Operating: Telephone	USD$ 34,351.00	
Operating: Rent and Occupancy Building and Maintenance and Repair	USD$ 365,895.00	USD$ 44,891.00
Operating: Accounting/Audit/Payroll Fees	USD$ 38,995.00	USD$ 4,784.00
Operating: Bank Charges/Taxes and Filing Fees	USD$ 2,969.00	
Operating: Contracted Services: Accounting, Information Technology, General, FR/Elder Abuse Conference Food& Entertainment	USD$ 353,376.00	USD$ 43,355.00
Operating: Insurance/Dues & Memberships/Subscriptions & Publications/Client Litigations Costs/Advertising.	USD$ 114,204.00	USD$ 14,012.00
Operating: Computer Supplies/Computer Software/Equipment Lease & Rental/Depreciation.	USD$ 34,337.00	USD$ 4,213.00
Operating: Training & Seminar Fees/Recruitment/Travel/Volunteer Recognition.	USD$ 32,856.00	
Total	**USD$ 3,374,631.00**	**USD$ 400,879.00**

Budget Narrative

Legal Director (1% @ $99 p/mo/$1,197 per annum); 3 Supervising Attorneys (each @ 1%, $64 p/mo/$767 per annum each = $2,301), 4 Staff Attorneys (each @ 1%, $57 p/mo/$684 per annum each = $2,736); Advocate (1% @ $27 p/mo/ $644 per annum) and Community Educator/Advocate (1% @ $52 p/mo/$622 per annum).

Fringe Benefits include FICAer (7.65%), SUI & workers compensation (1%), health/dental/vision/life insurance (10.85%) and retirement/benefit plan fees (3%) for a total of $1,685 (22.5%). Actual agency fringe benefits are approximately 27%; the remaining 4.5% of benefits for staff salaries will be underwritten by the agency.

Operating expenses include only rent ($815). The requested grant amount represents less than .02% of the total LAS agency budget.

Our program services of legal assistance (guardianship, elder abuse prevention, immigration/naturalization, housing & public assistance), HICAP (Health Insurance Counseling and Advocacy) and community education presentation of these matters to the general public as well as assistance providers are all services that our agency provides to all Alameda County residents that enables their ability to live independently in safety and with dignity.

In addition, LAS recognized in fiscal year 2021/22 in kind volunteer service hours (1414) of combined attorneys and advocates with a value of $70,700. In addition, HICAP volunteer counselors provided 2,823 volunteer hours.

Documents *top*

Documents Requested *	Required?	Attached Documents *
Program Expense Budget for ALL Grant Requests download template	☑	Financial Information Form
Financial Information Form for ALL Grant Requests download template	☑	Program Expense Form
List of Board of Directors (or governing body) with agency contact information	☑	Board Roster
Current Annual Budget for the Entire Agency	☑	FY2022-23 Board Approved Agency Wide Budget
Copy of most recently submitted IRS 990 form or Tax Return (include complete form)	☑	990 Form
Board of Director's (or governing body's) designation of authorized official	☑	BOD Authorization
Board of Director's (or governing body's) authorization to request funding (may be same document as one above)	☑	BOD Authorization
Proof of insurance carried, including bonding, liability and/or workers' compensation	☑	2022-23 GL and Auto Certificate of Insurance 2022-23 WC Certificate of Insurance
STATE AND FEDERAL NON-PROFIT DETERMINATION LETTER. All organizations MUST have approved non-profit status from the State of California and Federal Tax Identification Number at time of application. Non-compliant applicants will be disqualified.	☑	IRS Determination Letter State of CA Franchise Tax Determination
Certified Audit and/or Certified Financial Statements	☑	FY2022-23 Board Approved Agency Wide Budget
REQUIRED FOR CDBG ONLY - If requesting Capital Funding, please upload your Capital expenditure budget (your own format is acceptable)		
REQUIRED FOR CDBG ONLY - Personnel Policies Including Affirmative Action Plan and Grievance Procedure		Personnel Policies
REQUIRED FOR CDBG ONLY - Agency Audit Requirements and Copy of Last Audit Highlighting "Findings" Section		Audit Requirements

REQUIRED FOR CDBG ONLY - Articles of Incorporation and Bylaws	Articles of Incorporation By Laws
REQUIRED FOR CDBG ONLY - Conflict of Interest Statement (if not included in Bylaws)	Conflict of Interest
REQUIRED FOR CDBG ONLY - AGENCY'S LIMITED ENGLISH PROFICIENCY LANGUAGE ACCESS PLAN (LEP/LAP). Must include outreach to limited English speaking residents to encourage access to services & housing. Include what access accommodations are used.	Language Access Plan
REQUIRED FOR CDBG ONLY - LEVERAGING REPORT- this is due with the 2nd quarter report no later than January 15th	
Supporting Documents such as Agency Strategic Plan, Needs Assessment, etc. (Not Required)	
Other Supporting Documents (Not Required)	

** ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 425848

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City of Dublin
PCS - Human Services Division
City of Dublin, Fiscal Year 2023-24, Human Services Grant Program
Deadline: 1/20/2023

Lions Center for the Visually Impaired
Dublin Seniors Vision Health

Jump to: Organization Information Questions Budget Documents

USD$ 7,500.00 Requested

Submitted: 1/17/2023 8:48:57 PM (Pacific)

Project Contact
Yolanda Braxton
ybraxton@lcvi.org
Tel: 925-432-3013

Additional Contacts
none entered

Lions Center for the Visually Impaired

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Pittsburg, CA 94565
United States

Executive Director
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ybraxton@lcvi.org

Telephone 925-432-3013
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Web www.LCVI.org

Organization Information *top*

1. Business License Number
Pending

Questions *top*

1. Select the category that best describes your organization:
(Select only one.)
- [x] Non-Profit
- [ ] Public Agency
- [ ] Other:

2. Please describe your agency's mission (no more than 3 sentences or 250 characters).
Our Mission is to preserve vision, foster independence and enhance the quality of life for adults who are blind or at risk for vision impairments and to serve as a trusted source of information and expertise on blindness in the community.

3. Select the category that best describes the project:
(Select only one. For Capital Projects, please contact City Staff ahead of the grant application submission to review additional requirements including the Davis-Bacon/Fair Labor Standards Act)
- [ ] Capital Project
- [x] Public Service Program or Project

4. Is this a "new" service, program, project or activity? "New" is identified as not yet started, implemented or in operation.

- [ ] Yes
- [x] No

5. Provide a brief summary of the program/project for which your agency is seeking funding (No more than three sentences. This text will be used widely during the review and implementation process to describe your project).
Dublin Seniors Vision Health will provide supportive services to seniors who are blind and visually impaired in City of Dublin.

6. Describe the challenges, needs, or service gaps in Dublin your program/project addresses. If you do not receive funding, what would the impact be? (You should reference Dublin demographics, statistics, and reports to make your case.)
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 as well as data from the US Census, we estimate at least 790 seniors in the city of Dublin 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, the Federal Department of Rehabilitation, Older Adults who are Blind 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. We have conducted and will continue to focus our outreach efforts with a focus on vulnerable seniors with vision disabilities.

7. Estimate the total number of UNDUPLICATED Dublin residents to be served by this project.
(UNDUPLICATED means client is counted only once regardless of number of services received in a year.)
15

8. Which of the 14 Areas of Concern identified in the Eastern County 2011 Needs Assessment Report does your project identify with? Please explain how your project meets the selected Areas of Concerns as well as helps the City of Dublin archive its Vision Statement that was included in its 2018 Strategic Plan.
The mission and vision statements are available online at www.dublin.ca.gov/1956/Application-Requirements-Process

- [ ] Behavioral Health (mental health and substance abuse)
- [ ] Affordable Housing
- [ ] Health Care (including dental)
- [ ] Workforce Development
- [ ] Homelessness
- [ ] Transportation Services and Access
- [ ] Domestic Violence and Child Abuse
- [x] Disabilities
- [ ] Food and Nutrition
- [x] Senior Services
- [ ] Youth Services
- [ ] Child Care, Early Childhood Development and Education
- [ ] Changing Demographics and Growing Diversity
- [ ] Financial Assistance
- [ ] None of the Above
- [ ] Please explain:

9. Describe in detail how Dublin grant funds will be used for this project. If the funds are used for staffing, be sure to provide specific details on the number and types of positions being funded. (If capital funding is being requested, this narrative should include a detailed project scope and project timeline. The scope of work should include any land tenure issues. Additional documentation include designs, site plans, etc. can be attached later in the "Documents" tab.)
(What specifically will the grant funds be used for?)
Funds will be used to expand our vision health services throughout the city of Dublin, specifically for staffing. The following staff will administer the Dublin Seniors Vision Health program:

Executive Director
Manager of Operations
Orientation & Access Services Manager
EDP Vision Screening Coordinator

Activities & Marketing Coordinator
Vision Health Outreach Coordinator
Office Coordinator

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, Chinese, Punjabi, Tagalog 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 city to help clients share their personal fears, anger and frustration and receive practical tips and support from their peers.

10. Describe how you will measure the effectiveness of this program/project. Describe your criteria for success. What results do you expect to have achieved at the end of this grant?
The goal of Dublin Seniors Vision Health, indeed 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.

11. The City Council updated Dublin's Mission, Vision, and Values in 2020 to include Inclusivity, Diversity and Equity. How does your project further these values?
The full statements are available at www.dublin.ca.gov/72/mission-vision
From reflections on our Board of Directors, to staff, to the community we serve, LCVI has always embraced all who are in need of our supportive services. We ensure that our outreach efforts are reflective of the population we serve and that our high quality services from one-on-one to print materials and excursions reflect the cultural needs of the population. We serve with kindness and provide all of our resources free of charge to benefit those who are experiencing financial insecurity.

12. For the Fiscal Year 2023-2024 Human Services Grant Cycle, additional funding may be available through the City's American Rescue Plan Act allocation. Organizations that are eligible for this funding must provide services that are responding to the economic and public health impacts of the COVID-19 Pandemic. 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.
Enter "NA" if not eligible.
As an organization we have experienced the impact of the COVID-19 pandemic. As a result, our services are hybrid, thus if any senior choose to utilize onsite or virtual options, both are available, and they are still able to have their vision health needs met.

Post-pandemic, we continue to manage the most frequent and consistent barriers encountered for seniors who are blind and/or with visual impairments, including fear, transportation and lack of resources. Older adults often have mobility issues and other age-related challenges in addition to their visual impairment. This makes them fearful of venturing outside their own home, let alone traveling to an unfamiliar community. The paratransit systems in place are often inadequate and inconvenient. Despite offering free transportation to activities at LCVI facility, we have had limited success (although it has increased) in getting consumers from distant communities to come to our facility in Pittsburg for services. We have experienced greater success by bringing services to consumers in their homes. This is what sets us apart from other agencies and what has led to our success in serving the target population for in our program throughout the pandemic and beyond.

Additionally, members of our target population are often not tech-savvy and are frequently afraid to try something new or are unable to develop new patterns of behavior. We have found that lots of patience on the part of staff is required to help consumers through the steep learning curve. This was most notable during the COVID-19 pandemic where we were able to successfully transition our consumers into virtual services.

Lastly, the issue of insufficient resources continues to hinder us. The demand for our services grows every year as the Baby Boomers enter their senior years. The additional ARPA funds we may receive will allow much needed service expansion.

13. ** QUESTIONS 14 THROUGH 24 ARE FOR THOSE ORGANIZATIONS INTERESTED IN APPLYING FOR FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING ONLY. ** Are you are interested in applying for CDBG funds?

- [ ] Yes. If so, check box here and answer questions 14 through 25.
- [x] No. If no, check box here and enter NA
- [ ] Don't know. If you are unsure, please call City staff at (925) 833-6645.

14. CDBG ONLY- Explain your Limited English Proficiency/Language Access Plan (LEP/LAP). How does your agency outreach to limited English speaking residents to encourage access to services? What access accommodations are used? Etc. Provide detail

Please enter "N/A" if you are not interested in qualifying for CDBG funding.

Our organization engages in an annual multi-cultural Outreach Campaign. This includes use of social and traditional media. We utilize multiple languages in print to engage in Outreach that is Residential, Faith-Based Organization Postcard related, Public Transportation (i.e., BART, Bus), Billboard and Reader Boards, Cell Phone Adverts, etc. Engagement with multiple senior centers, senior residential facilities, and community centers all are included.

15. CDBG ONLY - Identify at least one HUD Guiding Principle that relates to your project:

- [x] Be culturally accessible, appropriate and inclusive
- [x] Encourage community engagement and involvement
- [ ] Promote energy and resource efficiency
- [ ] Encourage networking and information sharing across service providers
- [ ] Encourage process streamlining
- [ ] Consolidate service delivery
- [ ] Not Applicable. Not interested in CDBG funding.

16. CDBG ONLY - Identify at least HUD Consolidated Plan Goal that relates to your project:

(Select Category and Applicable Goals)

- [ ] A) Housing
- [ ] Goal 1: Promote the production, rehabilitation, and preservation of affordable housing (rental and ownership) through acquisition, rehabilitation, new construction, and minor repair.
- [ ] Goal 2: Reduction of housing discrimination through provision of fair housing and tenant/landlord services.
- [ ] Goal 3: Use resources to assist low-income residents make rental assistance payments in response to Covid-19.
- [ ] B) Homeless
- [ ] Goal 1: Use resource to end homelessness by funding and supporting homeless service programs.
- [ ] C) Supportive Housing
- [ ] Goal 1: Increase the availability of services enriched housing for persons with special needs by supporting acquisition and new construction of housing units.
- [ ] D) Community Development
- [ ] Goal 1: Make improvements, including ADA accessibility and rehabilitation to public facilities, such as curbs and sidewalks, neighborhood parks and recreational improvements, homeless facilities and other public facilities/community centers.
- [ ] Goal 2: Fund economic development, micro-enterprise, and on-the-job training.
- [x] Goal 3: Support public service programs for low income residents, preserving safety net services for families and individuals who are vulnerable or
- [ ] F) Not Applicable. Not interested in CDBG funding.

17. CDBG ONLY - Identify at least one HUD Strategic Goal that relates to your project:

- [x] Public Services
- [ ] Public Facilities
- [ ] Rental Assistance
- [ ] Affordable Housing
- [ ] Increase Opportunities for 1st Time Homebuyers
- [ ] Promote Decent Affordable Rental Housing
- [x] Strengthen Communities
- [ ] Ensure Equal Opportunity in Housing
- [ ] Reduce Housing Discrimination
- [x] Promote Participation of Grass-Roots, Faith-Based, and other Community-Based Organizations
- [ ] Not Applicable. Not interested in CDBG funding.

18. CDBG ONLY - Select one HUD Objective that relates to your project:

(TIP: When selecting an objective ask yourself, "What is the purpose of the activity? What is the larger community need that I am seeking to address?")

- [x] Creating a Suitable Living Environment
- [ ] Providing Decent Affordable Housing
- [ ] Creating Economic Opportunities
- [ ] Not Applicable. Not interested in CDBG funding.

19. CDBG ONLY - Select one HUD Outcome that relates to your project:

(TIP: When selecting an outcome ask yourself, "What type of change or result am I seeking?")

- [x] Availability/Accessibility
- [ ] Affordability
- [ ] Sustainability
- [ ] Not Applicable. I am not interested in qualifying for CDBG funding.

20. CDBG ONLY - Select one HUD Specific Indicator that relates to your project:

- [ ] Public facility or infrastructure: This indicator shows the number of persons that have been assisted by public facility or infrastructure activities that provide individuals with new or improved access to the facility or infrastructure. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of household units that no longer have access to a substandard service.
- [x] Public Service: This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of persons that no longer have access to a substandard service.
- [ ] Targeted revitalization: This indicator shows a range of outcomes such as jobs created and retained, businesses assisted, low- and moderate-income persons and households served, slum/blight demolition, number of acres of brownfields remediated, etc. in a targeted area.
- [ ] Commercial facade treatments or business building rehabilitation: This indicator shows the number of commercial facade treatments undertaken and the number of business buildings that were rehabilitated.
- [ ] Brownfields remediated: This indicator shows the number of acres of brownfields that were remediated.
- [ ] Rental units constructed: This indicator shows the number of affordable rental units created, as well as the number of years of affordability, number of units occupied by the elderly, and those units designated for chronically homeless persons and persons with HIV/AIDS.
- [ ] Rental units rehabilitated: This indicator shows the number of affordable rental units rehabilitated as well as the number of years of affordability, units for chronically homeless persons, elderly persons, and persons with HIV/AIDS.
- [ ] Homeownership units constructed or acquired with rehabilitation: This indicator shows the total number of homeownership units constructed, acquired, and/or acquired with rehabilitation per activity. This includes total number of affordable units, number of years of affordability, Energy Star qualified units, section 504 accessible units, and number of households previously living in subsidized housing. In addition, data will be collected on the number of units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Owner occupied units rehabilitated: This indicator shows the total number of owner occupied units rehabilitated, including the number of these units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Direct financial assistance to homebuyers: This indicator shows the number of homebuyers receiving direct financial assistance, housing counseling, and down payment assistance/closing costs.
- [ ] Tenant Based Rental Assistance (TBRA): This indicator shows the total number of households receiving TBRA as well as the number with short-term rental assistance (less than 12 months) and the number of homeless and chronically homeless households assisted.
- [ ] Homeless shelters: This indicator shows the number of homeless persons given overnight shelter.
- [ ] Emergency housing: This indicator shows the number of beds created in an overnight shelter or other emergency housing.
- [ ] Homeless prevention: This indicator shows the number of households that received emergency financial assistance to prevent homelessness and emergency legal assistance to prevent homelessness.
- [ ] Jobs created: Of the total number of jobs created, this indicator shows the number of jobs that have employee-sponsored health care, the types of jobs created (using Economic Development Administration (EDA) classifications) and the number of persons unemployed before taking the job.
- [ ] Jobs retained: Of the total number of jobs retained, this indicator shows the number of jobs retained, the number of jobs with employer-sponsored health care benefits, and the types of jobs retained (using EDA classifications)
- [ ] Business assistance: This indicator shows the total number of businesses assisted. Specifically, it shows the number of new businesses, existing businesses, and the DUNS number of each business so that HUD can track the number of new businesses that remain operational for three years after assistance.

☐ Businesses providing goods or services: This indicator shows whether an assisted business provides goods or services to meet the needs of the service area, neighborhood, or community, as determined by the grantee.

☐ Not Applicable. Not interested in CDBG funding

21. CDBG ONLY - Please choose a common indicator that your agency will use to track clients:
(Select only ONE.)

☑ Persons

☐ Households

☐ Not Applicable. Not interested in CDBG funding

22. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".

15	Seniors (62 and older)
15	People with Disabilities
	Female-Headed Households
	Youth
	Homeless
	Not Applicable. Not interested in CDBG funding (Type N/A)
30.00	**TOTAL**

23. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".
Area Median Income ("AMI") information is available online at www.dublin.ca.gov/1956/Application-Requirements-Process

3	Extremely Low Income (<30% AMI)
5	Very Low Income (30%-50% AMI)
7	Low Income (50%-80% AMI)
	Moderate Income (80%-120% AMI)
15.00	**TOTAL**

24. CDBG ONLY - List the number of clients your agency anticipates serving in race/ethnicity categories. Per HUD, "Hispanic" is an ethnicity, not a race.
The sum entered below must match the total clients entered in Question #9 above. If none, please enter "0"

7	White
2	White + HISPANIC
3	Black/African American
	Black/African American + HISPANIC
3	Asian
	Asian + HISPANIC
	American Indian/Alaskan Native
	American Indian/Alaskan Native + HISPANIC
	Native Hawaiian/Other Pacific Islander
	Native Hawaiian/Other Pacific Islander + HISPANIC
	American Indian/ Alaskan Native and White
	American Indian/ Alaskan Native and White + HISPANIC
	Asian and White
	Asian and White + HISPANIC
	Black/African American and White
	Black/African American and White + HISPANIC

	American Indian/Alaskan Native and Black/African American
	American Indian/Alaskan Native and Black/African American + HISPANIC
	Multi Racial + HISPANIC OR other Multi Racial
	Not Applicable. Not interested in CDBG funding. (Type N/A)
15.00	**TOTAL**

25. If your agency is submitting more than one application or the same agency has different programs within it, please RANK the priority of this application, with number 1 being the highest priority for funding. There should only be one #1 PER AGENCY

- [x] #1 - This program/project has the agency's highest priority for funding.
- [ ] #2 - This program/project has the agency's 2nd highest priority for funding.
- [ ] #3 - This program/project has the agency's 3rd highest priority for funding.
- [ ] #4 - This program/project has the agency's 4th highest priority for funding.
- [ ] #5 - This program/project has the agency's 5th highest priority for funding.
- [ ] #6 - This program/project has the agency's 6th highest priority for funding.
- [ ] If you have more than 6 applications per organization, agency, district or entity, check here.

Budget *top*

Funding Sources/Revenues	Budget Amount	Amount Committed
City of Dublin	USD$ 7,500.00	
DOR-OIB-Title VII		USD$ 177,000.00
Safeway Foundation		USD$ 2,500.00
East Bay Community Foundation		USD$ 11,000.00
Wells Fargo Foundation		USD$ 20,000.00
NextFifty Initiative		USD$ 137,000.00
Shirley Perry Foundation		USD$ 79,000.00
SAFE Foundation		USD$ 75,000.00
Mechanics Bank		USD$ 2,500.00
San Francisco Foundation		USD$ 100,000.00
Total	**USD$ 7,500.00**	**USD$ 604,000.00**

Funding Uses/Expenses	Budget Amount	Amount Committed
Personnel: Salaries	USD$ 354,000.00	USD$ 246,500.00
Personnel: Benefits	USD$ 45,000.00	USD$ 45,000.00
Personnel ADP Management	USD$ 15,000.00	USD$ 15,000.00
Operating: Supplies	USD$ 77,000.00	USD$ 77,000.00
Operating: Printing/Copying	USD$ 25,000.00	USD$ 25,000.00
Operating: Postage	USD$ 15,000.00	USD$ 15,000.00
Operating: Telephone	USD$ 15,000.00	USD$ 15,000.00
Operating: Accounting/Audit	USD$ 20,000.00	USD$ 20,000.00
Contractual Services	USD$ 45,000.00	USD$ 45,000.00
Total	**USD$ 611,000.00**	**USD$ 503,500.00**

Budget Narrative

The budget above provides an income and expense report of LCVI. We are requesting funds for staffing to assist with expansion of our Dublin Seniors Vision Health services within the City of Dublin.

Documents *top*

Documents Requested *	Required?	**Attached Documents** *
Program Expense Budget for ALL Grant Requests download template	☑	LCVI Expense Budget Template

Financial Information Form for ALL Grant Requests download template	☑	LCVI Financial Information Template
List of Board of Directors (or governing body) with agency contact information	☑	LCVI BOD List
Current Annual Budget for the Entire Agency	☑	LCVI General Budget
Copy of most recently submitted IRS 990 form or Tax Return (include complete form)	☑	LCVI 990 FY20-21
Board of Director's (or governing body's) designation of authorized official	☑	LCVI BOD Authorization
Board of Director's (or governing body's) authorization to request funding (may be same document as one above)	☑	LCVI BOD Authorization
Proof of insurance carried, including bonding, liability and/or workers' compensation	☑	LCVI Insurance Certification
STATE AND FEDERAL NON-PROFIT DETERMINATION LETTER. All organizations MUST have approved non-profit status from the State of California and Federal Tax Identification Number at time of application. Non-compliant applicants will be disqualified.	☑	LCVI Federal & State Exemption Letters
Certified Audit and/or Certified Financial Statements	☑	LCVI Audit FY20-21
REQUIRED FOR CDBG ONLY - If requesting Capital Funding, please upload your Capital expenditure budget (your own format is acceptable)		
REQUIRED FOR CDBG ONLY - Personnel Policies Including Affirmative Action Plan and Grievance Procedure		
REQUIRED FOR CDBG ONLY - Agency Audit Requirements and Copy of Last Audit Highlighting "Findings" Section		
REQUIRED FOR CDBG ONLY - Articles of Incorporation and Bylaws		
REQUIRED FOR CDBG ONLY - Conflict of Interest Statement (if not included in Bylaws)		
REQUIRED FOR CDBG ONLY - AGENCY'S LIMITED ENGLISH PROFICIENCY LANGUAGE ACCESS PLAN (LEP/LAP). Must include outreach to limited English speaking residents to encourage access to services & housing. Include what access accommodations are used.		
REQUIRED FOR CDBG ONLY - LEVERAGING REPORT- this is due with the 2nd quarter report no later than January 15th		
Supporting Documents such as Agency Strategic Plan, Needs Assessment, etc. (Not Required)		
Other Supporting Documents (Not Required)		

** ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 428367

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City of Dublin
PCS - Human Services Division
City of Dublin, Fiscal Year 2023-24, Human Services Grant Program
Deadline: 1/20/2023

Love Never Fails

Economic Freedom with ITbiz Tech Academy

Jump to: Organization Information Questions Budget Documents

USD$ 25,000.00 Requested

Submitted: 1/18/2023 10:09:54 PM (Pacific)

Project Contact
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Additional Contacts
none entered

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Founding Executive Director
Vanessa Russell
vanessa@loveneverfailsus.com

Organization Information *top*

1. Business License Number

Questions *top*

1. Select the category that best describes your organization:
(Select only one.)
- [x] Non-Profit
- [ ] Public Agency
- [ ] Other:

2. Please describe your agency's mission (no more than 3 sentences or 250 characters).
We exist to empower all people to express and experience their best sense of humanity. We do that by restoring, educating and protecting survivors of human trafficking and their community.

3. Select the category that best describes the project:
(Select only one. For Capital Projects, please contact City Staff ahead of the grant application submission to review additional requirements including the Davis-Bacon/Fair Labor Standards Act)
- [ ] Capital Project
- [x] Public Service Program or Project

4. Is this a "new" service, program, project or activity? "New" is identified as not yet started, implemented or in operation.
- [ ] Yes
- [x] No

5. Provide a brief summary of the program/project for which your agency is seeking funding (No more than three sentences. This text will be used widely during the review and implementation process to describe your project).
LNF seeks City of Dublin CDBG funding to support our ITbiz Tech Academy Program. IT Biz is a California certified Cybersecurity and Networking Pre-Apprenticeship Program, Cisco Network Academy, and Department of Rehabilitation Program. We introduce survivors of human trafficking and other no/low-income residents to technology by providing them industry certification training. We also provide business attire, mock interviews, and resume writing, interviewing technique, public speaking, and financial literacy classes, taught by people who are culturally relevant and have experienced interpersonal violence.

6. Describe the challenges, needs, or service gaps in Dublin your program/project addresses. If you do not receive funding, what would the impact be? (You should reference Dublin demographics, statistics, and reports to make your case.)
46.4% of families living in poverty in Dublin are single parent homes. In addition, teens and Transitional Aged Youth (TAY) ages 16-24 are also highly impacted by poverty in Dublin. (City Data - https://www.city-data.com/poverty/poverty-Dublin-California.html#:~:text=4.0%25%20of%20Dublin%2C%20CA%20residents%20had%20an%20income,of%20non%20high%20school%20graduates%20live%20in%20poverty.)

Our ITbiz program was designed to achieve our mission by creating a bridge between Dublin's low-income residents, like these impoverished single parent families and youth, and the IT industry. We are well equipped to work with vulnerable populations. In 2022 our students were 98% Low Income, 72% Women and 87% BIPOC (47% Black, 25% Hispanic, 15% Native American, Pacific Islander, etc). With CDBG funding, we will recruit and train 5 low-income residents and prepare them for paid internships with companies throughout the bay area such as Corporate E-Waste Solutions or externships with Google. They will also have access to apprenticeships with Bitwise. Bitwise and LNF work together to provide paid apprentices a full-time sustainable wage for 12 months while preparing for positions as Application Developers, Salesforce Administrators, CyberSecurity Technicians, Project Managers, Tech Support Specialists, Inside Sales reps, Call Center Agents, Online Marketing Specialists, and UX Designers. We are also placing some of our graduates directly into permanent positions at corporations such as BlueShield, Deloitte, Cisco, Verizon, Oomitza, Accenture, etc via our relationships with OneTen, YUPRO, etc.

7. Estimate the total number of UNDUPLICATED Dublin residents to be served by this project.
(UNDUPLICATED means client is counted only once regardless of number of services received in a year.)
5

8. Which of the 14 Areas of Concern identified in the Eastern County 2011 Needs Assessment Report does your project identify with? Please explain how your project meets the selected Areas of Concerns as well as helps the City of Dublin archive its Vision Statement that was included in its 2018 Strategic Plan.
The mission and vision statements are available online at www.dublin.ca.gov/1956/Application-Requirements-Process

- [x] Behavioral Health (mental health and substance abuse)
- [x] Affordable Housing
- [x] Health Care (including dental)
- [x] Workforce Development
- [x] Homelessness
- [x] Transportation Services and Access
- [x] Domestic Violence and Child Abuse
- [x] Disabilities
- [x] Food and Nutrition
- [ ] Senior Services
- [x] Youth Services
- [x] Child Care, Early Childhood Development and Education
- [x] Changing Demographics and Growing Diversity
- [x] Financial Assistance
- [ ] None of the Above
- [ ] Please explain:

9. Describe in detail how Dublin grant funds will be used for this project. If the funds are used for staffing, be sure to provide specific details on the number and types of positions being funded. (If capital funding is being requested, this narrative should include a detailed project scope and project timeline. The scope of work should include any land tenure issues. Additional documentation include designs, site plans, etc. can be attached later in the "Documents" tab.)
(What specifically will the grant funds be used for?)
This grant will be used to fund 5 seats in our ITbiz Tech Academy. Each seat funds a portion of the salaries for two instructor, Sr. Program Director, a Job Developer and Tech Coordinator. It also provides each student access to case management for barrier removal, cloud-based training platform, incentives for the students which can be used for Wi-Fi, transportation, etc., business attire, resume writing, interviewing techniques, life coaching, and a paid internship.

10. Describe how you will measure the effectiveness of this program/project. Describe your criteria for success. What results do you expect to have achieved at the end of this grant?
Each student will reach the following milestones as part of program success metrics:

(1) Complete at least three Cisco Systems, AWS, or Google certification courses
(2) College credit for completing the program
(3) Business attire
(4) A paid internship
(5) Have a professional resume and/or visume upon course completion
(6) Complete multiple mock interviews with industry professionals
(7) Black students will be enrolled in OneTen Talent Placement system. They are chartered to place 1 million black talent without four-year university degrees in family sustaining careers.
(8) All students will be enrolled in YUPro Talent Placement system
(9) Bi-weekly Life coaching

We also survey all students for feedback on every aspect of our program and make adjustments along the way to ensure that their needs are met.

At the completion of the program, we expect 100% of the students to complete a paid internship, apprenticeship or placement.

11. The City Council updated Dublin's Mission, Vision, and Values in 2020 to include Inclusivity, Diversity and Equity. How does your project further these values?
The full statements are available at www.dublin.ca.gov/72/mission-vision
Love Never Fails vision directly aligns with the City of Dublin. We are also committed to Diversity, Equity, Inclusivity, Safety, Innovation, etc. Specifically in the area of Diversity, Inclusivity, and Equity our program was designed to address gaps in the IT industry. According to the Dept of Labor only 25% of the IT industry are women and only 3% black and 2% Latinx. Our goal is to address these disparities by training non-traditional people for the tech industry using culturally, experientially, and racially relevant instructors and staff. 92% of LNF staff are survivors of interpersonal violence (IPV). Our instructors are BIPOC survivors of IPV, our management are survivors of human trafficking and domestic violence. Most of our staff have the lived experience of being a single parent or a TAY youth living in poverty. We are proud to exemplify the endless possibilities for our students regardless of their previous experiences. We also have a training program for employers, organizations and churches called REDI an acronym which stands for Racial Equity Diversity and Inclusion. This program has been delivered to several businesses as part of our internship program to ensure that the environment is REDI to recruit, onboard and retain diverse candidates.

12. For the Fiscal Year 2023-2024 Human Services Grant Cycle, additional funding may be available through the City's American Rescue Plan Act allocation. Organizations that are eligible for this funding must provide services that are responding to the economic and public health impacts of the COVID-19 Pandemic. 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.

Enter "NA" if not eligible.

During the pandemic we shifted all of our classes online and ramped up our programming so that those who lost their physical jobs would be retooled to access digital careers as customer service reps, sales reps, engineers/technicians, project managers and entrepreneurs. If additional funding were available, we could educate more low-income community members who have lost their jobs as a result of COVID.

It is extremely important that everyone have access to the digital economy. Just taking our Cisco technology 101 class prepares youth, adults and Seniors to access information on benefits, medical info, food sources, housing opportunities etc. online.

13. ** QUESTIONS 14 THROUGH 24 ARE FOR THOSE ORGANIZATIONS INTERESTED IN APPLYING FOR FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING ONLY. ** Are you are interested in applying for CDBG funds?

- [x] Yes. If so, check box here and answer questions 14 through 25.
- [ ] No. If no, check box here and enter NA
- [ ] Don't know. If you are unsure, please call City staff at (925) 833-6645.

14. CDBG ONLY- Explain your Limited English Proficiency/Language Access Plan (LEP/LAP). How does your agency outreach to limited English speaking residents to encourage access to services? What access accommodations are used? Etc. Provide detail

Please enter "N/A" if you are not interested in qualifying for CDBG funding.

Our staff speaks english and spanish and we use Alameda County's Language Access Line for other languages such as Arabic, Russian, Tagalog, Vietnamese, etc. Also, our IT training platforms support multiple languages such as Spanish, Arabic, French, Portuguese, etc.

15. CDBG ONLY - Identify at least one HUD Guiding Principle that relates to your project:

- [x] Be culturally accessible, appropriate and inclusive
- [x] Encourage community engagement and involvement
- [ ] Promote energy and resource efficiency
- [x] Encourage networking and information sharing across service providers
- [ ] Encourage process streamlining
- [ ] Consolidate service delivery
- [ ] Not Applicable. Not interested in CDBG funding.

16. CDBG ONLY - Identify at least HUD Consolidated Plan Goal that relates to your project:

(Select Category and Applicable Goals)

- [ ] A) Housing
- [ ] Goal 1: Promote the production, rehabilitation, and preservation of affordable housing (rental and ownership) through acquisition, rehabilitation, new construction, and minor repair.
- [ ] Goal 2: Reduction of housing discrimination through provision of fair housing and tenant/landlord services.
- [ ] Goal 3: Use resources to assist low-income residents make rental assistance payments in response to Covid-19.
- [ ] B) Homeless
- [x] Goal 1: Use resource to end homelessness by funding and supporting homeless service programs.
- [ ] C) Supportive Housing
- [ ] Goal 1: Increase the availability of services enriched housing for persons with special needs by supporting acquisition and new construction of housing units.
- [ ] D) Community Development
- [ ] Goal 1: Make improvements, including ADA accessibility and rehabilitation to public facilities, such as curbs and sidewalks, neighborhood parks and recreational improvements, homeless facilities and other public facilities/community centers.
- [x] Goal 2: Fund economic development, micro-enterprise, and on-the-job training.
- [ ] Goal 3: Support public service programs for low income residents, preserving safety net services for families and individuals who are vulnerable or
- [ ] F) Not Applicable. Not interested in CDBG funding.

17. CDBG ONLY - Identify at least one HUD Strategic Goal that relates to your project:

- [ ] Public Services
- [ ] Public Facilities
- [ ] Rental Assistance
- [ ] Affordable Housing
- [ ] Increase Opportunities for 1st Time Homebuyers
- [ ] Promote Decent Affordable Rental Housing
- [x] Strengthen Communities
- [ ] Ensure Equal Opportunity in Housing
- [ ] Reduce Housing Discrimination
- [x] Promote Participation of Grass-Roots, Faith-Based, and other Community-Based Organizations
- [ ] Not Applicable. Not interested in CDBG funding.

18. CDBG ONLY - Select one HUD Objective that relates to your project:

(TIP: When selecting an objective ask yourself, "What is the purpose of the activity? What is the larger community need that I am seeking to address?")

- [ ] Creating a Suitable Living Environment
- [ ] Providing Decent Affordable Housing
- [x] Creating Economic Opportunities
- [ ] Not Applicable. Not interested in CDBG funding.

19. CDBG ONLY - Select one HUD Outcome that relates to your project:
(TIP: When selecting an outcome ask yourself, "What type of change or result am I seeking?")

- [ ] Availability/Accessibility
- [ ] Affordability
- [x] Sustainability
- [ ] Not Applicable. I am not interested in qualifying for CDBG funding.

20. CDBG ONLY - Select one HUD Specific Indicator that relates to your project:

- [ ] Public facility or infrastructure: This indicator shows the number of persons that have been assisted by public facility or infrastructure activities that provide individuals with new or improved access to the facility or infrastructure. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of household units that no longer have access to a substandard service.
- [ ] Public Service: This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of persons that no longer have access to a substandard service.
- [ ] Targeted revitalization: This indicator shows a range of outcomes such as jobs created and retained, businesses assisted, low- and moderate-income persons and households served, slum/blight demolition, number of acres of brownfields remediated, etc. in a targeted area.
- [ ] Commercial facade treatments or business building rehabilitation: This indicator shows the number of commercial facade treatments undertaken and the number of business buildings that were rehabilitated.
- [ ] Brownfields remediated: This indicator shows the number of acres of brownfields that were remediated.
- [ ] Rental units constructed: This indicator shows the number of affordable rental units created, as well as the number of years of affordability, number of units occupied by the elderly, and those units designated for chronically homeless persons and persons with HIV/AIDS.
- [ ] Rental units rehabilitated: This indicator shows the number of affordable rental units rehabilitated as well as the number of years of affordability, units for chronically homeless persons, elderly persons, and persons with HIV/AIDS.
- [ ] Homeownership units constructed or acquired with rehabilitation: This indicator shows the total number of homeownership units constructed, acquired, and/or acquired with rehabilitation per activity. This includes total number of affordable units, number of years of affordability, Energy Star qualified units, section 504 accessible units, and number of households previously living in subsidized housing. In addition, data will be collected on the number of units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Owner occupied units rehabilitated: This indicator shows the total number of owner occupied units rehabilitated, including the number of these units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Direct financial assistance to homebuyers: This indicator shows the number of homebuyers receiving direct financial assistance, housing counseling, and down payment assistance/closing costs.
- [ ] Tenant Based Rental Assistance (TBRA): This indicator shows the total number of households receiving TBRA as well as the number with short-term rental assistance (less than 12 months) and the number of homeless and chronically homeless households assisted.
- [ ] Homeless shelters: This indicator shows the number of homeless persons given overnight shelter.
- [ ] Emergency housing: This indicator shows the number of beds created in an overnight shelter or other emergency housing.
- [ ] Homeless prevention: This indicator shows the number of households that received emergency financial assistance to prevent homelessness and emergency legal assistance to prevent homelessness.
- [x] Jobs created: Of the total number of jobs created, this indicator shows the number of jobs that have employee-sponsored health care, the types of jobs created (using Economic Development Administration (EDA) classifications) and the number of persons unemployed before taking the job.
- [x] Jobs retained: Of the total number of jobs retained, this indicator shows the number of jobs retained, the number of jobs with employer-sponsored health care benefits, and the types of jobs retained (using EDA classifications)
- [ ] Business assistance: This indicator shows the total number of businesses assisted. Specifically, it shows the number of new businesses, existing businesses, and the DUNS number of each business so that HUD can track the number of new businesses that remain operational for three years after assistance.
- [ ] Businesses providing goods or services: This indicator shows whether an assisted business provides goods or services to meet the needs of the service area, neighborhood, or community, as determined by the grantee.
- [ ] Not Applicable. Not interested in CDBG funding

21. CDBG ONLY - Please choose a common indicator that your agency will use to track clients:
(Select only ONE.)

- [x] Persons
- [ ] Households
- [ ] Not Applicable. Not interested in CDBG funding

22. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".

	Seniors (62 and older)
	People with Disabilities
3	Female-Headed Households
1	Youth
1	Homeless
	Not Applicable. Not interested in CDBG funding (Type N/A)
5.00	**TOTAL**

23. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".
Area Median Income ("AMI") information is available online at www.dublin.ca.gov/1956/Application-Requirements-Process

1	Extremely Low Income (<30% AMI)
4	Very Low Income (30%-50% AMI)

	Low Income (50%-80% AMI)
	Moderate Income (80%-120% AMI)
5.00	**TOTAL**

24. CDBG ONLY - List the number of clients your agency anticipates serving in race/ethnicity categories. Per HUD, "Hispanic" is an ethnicity, not a race.

The sum entered below must match the total clients entered in Question #9 above. If none, please enter "0"

1	White
1	White + HISPANIC
1	Black/African American
1	Black/African American + HISPANIC
	Asian
	Asian + HISPANIC
	American Indian/Alaskan Native
	American Indian/Alaskan Native + HISPANIC
	Native Hawaiian/Other Pacific Islander
	Native Hawaiian/Other Pacific Islander + HISPANIC
	American Indian/ Alaskan Native and White
	American Indian/ Alaskan Native and White + HISPANIC
	Asian and White
	Asian and White + HISPANIC
1	Black/African American and White
	Black/African American and White + HISPANIC
	American Indian/Alaskan Native and Black/African American
	American Indian/Alaskan Native and Black/African American + HISPANIC
	Multi Racial + HISPANIC OR other Multi Racial
	Not Applicable. Not interested in CDBG funding. (Type N/A)
5.00	**TOTAL**

25. If your agency is submitting more than one application or the same agency has different programs within it, please RANK the priority of this application, with number 1 being the highest priority for funding. There should only be one #1 PER AGENCY

- [ ] #1 - This program/project has the agency's highest priority for funding.
- [x] #2 - This program/project has the agency's 2nd highest priority for funding.
- [ ] #3 - This program/project has the agency's 3rd highest priority for funding.
- [ ] #4 - This program/project has the agency's 4th highest priority for funding.
- [ ] #5 - This program/project has the agency's 5th highest priority for funding.
- [ ] #6 - This program/project has the agency's 6th highest priority for funding.
- [ ] If you have more than 6 applications per organization, agency, district or entity, check here.

Budget top

Funding Sources/Revenues	Budget Amount	Amount Committed
Microsoft	USD$ 100,000.00	USD$ 100,000.00
James Irvine Foundation	USD$ 375,000.00	USD$ 375,000.00
Department of Violence Prevention	USD$ 100,000.00	USD$ 100,000.00
Alameda Adult School	USD$ 25,000.00	USD$ 25,000.00
CROP	USD$ 75,000.00	USD$ 75,000.00
Total	**USD$ 675,000.00**	**USD$ 675,000.00**

Funding Uses/Expenses	Budget Amount	Amount Committed
Sr. Program Manager	USD$ 66,000.00	USD$ 66,000.00
Lead Instructor	USD$ 65,000.00	USD$ 65,000.00
Instructor	USD$ 47,840.00	USD$ 47,840.00
Job Developer/CAse Manager	USD$ 55,000.00	USD$ 55,000.00
Tech Coordinator	USD$ 28,600.00	USD$ 28,600.00
Life Coach	USD$ 156,000.00	USD$ 156,000.00
Incentives	USD$ 60,000.00	USD$ 60,000.00
Internship	USD$ 150,000.00	USD$ 100,000.00
Business Attire	USD$ 5,000.00	USD$ 5,000.00
Facility	USD$ 38,400.00	USD$ 38,400.00
Overhead (insurance, accounting, etc.)	USD$ 124,000.00	
Fringe Benefits	USD$ 45,181.00	
Total	**USD$ 841,021.00**	**USD$ 621,840.**

Budget Narrative

Our 2022 budget of $2.4M and draft 2023 LNF Budget of $3.2M includes the program budget listed above. We will serve 100 students in 2023 and want to include 5 from Dublin. Each student will receive training, business attire, resume writing, interviewing techniques, case management for barrier removal (see our barrier removal inventory https://static1.squarespace.com/static/5417aa5ae4b0096c9019daf7/t/63017dff50a301237d618d2e/1661042175970/Barrier+Breakers+and+Bridge+Makers+2022.pdf) , $100 incentive for every technology certificate they complete (there are up to 6 available), job placement services, bi-weekly access to life coaching, and a paid internship. Love Never Fails provides housing for many of our ITbiz program participants. This represents a much larger portion of our budget. Together workforce development and housing provide our students to long term financial freedom.

Documents *top*

Documents Requested *	Required?	Attached Documents *
Program Expense Budget for ALL Grant Requests download template	☑	Program Expense Budget
Financial Information Form for ALL Grant Requests download template	☑	Finance Information
List of Board of Directors (or governing body) with agency contact information	☑	Board of Directors
Current Annual Budget for the Entire Agency	☑	2022 Budget
Copy of most recently submitted IRS 990 form or Tax Return (include complete form)	☑	990
Board of Director's (or governing body's) designation of authorized official	☑	LNF BOD Cert
Board of Director's (or governing body's) authorization to request funding (may be same document as one above)	☑	LNF BOD Cert
Proof of insurance carried, including bonding, liability and/or workers' compensation	☑	Proof of Insurance
STATE AND FEDERAL NON-PROFIT DETERMINATION LETTER. All organizations MUST have approved non-profit status from the State of California and Federal Tax Identification Number at time of application. Non-compliant applicants will be disqualified.	☑	IRS Determination Letter
Certified Audit and/or Certified Financial Statements	☑	Audit
REQUIRED FOR CDBG ONLY - If requesting Capital Funding, please upload your Capital expenditure budget (your own format is acceptable)		
REQUIRED FOR CDBG ONLY - Personnel Policies Including Affirmative Action Plan and Grievance Procedure		Policies
REQUIRED FOR CDBG ONLY - Agency Audit Requirements and Copy of Last Audit Highlighting "Findings" Section		Audit
REQUIRED FOR CDBG ONLY - Articles of Incorporation and Bylaws		Articles of Incorporation
REQUIRED FOR CDBG ONLY - Conflict of Interest Statement (if not included in Bylaws)		Policies
REQUIRED FOR CDBG ONLY - AGENCY'S LIMITED ENGLISH PROFICIENCY LANGUAGE ACCESS PLAN (LEP/LAP). Must include outreach to limited English speaking residents to encourage access to services & housing. Include what access accommodations are used.		LAP
REQUIRED FOR CDBG ONLY - LEVERAGING REPORT- this is due with the 2nd quarter report no later than January 15th		
Supporting Documents such as Agency Strategic Plan, Needs Assessment, etc. (Not Required)		Strategic Plan
Other Supporting Documents (Not Required)		

** ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 428322

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City of Dublin
PCS - Human Services Division
City of Dublin, Fiscal Year 2023-24, Human Services Grant Program
Deadline: 1/20/2023

Open Heart Kitchen
Senior Meal Program

Jump to: Organization Information Questions Budget Documents

USD$ 25,000.00 Requested

Submitted: 1/19/2023 3:26:43 PM (Pacific)

Project Contact
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executivedirector@openheartkitchen.org
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Open Heart Kitchen

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Telephone(925) 580-1616
Fax
Web www.openheartkitchen.org

Executive Director
John Bost
john@openheartkitchen.org

Organization Information *top*

1. Business License Number
BL-009270

Questions *top*

1. Select the category that best describes your organization:
(Select only one.)
- [x] Non-Profit
- [ ] Public Agency
- [ ] Other:

2. Please describe your agency's mission (no more than 3 sentences or 250 characters).
Our mission is to provide equitable access to nutritious food today, while building a food secure tomorrow. We offer three free prepared meal programs to the community: the Hot Meal program, the Senior Meal program, and the Street Outreach program.

3. Select the category that best describes the project:
(Select only one. For Capital Projects, please contact City Staff ahead of the grant application submission to review additional requirements including the Davis-Bacon/Fair Labor Standards Act)
- [ ] Capital Project
- [x] Public Service Program or Project

4. Is this a "new" service, program, project or activity? "New" is identified as not yet started, implemented or in operation.
- [ ] Yes
- [x] No

5. Provide a brief summary of the program/project for which your agency is seeking funding (No more than three sentences. This text will be used widely during the review and implementation process to describe your project).
Open Heart Kitchen serves senior citizens healthy meals made with their dietary needs in mind, Monday through Friday at the Dublin Senior Center. All meals are prepared fresh daily and offered free of charge.

6. Describe the challenges, needs, or service gaps in Dublin your program/project addresses. If you do not receive funding, what would the impact be? (You should reference Dublin demographics, statistics, and reports to make your case.)
Open Heart Kitchen is seeking funding for the Senior Meal Program conducted in Dublin, which fills the nutritional gap for low-income people over 60. According to the City of Dublin's 2021 study, over 15% of Dublin's population is over 60. Household expenses such as rent, utilities, healthcare, and groceries are constantly rising, leaving our community vulnerable to food insecurity. Our free and nutritious meals are available to be enjoyed onsite in our dining rooms, or taken to go, and offer peace of mind to guests who are struggling to juggle expenses on a budget.

Our meal program follows guidelines established by the California Department of Aging to address the nutritional needs, and gaps, of senior diners. According to a study by the Older Americans Act, participants in programs such as ours receive 40% of their daily calories and 35-47% of their daily recommended nutrition intake by eating these meals. The Open Heart Kitchen Senior Meal Program in Dublin saw an increase from ~14,800 meals served in FY19-20 to ~46,800 meals served in FY21-22.

A key benefit of our Senior Meal Program is the social interaction with peers and our teams. Interacting with our friendly staff and volunteers help combat the loneliness that many of our senior diners experience. Our staff takes the time to get to know new diners and introduce them to fellow seniors to promote socialization and connection.

If we do not receive funding, access to healthy meals for seniors will decrease. Some seniors just don't have the energy or the skills to shop for budget-friendly groceries, prepare healthy meals, and clean up. It's not uncommon for seniors to rely on frozen meals and processed foods that are convenient, but unhealthy. We have had our senior diners tell us that when they eat out meals, they don't get sick. They say that they have to be careful everywhere else they eat, but they can always rely on our food to be healthy and appropriate for their diet.

7. Estimate the total number of UNDUPLICATED Dublin residents to be served by this project.
(UNDUPLICATED means client is counted only once regardless of number of services received in a year.)
605

8. Which of the 14 Areas of Concern identified in the Eastern County 2011 Needs Assessment Report does your project identify with? Please explain how your project meets the selected Areas of Concerns as well as helps the City of Dublin archive its Vision Statement that was included in its 2018 Strategic Plan.
The mission and vision statements are available online at www.dublin.ca.gov/1956/Application-Requirements-Process

- ☐ Behavioral Health (mental health and substance abuse)
- ☐ Affordable Housing
- ☐ Health Care (including dental)
- ☐ Workforce Development
- ☐ Homelessness
- ☐ Transportation Services and Access
- ☐ Domestic Violence and Child Abuse
- ☐ Disabilities
- ☑ Food and Nutrition
- ☑ Senior Services
- ☐ Youth Services
- ☐ Child Care, Early Childhood Development and Education
- ☐ Changing Demographics and Growing Diversity
- ☐ Financial Assistance
- ☐ None of the Above
- ☐ Please explain: Our program provides prepared meals to seniors that follow strict nutrition guidelines established by the California Department of Aging.

9. Describe in detail how Dublin grant funds will be used for this project. If the funds are used for staffing, be sure to provide specific details on the number and types of positions being funded. (If capital funding is being requested, this narrative should include a detailed project scope and project timeline. The scope of work should include any land tenure issues. Additional documentation include designs, site plans, etc. can be attached later in the "Documents" tab.)
(What specifically will the grant funds be used for?)
The grant will address food insecurity in Dublin and increase access to food assistance through the distribution of free prepared meals to underserved community members, including low-income seniors. The grant funds will be used to purchase the food and supplies used in the Dublin Senior Meal Program, as well as program staff salaries.

Throughout the year, Open Heart Kitchen utilizes donated food and holds virtual food drives in an effort to reduce the amount of food purchased. We are a member of US Foods' Premier Group Purchasing Organization, which takes advantage of group purchasing pricing and a rebate program for food purchases. Open Heart Kitchen is also a member of the local affiliate of Feeding America, the Alameda County Community Food Bank. As a member agency, Open Heart Kitchen is able to purchase food from the Alameda County Community Food Bank in bulk below wholesale prices. Open Heart Kitchen purchases food from a variety of partners and suppliers in order to provide the consumers with the greatest cost savings while maintaining high quality and diversity.

Our Dublin Senior Center team is composed of a Site Supervisor and a Food Service Assistant who oversee a team of volunteers. The Site Supervisor, who is ServSafe certified, has built a career in the restaurant industry managing front and back-of-house teams. The Food Service Assistant, who is also ServSafe certified, is a Registered Dietician with a Masters in Nutrition.

The Strategic Planning Committee of Open Heart Kitchen develops and assesses program objectives, including meal counts, to monitor program effectiveness. The Open Heart Kitchen Board of Directors develops annual budgets for each program and reviews them to make sure that all programs are staying within their allocated spending limits.

10. Describe how you will measure the effectiveness of this program/project. Describe your criteria for success. What results do you expect to have achieved at the end of this grant?
Due to federal funds and the Alameda County Area Agency on Aging Title III-C1 Congregate Meals Program funding, Open Heart Kitchen has more than ten years of expertise keeping track of and reporting on government grant awards. Open Heart Kitchen is required by the Title III-C1 meal program to keep daily records for each customer and meal served. A nutritional assessment is given to new clients, and their information is entered into social assistance management software. The clients' assessment records are kept up to date by a dedicated Senior Meal Program Program Coordinator. Additionally, this employee makes sure that client data, service unit deliveries, and nutrition education information are punctually and securely entered into the social assistance management software.

The meals offered by programs like ours help seniors reach nutrition recommendation goals that can help them manage or prevent chronic illnesses like obesity, heart disease, type 2 diabetes, and some types of cancer, according to the most recent Older Californians Nutrition Program guidance from the California Department of Aging, and the Office of Disease Prevention and Health Promotion. People who are hungry need meals that won't make their current medical conditions worse. Our goal is to provide nutritious, high quality food.

Open Heart Kitchen monitors if the meal count numbers continue to be consistent with our goals, and that costs are within budget in order to assess the success of our programs. We review the results of our annual evaluations of meal counts, meal expenses, and guest surveys before adjusting our program objectives. Our Board of Directors receive an extensive report every two months including the quantity of meals served, the price per meal, and the satisfaction of the program. If the meal count numbers continue to be in line with our nutritional goals, satisfaction levels, and other various objectives while the cost is within budget, we consider our programs successful.

11. The City Council updated Dublin's Mission, Vision, and Values in 2020 to include Inclusivity, Diversity and Equity. How does your project further these values?
The full statements are available at www.dublin.ca.gov/72/mission-vision
The menus for our meal programs have been translated into Spanish and Chinese to better serve our non-English speaking clients. Many of our low-income and unhoused clients use mobile devices to search for our services. A calendar of our menus, locations, and business hours can be found on our website. Additionally, our website is mobile-friendly, ADA compatible, and has Spanish and Chinese translations. We recently started translating menus in Korean in response to requests from seniors at our Dublin Senior Center.

The people who make up our community and are struggling with hunger require more than just food; they deserve meals that are specially prepared for their dietary needs and way of life. The low-income, elderly, and unhoused population is acknowledged by Open Heart Kitchen as being an "at-risk" demographic. They are far more likely to experience health issues like diabetes and obesity. The cheapest and most convenient foods frequently lack essential nutrients like vitamins, protein, and healthy fats and are heavily processed. It is understandable why many seniors living on a fixed income, pressed for time, or with little to no access to cooking facilities, turn to these affordable and handy foods as an immediate solution, but these foods ultimately cause more harm than good and are not a healthy option.

Our freshly prepared meals are ready to eat, and easy to eat on the go. The nutritional requirements of seniors, who have the most stringent limitations of any age group, are especially catered for in our meals. A Registered Dietitian reviews our menus before the Alameda Area Agency on Aging approves them. Although our meals meet the precise standards of a senior diet, they are also appropriate for the dietary requirements of our entire community. We keep a close eye on the amounts of protein, sodium, vitamins, and spices in our meals and make sure they are soft enough for clients with dental problems or for those who are unable to use a knife.

12. For the Fiscal Year 2023-2024 Human Services Grant Cycle, additional funding may be available through the City's American Rescue Plan Act allocation. Organizations that are eligible for this funding must provide services that are responding to the economic and public health impacts of the COVID-19 Pandemic. 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.
Enter "NA" if not eligible.
Our aging population of seniors is disproportionately impacted by food insecurity. The COVID-19 pandemic isn't over, and our senior meal program continues to grow along with housing, food, and healthcare costs.

It has become clear that the health of our community members is more crucial than ever as we continue to work toward eradicating the pandemic. But the pandemic has erected obstacles that make it harder for senior citizens to get the food they require for a healthy lifestyle. Throughout the pandemic, we have distributed masks, sanitizers, safety information, vaccine clinic resources, and more to our diners alongside their meals. Some of our elderly neighbors remain hesitant to enter public spaces like grocery stores for fear of contracting the COVID-19 virus. Recent global supply chain problems, along with rising fuel costs, have raised prices for several food goods, which has an even greater impact on people living on fixed incomes, such as seniors. Participants in our program obtain 40% of their necessary daily calories, as well as 35–47% of their appropriate daily nutrition intake, according to an Older Americans Act study. The Open Heart Kitchen Senior Meal Program in Dublin saw a 12% increase from ~34,200 meals served in FY2021 to ~38,359 meals served in FY2022.

The main challenge we faced during the pandemic was in distributing meals in the safest way possible to protect the health and safety of our workforce and our clients. Equipment is sanitized between uses, and all kitchen surfaces and equipment are cleaned with either a sanitizer solution or with a water and bleach solution. Diners are encouraged to social

distance, and we have reduced the number of guests that can share a table to enable seniors to create space. Our staff and volunteers are required to wear masks and food preparation gloves at all times.

13. ** QUESTIONS 14 THROUGH 24 ARE FOR THOSE ORGANIZATIONS INTERESTED IN APPLYING FOR FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING ONLY. ** Are you are interested in applying for CDBG funds?

- [x] Yes. If so, check box here and answer questions 14 through 25.
- [ ] No. If no, check box here and enter NA
- [ ] Don't know. If you are unsure, please call City staff at (925) 833-6645.

14. CDBG ONLY- Explain your Limited English Proficiency/Language Access Plan (LEP/LAP). How does your agency outreach to limited English speaking residents to encourage access to services? What access accommodations are used? Etc. Provide detail

Please enter "N/A" if you are not interested in qualifying for CDBG funding.

Open Heart Kitchen is dedicated to ensuring that people with limited English proficiency can participate in our programs. Our quarterly surveys and program posters are available in a variety of languages, and we actively seek out bilingual volunteers. We work with organizations that offer translation services, such as the Alameda County Community Food Bank and we use Boostlingo to answer phone calls in other languages. The "I Speak" cards have been sent to all Open Heart Kitchen program employees in order to help them identify the language interpretation a visitor would require should the need arise. The Open Heart Kitchen team is routinely formally surveyed about their interactions with limited English proficiency populations throughout the year. This makes it possible for Open Heart Kitchen to determine what translation services could be required in the future. Even though a relatively small portion of Open Heart Kitchen's clientele are limited English speakers, Open Heart Kitchen makes efforts to give visitors who struggle with communication in English the chance for meaningful access.

15. CDBG ONLY - Identify at least one HUD Guiding Principle that relates to your project:

- [x] Be culturally accessible, appropriate and inclusive
- [x] Encourage community engagement and involvement
- [ ] Promote energy and resource efficiency
- [x] Encourage networking and information sharing across service providers
- [ ] Encourage process streamlining
- [ ] Consolidate service delivery
- [ ] Not Applicable. Not interested in CDBG funding.

16. CDBG ONLY - Identify at least HUD Consolidated Plan Goal that relates to your project:

(Select Category and Applicable Goals)

- [ ] A) Housing
- [ ] Goal 1: Promote the production, rehabilitation, and preservation of affordable housing (rental and ownership) through acquisition, rehabilitation, new construction, and minor repair.
- [ ] Goal 2: Reduction of housing discrimination through provision of fair housing and tenant/landlord services.
- [ ] Goal 3: Use resources to assist low-income residents make rental assistance payments in response to Covid-19.
- [ ] B) Homeless
- [ ] Goal 1: Use resource to end homelessness by funding and supporting homeless service programs.
- [ ] C) Supportive Housing
- [ ] Goal 1: Increase the availability of services enriched housing for persons with special needs by supporting acquisition and new construction of housing units.
- [ ] D) Community Development
- [ ] Goal 1: Make improvements, including ADA accessibility and rehabilitation to public facilities, such as curbs and sidewalks, neighborhood parks and recreational improvements, homeless facilities and other public facilities/community centers.
- [ ] Goal 2: Fund economic development, micro-enterprise, and on-the-job training.
- [x] Goal 3: Support public service programs for low income residents, preserving safety net services for families and individuals who are vulnerable or
- [ ] F) Not Applicable. Not interested in CDBG funding.

17. CDBG ONLY - Identify at least one HUD Strategic Goal that relates to your project:

- [x] Public Services
- [ ] Public Facilities
- [ ] Rental Assistance
- [ ] Affordable Housing
- [ ] Increase Opportunities for 1st Time Homebuyers
- [ ] Promote Decent Affordable Rental Housing
- [x] Strengthen Communities
- [ ] Ensure Equal Opportunity in Housing
- [ ] Reduce Housing Discrimination
- [ ] Promote Participation of Grass-Roots, Faith-Based, and other Community-Based Organizations
- [ ] Not Applicable. Not interested in CDBG funding.

18. CDBG ONLY - Select one HUD Objective that relates to your project:

(TIP: When selecting an objective ask yourself, "What is the purpose of the activity? What is the larger community need that I am seeking to address?")

- [x] Creating a Suitable Living Environment
- [ ] Providing Decent Affordable Housing
- [ ] Creating Economic Opportunities
- [ ] Not Applicable. Not interested in CDBG funding.

19. CDBG ONLY - Select one HUD Outcome that relates to your project:

(TIP: When selecting an outcome ask yourself, "What type of change or result am I seeking?")

- [x] Availability/Accessibility
- [ ] Affordability
- [ ] Sustainability
- [ ] Not Applicable. I am not interested in qualifying for CDBG funding.

20. CDBG ONLY - Select one HUD Specific Indicator that relates to your project:

- [ ] Public facility or infrastructure: This indicator shows the number of persons that have been assisted by public facility or infrastructure activities that provide individuals with new or improved access to the facility or infrastructure. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of household units that no longer have access to a substandard service.
- [x] Public Service: This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of persons that no longer have access to a substandard service.
- [ ] Targeted revitalization: This indicator shows a range of outcomes such as jobs created and retained, businesses assisted, low- and moderate-income persons and households served, slum/blight demolition, number of acres of brownfields remediated, etc. in a targeted area.
- [ ] Commercial facade treatments or business building rehabilitation: This indicator shows the number of commercial facade treatments undertaken and the number of business buildings that were rehabilitated.

- [ ] Brownfields remediated: This indicator shows the number of acres of brownfields that were remediated.
- [ ] Rental units constructed: This indicator shows the number of affordable rental units created, as well as the number of years of affordability, number of units occupied by the elderly, and those units designated for chronically homeless persons and persons with HIV/AIDS.
- [ ] Rental units rehabilitated: This indicator shows the number of affordable rental units rehabilitated as well as the number of years of affordability, units for chronically homeless persons, elderly persons, and persons with HIV/AIDS.
- [ ] Homeownership units constructed or acquired with rehabilitation: This indicator shows the total number of homeownership units constructed, acquired, and/or acquired with rehabilitation per activity. This includes total number of affordable units, number of years of affordability, Energy Star qualified units, section 504 accessible units, and number of households previously living in subsidized housing. In addition, data will be collected on the number of units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Owner occupied units rehabilitated: This indicator shows the total number of owner occupied units rehabilitated, including the number of these units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Direct financial assistance to homebuyers: This indicator shows the number of homebuyers receiving direct financial assistance, housing counseling, and down payment assistance/closing costs.
- [ ] Tenant Based Rental Assistance (TBRA): This indicator shows the total number of households receiving TBRA as well as the number with short-term rental assistance (less than 12 months) and the number of homeless and chronically homeless households assisted.
- [ ] Homeless shelters: This indicator shows the number of homeless persons given overnight shelter.
- [ ] Emergency housing: This indicator shows the number of beds created in an overnight shelter or other emergency housing.
- [ ] Homeless prevention: This indicator shows the number of households that received emergency financial assistance to prevent homelessness and emergency legal assistance to prevent homelessness.
- [ ] Jobs created: Of the total number of jobs created, this indicator shows the number of jobs that have employee-sponsored health care, the types of jobs created (using Economic Development Administration (EDA) classifications) and the number of persons unemployed before taking the job.
- [ ] Jobs retained: Of the total number of jobs retained, this indicator shows the number of jobs retained, the number of jobs with employer-sponsored health care benefits, and the types of jobs retained (using EDA classifications)
- [ ] Business assistance: This indicator shows the total number of businesses assisted. Specifically, it shows the number of new businesses, existing businesses, and the DUNS number of each business so that HUD can track the number of new businesses that remain operational for three years after assistance.
- [ ] Businesses providing goods or services: This indicator shows whether an assisted business provides goods or services to meet the needs of the service area, neighborhood, or community, as determined by the grantee.
- [ ] Not Applicable. Not interested in CDBG funding

21. CDBG ONLY - Please choose a common indicator that your agency will use to track clients:
(Select only ONE.)

- [x] Persons
- [ ] Households
- [ ] Not Applicable. Not interested in CDBG funding

22. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".

605	Seniors (62 and older)
70	People with Disabilities
80	Female-Headed Households
0	Youth
1	Homeless
	Not Applicable. Not interested in CDBG funding (Type N/A)
756.00	**TOTAL**

23. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".
Area Median Income ("AMI") information is available online at www.dublin.ca.gov/1956/Application-Requirements-Process

351	Extremely Low Income (<30% AMI)
95	Very Low Income (30%-50% AMI)
38	Low Income (50%-80% AMI)
108	Moderate Income (80%-120% AMI)
592.00	**TOTAL**

24. CDBG ONLY - List the number of clients your agency anticipates serving in race/ethnicity categories. Per HUD, "Hispanic" is an ethnicity, not a race.
The sum entered below must match the total clients entered in Question #9 above. If none, please enter "0"

151	White
20	White + HISPANIC
10	Black/African American
0	Black/African American + HISPANIC
289	Asian
2	Asian + HISPANIC
5	American Indian/Alaskan Native
1	American Indian/Alaskan Native + HISPANIC
2	Native Hawaiian/Other Pacific Islander
1	Native Hawaiian/Other Pacific Islander + HISPANIC
0	American Indian/ Alaskan Native and White
0	American Indian/ Alaskan Native and White + HISPANIC
10	Asian and White
0	Asian and White + HISPANIC
0	Black/African American and White
0	Black/African American and White + HISPANIC
0	American Indian/Alaskan Native and Black/African American
0	American Indian/Alaskan Native and Black/African American + HISPANIC
114	Multi Racial + HISPANIC OR other Multi Racial

☐ Not Applicable. Not interested in CDBG funding. (Type N/A)

605.00 **TOTAL**

25. If your agency is submitting more than one application or the same agency has different programs within it, please RANK the priority of this application, with number 1 being the highest priority for funding. There should only be one #1 PER AGENCY

- ☑ #1 - This program/project has the agency's highest priority for funding.
- ☐ #2 - This program/project has the agency's 2nd highest priority for funding.
- ☐ #3 - This program/project has the agency's 3rd highest priority for funding.
- ☐ #4 - This program/project has the agency's 4th highest priority for funding.
- ☐ #5 - This program/project has the agency's 5th highest priority for funding.
- ☐ #6 - This program/project has the agency's 6th highest priority for funding.
- ☐ If you have more than 6 applications per organization, agency, district or entity, check here.

Budget top

Funding Sources/Revenues	Budget Amount	Amount Committed
City of Dublin	USD$ 25,000.00	
City of Livermore (for Livermore residents)	USD$ 25,000.00	
City of Pleasanton (for Pleasanton residents)	USD$ 50,000.00	
County of Alameda	USD$ 250,000.00	
Individual Contributions	USD$ 840,470.00	
In-kind Contributions	USD$ 70,000.00	
Total	**USD$ 1,260,470.00**	**USD$ 0.00**

Funding Uses/Expenses	Budget Amount	Amount Committed
Salaries	USD$ 480,068.00	
Benefits	USD$ 93,777.00	
Auto (food transport)	USD$ 22,228.00	
Facilities and equipment maintenance	USD$ 33,556.00	
Food and kitchen supplies	USD$ 433,515.00	
Information technology	USD$ 7,904.00	
Insurance (non-employee related)	USD$ 3,259.00	
Laundry service (aprons and towels)	USD$ 11,297.00	
Postage and printing	USD$ 6,706.00	
Rent and utilities	USD$ 116,812.00	
Telephone and communications	USD$ 6,291.00	
Other expenses	USD$ 45,057.00	
Total	**USD$ 1,260,470.00**	**USD$ 0.00**

Budget Narrative

Other expenses include: uniforms, occupational health, office expenses, etc.

The $25,000 request from the City of Dublin will help defray 2% of the costs attributed to the Senior Meal program operations. The total budget for the Senior Meal program is 35% of Open Heart Kitchen's overall organization budget.

Documents top

Documents Requested *	Required?	Attached Documents *
Program Expense Budget for ALL Grant Requests download template	☑	Program exp budget
Financial Information Form for ALL Grant Requests download template	☑	Financial info
List of Board of Directors (or governing body) with agency contact information	☑	BOD roster with emails
Current Annual Budget for the Entire Agency	☑	Annual Budget
Copy of most recently submitted IRS 990 form or Tax Return (include complete form)	☑	IRS 990
Board of Director's (or governing body's) designation of authorized official	☑	Authorized official
Board of Director's (or governing body's) authorization to request funding (may be same document as one above)	☑	Authorization
Proof of insurance carried, including bonding, liability and/or workers' compensation	☑	2023 COI Dublin
STATE AND FEDERAL NON-PROFIT DETERMINATION LETTER. All organizations MUST have approved non-profit status from the State of California and Federal Tax Identification Number at time of application. Non-compliant applicants will be disqualified.	☑	Federal State
Certified Audit and/or Certified Financial Statements	☑	Audit
REQUIRED FOR CDBG ONLY - If requesting Capital Funding, please upload your Capital expenditure budget (your own format is acceptable)		
REQUIRED FOR CDBG ONLY - Personnel Policies Including Affirmative Action Plan and Grievance Procedure		Employee Handbook
REQUIRED FOR CDBG ONLY - Agency Audit Requirements and Copy of Last Audit Highlighting "Findings" Section		Audit requirements Audit highlighted findings
REQUIRED FOR CDBG ONLY - Articles of Incorporation and Bylaws		Articles of Inc Bylaws
REQUIRED FOR CDBG ONLY - Conflict of Interest Statement (if not included in Bylaws)		Conflict of Interest Policy

REQUIRED FOR CDBG ONLY - AGENCY'S LIMITED ENGLISH PROFICIENCY LANGUAGE ACCESS PLAN (LEP/LAP). Must include outreach to limited English speaking residents to encourage access to services & housing. Include what access accommodations are used.	LEP
REQUIRED FOR CDBG ONLY - LEVERAGING REPORT- this is due with the 2nd quarter report no later than January 15th	
Supporting Documents such as Agency Strategic Plan, Needs Assessment, etc. (Not Required)	Strategic Plan
Other Supporting Documents (Not Required)	

** ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 425960

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DUBLIN
CALIFORNIA
Powered by ZoomGrants™ and

City of Dublin
PCS - Human Services Division
City of Dublin, Fiscal Year 2023-24, Human Services Grant Program
Deadline: 1/20/2023

Partners for Change Tri-Valley

Education and Mentorship Program for Poverty Alleviation

Jump to: Organization Information Questions Budget Documents

USD$ 15,000.00 Requested

Submitted: 1/20/2023 5:31:21 PM (Pacific)

Project Contact
Terri Molano
director@pfctv.org
Tel: 5107736356

Additional Contacts
none entered

Partners for Change Tri-Valley

4743 East Ave.
Livermore, CA 94550
United States

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Fax
Web www.pfctv.org

Executive Director
Terri Molano
director@pfctv.org

Organization Information *top*

1. Business License Number

Questions *top*

1. Select the category that best describes your organization:
(Select only one.)
- [x] Non-Profit
- [ ] Public Agency
- [ ] Other:

2. Please describe your agency's mission (no more than 3 sentences or 250 characters).
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.

3. Select the category that best describes the project:
(Select only one. For Capital Projects, please contact City Staff ahead of the grant application submission to review additional requirements including the Davis-Bacon/Fair Labor Standards Act)
- [ ] Capital Project
- [x] Public Service Program or Project

4. Is this a "new" service, program, project or activity? "New" is identified as not yet started, implemented or in operation.
- [ ] Yes

- [x] No

5. Provide a brief summary of the program/project for which your agency is seeking funding (No more than three sentences. This text will be used widely during the review and implementation process to describe your project).
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.

Our vision is to measurably reduce poverty in the Tri-Valley.

6. Describe the challenges, needs, or service gaps in Dublin your program/project addresses. If you do not receive funding, what would the impact be? (You should reference Dublin demographics, statistics, and reports to make your case.)
There are a number of organizations in the Tri-Valley that provide financial assistance for people in crisis-mode related to helping with rent, car repair, PG&E, food insecurities, etc. However, none of them focus on coaching and personal development to make impacting long-term change to economic status as we do. The ERAP is an example of a significant outlay of financial aid that did not have any follow-up plan requirement, and therefore a large % of recipients made no economic changes and delinquencies resumed. This is common with a lot of crisis support. Partners for Change Tri-Valley collaborates with these organizations to be their educational referral resource. We work with participants to identify ways to make long-term habit and behavioral changes with focus on less reliance on short-term assistance.

Graduates of our program leave equipped with skills for work-readiness, goal setting, healthy inter-personal relationships, self-awareness, self-control, and self-confidence, all designed for better outcomes at home, school, work, and life.

We provide free childcare and a meal for our participants and mentors. We believe longer-term education and mentoring is the answer to lowering the return rate to crisis-mode and the need to solicit assistance from existing care providers.

YouthBuild is designed for students from Dublin, Pleasanton, and Livermore. Our partnership with LVJUSD through the YouthBuild Program provides a separate cohort for at-risk-youth ages 16-24, who have either dropped out of school or are struggling to graduate. The program offers academic counseling, pre-apprenticeship training and job placement. YouthBuild students can earn their GED and other certifications to be work-ready.

Our overall community benefits with these enduring and extensive life transformations.

7. Estimate the total number of UNDUPLICATED Dublin residents to be served by this project.
(UNDUPLICATED means client is counted only once regardless of number of services received in a year.)
15

8. Which of the 14 Areas of Concern identified in the Eastern County 2011 Needs Assessment Report does your project identify with? Please explain how your project meets the selected Areas of Concerns as well as helps the City of Dublin archive its Vision Statement that was included in its 2018 Strategic Plan.
The mission and vision statements are available online at www.dublin.ca.gov/1956/Application-Requirements-Process

- [ ] Behavioral Health (mental health and substance abuse)
- [ ] Affordable Housing
- [ ] Health Care (including dental)
- [x] Workforce Development
- [x] Homelessness
- [ ] Transportation Services and Access
- [ ] Domestic Violence and Child Abuse
- [ ] Disabilities
- [ ] Food and Nutrition
- [ ] Senior Services
- [x] Youth Services
- [ ] Child Care, Early Childhood Development and Education
- [ ] Changing Demographics and Growing Diversity
- [ ] Financial Assistance
- [ ] None of the Above
- [ ] Please explain:

9. Describe in detail how Dublin grant funds will be used for this project. If the funds are used for staffing, be sure to provide specific details on the number and types of positions being funded. (If capital funding is being requested, this narrative should include a detailed project scope and project timeline. The scope of work should

include any land tenure issues. Additional documentation include designs, site plans, etc. can be attached later in the "Documents" tab.)

(What specifically will the grant funds be used for?)

Partners for Change Tri-Valley uses a transformative, research based, life skills curriculum to provide weekly education classes and mentorship to the under-resourced community. The class is designed to equip and empower our participants to navigate their way out of poverty and into self-sustainability. Our curriculum provides an education around personal introspection, all forms of addiction, racial equity, aspects of privilege, holistic poverty, social capital, the role of personal and community trauma. Reciprocal relationships are built over time over a shared cohort experience while accessing vulnerability. Graduates of our program leave with skills for work-readiness, goal setting, planning, inter-personal skills, focus, self-awareness, self-control, flexibility, and resilience, all designed for better outcomes at home, school, work, and life.

We provide free childcare and a meal for our participants and mentors. We believe longer-term education and coaching is the answer to lowering the return rate to crisis-mode and the need to solicit assistance from social service programs and emergency aid for community organizations.

Funds will be used for the purchase of A/V equipment to allow us to provide hybrid classes including in-person and Zoom options. We have input from our participants that some prefer in person, while others need online options. We would like to accommodate both in order to serve the most people. We have received interest from programs at Goodness Village and MidPen for the hybrid option and are hoping this allows us to open up to other low-income housing developments in the Tri-Valley.

The balance of the funds will go toward the staff salary to facilitate curriculum prep, class execution, recruiting and case work and our childcare workers. We currently employ 4 of staff with a full time Executive Director and 3 paid childcare workers.

10. Describe how you will measure the effectiveness of this program/project. Describe your criteria for success. What results do you expect to have achieved at the end of this grant?

Our criteria for success varies for each participant. We have previously seen our participants access housing, vehicles, better paying jobs, enroll in college, experience improvement in interpersonal relationships, improve their English for our ESL participants, open a bank account for the first time, and get their drivers licenses. In 2022, we saw our first cohort of youth participants enroll in college. These kids were given support with college registration applications and their financial aid paperwork. This will break the cycle of poverty for future generations.

We expect to see similar results with each cohort.

Our classes help alter perspectives around self-responsibility and capability, that in turn, improves confidence and self-esteem, making life's challenges more surmountable.

In addition, we foster positive community by intentionally creating personal relationships between our participants and mentors that bridge socioeconomic lines. This provides a supportive community and long-lasting relationships.

Our partnership with the Livermore Unified School District through the YouthBuild Program is a separate cohort for at-risk-youth ages 16-24, who have either dropped out of school or are struggling to graduate. The program offers academic counseling, pre-apprenticeship training and job placement. YouthBuild students can earn their GED and other certifications to be work-ready. Partners for Change Tri-Valley was a part of the original grant process to fund this program by offering the required mentorship component of the program. The students in YouthBuild receive our curriculum weekly as well and they will have a new graduating class in 2023.

YouthBuild is a program that is designed to serve Tri-Valley students from Dublin, Pleasanton and Livermore.

11. The City Council updated Dublin's Mission, Vision, and Values in 2020 to include Inclusivity, Diversity and Equity. How does your project further these values?

The full statements are available at www.dublin.ca.gov/72/mission-vision

Our inclusive community is created through cohorts that mirror the Tri-Valley community at large and represent diversity of various racial, economical and social backgrounds . We also respect sexual orientation and have a high school junior assisting in childcare who is transgender and 1/2 our participants are Spanish speaking.

He has blossomed in this community having a safe place to make friends in a non-judgmental environment and in return we have supported him by attending his school's play. In addition, we have incorporated bi-lingual curriculum in our weekly classes to be more available to our ESL participants. The English / Spanish immersion allows them to improve their language skills which is a goal for several of them.

We accept members of the community from every walk of life to offer them community.

12. For the Fiscal Year 2023-2024 Human Services Grant Cycle, additional funding may be available through the City's American Rescue Plan Act allocation. Organizations that are eligible for this funding must provide services that are responding to the economic and public health impacts of the COVID-19 Pandemic. 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.
Enter "NA" if not eligible.
N/A

13. ** QUESTIONS 14 THROUGH 24 ARE FOR THOSE ORGANIZATIONS INTERESTED IN APPLYING FOR FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING ONLY. ** Are you are interested in applying for CDBG funds?

- [x] Yes. If so, check box here and answer questions 14 through 25.
- [ ] No. If no, check box here and enter NA
- [ ] Don't know. If you are unsure, please call City staff at (925) 833-6645.

14. CDBG ONLY- Explain your Limited English Proficiency/Language Access Plan (LEP/LAP). How does your agency outreach to limited English speaking residents to encourage access to services? What access accommodations are used? Etc. Provide detail
Please enter "N/A" if you are not interested in qualifying for CDBG funding.
Our Referring Partners serve many people from the Hispanic community. We have encouraged them to refer their clients to us. Our Executive Director is a fluent Spanish speaker and have many years of involvement in the Hispanic community. These relationships also attract Spanish speaking participants.

In our current cohort, 38 of our 90 participants are Spanish speaking. We offer bi-lingual curriculum in our weekly classes as needed. Most of our Spanish speaking participants prefer English because it helps them increase their proficiency with the English language.

15. CDBG ONLY - Identify at least one HUD Guiding Principle that relates to your project:

- [x] Be culturally accessible, appropriate and inclusive
- [x] Encourage community engagement and involvement
- [ ] Promote energy and resource efficiency
- [x] Encourage networking and information sharing across service providers
- [ ] Encourage process streamlining
- [ ] Consolidate service delivery
- [ ] Not Applicable. Not interested in CDBG funding.

16. CDBG ONLY - Identify at least HUD Consolidated Plan Goal that relates to your project:
(Select Category and Applicable Goals)

- [ ] A) Housing
- [ ] Goal 1: Promote the production, rehabilitation, and preservation of affordable housing (rental and ownership) through acquisition, rehabilitation, new construction, and minor repair.
- [ ] Goal 2: Reduction of housing discrimination through provision of fair housing and tenant/landlord services.
- [ ] Goal 3: Use resources to assist low-income residents make rental assistance payments in response to Covid-19.
- [ ] B) Homeless
- [x] Goal 1: Use resource to end homelessness by funding and supporting homeless service programs.
- [ ] C) Supportive Housing
- [ ] Goal 1: Increase the availability of services enriched housing for persons with special needs by supporting acquisition and new construction of housing units.
- [ ] D) Community Development
- [ ] Goal 1: Make improvements, including ADA accessibility and rehabilitation to public facilities, such as curbs and sidewalks, neighborhood parks and recreational improvements, homeless facilities and other public facilities/community centers.
- [ ] Goal 2: Fund economic development, micro-enterprise, and on-the-job training.
- [x] Goal 3: Support public service programs for low income residents, preserving safety net services for families and individuals who are vulnerable or
- [ ] F) Not Applicable. Not interested in CDBG funding.

17. CDBG ONLY - Identify at least one HUD Strategic Goal that relates to your project:

- [x] Public Services
- [ ] Public Facilities

- [ ] Rental Assistance
- [ ] Affordable Housing
- [ ] Increase Opportunities for 1st Time Homebuyers
- [ ] Promote Decent Affordable Rental Housing
- [x] Strengthen Communities
- [ ] Ensure Equal Opportunity in Housing
- [ ] Reduce Housing Discrimination
- [ ] Promote Participation of Grass-Roots, Faith-Based, and other Community-Based Organizations
- [ ] Not Applicable. Not interested in CDBG funding.

18. CDBG ONLY - Select one HUD Objective that relates to your project:
(TIP: When selecting an objective ask yourself, "What is the purpose of the activity? What is the larger community need that I am seeking to address?")

- [x] Creating a Suitable Living Environment
- [ ] Providing Decent Affordable Housing
- [ ] Creating Economic Opportunities
- [ ] Not Applicable. Not interested in CDBG funding.

19. CDBG ONLY - Select one HUD Outcome that relates to your project:
(TIP: When selecting an outcome ask yourself, "What type of change or result am I seeking?")

- [ ] Availability/Accessibility
- [ ] Affordability
- [x] Sustainability
- [ ] Not Applicable. I am not interested in qualifying for CDBG funding.

20. CDBG ONLY - Select one HUD Specific Indicator that relates to your project:

- [ ] Public facility or infrastructure: This indicator shows the number of persons that have been assisted by public facility or infrastructure activities that provide individuals with new or improved access to the facility or infrastructure. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of household units that no longer have access to a substandard service.
- [x] Public Service: This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of persons that no longer have access to a substandard service.
- [ ] Targeted revitalization: This indicator shows a range of outcomes such as jobs created and retained, businesses assisted, low- and moderate-income persons and households served, slum/blight demolition, number of acres of brownfields remediated, etc. in a targeted area.
- [ ] Commercial facade treatments or business building rehabilitation: This indicator shows the number of commercial facade treatments undertaken and the number of business buildings that were rehabilitated.
- [ ] Brownfields remediated: This indicator shows the number of acres of brownfields that were remediated.
- [ ] Rental units constructed: This indicator shows the number of affordable rental units created, as well as the number of years of affordability, number of units occupied by the elderly, and those units designated for chronically homeless persons and persons with HIV/AIDS.
- [ ] Rental units rehabilitated: This indicator shows the number of affordable rental units rehabilitated as well as the number of years of affordability, units for chronically homeless persons, elderly persons, and persons with HIV/AIDS.
- [ ] Homeownership units constructed or acquired with rehabilitation: This indicator shows the total number of homeownership units constructed, acquired, and/or acquired with rehabilitation per activity. This includes total number of affordable units, number of years of affordability, Energy Star qualified units, section 504 accessible units, and number of households previously living in subsidized housing. In addition, data will be collected on the number of units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Owner occupied units rehabilitated: This indicator shows the total number of owner occupied units rehabilitated, including the number of these units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Direct financial assistance to homebuyers: This indicator shows the number of homebuyers receiving direct financial assistance, housing counseling, and down payment assistance/closing costs.
- [ ] Tenant Based Rental Assistance (TBRA): This indicator shows the total number of households receiving TBRA as well as the number with short-term rental assistance (less than 12 months) and the number of homeless and chronically homeless households assisted.
- [ ] Homeless shelters: This indicator shows the number of homeless persons given overnight shelter.

- [ ] Emergency housing: This indicator shows the number of beds created in an overnight shelter or other emergency housing.
- [ ] Homeless prevention: This indicator shows the number of households that received emergency financial assistance to prevent homelessness and emergency legal assistance to prevent homelessness.
- [ ] Jobs created: Of the total number of jobs created, this indicator shows the number of jobs that have employee-sponsored health care, the types of jobs created (using Economic Development Administration (EDA) classifications) and the number of persons unemployed before taking the job.
- [ ] Jobs retained: Of the total number of jobs retained, this indicator shows the number of jobs retained, the number of jobs with employer-sponsored health care benefits, and the types of jobs retained (using EDA classifications)
- [ ] Business assistance: This indicator shows the total number of businesses assisted. Specifically, it shows the number of new businesses, existing businesses, and the DUNS number of each business so that HUD can track the number of new businesses that remain operational for three years after assistance.
- [ ] Businesses providing goods or services: This indicator shows whether an assisted business provides goods or services to meet the needs of the service area, neighborhood, or community, as determined by the grantee.
- [ ] Not Applicable. Not interested in CDBG funding

21. CDBG ONLY - Please choose a common indicator that your agency will use to track clients:
(Select only ONE.)

- [x] Persons
- [ ] Households
- [ ] Not Applicable. Not interested in CDBG funding

22. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".

0	Seniors (62 and older)
1	People with Disabilities
12	Female-Headed Households
	Youth
2	Homeless
0	Not Applicable. Not interested in CDBG funding (Type N/A)
15.00	**TOTAL**

23. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".
Area Median Income ("AMI") information is available online at www.dublin.ca.gov/1956/Application-Requirements-Process

12	Extremely Low Income (<30% AMI)
2	Very Low Income (30%-50% AMI)
1	Low Income (50%-80% AMI)
0	Moderate Income (80%-120% AMI)
15.00	**TOTAL**

24. CDBG ONLY - List the number of clients your agency anticipates serving in race/ethnicity categories. Per HUD, "Hispanic" is an ethnicity, not a race.
The sum entered below must match the total clients entered in Question #9 above. If none, please enter "0"

5	White
10	White + HISPANIC
	Black/African American
	Black/African American + HISPANIC
	Asian
	Asian + HISPANIC
	American Indian/Alaskan Native

	American Indian/Alaskan Native + HISPANIC
	Native Hawaiian/Other Pacific Islander
	Native Hawaiian/Other Pacific Islander + HISPANIC
	American Indian/ Alaskan Native and White
	American Indian/ Alaskan Native and White + HISPANIC
	Asian and White
	Asian and White + HISPANIC
	Black/African American and White
	Black/African American and White + HISPANIC
	American Indian/Alaskan Native and Black/African American
	American Indian/Alaskan Native and Black/African American + HISPANIC
	Multi Racial + HISPANIC OR other Multi Racial
	Not Applicable. Not interested in CDBG funding. (Type N/A)
15.00	**TOTAL**

25. If your agency is submitting more than one application or the same agency has different programs within it, please RANK the priority of this application, with number 1 being the highest priority for funding. There should only be one #1 PER AGENCY

- [x] #1 - This program/project has the agency's highest priority for funding.
- [ ] #2 - This program/project has the agency's 2nd highest priority for funding.
- [ ] #3 - This program/project has the agency's 3rd highest priority for funding.
- [ ] #4 - This program/project has the agency's 4th highest priority for funding.
- [ ] #5 - This program/project has the agency's 5th highest priority for funding.
- [ ] #6 - This program/project has the agency's 6th highest priority for funding.
- [ ] If you have more than 6 applications per organization, agency, district or entity, check here.

Budget *top*

Funding Sources/Revenues	Budget Amount	Amount Committed
Corporate & Business Grants	USD$ 10,000.00	USD$ 0.00
Foundation & Trust Grants	USD$ 10,000.00	USD$ 0.00
Nonprofit Organization Grants	USD$ 5,000.00	USD$ 3,000.00
Church Contributions	USD$ 5,000.00	USD$ 2,200.00
Corporate Contributions	USD$ 5,000.00	USD$ 0.00
Individual Contributions	USD$ 15,000.00	USD$ 771.26
State Grants	USD$ 0.00	USD$ 0.00
County Grants	USD$ 6,000.00	USD$ 5,000.00
City Grants	USD$ 52,000.00	USD$ 0.00
Total	**USD$ 108,000.00**	**USD$ 10,971.26**

Funding Uses/Expenses	Budget Amount	Amount Committed
Payroll Expenses	USD$ 74,635.80	USD$ 5,971.26
A/V Equipment	USD$ 2,000.00	
Supplies	USD$ 1,500.00	
Participant Incentives	USD$ 17,100.00	
Total	**USD$ 95,235.80**	**USD$ 5,971.26**

Budget Narrative

This program is the primary focus of the overall organization. Thank you.

Documents *top*

Documents Requested *	Required?	Attached Documents *
Program Expense Budget for ALL Grant Requests download template	☑	PFCTV Program Expense Budget
Financial Information Form for ALL Grant Requests download template	☑	PFCTV Financial Information
List of Board of Directors (or governing body) with agency contact information	☑	PFCTV Board of Directors
Current Annual Budget for the Entire Agency	☑	PFCTV Current Annual Budget
Copy of most recently submitted IRS 990 form or Tax Return (include complete form)	☑	PFCTV 990
Board of Director's (or governing body's) designation of authorized official	☑	PFCTV Board Designation of Authorized Official
Board of Director's (or governing body's) authorization to request funding (may be same document as one above)	☑	PFCTV Board Authorization to request Funding
Proof of insurance carried, including bonding, liability and/or workers' compensation	☑	PFCTV Insurance Policy - Accident PFCTV Insurance Policy - Full PFCTV Insurance Policy - Wkmn Comp PFCTV Insurance Policy - DO
STATE AND FEDERAL NON-PROFIT DETERMINATION LETTER. All organizations MUST have approved non-profit status from the State of California and Federal Tax Identification Number at time of application. Non-compliant applicants will be disqualified.	☑	PFCTV 501C3 PFCTV State Entity Status
Certified Audit and/or Certified Financial Statements	☑	PFCTV Audit Not Required
REQUIRED FOR CDBG ONLY - If requesting Capital Funding, please upload your Capital expenditure budget (your own format is acceptable)		
REQUIRED FOR CDBG ONLY - Personnel Policies Including Affirmative Action Plan and Grievance Procedure		PFCTV Affirm Action Plan and Grievence Procedure
REQUIRED FOR CDBG ONLY - Agency Audit Requirements and Copy of Last Audit Highlighting "Findings" Section		PFCTV Audit Not Required
REQUIRED FOR CDBG ONLY - Articles of Incorporation and Bylaws		PFCTV Articles of Incorporation, Bylaws, Conflict of Interest
REQUIRED FOR CDBG ONLY - Conflict of Interest Statement (if not included in Bylaws)		PFCTV Articles of Incorporation, Bylaws, Conflict of Interest
REQUIRED FOR CDBG ONLY - AGENCY'S LIMITED ENGLISH PROFICIENCY LANGUAGE ACCESS PLAN (LEP/LAP). Must include outreach to limited English speaking residents to encourage access to services & housing. Include what access accommodations are used.		
REQUIRED FOR CDBG ONLY - LEVERAGING REPORT- this is due with the 2nd quarter report no later than January 15th		
Supporting Documents such as Agency Strategic Plan, Needs Assessment, etc. (Not Required)		
Other Supporting Documents (Not Required)		

Application ID: 428338

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City of Dublin
PCS - Human Services Division
City of Dublin, Fiscal Year 2023-24, Human Services Grant Program
Deadline: 1/20/2023

Spectrum Community Services

Meals on Wheels More than a Meal

Jump to: Organization Information Questions Budget Documents

USD$ 25,000.00 Requested

Submitted: 1/20/2023 8:47:43 AM (Pacific)

Project Contact
Lara Calvert
LCalvert@spectrumcs.org
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Additional Contacts
none entered

Spectrum Community Services

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United States

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Fax (510) 537-3340
Web www.spectrumcs.org

Executive Director
Lara Calvert
LCalvert@SpectrumCS.org

Organization Information *top*

1. Business License Number
006992

Questions *top*

1. Select the category that best describes your organization:
(Select only one.)
- [x] Non-Profit
- [ ] Public Agency
- [ ] Other:

2. Please describe your agency's mission (no more than 3 sentences or 250 characters).
Spectrum Community Services strives to improve the health and safety of seniors and low income residents in Alameda County by enhancing their quality of life and helping them age at home with dignity.

3. Select the category that best describes the project:
(Select only one. For Capital Projects, please contact City Staff ahead of the grant application submission to review additional requirements including the Davis-Bacon/Fair Labor Standards Act)
- [ ] Capital Project
- [x] Public Service Program or Project

4. Is this a "new" service, program, project or activity? "New" is identified as not yet started, implemented or in operation.

- [ ] Yes
- [x] No

5. Provide a brief summary of the program/project for which your agency is seeking funding (No more than three sentences. This text will be used widely during the review and implementation process to describe your project).
Spectrum Community Services' Meals on Wheels Program will deliver at least 10,500 nutritious, life-sustaining meals and a vital daily safety check to low/extremely low-income disabled and homebound seniors residing in Dublin. This will be achieved with a strong, devoted, and trained volunteer team utilizing safety protocols that were implemented because of COVID 19, which are now an integral part of how we serve our clients. We continue to strive to ensure the safety, well being and nutritional needs of our clients.

6. Describe the challenges, needs, or service gaps in Dublin your program/project addresses. If you do not receive funding, what would the impact be? (You should reference Dublin demographics, statistics, and reports to make your case.)
Many vulnerable Tri-Valley seniors rely on hot meal services because they are disabled/living alone/lack financial resources/have no support networks/are unable to prepare meals. They also face isolation, and coupled with a lack of proper nutrition, they face intensified mental/physical health issues/reduced access to services. Spectrum's Meals On Wheels Program is vital in addressing the challenges/needs/service gaps in Dublin. We ensure frail homebound seniors have the proper nutrition they require/are safe in their homes. The 2021 Census shows that seniors over 65 make up 9.4% of Dublin's residents. As indicated above, a growing number of Dublin seniors need meal assistance. In the past 4 years, we have had 25% growth in meals served. While some Dublin seniors are aging successfully, over 75% were categorized as a high nutritional risk on our intake assessments and 24% extremely low-income. Each day, Spectrum dispatches our volunteer drivers to deliver nutritious meals and provide human contact/warm social interaction/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/access resources to address these issues. Spectrum's Meals on Wheels Program is a life-line that better safeguards senior's health/combats their isolation/ensures their wellbeing and safety/allows vulnerable seniors to continue living at home.

Without the City's support, we will not be able to fully serve the eligible Dublin seniors seeking assistance and will implement reduced number of meals seniors recieve each week and a waitlist. In additon, funding from the Area Agency on Aging cannot be used for disabled adults under 60 years old, so this population will not have access to Meals on Wheels.

7. Estimate the total number of UNDUPLICATED Dublin residents to be served by this project.
(UNDUPLICATED means client is counted only once regardless of number of services received in a year.)
60

8. Which of the 14 Areas of Concern identified in the Eastern County 2011 Needs Assessment Report does your project identify with? Please explain how your project meets the selected Areas of Concerns as well as helps the City of Dublin archive its Vision Statement that was included in its 2018 Strategic Plan.
The mission and vision statements are available online at www.dublin.ca.gov/1956/Application-Requirements-Process

- [ ] Behavioral Health (mental health and substance abuse)
- [ ] Affordable Housing
- [ ] Health Care (including dental)
- [ ] Workforce Development
- [ ] Homelessness
- [ ] Transportation Services and Access
- [ ] Domestic Violence and Child Abuse
- [x] Disabilities
- [x] Food and Nutrition
- [x] Senior Services
- [ ] Youth Services
- [ ] Child Care, Early Childhood Development and Education
- [ ] Changing Demographics and Growing Diversity
- [ ] Financial Assistance
- [ ] None of the Above
- [ ] Please explain:

9. Describe in detail how Dublin grant funds will be used for this project. If the funds are used for staffing, be sure to provide specific details on the number and types of positions being funded. (If capital funding is being

requested, this narrative should include a detailed project scope and project timeline. The scope of work should include any land tenure issues. Additional documentation include designs, site plans, etc. can be attached later in the "Documents" tab.)

(What specifically will the grant funds be used for?)

Spectrum is asking for $25,000 to support the Meals on Wheels Program. This request will fund a portion of salaries and benefits for two key positions: Meals on Wheels Program Manager $8,750 and our Dublin Meals on Wheels Coordinator $8,892, benefits $3,528 and 666 additional meals for disabled adults under 60 years of age or additional Dublin seniors ($3,830).

Our Dublin Meals on Wheels Coordinator is the backbone of the program. They are the main contact for each of our seniors and disabled adults, whether it is to register them for new service or to complete their intake assessment or to talk to them about their meal schedule, preferences and other needs. The Coordinator completes in-depth semiannual assessments with each senior/disabled adult. These initial and semiannual assessments are completed inside the client's home. This allows the Coordinator to provide personal attention and better understand each senior's needs and additional resources they might benefit from. The Meals on Wheels Coordinator also works daily with volunteer scheduling and planning routes to ensure all meals are delivered timely.

Spectrum's Meals on Wheels Program Manager recruits, trains, schedules and manages the community volunteers. They oversee all of the operating functions of the program. Meals are delivered daily, primarily by volunteers, who are dedicated to the program and the seniors/ disabled adults 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 Dublin 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 recruiting volunteers. Trained volunteers are an essential component of providing daily meals and safety-checks for homebound seniors and disabled adults.

10. Describe how you will measure the effectiveness of this program/project. Describe your criteria for success. What results do you expect to have achieved at the end of this grant?

The first and primary outcome measure crucial to Spectrum's Meals On Wheels Program success is to ensure all low/extremely low-income frail, homebound seniors and disabled adults, who reside in Dublin, have access to our program services. This guarantees we can meet their nutritional needs through our home delivered meals, as well as safeguard their wellbeing through daily safety checks. We want to ensure if a senior qualifies and wants our support, we will be there to assist. Our goal is to meet or exceed our contracted outcome by providing home-delivered meals to 60 or more unduplicated seniors/disabled adult Dublin residents in FY2023-2024.

Another outcome that measures the success of our Program is the number of meals we deliver each fiscal year. In FY2023-2024 we will home-deliver 10,500 or more meals to Dublin seniors and disabled adults, sometimes the only full meal they get each day.

Finally, the Meals on Wheels Program can only be successful if, not only the seniors served are happy with our meals and services, but we ensure Dublin seniors and disabled adults thrive by positively impacting their health through a well-balanced/nutrient-rich diet. 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 seniors and disabled adults are happy with our meals through periodic Satisfaction Surveys filled out by our program clients.

Spectrum's demographic data is collected daily through self-reporting of the client or family member of the client upon initial intake. The other outcome data are collected daily through program meal orders and then input 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.

11. The City Council updated Dublin's Mission, Vision, and Values in 2020 to include Inclusivity, Diversity and Equity. How does your project further these values?

The full statements are available at www.dublin.ca.gov/72/mission-vision

Spectrum Community Services is excited that the City of Dublin shares our values of inclusivity, diversity and equity. From our hiring and volunteer recruitment practices to our welcoming of all need-based residents into the program, we strive to be open for all.

For example, we provide specific LGBTQ+ training focused on the older generation's life experiences. Beyond language needs, our assessments and continued feedback also focuses on food likes and preferences. We work with the Registered Dietitian from Stanford Health Care Tri-Valley to provide medically and culturally diverse menu items tailored to the Tri-Valley clients we serve.

12. For the Fiscal Year 2023-2024 Human Services Grant Cycle, additional funding may be available through the City's American Rescue Plan Act allocation. Organizations that are eligible for this funding must provide services that are responding to the economic and public health impacts of the COVID-19 Pandemic. 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.
Enter "NA" if not eligible.
Older adults and those with underlying health conditions continue to be the most vulnerable to both hospitalization and death due to the COVID-19 virus. We have not missed a single day of service to this most vulnerable population and have had no virus outbreaks. Continuing to provide daily nutritious food and safety checks as well as fulfilling other individualized needs for clients has been a joy. Face coverings, access to vaccinations, sharing information, and a friendly call have all been key life-lines for our clients, 75% of whom live alone. Being a part of the Meals on Wheels program is truly more than a meal as we continue to work closely with Alameda County Public Health, the City and other organizations to share information and resources these residents may not have access to without this connection. In addition, we have seen the negative impacts of inflation causing stress to the older adults we serve. We ask for a $3.75 client donation toward the $13.50 total meal cost, but currently only receive $0.98 The City's contributions as well as private donors have made it possible for us to not turn anyone away during this critical time.

13. ** QUESTIONS 14 THROUGH 24 ARE FOR THOSE ORGANIZATIONS INTERESTED IN APPLYING FOR FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING ONLY. ** Are you are interested in applying for CDBG funds?

- [x] Yes. If so, check box here and answer questions 14 through 25.
- [ ] No. If no, check box here and enter NA
- [ ] Don't know. If you are unsure, please call City staff at (925) 833-6645.

14. CDBG ONLY- Explain your Limited English Proficiency/Language Access Plan (LEP/LAP). How does your agency outreach to limited English speaking residents to encourage access to services? What access accommodations are used? Etc. Provide detail
Please enter "N/A" if you are not interested in qualifying for CDBG funding.
Spectrum performs a language survey of staff, volunteers, clients, and the community, making note of any gaps and lining up resources and protocols to address needs. The plan informs our staffing goals, outreach activities, consumer materials, communications and operations. We have added a phone-based, on-demand and/or appointment-based translation service that all of our Meals on Wheels staff is trained to use. This is key when doing assessments and speaking with seniors about their specific needs at any time in any language. Spectrum's website is fully translated in multiple languages by the click of a button. Our goal is that all clients, prospective clients and their families have access to Spectrum services in the spoken language in which they are proficient, that they are treated with respect and that their questions are answered in a timely manner.

We regularly reach out to other service agencies to help ensure that all Dublin seniors have access to our service. By sharing information with as many entities as possible our hope is that all are included.

15. CDBG ONLY - Identify at least one HUD Guiding Principle that relates to your project:

- [x] Be culturally accessible, appropriate and inclusive
- [x] Encourage community engagement and involvement
- [ ] Promote energy and resource efficiency
- [x] Encourage networking and information sharing across service providers
- [x] Encourage process streamlining
- [x] Consolidate service delivery
- [ ] Not Applicable. Not interested in CDBG funding.

16. CDBG ONLY - Identify at least HUD Consolidated Plan Goal that relates to your project:
(Select Category and Applicable Goals)

- [ ] A) Housing
- [ ] Goal 1: Promote the production, rehabilitation, and preservation of affordable housing (rental and ownership) through acquisition, rehabilitation, new construction, and minor repair.
- [ ] Goal 2: Reduction of housing discrimination through provision of fair housing and tenant/landlord services.
- [ ] Goal 3: Use resources to assist low-income residents make rental assistance payments in response to Covid-19.
- [ ] B) Homeless
- [ ] Goal 1: Use resource to end homelessness by funding and supporting homeless service programs.
- [ ] C) Supportive Housing
- [ ] Goal 1: Increase the availability of services enriched housing for persons with special needs by supporting acquisition and new construction of housing units.
- [ ] D) Community Development

- [ ] Goal 1: Make improvements, including ADA accessibility and rehabilitation to public facilities, such as curbs and sidewalks, neighborhood parks and recreational improvements, homeless facilities and other public facilities/community centers.
- [ ] Goal 2: Fund economic development, micro-enterprise, and on-the-job training.
- [x] Goal 3: Support public service programs for low income residents, preserving safety net services for families and individuals who are vulnerable or
- [ ] F) Not Applicable. Not interested in CDBG funding.

17. CDBG ONLY - Identify at least one HUD Strategic Goal that relates to your project:

- [x] Public Services
- [ ] Public Facilities
- [ ] Rental Assistance
- [ ] Affordable Housing
- [ ] Increase Opportunities for 1st Time Homebuyers
- [ ] Promote Decent Affordable Rental Housing
- [x] Strengthen Communities
- [ ] Ensure Equal Opportunity in Housing
- [ ] Reduce Housing Discrimination
- [x] Promote Participation of Grass-Roots, Faith-Based, and other Community-Based Organizations
- [ ] Not Applicable. Not interested in CDBG funding.

18. CDBG ONLY - Select one HUD Objective that relates to your project:

(TIP: When selecting an objective ask yourself, "What is the purpose of the activity? What is the larger community need that I am seeking to address?")

- [x] Creating a Suitable Living Environment
- [ ] Providing Decent Affordable Housing
- [ ] Creating Economic Opportunities
- [ ] Not Applicable. Not interested in CDBG funding.

19. CDBG ONLY - Select one HUD Outcome that relates to your project:

(TIP: When selecting an outcome ask yourself, "What type of change or result am I seeking?")

- [x] Availability/Accessibility
- [ ] Affordability
- [ ] Sustainability
- [ ] Not Applicable. I am not interested in qualifying for CDBG funding.

20. CDBG ONLY - Select one HUD Specific Indicator that relates to your project:

- [ ] Public facility or infrastructure: This indicator shows the number of persons that have been assisted by public facility or infrastructure activities that provide individuals with new or improved access to the facility or infrastructure. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of household units that no longer have access to a substandard service.
- [x] Public Service: This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of persons that no longer have access to a substandard service.
- [ ] Targeted revitalization: This indicator shows a range of outcomes such as jobs created and retained, businesses assisted, low- and moderate-income persons and households served, slum/blight demolition, number of acres of brownfields remediated, etc. in a targeted area.
- [ ] Commercial facade treatments or business building rehabilitation: This indicator shows the number of commercial facade treatments undertaken and the number of business buildings that were rehabilitated.
- [ ] Brownfields remediated: This indicator shows the number of acres of brownfields that were remediated.
- [ ] Rental units constructed: This indicator shows the number of affordable rental units created, as well as the number of years of affordability, number of units occupied by the elderly, and those units designated for chronically homeless persons and persons with HIV/AIDS.
- [ ] Rental units rehabilitated: This indicator shows the number of affordable rental units rehabilitated as well as the number of years of affordability, units for chronically homeless persons, elderly persons, and persons with HIV/AIDS.
- [ ] Homeownership units constructed or acquired with rehabilitation: This indicator shows the total number of homeownership units constructed, acquired, and/or acquired with rehabilitation per activity. This includes total number of affordable units, number of years of affordability, Energy Star qualified units, section 504 accessible units, and number

of households previously living in subsidized housing. In addition, data will be collected on the number of units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.

- [ ] Owner occupied units rehabilitated: This indicator shows the total number of owner occupied units rehabilitated, including the number of these units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Direct financial assistance to homebuyers: This indicator shows the number of homebuyers receiving direct financial assistance, housing counseling, and down payment assistance/closing costs.
- [ ] Tenant Based Rental Assistance (TBRA): This indicator shows the total number of households receiving TBRA as well as the number with short-term rental assistance (less than 12 months) and the number of homeless and chronically homeless households assisted.
- [ ] Homeless shelters: This indicator shows the number of homeless persons given overnight shelter.
- [ ] Emergency housing: This indicator shows the number of beds created in an overnight shelter or other emergency housing.
- [ ] Homeless prevention: This indicator shows the number of households that received emergency financial assistance to prevent homelessness and emergency legal assistance to prevent homelessness.
- [ ] Jobs created: Of the total number of jobs created, this indicator shows the number of jobs that have employee-sponsored health care, the types of jobs created (using Economic Development Administration (EDA) classifications) and the number of persons unemployed before taking the job.
- [ ] Jobs retained: Of the total number of jobs retained, this indicator shows the number of jobs retained, the number of jobs with employer-sponsored health care benefits, and the types of jobs retained (using EDA classifications)
- [ ] Business assistance: This indicator shows the total number of businesses assisted. Specifically, it shows the number of new businesses, existing businesses, and the DUNS number of each business so that HUD can track the number of new businesses that remain operational for three years after assistance.
- [ ] Businesses providing goods or services: This indicator shows whether an assisted business provides goods or services to meet the needs of the service area, neighborhood, or community, as determined by the grantee.
- [ ] Not Applicable. Not interested in CDBG funding

21. CDBG ONLY - Please choose a common indicator that your agency will use to track clients:
(Select only ONE.)

- [x] Persons
- [ ] Households
- [ ] Not Applicable. Not interested in CDBG funding

22. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".

60	Seniors (62 and older)
60	People with Disabilities
20	Female-Headed Households
	Youth
	Homeless
	Not Applicable. Not interested in CDBG funding (Type N/A)
140.00	**TOTAL**

23. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".
Area Median Income ("AMI") information is available online at www.dublin.ca.gov/1956/Application-Requirements-Process

30	Extremely Low Income (<30% AMI)
15	Very Low Income (30%-50% AMI)
15	Low Income (50%-80% AMI)
	Moderate Income (80%-120% AMI)
60.00	**TOTAL**

24. CDBG ONLY - List the number of clients your agency anticipates serving in race/ethnicity categories. Per HUD, "Hispanic" is an ethnicity, not a race.

The sum entered below must match the total clients entered in Question #9 above. If none, please enter "0"

40	White
4	White + HISPANIC
5	Black/African American
	Black/African American + HISPANIC
5	Asian
	Asian + HISPANIC
	American Indian/Alaskan Native
	American Indian/Alaskan Native + HISPANIC
	Native Hawaiian/Other Pacific Islander
	Native Hawaiian/Other Pacific Islander + HISPANIC
	American Indian/ Alaskan Native and White
	American Indian/ Alaskan Native and White + HISPANIC
	Asian and White
	Asian and White + HISPANIC
	Black/African American and White
	Black/African American and White + HISPANIC
	American Indian/Alaskan Native and Black/African American
	American Indian/Alaskan Native and Black/African American + HISPANIC
6	Multi Racial + HISPANIC OR other Multi Racial
	Not Applicable. Not interested in CDBG funding. (Type N/A)
60.00	**TOTAL**

25. If your agency is submitting more than one application or the same agency has different programs within it, please RANK the priority of this application, with number 1 being the highest priority for funding. There should only be one #1 PER AGENCY

- [x] #1 - This program/project has the agency's highest priority for funding.
- [ ] #2 - This program/project has the agency's 2nd highest priority for funding.
- [ ] #3 - This program/project has the agency's 3rd highest priority for funding.
- [ ] #4 - This program/project has the agency's 4th highest priority for funding.
- [ ] #5 - This program/project has the agency's 5th highest priority for funding.
- [ ] #6 - This program/project has the agency's 6th highest priority for funding.
- [ ] If you have more than 6 applications per organization, agency, district or entity, check here.

Budget *top*

Funding Sources/Revenues	Budget Amount	Amount Committed
Area Agency on Aging/Grant	USD$ 81,250.00	USD$ 81,250.00
MOWAC/Donation	USD$ 145,000.00	USD$ 145,000.00
City of Dublin/Grant	USD$ 25,000.00	USD$ 0.00
City of Livermore/Grant	USD$ 74,000.00	USD$ 0.00
City of Pleasanton/Grant	USD$ 53,000.00	USD$ 0.00
Program Revenue/Donations	USD$ 50,000.00	USD$ 0.00
Volunteers/In Kind	USD$ 140,000.00	USD$ 0.00
Private Donations/Donation	USD$ 25,000.00	USD$ 0.00
Total	**USD$ 593,250.00**	**USD$ 226,250.00**

Funding Uses/Expenses	Budget Amount	Amount Committed
Salaries and Wages	USD$ 225,000.00	

Benefits & Payroll Taxes	USD$ 49,500.00	
Contracted Services	USD$ 93,625.00	
Supplies	USD$ 9,500.00	
Postage	USD$ 500.00	
Telephone	USD$ 5,000.00	
Rent and Utilities	USD$ 4,000.00	
Accounting/Audit	USD$ 1,200.00	
Volunteers - In Kind	USD$ 140,000.00	
Taxes & Licenses	USD$ 10,050.00	
Travel & Company Vehicles	USD$ 9,875.00	
Misc Expense	USD$ 45,000.00	
Total	**USD$ 593,250.00**	**USD$ 0.00**

Budget Narrative

We are asking for $25,000 from the City of Dublin to fund 4.2% 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 continue 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 - 27% of their salary which
is $741/mos, $8,892 annually with benefits of $1,778 annually.
2. Meals on Wheels Program Manager establishes partnerships as well as trains, recruits, and appreciates volunteers which is vital to our program - 13% of her salary which is $729/mos, $8,750 annually with benefits of $1,750 annually
The balance of the request for $3,830 is to cover the direct food cost of 666 meals for our disabled Dublin clients that are not funded by other sources.

Documents *top*

Documents Requested *	Required?	Attached Documents *
Program Expense Budget for ALL Grant Requests download template	☑	Program Expense Budget
Financial Information Form for ALL Grant Requests download template	☑	Financial Information Form
List of Board of Directors (or governing body) with agency contact information	☑	Board of Directors
Current Annual Budget for the Entire Agency	☑	Agency Budget
Copy of most recently submitted IRS 990 form or Tax Return (include complete form)	☑	Form 990 6.30.21
Board of Director's (or governing body's) designation of authorized official	☑	Authorized Official
Board of Director's (or governing body's) authorization to request funding (may be same document as one above)	☑	Board Authorization
Proof of insurance carried, including bonding, liability and/or workers' compensation	☑	Certificate of Insurance
STATE AND FEDERAL NON-PROFIT DETERMINATION LETTER. All organizations MUST have approved non-profit status from the State of California and Federal Tax Identification Number at time of application. Non-compliant applicants will be disqualified.	☑	IRS Exempt Letter State of Calif - Certificate of Status
Certified Audit and/or Certified Financial Statements	☑	Financial Audit
REQUIRED FOR CDBG ONLY - If requesting Capital Funding, please upload your Capital expenditure budget (your own format is acceptable)		
REQUIRED FOR CDBG ONLY - Personnel Policies Including Affirmative Action Plan and Grievance		

Procedure		
REQUIRED FOR CDBG ONLY - Agency Audit Requirements and Copy of Last Audit Highlighting "Findings" Section		
REQUIRED FOR CDBG ONLY - Articles of Incorporation and Bylaws		
REQUIRED FOR CDBG ONLY - Conflict of Interest Statement (if not included in Bylaws)		
REQUIRED FOR CDBG ONLY - AGENCY'S LIMITED ENGLISH PROFICIENCY LANGUAGE ACCESS PLAN (LEP/LAP). Must include outreach to limited English speaking residents to encourage access to services & housing. Include what access accommodations are used.		
REQUIRED FOR CDBG ONLY - LEVERAGING REPORT- this is due with the 2nd quarter report no later than January 15th		
Supporting Documents such as Agency Strategic Plan, Needs Assessment, etc. (Not Required)		
Other Supporting Documents (Not Required)		

** ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 426846

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City of Dublin
PCS - Human Services Division
City of Dublin, Fiscal Year 2023-24, Human Services Grant Program
Deadline: 1/20/2023

Sunflower Hill

Sunflower Hill's Program Support for Adults with Developmental Disabilities

Jump to: Organization Information Questions Budget Documents

USD$ 18,900.00 Requested

Submitted: 1/20/2023 10:38:37 PM (Pacific)

Project Contact
Jen Lenard-Benson
info@sunflowerhill.org
Tel: 925-800-1042

Additional Contacts
none entered

Sunflower Hill

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United States

Telephone925-800-1042
Fax
Web sunflowerhill.org

Executive Director
Jen Lenard-Benson
jen@sunflowerhill.org

Organization Information *top*

1. Business License Number
BL-110708

Questions *top*

1. Select the category that best describes your organization:
(Select only one.)
- [x] Non-Profit
- [ ] Public Agency
- [ ] Other:

2. Please describe your agency's mission (no more than 3 sentences or 250 characters).
Sunflower Hill is a Tri-Valley nonprofit organization dedicated to creating places and spaces where adults with intellectual and developmental disabilities (I/DD) live, work, learn, and thrive as part of the greater community.

3. Select the category that best describes the project:
(Select only one. For Capital Projects, please contact City Staff ahead of the grant application submission to review additional requirements including the Davis-Bacon/Fair Labor Standards Act)
- [ ] Capital Project
- [x] Public Service Program or Project

4. Is this a "new" service, program, project or activity? "New" is identified as not yet started, implemented or in operation.

- [ ] Yes
- [x] No

5. Provide a brief summary of the program/project for which your agency is seeking funding (No more than three sentences. This text will be used widely during the review and implementation process to describe your project).
The Sunflower Hill Garden, located at Hagemann Ranch in Livermore, is an outdoor, instructional space providing educational, therapeutic, and life skills training for adults with intellectual and developmental disabilities (I/DD). Our multi-disciplinary program is specifically designed for adults with I/DD, including those with autism, Down syndrome, cerebral palsy, epilepsy, and other chromosomal differences. The Hands-On Garden Groups, open to Tri-Valley adult day, transition, high school, and residential programs, as well as individuals, offer person-centered programming for adults with I/DD, including curriculum that provides opportunities to learn about organic gardening and healthy nutrition, while engaging in a supportive environment and building vital independent living skills.

6. Describe the challenges, needs, or service gaps in Dublin your program/project addresses. If you do not receive funding, what would the impact be? (You should reference Dublin demographics, statistics, and reports to make your case.)
This project is specifically designed to meet the unique needs of individuals with I/DD living in the Tri-Valley. The CDC estimates that 1 in 6 children aged 3-17 have one or more developmental disabilities. These conditions begin early in childhood, impact day-to-day functioning, and continue throughout a person's lifetime. In California, it is estimated that there are 625,000 adults with I/DD. This population only grows over time with increased diagnosis, longer life expectancy, and a growing California population. Locally, these numbers are consistent with statewide trends, with approximately 5,500 individuals with I/DD living in Alameda County. Furthermore, it is estimated that roughly 395 Dublin residents, 471 Pleasanton residents, and 580 Livermore residents have a developmental disability.

Individuals with developmental disabilities represent overlooked population groups in Eastern Alameda County with respect to living options and job opportunities, as was reported in the 2011 Human Services Needs Assessment. It is critical for Tri-Valley cities to solicit and implement programs that address the diverse needs of the adult developmentally disabled population, as programs and activities are significantly reduced once a person ages out of the public-school system. Individuals with developmental disabilities are also considered extremely low income, living as adults on Supplemental Security Income, or with assistance from family, if available.

Our in-person Hands-On Garden Group Program, open to Tri-Valley adult day, transition, high school, and residential programs, as well as individuals, offers person-centered programming for adults with I/DD. Sunflower Hill is one of the only organizations in the region offering therapeutic and life skills training in an educational, outdoor setting, and the demand for our in-person programs is very high. If we do not receive city funding, we will likely need to scale back our programming in the garden.

7. Estimate the total number of UNDUPLICATED Dublin residents to be served by this project.
(UNDUPLICATED means client is counted only once regardless of number of services received in a year.)
35

8. Which of the 14 Areas of Concern identified in the Eastern County 2011 Needs Assessment Report does your project identify with? Please explain how your project meets the selected Areas of Concerns as well as helps the City of Dublin archive its Vision Statement that was included in its 2018 Strategic Plan.
The mission and vision statements are available online at www.dublin.ca.gov/1956/Application-Requirements-Process

- [ ] Behavioral Health (mental health and substance abuse)
- [ ] Affordable Housing
- [ ] Health Care (including dental)
- [ ] Workforce Development
- [ ] Homelessness
- [ ] Transportation Services and Access
- [ ] Domestic Violence and Child Abuse
- [x] Disabilities
- [x] Food and Nutrition
- [ ] Senior Services
- [ ] Youth Services
- [ ] Child Care, Early Childhood Development and Education
- [ ] Changing Demographics and Growing Diversity
- [ ] Financial Assistance
- [ ] None of the Above
- [ ] Please explain:

9. Describe in detail how Dublin grant funds will be used for this project. If the funds are used for staffing, be sure to provide specific details on the number and types of positions being funded. (If capital funding is being requested, this narrative should include a detailed project scope and project timeline. The scope of work should include any land tenure issues. Additional documentation include designs, site plans, etc. can be attached later in the "Documents" tab.)

(What specifically will the grant funds be used for?)

The funds requested for this project are to be used to support Sunflower Hill's Hands-On Garden Groups Program and a portion of our Educational Garden Manager's and Program Instructor's salaries. Our Educational Garden Manager and Program Instructor are integral members of the Sunflower Hill Programs team and are responsible for providing hands-on, innovative programming that is specifically designed to equip adults with I/DD with life skills to be successful in our community.

Our Educational Garden Manager spearheads all oversight and maintenance of the garden infrastructure and crop plan, as well as performs gardening and field work tasks to ensure a healthy crop production and a supportive environment for all program participants. The Educational Garden Manager is also responsible for developing and maintaining relationships with local nonprofits that receive our produce donations, along with delivering donated produce. Our Programs Instructor develops and implements dynamic programs in the garden to meet the diverse range of needs of our program participants and enhances their programmatic experience.

We are currently offering our Hands-On Garden Groups Program to 10 different adult day, transition, and residential programs located throughout the Tri-Valley. We are providing programming in the garden to the following groups from Dublin specifically: Dublin Valley High School and the Kaleidoscope Adult Day Program. All groups provide their own transportation to the garden.

We have also opened our garden sessions to individuals, and are currently providing programming to individuals from Dublin, Pleasanton, Livermore, Danville, Walnut Creek, and Fremont.

Our Hands-On Garden Groups Program is uniquely designed to honor all ability levels. Led by knowledgeable staff with a passion for both people and plants, our curriculum addresses educational, therapeutic, and life-skill topics to grow vital independent living skills. During their sessions at the Sunflower Hill Garden, groups and individuals learn skills that are imperative to keeping a garden growing, use tools and skills employed in such work, and enjoy extended time participating in field tasks, practicing what they have learned. Each 90-minute session in the Garden includes a welcome activity, time for individual gardening tasks, closing healthy snack, and discussion. Weekly tasks are designed with individual participants in mind, allowing for a variety of garden tasks to appeal to all abilities. Tasks include a range of gross and fine motor movements and a variety of standing, kneeling, lifting, and/or tabletop tasks. Additionally, participants explore tasting new and healthy foods and engage in a natural setting.

We also have a team of dedicated and talented volunteers who work in the garden each week. These individuals are vital to our program, assist with labor in the field, and are trained and supervised by our Garden Manager. We are currently providing volunteer opportunities for adults with I/DD as well as individuals who are neurotypical.

Under the leadership of our Educational Garden Manager, our staff have taken significant efforts to ensure the garden's continued sustainability. The Educational Garden Manager sheet mulches, using cardboard and organic materials (wood chips and straw) between perennial beds, open spaces, and garden pathways. This practice conserves water, by reducing wind and heat evaporation, builds soil, and reduces weed pressure. The staff have also streamlined our composting practices by utilizing more of the green waste produced in the garden.

10. Describe how you will measure the effectiveness of this program/project. Describe your criteria for success. What results do you expect to have achieved at the end of this grant?

Our multi-disciplinary Hands-On Garden Groups Program is designed for adults with I/DD, including those with autism, Down syndrome, cerebral palsy, epilepsy, and other chromosomal differences. Led by our knowledgeable and dedicated Garden staff, the curriculum is specially designed to offer unique experiences for adults with I/DD of all abilities.

Through an engaging curriculum and guidance from staff, participants are able to achieve a number of objectives that lead to greater independence, empowerment, and confidence. Sessions are designed so that program participants are able to achieve the following:

- Learn how to exercise the freedom of choosing their own task each week.
- Work independently on a task until completion.
- Follow step-by-step instructions and learn how to ask follow-up questions, as needed.
- Practice simple math and life science concepts.
- Improve social skills with instructors, peers, and community partners.
- Learn how healthy food and flowers are grown from seed to harvest.
- Have opportunities for physical activity in a natural environment that is accessible to all ability levels.

Support of our Educational Garden Manager and Programs Instructor will further enable the execution of the above objectives.

Our staff assess our programs' effectiveness through a variety of means. We rely on gathering feedback from program participants, caregivers, teachers, and day program leaders and innovate our programs accordingly. Our programs are also designed to offer participants opportunities to engage in self-reflection and provide regular feedback at the end of each class or session.

Furthermore, we measure success through the amount of produce we donate to local nonprofits. In 2022, we donated more than 2,500 pounds, 90% of our produce, to Culinary Angels, Tri-Valley Haven's Food Pantry, and Shepherd's Gate. These produce donations serve local residents, including those in Dublin, struggling with food or housing insecurity, or undergoing a significant medical challenge.

In September 2022, we also began a floral donation program. Each week, program participants harvest flowers from the garden and create bouquets, which are then donated to patients at Hope Hospice. On average, we donate 30 bouquets per week, and the feedback from Hope Hospice has been overwhelmingly positive. Students from the transition class at Dublin Valley High School are not only creating the floral bouquets, but they are also making weekly deliveries to the Hope Hospice office in Dublin. Our floral donation program provides participants with a wide array of opportunities to improve dexterity, fine motor, communication, and community building skills.

11. The City Council updated Dublin's Mission, Vision, and Values in 2020 to include Inclusivity, Diversity and Equity. How does your project further these values?
The full statements are available at www.dublin.ca.gov/72/mission-vision
Sunflower Hill's Hands-On Garden Groups Program promotes the values of inclusivity, diversity, and equity through a number of means. As noted above, our curriculum is specifically designed to meet the diverse needs of adults with I/DD and ensure that each program participant is equipped with a variety of opportunities each week to be successful.

We as an organization value the input of people with I/DD to guide the design of programs, activities, and residential communities, as set forth in our 2021-2025 Strategic Plan. This includes innovating our programming based upon feedback and suggestions from our program participants. As such, each week, our team assesses the needs of individual participants and modifies tasks, if needed. We also provide adaptable materials and tools to ensure that each participant can be fully engaged in our programming.

The Sunflower Hill Garden is also accessible to all ability levels. This unique space features a series of decomposed granite pathways, raised garden beds, and a variety of seating options to ensure that it is fully accessible to all, including program participants who are visually impaired or use walkers or wheelchairs.

Our Hands-On Garden Groups programming is a free to all transition and day program participants, and as a result, it is fully accessible regardless of their socioeconomic status. We do offer a weekly session to individual participants and caregivers for a small fee. Our fee in 2023 for our individual group sessions is $10 per class to ensure accessibility. We also offer fee waivers to encourage full participation to ensure that cost is never a barrier to participating in our programming.

12. For the Fiscal Year 2023-2024 Human Services Grant Cycle, additional funding may be available through the City's American Rescue Plan Act allocation. Organizations that are eligible for this funding must provide services that are responding to the economic and public health impacts of the COVID-19 Pandemic. 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.
Enter "NA" if not eligible.
NA

13. ** QUESTIONS 14 THROUGH 24 ARE FOR THOSE ORGANIZATIONS INTERESTED IN APPLYING FOR FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING ONLY. ** Are you are interested in applying for CDBG funds?

- ☐ Yes. If so, check box here and answer questions 14 through 25.
- ☑ No. If no, check box here and enter NA
- ☐ Don't know. If you are unsure, please call City staff at (925) 833-6645.

14. CDBG ONLY- Explain your Limited English Proficiency/Language Access Plan (LEP/LAP). How does your agency outreach to limited English speaking residents to encourage access to services? What access accommodations are used? Etc. Provide detail
Please enter "N/A" if you are not interested in qualifying for CDBG funding.
N/A

15. CDBG ONLY - Identify at least one HUD Guiding Principle that relates to your project:

- [ ] Be culturally accessible, appropriate and inclusive
- [ ] Encourage community engagement and involvement
- [ ] Promote energy and resource efficiency
- [ ] Encourage networking and information sharing across service providers
- [ ] Encourage process streamlining
- [ ] Consolidate service delivery
- [x] Not Applicable. Not interested in CDBG funding.

16. CDBG ONLY - Identify at least HUD Consolidated Plan Goal that relates to your project:
(Select Category and Applicable Goals)

- [ ] A) Housing
- [ ] Goal 1: Promote the production, rehabilitation, and preservation of affordable housing (rental and ownership) through acquisition, rehabilitation, new construction, and minor repair.
- [ ] Goal 2: Reduction of housing discrimination through provision of fair housing and tenant/landlord services.
- [ ] Goal 3: Use resources to assist low-income residents make rental assistance payments in response to Covid-19.
- [ ] B) Homeless
- [ ] Goal 1: Use resource to end homelessness by funding and supporting homeless service programs.
- [ ] C) Supportive Housing
- [ ] Goal 1: Increase the availability of services enriched housing for persons with special needs by supporting acquisition and new construction of housing units.
- [ ] D) Community Development
- [ ] Goal 1: Make improvements, including ADA accessibility and rehabilitation to public facilities, such as curbs and sidewalks, neighborhood parks and recreational improvements, homeless facilities and other public facilities/community centers.
- [ ] Goal 2: Fund economic development, micro-enterprise, and on-the-job training.
- [ ] Goal 3: Support public service programs for low income residents, preserving safety net services for families and individuals who are vulnerable or
- [x] F) Not Applicable. Not interested in CDBG funding.

17. CDBG ONLY - Identify at least one HUD Strategic Goal that relates to your project:

- [ ] Public Services
- [ ] Public Facilities
- [ ] Rental Assistance
- [ ] Affordable Housing
- [ ] Increase Opportunities for 1st Time Homebuyers
- [ ] Promote Decent Affordable Rental Housing
- [ ] Strengthen Communities
- [ ] Ensure Equal Opportunity in Housing
- [ ] Reduce Housing Discrimination
- [ ] Promote Participation of Grass-Roots, Faith-Based, and other Community-Based Organizations
- [x] Not Applicable. Not interested in CDBG funding.

18. CDBG ONLY - Select one HUD Objective that relates to your project:
(TIP: When selecting an objective ask yourself, "What is the purpose of the activity? What is the larger community need that I am seeking to address?")

- [ ] Creating a Suitable Living Environment
- [ ] Providing Decent Affordable Housing
- [ ] Creating Economic Opportunities
- [x] Not Applicable. Not interested in CDBG funding.

19. CDBG ONLY - Select one HUD Outcome that relates to your project:
(TIP: When selecting an outcome ask yourself, "What type of change or result am I seeking?")

- [ ] Availability/Accessibility
- [ ] Affordability
- [ ] Sustainability
- [x] Not Applicable. I am not interested in qualifying for CDBG funding.

20. CDBG ONLY - Select one HUD Specific Indicator that relates to your project:

- ☐ Public facility or infrastructure: This indicator shows the number of persons that have been assisted by public facility or infrastructure activities that provide individuals with new or improved access to the facility or infrastructure. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of household units that no longer have access to a substandard service.
- ☐ Public Service: This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of persons that no longer have access to a substandard service.
- ☐ Targeted revitalization: This indicator shows a range of outcomes such as jobs created and retained, businesses assisted, low- and moderate-income persons and households served, slum/blight demolition, number of acres of brownfields remediated, etc. in a targeted area.
- ☐ Commercial facade treatments or business building rehabilitation: This indicator shows the number of commercial facade treatments undertaken and the number of business buildings that were rehabilitated.
- ☐ Brownfields remediated: This indicator shows the number of acres of brownfields that were remediated.
- ☐ Rental units constructed: This indicator shows the number of affordable rental units created, as well as the number of years of affordability, number of units occupied by the elderly, and those units designated for chronically homeless persons and persons with HIV/AIDS.
- ☐ Rental units rehabilitated: This indicator shows the number of affordable rental units rehabilitated as well as the number of years of affordability, units for chronically homeless persons, elderly persons, and persons with HIV/AIDS.
- ☐ Homeownership units constructed or acquired with rehabilitation: This indicator shows the total number of homeownership units constructed, acquired, and/or acquired with rehabilitation per activity. This includes total number of affordable units, number of years of affordability, Energy Star qualified units, section 504 accessible units, and number of households previously living in subsidized housing. In addition, data will be collected on the number of units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- ☐ Owner occupied units rehabilitated: This indicator shows the total number of owner occupied units rehabilitated, including the number of these units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- ☐ Direct financial assistance to homebuyers: This indicator shows the number of homebuyers receiving direct financial assistance, housing counseling, and down payment assistance/closing costs.
- ☐ Tenant Based Rental Assistance (TBRA): This indicator shows the total number of households receiving TBRA as well as the number with short-term rental assistance (less than 12 months) and the number of homeless and chronically homeless households assisted.
- ☐ Homeless shelters: This indicator shows the number of homeless persons given overnight shelter.
- ☐ Emergency housing: This indicator shows the number of beds created in an overnight shelter or other emergency housing.
- ☐ Homeless prevention: This indicator shows the number of households that received emergency financial assistance to prevent homelessness and emergency legal assistance to prevent homelessness.
- ☐ Jobs created: Of the total number of jobs created, this indicator shows the number of jobs that have employee-sponsored health care, the types of jobs created (using Economic Development Administration (EDA) classifications) and the number of persons unemployed before taking the job.
- ☐ Jobs retained: Of the total number of jobs retained, this indicator shows the number of jobs retained, the number of jobs with employer-sponsored health care benefits, and the types of jobs retained (using EDA classifications)
- ☐ Business assistance: This indicator shows the total number of businesses assisted. Specifically, it shows the number of new businesses, existing businesses, and the DUNS number of each business so that HUD can track the number of new businesses that remain operational for three years after assistance.
- ☐ Businesses providing goods or services: This indicator shows whether an assisted business provides goods or services to meet the needs of the service area, neighborhood, or community, as determined by the grantee.
- ☑ Not Applicable. Not interested in CDBG funding

21. CDBG ONLY - Please choose a common indicator that your agency will use to track clients:
(Select only ONE.)

- ☐ Persons
- ☐ Households
- ☑ Not Applicable. Not interested in CDBG funding

22. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".

☐ Seniors (62 and older)

	People with Disabilities
	Female-Headed Households
	Youth
	Homeless
N/A	Not Applicable. Not interested in CDBG funding (Type N/A)
0.00	**TOTAL**

23. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".

Area Median Income ("AMI") information is available online at www.dublin.ca.gov/1956/Application-Requirements-Process

N/A	Extremely Low Income (<30% AMI)
	Very Low Income (30%-50% AMI)
	Low Income (50%-80% AMI)
	Moderate Income (80%-120% AMI)
0.00	**TOTAL**

24. CDBG ONLY - List the number of clients your agency anticipates serving in race/ethnicity categories. Per HUD, "Hispanic" is an ethnicity, not a race.

The sum entered below must match the total clients entered in Question #9 above. If none, please enter "0"

	White
	White + HISPANIC
	Black/African American
	Black/African American + HISPANIC
	Asian
	Asian + HISPANIC
	American Indian/Alaskan Native
	American Indian/Alaskan Native + HISPANIC
	Native Hawaiian/Other Pacific Islander
	Native Hawaiian/Other Pacific Islander + HISPANIC
	American Indian/ Alaskan Native and White
	American Indian/ Alaskan Native and White + HISPANIC
	Asian and White
	Asian and White + HISPANIC
	Black/African American and White
	Black/African American and White + HISPANIC
	American Indian/Alaskan Native and Black/African American
	American Indian/Alaskan Native and Black/African American + HISPANIC
	Multi Racial + HISPANIC OR other Multi Racial
N/A	Not Applicable. Not interested in CDBG funding. (Type N/A)
0.00	**TOTAL**

25. If your agency is submitting more than one application or the same agency has different programs within it, please RANK the priority of this application, with number 1 being the highest priority for funding. There should only be one #1 PER AGENCY

- [x] #1 - This program/project has the agency's highest priority for funding.
- [ ] #2 - This program/project has the agency's 2nd highest priority for funding.
- [ ] #3 - This program/project has the agency's 3rd highest priority for funding.

- [ ] #4 - This program/project has the agency's 4th highest priority for funding.
- [ ] #5 - This program/project has the agency's 5th highest priority for funding.
- [ ] #6 - This program/project has the agency's 6th highest priority for funding.
- [ ] If you have more than 6 applications per organization, agency, district or entity, check here.

Budget *top*

Funding Sources/Revenues	Budget Amount	Amount Committed
City of Dublin - partial salary for Garden Manager	USD$ 18,900.00	
City of Pleasanton - partial salary for Programs Instructor	USD$ 19,438.00	
Clif Family Foundation	USD$ 5,000.00	USD$ 5,000.00
Lawrence Livermore National Security Gift Program	USD$ 3,800.00	USD$ 3,800.00
1% Serano Community Gift Program	USD$ 10,000.00	
Pleasanton Weekly Holiday Fund	USD$ 10,000.00	
Drysdale Community Foundation	USD$ 4,300.00	USD$ 4,300.00
Individual donations (includes year-end campaign, special events)	USD$ 150,000.00	USD$ 6,100.00
Total	**USD$ 221,438.00**	**USD$ 19,200.00**

Funding Uses/Expenses	Budget Amount	Amount Committed
Salaries for Nonresidential Programs staff	USD$ 147,810.00	USD$ 10,400.00
Benefits for Nonresidential Programs staff	USD$ 18,637.00	
Contracted services (water/soil testing; irrigation repair)	USD$ 2,975.00	
Telephone for Nonresidential Programs staff		
Rent/utilities (Garden)	USD$ 3,200.00	USD$ 0.00
Other: General operating expenses	USD$ 3,000.00	
Materials/supplies (Garden)	USD$ 13,500.00	
Total	**USD$ 189,122.00**	**USD$ 10,400.00**

Budget Narrative

Sunflower Hill's funding request of $18,900 will cover 20% of the salary of our Educational Garden Manager ($12,400) and $20% of the salary for our Programs Instructor ($6,500) in FY 2023. The salary of $147,810 and benefits of $18,637 noted above are for the Sunflower Hill Nonresidential Programs' Team as a whole, comprised of half of the Programs Director's salary, two thirds of the Garden and Programs Assistant salary, and all of the Educational Garden Manager and Programs Instructor salaries.

The remaining budget required for the Sunflower Hill Nonresidential Programs' Team salaries, as well as funds needed to maintain the Hands-On Garden Groups Program, will be covered by contributed income from other local city, corporate, and private grants, as well as Sunflower Hill's robust fundraising efforts, including special events and individual donations.

Please note that expenses above indicate costs needed to operate the Sunflower Hill Garden Program, rather than operational expenses for the entire organization. "Other" operating costs noted above include mileage reimbursement for delivering donated produce, and software licensing fees.

Documents *top*

Documents Requested *	Required?	Attached Documents *
Program Expense Budget for ALL Grant Requests download template	☑	Program Expense Budget Form - Sunflower Hill - 2023-2024
Financial Information Form for ALL Grant Requests download template	☑	Additional Project Funding Sources and Staffing Costs - Sunflower Hill - 2023-2024
List of Board of Directors (or governing body) with agency contact information	☑	Sunflower Hill Board of Directors List 2023-2025
Current Annual Budget for the Entire Agency	☑	Sunflower Hill 2023 Budget

Copy of most recently submitted IRS 990 form or Tax Return (include complete form)	☑	Sunflower Hill 990
Board of Director's (or governing body's) designation of authorized official	☑	Sunflower Hill Board Authorization
Board of Director's (or governing body's) authorization to request funding (may be same document as one above)	☑	Sunflower Hill Board Authorization
Proof of insurance carried, including bonding, liability and/or workers' compensation	☑	Sunflower Insurance verification
STATE AND FEDERAL NON-PROFIT DETERMINATION LETTER. All organizations MUST have approved non-profit status from the State of California and Federal Tax Identification Number at time of application. Non-compliant applicants will be disqualified.	☑	Sunflower Hill 501c3 status
Certified Audit and/or Certified Financial Statements	☑	Sunflower Hill 990
REQUIRED FOR CDBG ONLY - If requesting Capital Funding, please upload your Capital expenditure budget (your own format is acceptable)		
REQUIRED FOR CDBG ONLY - Personnel Policies Including Affirmative Action Plan and Grievance Procedure		
REQUIRED FOR CDBG ONLY - Agency Audit Requirements and Copy of Last Audit Highlighting "Findings" Section		
REQUIRED FOR CDBG ONLY - Articles of Incorporation and Bylaws		
REQUIRED FOR CDBG ONLY - Conflict of Interest Statement (if not included in Bylaws)		
REQUIRED FOR CDBG ONLY - AGENCY'S LIMITED ENGLISH PROFICIENCY LANGUAGE ACCESS PLAN (LEP/LAP). Must include outreach to limited English speaking residents to encourage access to services & housing. Include what access accommodations are used.		
REQUIRED FOR CDBG ONLY - LEVERAGING REPORT- this is due with the 2nd quarter report no later than January 15th		
Supporting Documents such as Agency Strategic Plan, Needs Assessment, etc. (Not Required)		
Other Supporting Documents (Not Required)		Sunflower Hill Garden Program video

** ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 425252

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DUBLIN
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City of Dublin
PCS - Human Services Division
City of Dublin, Fiscal Year 2023-24, Human Services Grant Program
Deadline: 1/20/2023

Tri-Valley Haven
Domestic Violence Services

Jump to: Organization Information Questions Budget Documents

USD$ 25,000.00 Requested

Submitted: 1/19/2023 7:24:28 PM (Pacific)

Project Contact
Christine Dillman Dillman
cynthia@trivalleyhaven.org
Tel: 9254495845

Additional Contacts
cynthia@trivalleyhaven.org,joe@trivalleyhaven.org

Tri-Valley Haven

3663 Pacific Avenue
Livermore, CA 94550
United States

Telephone (925) 449-5845 x
Fax (925) 449-2684 x
Web www.trivalleyhaven.org

Acting Executive Director
Christine Dillman
christine@trivalleyhaven.org

Organization Information *top*

1. Business License Number
BL-007058

Questions *top*

1. Select the category that best describes your organization:
(Select only one.)
- [x] Non-Profit
- [ ] Public Agency
- [ ] Other:

2. Please describe your agency's mission (no more than 3 sentences or 250 characters).
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.

3. Select the category that best describes the project:
(Select only one. For Capital Projects, please contact City Staff ahead of the grant application submission to review additional requirements including the Davis-Bacon/Fair Labor Standards Act)
- [ ] Capital Project
- [x] Public Service Program or Project

4. Is this a "new" service, program, project or activity? "New" is identified as not yet started, implemented or in operation.

- [ ] Yes
- [x] No

5. Provide a brief summary of the program/project for which your agency is seeking funding (No more than three sentences. This text will be used widely during the review and implementation process to describe your project).
TVH's Domestic Violence Services Program is an existing project. Our 24-hour Crisis Line is the main point of entry for survivors seeking shelter. Clients are referred to us via our website, law enforcement, hospitals, 211, shelter networks and other agencies. Clients are screened via telephone to assess their needs and safety, and then, if appropriate, an in-person intake is conducted. Each client is assigned to a Case Manager and individual counseling is available to adults and children. The following groups are available for adult clients: DV Support, Job Readiness, Parenting, Life Skills and Family Night. Goals are set with each client depending on their specific needs while meeting with their Case Manager, who will assist them in working toward their goals. The maximum length of stay at Shiloh is 105 days. Shiloh has its own vehicle which is used for client intakes and emergency transportation. While in the Shiloh program, Clipper cards, BART tickets and gas cards are available to clients. During their stay, clients can receive food from our pantry and Open Heart Kitchen..

6. Describe the challenges, needs, or service gaps in Dublin your program/project addresses. If you do not receive funding, what would the impact be? (You should reference Dublin demographics, statistics, and reports to make your case.)
The funds requested from Dublin will be used to pay part of the Bilingual Case Manager's time, and part of the Overnight staff's time. These positions are essential for the shelter operations. Tri-Valley Haven's domestic violence services support Dublin's mission to have a high quality of life and a safe and secure environment for all residents through prevention and intervention services. Furthermore, we will make these services available to all residents through provision of services that are culturally sensitive and appropriate. Clients will benefit from our program or by creating a safety plan for themselves and their children, developing goals and plan of action towards achieving self-sufficiency, and connecting with the resources available in our community. In FY 21-22, we served 224 survivors of domestic violence from Dublin through our crisis line and shelter. The Domestic Violence Services Program utilizes in-house and donated services as much as possible to meet clients' needs and hold down costs. Residents are able to obtain food from the TVH Food Pantry, they are given clothing vouchers and referrals to our Thrift Store, they receive assistance applying for government services such as CAL Fresh, CalWORKS, and Linkages. We refer our clients to AXIS for their health related needs. Trained volunteers provide overnight crisis line coverage as well as (along with TVH staff) around the clock response to sexual assault calls and referrals from local police departments and hospitals, and volunteers provide childcare for shelter children while their parents participate in educational and support groups. All of this contributes to a very reasonable budget.

7. Estimate the total number of UNDUPLICATED Dublin residents to be served by this project.
(UNDUPLICATED means client is counted only once regardless of number of services received in a year.)
75

8. Which of the 14 Areas of Concern identified in the Eastern County 2011 Needs Assessment Report does your project identify with? Please explain how your project meets the selected Areas of Concerns as well as helps the City of Dublin archive its Vision Statement that was included in its 2018 Strategic Plan.
The mission and vision statements are available online at www.dublin.ca.gov/1956/Application-Requirements-Process

- [ ] Behavioral Health (mental health and substance abuse)
- [ ] Affordable Housing
- [ ] Health Care (including dental)
- [ ] Workforce Development
- [ ] Homelessness
- [ ] Transportation Services and Access
- [x] Domestic Violence and Child Abuse
- [ ] Disabilities
- [ ] Food and Nutrition
- [ ] Senior Services
- [ ] Youth Services
- [ ] Child Care, Early Childhood Development and Education
- [ ] Changing Demographics and Growing Diversity
- [ ] Financial Assistance
- [ ] None of the Above
- [ ] Please explain:

9. Describe in detail how Dublin grant funds will be used for this project. If the funds are used for staffing, be sure to provide specific details on the number and types of positions being funded. (If capital funding is being requested, this narrative should include a detailed project scope and project timeline. The scope of work should

include any land tenure issues. Additional documentation include designs, site plans, etc. can be attached later in the "Documents" tab.)

(What specifically will the grant funds be used for?)

The funds requested from Dublin will be used to pay part of the Bilingual Case Manager's time, and part of the Overnight staff's time. These positions are essential for the shelter operations. Tri-Valley Haven's domestic violence services support Dublin's mission to have a high quality of life and a safe and secure environment for all residents through prevention and intervention services. Furthermore, we will make these services available to all residents through provision of services that are culturally sensitive and appropriate. Clients will benefit from our program or by creating a safety plan for themselves and their children, developing goals and plan of action towards achieving self-sufficiency, and connecting with the resources available in our community. In FY 21-22, we served survivors of violence from Dublin through our crisis line and shelter and an additional 121 Dublin callers seeking information and referral. The Domestic Violence Services Program utilizes in-house and donated services as much as possible to meet clients' needs and hold down costs. Residents are able to obtain food from the TVH Food Pantry, they are given clothing vouchers and referrals to our Thrift Store, they receive assistance applying for government services such as CAL Fresh, CalWORKS, and Linkages. We refer our clients to AXIS for their health related needs. Trained volunteers provide overnight crisis line coverage as well as (along with TVH staff) around the clock response to sexual assault calls and referrals from local police departments and hospitals, and volunteers provide childcare for shelter children while their parents participate in educational and support groups. All of this contributes to a very reasonable budget.

10. Describe how you will measure the effectiveness of this program/project. Describe your criteria for success. What results do you expect to have achieved at the end of this grant?

As required by Alameda County, TVH uses Results Based Accountability (RBA) to measure the success of our program. Our performance measures include: a) at least 75% of participants will report that they are Satisfied or Very Satisfied on the satisfaction surveys; b) 75% of Shelter program participants will be safely housed upon exit. Last Fiscal Year we met or nearly met both performance measures. The success of the Program will be measured through evaluation of client surveys, statistical results, and the individual goals set by the program participant and her/his case manager. Those goals will be set up on a case-by-case basis and may include: reuniting with their children through completing their CPS Plan, finding housing or employment. Some clients will only stay one or two nights, and their goals will be very different such as safely relocating to a different county or a state. Client progress will be tracked by the case manager during weekly meetings. Progress is also monitored at weekly staff meetings during case review. Additionally, case managers consult with staff counselors or the Clinical Supervisor as needed in order to provide the best client services.

We conduct annual briefings at Dublin Police Services to update them about issues of domestic violence, sexual assault and homelessness, and our agency's activities. All new staff and volunteers who attend our 70-hour domestic violence and sexual assault counselor training participate in a ride along with one of the three Tri-Valley police departments in order to maintain a strong connection to local law enforcement. Officers regularly tell us during the annual briefings that this is a positive experience for them. We are participants in the Family Violence Prevention Programs at Kaiser Permanente in Livermore and Pleasanton. While the Dublin Kaiser offices do not have a formal program in place, we have made presentations to staff about domestic violence, and they have supported several of our events, such as Back to School and the Pace for Peace.

11. The City Council updated Dublin's Mission, Vision, and Values in 2020 to include Inclusivity, Diversity and Equity. How does your project further these values?

The full statements are available at www.dublin.ca.gov/72/mission-vision

We strive to make our services available to all through the provision of culturally sensitive services as detailed in question 10 above, in the languages of our clients. Toward this end, we have consciously worked to diversify our staff through offering a wage differential to direct service staff fluent in the languages most commonly spoken in the Tri-Valley area. Our shelters are accessible to clients with disabilities, and we inquire upon intake if any accommodations are needed. All of our facilities are LGBTQ welcoming.

We have multi-cultural staff members and volunteers who utilize their cultural backgrounds to enhance the services we provide to our clients. We presently have staff fluent in Spanish, Hindi, Punjabi, Russian, French and several African languages. Multi language fluency is always a consideration when hiring staff and recruiting volunteers, and wage differentials are given to those bilingual. All of the written materials at Shiloh are in both English and Spanish, and some are in Chinese. We make sure that at Shiloh we have cooking utensils and dishes that are multi-culturally appropriate such as rice cookers, chopsticks, and new sets of pots and pans for Muslim clients whose religious practice requires that these not be shared with other families. Ethnic food is available for our shelter clients at the Food Pantry and grocery store gift cards are available to assist with purchasing items that aren't at the Food Pantry. We continue educating our staff through participation in Cultural Responsiveness development projects. TVH staff maintains a good working relationship with CRIL, a local service provider for persons with disabilities and also is aware of key services such transportation for persons with disabilities and how to access them. Telephone screenings and intake processes include questions about needed accommodations (such as a bottom bunk, private room or special dietary needs). Our shelter is handicap-accessible.

12. For the Fiscal Year 2023-2024 Human Services Grant Cycle, additional funding may be available through the City's American Rescue Plan Act allocation. Organizations that are eligible for this funding must provide services that are responding to the economic and public health impacts of the COVID-19 Pandemic. 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.

Enter "NA" if not eligible.
Our Domestic Violence Housing First program, funded by the Office of Emergency Services, offers case management and client assistance to help survivors of domestic violence access and/or retain safe housing after leaving an abusive relationship. During the pandemic, DVHF has helped survivors who lost their jobs or had their hours cut to pay rent and utility bills in order that they could remain safely housed. In 2021 Tri-Valley Haven hosted two vaccination clinics by Alameda County Healthcare for the Homeless at our Livermore community building.

13. ** QUESTIONS 14 THROUGH 24 ARE FOR THOSE ORGANIZATIONS INTERESTED IN APPLYING FOR FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING ONLY. ** Are you are interested in applying for CDBG funds?

- [ ] Yes. If so, check box here and answer questions 14 through 25.
- [x] No. If no, check box here and enter NA
- [ ] Don't know. If you are unsure, please call City staff at (925) 833-6645.

14. CDBG ONLY- Explain your Limited English Proficiency/Language Access Plan (LEP/LAP). How does your agency outreach to limited English speaking residents to encourage access to services? What access accommodations are used? Etc. Provide detail
Please enter "N/A" if you are not interested in qualifying for CDBG funding.
n/a

15. CDBG ONLY - Identify at least one HUD Guiding Principle that relates to your project:

- [ ] Be culturally accessible, appropriate and inclusive
- [ ] Encourage community engagement and involvement
- [ ] Promote energy and resource efficiency
- [ ] Encourage networking and information sharing across service providers
- [ ] Encourage process streamlining
- [ ] Consolidate service delivery
- [x] Not Applicable. Not interested in CDBG funding.

16. CDBG ONLY - Identify at least HUD Consolidated Plan Goal that relates to your project:
(Select Category and Applicable Goals)

- [ ] A) Housing
- [ ] Goal 1: Promote the production, rehabilitation, and preservation of affordable housing (rental and ownership) through acquisition, rehabilitation, new construction, and minor repair.
- [ ] Goal 2: Reduction of housing discrimination through provision of fair housing and tenant/landlord services.
- [ ] Goal 3: Use resources to assist low-income residents make rental assistance payments in response to Covid-19.
- [ ] B) Homeless
- [ ] Goal 1: Use resource to end homelessness by funding and supporting homeless service programs.
- [ ] C) Supportive Housing
- [ ] Goal 1: Increase the availability of services enriched housing for persons with special needs by supporting acquisition and new construction of housing units.
- [ ] D) Community Development
- [ ] Goal 1: Make improvements, including ADA accessibility and rehabilitation to public facilities, such as curbs and sidewalks, neighborhood parks and recreational improvements, homeless facilities and other public facilities/community centers.
- [ ] Goal 2: Fund economic development, micro-enterprise, and on-the-job training.
- [ ] Goal 3: Support public service programs for low income residents, preserving safety net services for families and individuals who are vulnerable or
- [x] F) Not Applicable. Not interested in CDBG funding.

17. CDBG ONLY - Identify at least one HUD Strategic Goal that relates to your project:

- [ ] Public Services
- [ ] Public Facilities
- [ ] Rental Assistance
- [ ] Affordable Housing
- [ ] Increase Opportunities for 1st Time Homebuyers
- [ ] Promote Decent Affordable Rental Housing
- [ ] Strengthen Communities

- [ ] Ensure Equal Opportunity in Housing
- [ ] Reduce Housing Discrimination
- [ ] Promote Participation of Grass-Roots, Faith-Based, and other Community-Based Organizations
- [x] Not Applicable. Not interested in CDBG funding.

18. CDBG ONLY - Select one HUD Objective that relates to your project:
(TIP: When selecting an objective ask yourself, "What is the purpose of the activity? What is the larger community need that I am seeking to address?")

- [ ] Creating a Suitable Living Environment
- [ ] Providing Decent Affordable Housing
- [ ] Creating Economic Opportunities
- [x] Not Applicable. Not interested in CDBG funding.

19. CDBG ONLY - Select one HUD Outcome that relates to your project:
(TIP: When selecting an outcome ask yourself, "What type of change or result am I seeking?")

- [ ] Availability/Accessibility
- [ ] Affordability
- [ ] Sustainability
- [x] Not Applicable. I am not interested in qualifying for CDBG funding.

20. CDBG ONLY - Select one HUD Specific Indicator that relates to your project:

- [ ] Public facility or infrastructure: This indicator shows the number of persons that have been assisted by public facility or infrastructure activities that provide individuals with new or improved access to the facility or infrastructure. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of household units that no longer have access to a substandard service.
- [ ] Public Service: This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of persons that no longer have access to a substandard service.
- [ ] Targeted revitalization: This indicator shows a range of outcomes such as jobs created and retained, businesses assisted, low- and moderate-income persons and households served, slum/blight demolition, number of acres of brownfields remediated, etc. in a targeted area.
- [ ] Commercial facade treatments or business building rehabilitation: This indicator shows the number of commercial facade treatments undertaken and the number of business buildings that were rehabilitated.
- [ ] Brownfields remediated: This indicator shows the number of acres of brownfields that were remediated.
- [ ] Rental units constructed: This indicator shows the number of affordable rental units created, as well as the number of years of affordability, number of units occupied by the elderly, and those units designated for chronically homeless persons and persons with HIV/AIDS.
- [ ] Rental units rehabilitated: This indicator shows the number of affordable rental units rehabilitated as well as the number of years of affordability, units for chronically homeless persons, elderly persons, and persons with HIV/AIDS.
- [ ] Homeownership units constructed or acquired with rehabilitation: This indicator shows the total number of homeownership units constructed, acquired, and/or acquired with rehabilitation per activity. This includes total number of affordable units, number of years of affordability, Energy Star qualified units, section 504 accessible units, and number of households previously living in subsidized housing. In addition, data will be collected on the number of units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Owner occupied units rehabilitated: This indicator shows the total number of owner occupied units rehabilitated, including the number of these units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Direct financial assistance to homebuyers: This indicator shows the number of homebuyers receiving direct financial assistance, housing counseling, and down payment assistance/closing costs.
- [ ] Tenant Based Rental Assistance (TBRA): This indicator shows the total number of households receiving TBRA as well as the number with short-term rental assistance (less than 12 months) and the number of homeless and chronically homeless households assisted.
- [ ] Homeless shelters: This indicator shows the number of homeless persons given overnight shelter.
- [ ] Emergency housing: This indicator shows the number of beds created in an overnight shelter or other emergency housing.
- [ ] Homeless prevention: This indicator shows the number of households that received emergency financial assistance to prevent homelessness and emergency legal assistance to prevent homelessness.
- [ ] Jobs created: Of the total number of jobs created, this indicator shows the number of jobs that have employee-sponsored health care, the types of jobs created (using Economic Development Administration (EDA) classifications)

and the number of persons unemployed before taking the job.

- [ ] Jobs retained: Of the total number of jobs retained, this indicator shows the number of jobs retained, the number of jobs with employer-sponsored health care benefits, and the types of jobs retained (using EDA classifications)
- [ ] Business assistance: This indicator shows the total number of businesses assisted. Specifically, it shows the number of new businesses, existing businesses, and the DUNS number of each business so that HUD can track the number of new businesses that remain operational for three years after assistance.
- [ ] Businesses providing goods or services: This indicator shows whether an assisted business provides goods or services to meet the needs of the service area, neighborhood, or community, as determined by the grantee.
- [x] Not Applicable. Not interested in CDBG funding

21. CDBG ONLY - Please choose a common indicator that your agency will use to track clients:
(Select only ONE.)

- [ ] Persons
- [ ] Households
- [x] Not Applicable. Not interested in CDBG funding

22. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".

	Seniors (62 and older)
	People with Disabilities
	Female-Headed Households
	Youth
	Homeless
n/a	Not Applicable. Not interested in CDBG funding (Type N/A)
0.00	**TOTAL**

23. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".
Area Median Income ("AMI") information is available online at www.dublin.ca.gov/1956/Application-Requirements-Process

n/a	Extremely Low Income (<30% AMI)
n/a	Very Low Income (30%-50% AMI)
n/a	Low Income (50%-80% AMI)
n/a	Moderate Income (80%-120% AMI)
0.00	**TOTAL**

24. CDBG ONLY - List the number of clients your agency anticipates serving in race/ethnicity categories. Per HUD, "Hispanic" is an ethnicity, not a race.
The sum entered below must match the total clients entered in Question #9 above. If none, please enter "0"

	White
	White + HISPANIC
	Black/African American
	Black/African American + HISPANIC
	Asian
	Asian + HISPANIC
	American Indian/Alaskan Native
	American Indian/Alaskan Native + HISPANIC
	Native Hawaiian/Other Pacific Islander
	Native Hawaiian/Other Pacific Islander + HISPANIC
	American Indian/ Alaskan Native and White
	American Indian/ Alaskan Native and White + HISPANIC

	Asian and White
	Asian and White + HISPANIC
	Black/African American and White
	Black/African American and White + HISPANIC
	American Indian/Alaskan Native and Black/African American
	American Indian/Alaskan Native and Black/African American + HISPANIC
	Multi Racial + HISPANIC OR other Multi Racial
n/a	Not Applicable. Not interested in CDBG funding. (Type N/A)
0.00	**TOTAL**

25. If your agency is submitting more than one application or the same agency has different programs within it, please RANK the priority of this application, with number 1 being the highest priority for funding. There should only be one #1 PER AGENCY

- ☐ #1 - This program/project has the agency's highest priority for funding.
- ☑ #2 - This program/project has the agency's 2nd highest priority for funding.
- ☐ #3 - This program/project has the agency's 3rd highest priority for funding.
- ☐ #4 - This program/project has the agency's 4th highest priority for funding.
- ☐ #5 - This program/project has the agency's 5th highest priority for funding.
- ☐ #6 - This program/project has the agency's 6th highest priority for funding.
- ☐ If you have more than 6 applications per organization, agency, district or entity, check here.

Budget *top*

Funding Sources/Revenues	Budget Amount	Amount Committed
Alameda County Domestic Violence Center ACT	USD$ 26,305.00	
Alameda County HCD Linkages	USD$ 56,808.00	
Alameda County CalWORKS	USD$ 70,000.00	
Alameda County SSA Shelter	USD$ 79,760.00	
CalOES DV	USD$ 537,587.00	
Local Dublin/Pleasanton/Livermore	USD$ 84,000.00	
Donations/Foundations	USD$ 12,000.00	
EFSP	USD$ 25,000.00	
Total	**USD$ 891,460.00**	**USD$ 0.00**

Funding Uses/Expenses	Budget Amount	Amount Committed
Salaries	USD$ 568,437.00	
Benefits	USD$ 112,578.00	
Supplies	USD$ 45,386.00	
Postage	USD$ 100.00	
Communications	USD$ 13,239.00	
Rent and Utilities	USD$ 39,582.00	
Accounting/Audit	USD$ 22,484.00	
Other	USD$ 64,654.00	
Other: hotel stays for clients	USD$ 25,000.00	
Total	**USD$ 891,460.00**	**USD$ 0.00**

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 that will be paid with the Dublin grant funds. Other operating expenses include: travel and mileage, payroll, portion of liability, property, D&O, and auto insurance, auto expense, staff development and client

assistance.

Domestic Violence Services budget is part of the overall agency budget that includes other programs and departments such as Homeless and Family Support Services, Sexual Assault Services, Finance, and Administration. thus only a portion of liability insurance, auto insurance, audit etc. are being charged to this program.

Documents *top*

Documents Requested *	Required?	Attached Documents *
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Copy of most recently submitted IRS 990 form or Tax Return (include complete form)	☑	IRS Form 990
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Board of Director's (or governing body's) authorization to request funding (may be same document as one above)	☑	BoD Resolution
Proof of insurance carried, including bonding, liability and/or workers' compensation	☑	Insurance
STATE AND FEDERAL NON-PROFIT DETERMINATION LETTER. All organizations MUST have approved non-profit status from the State of California and Federal Tax Identification Number at time of application. Non-compliant applicants will be disqualified.	☑	Non-profit Status Non-profit Status State
Certified Audit and/or Certified Financial Statements	☑	Audit Audit Audit
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REQUIRED FOR CDBG ONLY - LEVERAGING REPORT- this is due with the 2nd quarter report no later than January 15th		
Supporting Documents such as Agency Strategic		Strategic Plan

Plan, Needs Assessment, etc. (Not Required)	
Other Supporting Documents (Not Required)	

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Application ID: 426248

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City of Dublin
PCS - Human Services Division
City of Dublin, Fiscal Year 2023-24, Human Services Grant Program
Deadline: 1/20/2023

Tri-Valley Haven
Homeless Services

Jump to: Organization Information Questions Budget Documents

USD$ 25,000.00 Requested

Submitted: 1/19/2023 7:35:14 PM (Pacific)

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Acting Executive Director
Christine Dillman
christine@trivalleyhaven.org

Organization Information *top*

1. Business License Number
BL-007058

Questions *top*

1. Select the category that best describes your organization:
(Select only one.)
- [x] Non-Profit
- [ ] Public Agency
- [ ] Other:

2. Please describe your agency's mission (no more than 3 sentences or 250 characters).
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.

3. Select the category that best describes the project:
(Select only one. For Capital Projects, please contact City Staff ahead of the grant application submission to review additional requirements including the Davis-Bacon/Fair Labor Standards Act)
- [ ] Capital Project
- [x] Public Service Program or Project

4. Is this a "new" service, program, project or activity? "New" is identified as not yet started, implemented or in operation.

- [ ] Yes
- [x] No

5. Provide a brief summary of the program/project for which your agency is seeking funding (No more than three sentences. This text will be used widely during the review and implementation process to describe your project).
Funding will support TVH's Homeless and Family Support Services programs. TVH's family shelter, Sojourner House, provides homeless clients with support services while the Food Pantry (FP) provides nutritious food to low income & homeless Tri-Valley residents. Sojourner House will continue to provide homeless clients (women, women with children, two parent families with children, men with children) with shelter and support services to help them to overcome the barriers that led to their homelessness and to assist them in securing stable housing. Program participants are offered up to six months shelter residency. Shelter clients are provided case management, life skills classes and counseling services.
The Food Pantry will continue to provide food to low income, homeless, and "at risk of becoming homeless" Tri-Valley residents. TVH's Mobile Food Pantry distributes USDA items, meat and/or produce to Dublin Ranch Senior Apartments twice each month. The Food Pantry receives food through the Alameda County Community Food Bank monthly and participates in the local Grocery Rescue program on weekday mornings.

6. Describe the challenges, needs, or service gaps in Dublin your program/project addresses. If you do not receive funding, what would the impact be? (You should reference Dublin demographics, statistics, and reports to make your case.)
The 2011 Eastern Alameda County Human Services Needs Assessment discovered that in Eastern Alameda County there is a significant and increasing disparity between the growing demand for human services and a stagnating, and at times, declining supply of services. The quality of life for many residents is deteriorating, and at the same time, they are able to access fewer resources to help them recover. According to the Needs Assessment, those living below the poverty level, the mentally ill, the homeless and those at-risk of homelessness are most affected. A growing number of seniors are among the new homeless. Having a comprehensive program offering a wide variety of services and focuses on helping homeless or at-risk of becoming homeless to become self-sufficient is vital. We continue to follow COVID-19 protocols for shelters as recommended by Alameda County Healthcare for the Homeless (ACHCH). We provide staff and residents with gloves, masks, cleaning disinfectant and hand sanitizers. Staff and residents are self-tested weekly utilizing COVID-19 Rapid at Home Test Kits provided by ACHCH. Last fiscal year Sojourner House provided 3,365 bednights to 29 adults and 18 children.
TVH's Food Pantry services address the needs of Dublin households that are experiencing food insecurity. The Food Pantry's larger space – occupied in February 2022 - offers clients the ability to select from our daily inventory of food and choose which items they prefer - the "Client Choice" model for the distribution of food. TVH utilizes our Food Pantry not only as a place where people in need can receive free groceries, but also as a venue for providing social services referrals and information about assistance available.
During the past fiscal year we 2,598 unduplicated Dublin residents were served by the Homeless Services programs.
If not funded staff positions will be reduced.

7. Estimate the total number of UNDUPLICATED Dublin residents to be served by this project.
(UNDUPLICATED means client is counted only once regardless of number of services received in a year.)
425

8. Which of the 14 Areas of Concern identified in the Eastern County 2011 Needs Assessment Report does your project identify with? Please explain how your project meets the selected Areas of Concerns as well as helps the City of Dublin archive its Vision Statement that was included in its 2018 Strategic Plan.
The mission and vision statements are available online at www.dublin.ca.gov/1956/Application-Requirements-Process

- [ ] Behavioral Health (mental health and substance abuse)
- [ ] Affordable Housing
- [ ] Health Care (including dental)
- [ ] Workforce Development
- [x] Homelessness
- [ ] Transportation Services and Access
- [x] Domestic Violence and Child Abuse
- [ ] Disabilities
- [x] Food and Nutrition
- [x] Senior Services
- [ ] Youth Services
- [ ] Child Care, Early Childhood Development and Education
- [ ] Changing Demographics and Growing Diversity
- [ ] Financial Assistance

☐ None of the Above

☑ Please explain: TVH provides a homeless shelter, a food pantry and mobile FP for seniors

9. Describe in detail how Dublin grant funds will be used for this project. If the funds are used for staffing, be sure to provide specific details on the number and types of positions being funded. (If capital funding is being requested, this narrative should include a detailed project scope and project timeline. The scope of work should include any land tenure issues. Additional documentation include designs, site plans, etc. can be attached later in the "Documents" tab.)

(What specifically will the grant funds be used for?)

The funds requested from Dublin will be used to pay a portion of the salaries and benefits of the following positions: a) Sojourner House Case Manager and b) Food Pantry Coordinator. 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 address the collection, sorting, shelving and distribution of food to clients.

10. Describe how you will measure the effectiveness of this program/project. Describe your criteria for success. What results do you expect to have achieved at the end of this grant?

The effectiveness of Sojourner House will be measured through statistical results and the individual goals set by the program participant and their case manager. Those goals may include: a resident gaining employment, a family transitioning into permanent housing, or a family addressing health and mental health needs. Long-term self-sufficiency achieved by a client would be a success. Sojourner House continues to provide homeless clients with shelter and support services to help them to overcome the barriers that led to their homelessness. Assisting each client with regards to their individual needs, i.e. health, mental health, housing, employment, public entitlements is the result we expect to achieve Last fiscal year Sojourner House provided 3,365 bednights to 29 adults and 18 children.

We believe that our Food Pantry continues to be a success. We define success in terms of both the quality of our services and in our ability to meet, and hopefully exceed, the needs of our program participants from the Tri-Valley community. During the past fiscal year we served 4,307 unduplicated individuals at the Food Pantry; 497 of which were from Dublin. Additionally, during TVH's annual Holiday Food Distribution event 443 households were served in November with groceries, chickens/turkeys and gift cards. At our December Food Distribution event 628 households were served with groceries, chickens/turkeys and gift cards. The basic criteria for success is being able to serve every single household that comes to the Food Pantry with nutritious food and, if needed, referrals to other public/private community service agencies.

11. The City Council updated Dublin's Mission, Vision, and Values in 2020 to include Inclusivity, Diversity and Equity. How does your project further these values?

The full statements are available at www.dublin.ca.gov/72/mission-vision

Tri-Valley Haven promotes and supports inclusivity, diversity and equity as evidenced in our mission statement: "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." Our Food Pantry program presents inclusive access to nutritional foods to all community members in need, provides in-house and mobile services that cater to the diversity of our clients and ensures the delivery of equitable access to all. Staff at Sojourner House respect and celebrate the diversity of the clients served and provide equitable access to support services for all clients.

12. For the Fiscal Year 2023-2024 Human Services Grant Cycle, additional funding may be available through the City's American Rescue Plan Act allocation. Organizations that are eligible for this funding must provide services that are responding to the economic and public health impacts of the COVID-19 Pandemic. 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.

Enter "NA" if not eligible.

We have seen an increase in the number of households utilizing our Food Pantry due to the impacts of COVID-19. We continue to distribute food to our customers, only a few households at a time, to ensure appropriate social distancing. We provide staff and volunteers masks, gloves and sanitizers, and have required all customers to wear face masks. All Food Pantry staff and volunteers are required to be vaccinated. The number of clients served at Sojourner House continues to be affected due to the Covid-19 pandemic. Since March of 2020 we have designated the four shelter bedrooms to either individuals or families in order to practice social distancing. All shelter staff are required to be vaccinated. We highly recommend vaccinations for our clients. Shelter staff complete a daily Resident Symptoms Screening Log that includes the taking of temperatures and inquiries into health status. If residents report having Covid-19 related health symptoms and/or fevers staff refer them to the county's Operation Comfort program for placement into a hotel for isolation and testing.

13. ** QUESTIONS 14 THROUGH 24 ARE FOR THOSE ORGANIZATIONS INTERESTED IN APPLYING FOR FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING ONLY. ** Are you are interested in applying for CDBG funds?

☑ Yes. If so, check box here and answer questions 14 through 25.

☐ No. If no, check box here and enter NA

- [ ] Don't know. If you are unsure, please call City staff at (925) 833-6645.

14. CDBG ONLY- Explain your Limited English Proficiency/Language Access Plan (LEP/LAP). How does your agency outreach to limited English speaking residents to encourage access to services? What access accommodations are used? Etc. Provide detail

Please enter "N/A" if you are not interested in qualifying for CDBG funding.

TVH is committed to providing services to limited English speaking clients. We presently have multiple staff fluent in Spanish. Additionally, staff is available to provide assistance in Russian, Punjabi, and Hindi. We seek out bilingual/bicultural staff, and provide a wage differential for those that speak Spanish. At Sojourner House and the Food Pantry we offer the use of Alameda County Social Services Agency's Language Line Solutions service for clients to access an on-demand interpreter. In Dublin, our largest LEP client group is Chinese-speaking. We make sure that our intake forms for the mobile food pantry are available in Chinese. In addition, most flyers, client materials and other communications are created in both English and Spanish. We produce and distribute documents in other languages when available.

15. CDBG ONLY - Identify at least one HUD Guiding Principle that relates to your project:

- [x] Be culturally accessible, appropriate and inclusive
- [x] Encourage community engagement and involvement
- [ ] Promote energy and resource efficiency
- [x] Encourage networking and information sharing across service providers
- [ ] Encourage process streamlining
- [ ] Consolidate service delivery
- [ ] Not Applicable. Not interested in CDBG funding.

16. CDBG ONLY - Identify at least HUD Consolidated Plan Goal that relates to your project:

(Select Category and Applicable Goals)

- [ ] A) Housing
- [ ] Goal 1: Promote the production, rehabilitation, and preservation of affordable housing (rental and ownership) through acquisition, rehabilitation, new construction, and minor repair.
- [ ] Goal 2: Reduction of housing discrimination through provision of fair housing and tenant/landlord services.
- [ ] Goal 3: Use resources to assist low-income residents make rental assistance payments in response to Covid-19.
- [ ] B) Homeless
- [x] Goal 1: Use resource to end homelessness by funding and supporting homeless service programs.
- [ ] C) Supportive Housing
- [ ] Goal 1: Increase the availability of services enriched housing for persons with special needs by supporting acquisition and new construction of housing units.
- [ ] D) Community Development
- [ ] Goal 1: Make improvements, including ADA accessibility and rehabilitation to public facilities, such as curbs and sidewalks, neighborhood parks and recreational improvements, homeless facilities and other public facilities/community centers.
- [ ] Goal 2: Fund economic development, micro-enterprise, and on-the-job training.
- [ ] Goal 3: Support public service programs for low income residents, preserving safety net services for families and individuals who are vulnerable or
- [ ] F) Not Applicable. Not interested in CDBG funding.

17. CDBG ONLY - Identify at least one HUD Strategic Goal that relates to your project:

- [x] Public Services
- [ ] Public Facilities
- [ ] Rental Assistance
- [ ] Affordable Housing
- [ ] Increase Opportunities for 1st Time Homebuyers
- [ ] Promote Decent Affordable Rental Housing
- [x] Strengthen Communities
- [ ] Ensure Equal Opportunity in Housing
- [ ] Reduce Housing Discrimination
- [x] Promote Participation of Grass-Roots, Faith-Based, and other Community-Based Organizations
- [ ] Not Applicable. Not interested in CDBG funding.

18. CDBG ONLY - Select one HUD Objective that relates to your project:
(TIP: When selecting an objective ask yourself, "What is the purpose of the activity? What is the larger community need that I am seeking to address?")

- [x] Creating a Suitable Living Environment
- [ ] Providing Decent Affordable Housing
- [ ] Creating Economic Opportunities
- [ ] Not Applicable. Not interested in CDBG funding.

19. CDBG ONLY - Select one HUD Outcome that relates to your project:
(TIP: When selecting an outcome ask yourself, "What type of change or result am I seeking?")

- [x] Availability/Accessibility
- [ ] Affordability
- [ ] Sustainability
- [ ] Not Applicable. I am not interested in qualifying for CDBG funding.

20. CDBG ONLY - Select one HUD Specific Indicator that relates to your project:

- [ ] Public facility or infrastructure: This indicator shows the number of persons that have been assisted by public facility or infrastructure activities that provide individuals with new or improved access to the facility or infrastructure. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of household units that no longer have access to a substandard service.
- [ ] Public Service: This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of persons that no longer have access to a substandard service.
- [ ] Targeted revitalization: This indicator shows a range of outcomes such as jobs created and retained, businesses assisted, low- and moderate-income persons and households served, slum/blight demolition, number of acres of brownfields remediated, etc. in a targeted area.
- [ ] Commercial facade treatments or business building rehabilitation: This indicator shows the number of commercial facade treatments undertaken and the number of business buildings that were rehabilitated.
- [ ] Brownfields remediated: This indicator shows the number of acres of brownfields that were remediated.
- [ ] Rental units constructed: This indicator shows the number of affordable rental units created, as well as the number of years of affordability, number of units occupied by the elderly, and those units designated for chronically homeless persons and persons with HIV/AIDS.
- [ ] Rental units rehabilitated: This indicator shows the number of affordable rental units rehabilitated as well as the number of years of affordability, units for chronically homeless persons, elderly persons, and persons with HIV/AIDS.
- [ ] Homeownership units constructed or acquired with rehabilitation: This indicator shows the total number of homeownership units constructed, acquired, and/or acquired with rehabilitation per activity. This includes total number of affordable units, number of years of affordability, Energy Star qualified units, section 504 accessible units, and number of households previously living in subsidized housing. In addition, data will be collected on the number of units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Owner occupied units rehabilitated: This indicator shows the total number of owner occupied units rehabilitated, including the number of these units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Direct financial assistance to homebuyers: This indicator shows the number of homebuyers receiving direct financial assistance, housing counseling, and down payment assistance/closing costs.
- [ ] Tenant Based Rental Assistance (TBRA): This indicator shows the total number of households receiving TBRA as well as the number with short-term rental assistance (less than 12 months) and the number of homeless and chronically homeless households assisted.
- [x] Homeless shelters: This indicator shows the number of homeless persons given overnight shelter.
- [ ] Emergency housing: This indicator shows the number of beds created in an overnight shelter or other emergency housing.
- [ ] Homeless prevention: This indicator shows the number of households that received emergency financial assistance to prevent homelessness and emergency legal assistance to prevent homelessness.
- [ ] Jobs created: Of the total number of jobs created, this indicator shows the number of jobs that have employee-sponsored health care, the types of jobs created (using Economic Development Administration (EDA) classifications) and the number of persons unemployed before taking the job.
- [ ] Jobs retained: Of the total number of jobs retained, this indicator shows the number of jobs retained, the number of jobs with employer-sponsored health care benefits, and the types of jobs retained (using EDA classifications)
- [ ] Business assistance: This indicator shows the total number of businesses assisted. Specifically, it shows the number of new businesses, existing businesses, and the DUNS number of each business so that HUD can track the number of

new businesses that remain operational for three years after assistance.

- [ ] Businesses providing goods or services: This indicator shows whether an assisted business provides goods or services to meet the needs of the service area, neighborhood, or community, as determined by the grantee.
- [ ] Not Applicable. Not interested in CDBG funding

21. CDBG ONLY - Please choose a common indicator that your agency will use to track clients:
(Select only ONE.)

- [x] Persons
- [ ] Households
- [ ] Not Applicable. Not interested in CDBG funding

22. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".

225	Seniors (62 and older)
35	People with Disabilities
120	Female-Headed Households
0	Youth
25	Homeless
0	Not Applicable. Not interested in CDBG funding (Type N/A)
405.00	**TOTAL**

23. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".
Area Median Income ("AMI") information is available online at www.dublin.ca.gov/1956/Application-Requirements-Process

400	Extremely Low Income (<30% AMI)
25	Very Low Income (30%-50% AMI)
0	Low Income (50%-80% AMI)
0	Moderate Income (80%-120% AMI)
425.00	**TOTAL**

24. CDBG ONLY - List the number of clients your agency anticipates serving in race/ethnicity categories. Per HUD, "Hispanic" is an ethnicity, not a race.
The sum entered below must match the total clients entered in Question #9 above. If none, please enter "0"

100	White
0	White + HISPANIC
50	Black/African American
0	Black/African American + HISPANIC
200	Asian
0	Asian + HISPANIC
5	American Indian/Alaskan Native
0	American Indian/Alaskan Native + HISPANIC
0	Native Hawaiian/Other Pacific Islander
0	Native Hawaiian/Other Pacific Islander + HISPANIC
0	American Indian/ Alaskan Native and White
0	American Indian/ Alaskan Native and White + HISPANIC
0	Asian and White
0	Asian and White + HISPANIC
0	Black/African American and White

0	Black/African American and White + HISPANIC
0	American Indian/Alaskan Native and Black/African American
0	American Indian/Alaskan Native and Black/African American + HISPANIC
70	Multi Racial + HISPANIC OR other Multi Racial
0	Not Applicable. Not interested in CDBG funding. (Type N/A)
425.00	**TOTAL**

25. If your agency is submitting more than one application or the same agency has different programs within it, please RANK the priority of this application, with number 1 being the highest priority for funding. There should only be one #1 PER AGENCY

- [x] #1 - This program/project has the agency's highest priority for funding.
- [ ] #2 - This program/project has the agency's 2nd highest priority for funding.
- [ ] #3 - This program/project has the agency's 3rd highest priority for funding.
- [ ] #4 - This program/project has the agency's 4th highest priority for funding.
- [ ] #5 - This program/project has the agency's 5th highest priority for funding.
- [ ] #6 - This program/project has the agency's 6th highest priority for funding.
- [ ] If you have more than 6 applications per organization, agency, district or entity, check here.

Budget *top*

Funding Sources/Revenues	Budget Amount	Amount Committed
Alameda County HCD Linkages	USD$ 56,808.00	
Alameda County SSA Food Pantry	USD$ 109,952.00	
Alameda County SSA Shelter	USD$ 212,693.00	
Alameda County StopWaste	USD$ 20,000.00	
CalRecycle	USD$ 0.00	USD$ 57,000.00
Local Dublin/Livermore/Pleasanton	USD$ 175,000.00	
Individual Donations/Foundations	USD$ 32,000.00	
	USD$ 0.00	
Total	**USD$ 606,453.00**	**USD$ 57,000.00**

Funding Uses/Expenses	Budget Amount	Amount Committed
Salaries	USD$ 321,306.00	USD$ 47,595.00
Benefits	USD$ 81,662.00	USD$ 9,405.00
Supplies	USD$ 30,820.00	USD$ 0.00
Communications	USD$ 20,627.00	USD$ 0.00
Rent and Utilities	USD$ 91,595.00	USD$ 0.00
Insurance	USD$ 9,689.00	USD$ 0.00
Client Assistance	USD$ 9,000.00	USD$ 0.00
Vehicle Expenses	USD$ 3,698.00	USD$ 0.00
Other: defined below	USD$ 38,056.00	USD$ 0.00
Total	**USD$ 606,453.00**	**USD$ 57,000.00**

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 that will be paid with the Dublin grant funds. Other operating expenses include: travel and mileage, maintenance and repair expenses, audit, accounting, payroll, staff development

The Homeless and Family Supports Services budget is part of the overall agency budget that includes other programs and departments such as Domestic Violence Services, Sexual Assault Services, Finance, and Administration. Thus only a portion of liability insurance, auto insurance, audit etc. are being charged to this program.

Documents *top*

Documents Requested *	Required?	Attached Documents *
Program Expense Budget for ALL Grant Requests download template	☑	Program Expense Budget
Financial Information Form for ALL Grant Requests download template	☑	Financial Information
List of Board of Directors (or governing body) with agency contact information	☑	Board of Directors
Current Annual Budget for the Entire Agency	☑	Agency Budget
Copy of most recently submitted IRS 990 form or Tax Return (include complete form)	☑	IRS Form 990
Board of Director's (or governing body's) designation of authorized official	☑	BoD Resolution
Board of Director's (or governing body's) authorization to request funding (may be same document as one above)	☑	BoD Resolution
Proof of insurance carried, including bonding, liability and/or workers' compensation	☑	Insurance
STATE AND FEDERAL NON-PROFIT DETERMINATION LETTER. All organizations MUST have approved non-profit status from the State of California and Federal Tax Identification Number at time of application. Non-compliant applicants will be disqualified.	☑	Non-profit Status Non-profit Status State
Certified Audit and/or Certified Financial Statements	☑	Audit Audit Audit
REQUIRED FOR CDBG ONLY - If requesting Capital Funding, please upload your Capital expenditure budget (your own format is acceptable)		
REQUIRED FOR CDBG ONLY - Personnel Policies Including Affirmative Action Plan and Grievance Procedure		Personnel Policies
REQUIRED FOR CDBG ONLY - Agency Audit Requirements and Copy of Last Audit Highlighting "Findings" Section		Audit Requirement
REQUIRED FOR CDBG ONLY - Articles of Incorporation and Bylaws		Articles of Incorporation By-Laws
REQUIRED FOR CDBG ONLY - Conflict of Interest Statement (if not included in Bylaws)		Conflict of Interest Policy
REQUIRED FOR CDBG ONLY - AGENCY'S LIMITED ENGLISH PROFICIENCY LANGUAGE ACCESS PLAN (LEP/LAP). Must include outreach to limited English speaking residents to encourage access to services & housing. Include what access accommodations are used.		LEP Policy
REQUIRED FOR CDBG ONLY - LEVERAGING REPORT- this is due with the 2nd quarter report no later than January 15th		
Supporting Documents such as Agency Strategic Plan, Needs Assessment, etc. (Not Required)		Strategic Plan
Other Supporting Documents (Not Required)		

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DUBLIN
CALIFORNIA
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City of Dublin
PCS - Human Services Division
City of Dublin, Fiscal Year 2023-24, Human Services Grant Program
Deadline: 1/20/2023

Wishing Well Inc
FreeMeals

Jump to: Organization Information Questions Budget Documents

USD$ 25,000.00 Requested

Submitted: 1/20/2023 4:02:59 PM (Pacific)

Project Contact
Reena Jadhav
seemachawla@gmail.com
Tel: 6503462500

Additional Contacts
none entered

Wishing Well Inc

1225 Lozano Ct
Pleasanton, CA 94566
United States

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Fax
Web https://freemeals.org/

CEO
Reena Jadhav
Reena@freemeals.org

Organization Information *top*

1. Business License Number
263642056 - EIN

Questions *top*

1. Select the category that best describes your organization:
(Select only one.)
- [x] Non-Profit
- [ ] Public Agency
- [ ] Other:

2. Please describe your agency's mission (no more than 3 sentences or 250 characters).
Since our founding at the start of Covid our mission has been to feed hot nourishing meals to families in need. Our motto is “no one should sleep hungry. We are 100% volunteer run organization and all donations are used to purchase meals and groceries.

3. Select the category that best describes the project:
(Select only one. For Capital Projects, please contact City Staff ahead of the grant application submission to review additional requirements including the Davis-Bacon/Fair Labor Standards Act)
- [ ] Capital Project
- [x] Public Service Program or Project

4. Is this a "new" service, program, project or activity? "New" is identified as not yet started, implemented or in

operation.

- [ ] Yes
- [x] No

5. Provide a brief summary of the program/project for which your agency is seeking funding (No more than three sentences. This text will be used widely during the review and implementation process to describe your project).
FreeMeals allows families in need to fill out a form on our website with a request for a meal. Volunteers screen requests and order nutritious hot meals to be delivered or picked up. We feed single moms to end stage cancer patients to seniors in their 90s, and foster kids.

6. Describe the challenges, needs, or service gaps in Dublin your program/project addresses. If you do not receive funding, what would the impact be? (You should reference Dublin demographics, statistics, and reports to make your case.)
Dublin has a high number people seniors, single moms, who are not able to afford a healthy meal. FreeMeals would like to ensure no one sleeps hungry in Dublin. We work with local authorities to identity homeless population as well as all families registered in the system for aid. We are planning to feed at least 2000 needy individuals to make their life better. If we don't receive funding, we won't be able to meet these numbers.

7. Estimate the total number of UNDUPLICATED Dublin residents to be served by this project.
(UNDUPLICATED means client is counted only once regardless of number of services received in a year.)
2000 residents

8. Which of the 14 Areas of Concern identified in the Eastern County 2011 Needs Assessment Report does your project identify with? Please explain how your project meets the selected Areas of Concerns as well as helps the City of Dublin archive its Vision Statement that was included in its 2018 Strategic Plan.
The mission and vision statements are available online at www.dublin.ca.gov/1956/Application-Requirements-Process

- [ ] Behavioral Health (mental health and substance abuse)
- [ ] Affordable Housing
- [ ] Health Care (including dental)
- [ ] Workforce Development
- [ ] Homelessness
- [ ] Transportation Services and Access
- [ ] Domestic Violence and Child Abuse
- [ ] Disabilities
- [x] Food and Nutrition
- [ ] Senior Services
- [ ] Youth Services
- [ ] Child Care, Early Childhood Development and Education
- [ ] Changing Demographics and Growing Diversity
- [ ] Financial Assistance
- [ ] None of the Above
- [ ] Please explain:

9. Describe in detail how Dublin grant funds will be used for this project. If the funds are used for staffing, be sure to provide specific details on the number and types of positions being funded. (If capital funding is being requested, this narrative should include a detailed project scope and project timeline. The scope of work should include any land tenure issues. Additional documentation include designs, site plans, etc. can be attached later in the "Documents" tab.)
(What specifically will the grant funds be used for?)
100% of the grant funds will be used to feed the needy in Dublin in 2023. These funds will also be used for hot Thanksgiving and Holiday meals. We also partner with Dublin schools to deliver nutritious meals to children in need.

10. Describe how you will measure the effectiveness of this program/project. Describe your criteria for success. What results do you expect to have achieved at the end of this grant?
Our criteria for success is to ensure no one sleeps hungry in Dublin. To that extent, we will work with local authorities to identity homeless population as well as all families registered in the system for aid. Just as we have fed families at the Goodness Village, we will feed all such families identified in Dublin. We will be successful if we have fed 2000 individual meals in Dublin by the end of 2023.

11. The City Council updated Dublin's Mission, Vision, and Values in 2020 to include Inclusivity, Diversity and Equity. How does your project further these values?

The full statements are available at www.dublin.ca.gov/72/mission-vision
We focus on diversity, inclusivity and equity by ensuring that we are reaching those families through our partnerships. We are listed in all local resource directories such as ..... that target such population. We feed single moms to end stage cancer patients to seniors in their 90s, and foster kids. We do not ever say NO to any meal request based on any criteria other than their ability to afford a nutritious meal.

12. For the Fiscal Year 2023-2024 Human Services Grant Cycle, additional funding may be available through the City's American Rescue Plan Act allocation. Organizations that are eligible for this funding must provide services that are responding to the economic and public health impacts of the COVID-19 Pandemic. 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.
Enter "NA" if not eligible.
FreeMeals.org was founded during COVID specifically due to the economic hardships and serious illnesses. We continue to feed families impacted by Covid by delivering meals to their house, shelters or tents to homeless.

13. ** QUESTIONS 14 THROUGH 24 ARE FOR THOSE ORGANIZATIONS INTERESTED IN APPLYING FOR FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING ONLY. ** Are you are interested in applying for CDBG funds?

- [ ] Yes. If so, check box here and answer questions 14 through 25.
- [x] No. If no, check box here and enter NA
- [ ] Don't know. If you are unsure, please call City staff at (925) 833-6645.

14. CDBG ONLY- Explain your Limited English Proficiency/Language Access Plan (LEP/LAP). How does your agency outreach to limited English speaking residents to encourage access to services? What access accommodations are used? Etc. Provide detail
Please enter "N/A" if you are not interested in qualifying for CDBG funding.
N/A

15. CDBG ONLY - Identify at least one HUD Guiding Principle that relates to your project:

- [ ] Be culturally accessible, appropriate and inclusive
- [ ] Encourage community engagement and involvement
- [ ] Promote energy and resource efficiency
- [ ] Encourage networking and information sharing across service providers
- [ ] Encourage process streamlining
- [ ] Consolidate service delivery
- [x] Not Applicable. Not interested in CDBG funding.

16. CDBG ONLY - Identify at least HUD Consolidated Plan Goal that relates to your project:
(Select Category and Applicable Goals)

- [ ] A) Housing
- [ ] Goal 1: Promote the production, rehabilitation, and preservation of affordable housing (rental and ownership) through acquisition, rehabilitation, new construction, and minor repair.
- [ ] Goal 2: Reduction of housing discrimination through provision of fair housing and tenant/landlord services.
- [ ] Goal 3: Use resources to assist low-income residents make rental assistance payments in response to Covid-19.
- [ ] B) Homeless
- [ ] Goal 1: Use resource to end homelessness by funding and supporting homeless service programs.
- [ ] C) Supportive Housing
- [ ] Goal 1: Increase the availability of services enriched housing for persons with special needs by supporting acquisition and new construction of housing units.
- [ ] D) Community Development
- [ ] Goal 1: Make improvements, including ADA accessibility and rehabilitation to public facilities, such as curbs and sidewalks, neighborhood parks and recreational improvements, homeless facilities and other public facilities/community centers.
- [ ] Goal 2: Fund economic development, micro-enterprise, and on-the-job training.
- [ ] Goal 3: Support public service programs for low income residents, preserving safety net services for families and individuals who are vulnerable or
- [x] F) Not Applicable. Not interested in CDBG funding.

17. CDBG ONLY - Identify at least one HUD Strategic Goal that relates to your project:

- [ ] Public Services
- [ ] Public Facilities
- [ ] Rental Assistance
- [ ] Affordable Housing
- [ ] Increase Opportunities for 1st Time Homebuyers
- [ ] Promote Decent Affordable Rental Housing
- [ ] Strengthen Communities
- [ ] Ensure Equal Opportunity in Housing
- [ ] Reduce Housing Discrimination
- [ ] Promote Participation of Grass-Roots, Faith-Based, and other Community-Based Organizations
- [x] Not Applicable. Not interested in CDBG funding.

18. CDBG ONLY - Select one HUD Objective that relates to your project:
(TIP: When selecting an objective ask yourself, "What is the purpose of the activity? What is the larger community need that I am seeking to address?")

- [ ] Creating a Suitable Living Environment
- [ ] Providing Decent Affordable Housing
- [ ] Creating Economic Opportunities
- [x] Not Applicable. Not interested in CDBG funding.

19. CDBG ONLY - Select one HUD Outcome that relates to your project:
(TIP: When selecting an outcome ask yourself, "What type of change or result am I seeking?")

- [ ] Availability/Accessibility
- [ ] Affordability
- [ ] Sustainability
- [x] Not Applicable. I am not interested in qualifying for CDBG funding.

20. CDBG ONLY - Select one HUD Specific Indicator that relates to your project:

- [ ] Public facility or infrastructure: This indicator shows the number of persons that have been assisted by public facility or infrastructure activities that provide individuals with new or improved access to the facility or infrastructure. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of household units that no longer have access to a substandard service.
- [ ] Public Service: This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of persons that no longer have access to a substandard service.
- [ ] Targeted revitalization: This indicator shows a range of outcomes such as jobs created and retained, businesses assisted, low- and moderate-income persons and households served, slum/blight demolition, number of acres of brownfields remediated, etc. in a targeted area.
- [ ] Commercial facade treatments or business building rehabilitation: This indicator shows the number of commercial facade treatments undertaken and the number of business buildings that were rehabilitated.
- [ ] Brownfields remediated: This indicator shows the number of acres of brownfields that were remediated.
- [ ] Rental units constructed: This indicator shows the number of affordable rental units created, as well as the number of years of affordability, number of units occupied by the elderly, and those units designated for chronically homeless persons and persons with HIV/AIDS.
- [ ] Rental units rehabilitated: This indicator shows the number of affordable rental units rehabilitated as well as the number of years of affordability, units for chronically homeless persons, elderly persons, and persons with HIV/AIDS.
- [ ] Homeownership units constructed or acquired with rehabilitation: This indicator shows the total number of homeownership units constructed, acquired, and/or acquired with rehabilitation per activity. This includes total number of affordable units, number of years of affordability, Energy Star qualified units, section 504 accessible units, and number of households previously living in subsidized housing. In addition, data will be collected on the number of units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Owner occupied units rehabilitated: This indicator shows the total number of owner occupied units rehabilitated, including the number of these units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- [ ] Direct financial assistance to homebuyers: This indicator shows the number of homebuyers receiving direct financial assistance, housing counseling, and down payment assistance/closing costs.
- [ ] Tenant Based Rental Assistance (TBRA): This indicator shows the total number of households receiving TBRA as well as the number with short-term rental assistance (less than 12 months) and the number of homeless and chronically

homeless households assisted.

- [ ] Homeless shelters: This indicator shows the number of homeless persons given overnight shelter.
- [ ] Emergency housing: This indicator shows the number of beds created in an overnight shelter or other emergency housing.
- [ ] Homeless prevention: This indicator shows the number of households that received emergency financial assistance to prevent homelessness and emergency legal assistance to prevent homelessness.
- [ ] Jobs created: Of the total number of jobs created, this indicator shows the number of jobs that have employee-sponsored health care, the types of jobs created (using Economic Development Administration (EDA) classifications) and the number of persons unemployed before taking the job.
- [ ] Jobs retained: Of the total number of jobs retained, this indicator shows the number of jobs retained, the number of jobs with employer-sponsored health care benefits, and the types of jobs retained (using EDA classifications)
- [ ] Business assistance: This indicator shows the total number of businesses assisted. Specifically, it shows the number of new businesses, existing businesses, and the DUNS number of each business so that HUD can track the number of new businesses that remain operational for three years after assistance.
- [ ] Businesses providing goods or services: This indicator shows whether an assisted business provides goods or services to meet the needs of the service area, neighborhood, or community, as determined by the grantee.
- [x] Not Applicable. Not interested in CDBG funding

21. CDBG ONLY - Please choose a common indicator that your agency will use to track clients:
(Select only ONE.)

- [ ] Persons
- [ ] Households
- [x] Not Applicable. Not interested in CDBG funding

22. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".

	Seniors (62 and older)
	People with Disabilities
	Female-Headed Households
	Youth
	Homeless
N/A	Not Applicable. Not interested in CDBG funding (Type N/A)
0.00	**TOTAL**

23. CDBG ONLY - Based on the common indicator you selected above, please list the number of unduplicated Dublin clients (EITHER Persons OR Households) your agency anticipates serving in each category. If none, please enter "0".
Area Median Income ("AMI") information is available online at www.dublin.ca.gov/1956/Application-Requirements-Process

700	Extremely Low Income (<30% AMI)
500	Very Low Income (30%-50% AMI)
250	Low Income (50%-80% AMI)
	Moderate Income (80%-120% AMI)
1,450.00	**TOTAL**

24. CDBG ONLY - List the number of clients your agency anticipates serving in race/ethnicity categories. Per HUD, "Hispanic" is an ethnicity, not a race.
The sum entered below must match the total clients entered in Question #9 above. If none, please enter "0"

	White
	White + HISPANIC
	Black/African American
	Black/African American + HISPANIC
	Asian
	Asian + HISPANIC

	American Indian/Alaskan Native
	American Indian/Alaskan Native + HISPANIC
	Native Hawaiian/Other Pacific Islander
	Native Hawaiian/Other Pacific Islander + HISPANIC
	American Indian/ Alaskan Native and White
	American Indian/ Alaskan Native and White + HISPANIC
	Asian and White
	Asian and White + HISPANIC
	Black/African American and White
	Black/African American and White + HISPANIC
	American Indian/Alaskan Native and Black/African American
	American Indian/Alaskan Native and Black/African American + HISPANIC
	Multi Racial + HISPANIC OR other Multi Racial
N/A	Not Applicable. Not interested in CDBG funding. (Type N/A)
0.00	**TOTAL**

25. If your agency is submitting more than one application or the same agency has different programs within it, please RANK the priority of this application, with number 1 being the highest priority for funding. There should only be one #1 PER AGENCY

- [x] #1 - This program/project has the agency's highest priority for funding.
- [ ] #2 - This program/project has the agency's 2nd highest priority for funding.
- [ ] #3 - This program/project has the agency's 3rd highest priority for funding.
- [ ] #4 - This program/project has the agency's 4th highest priority for funding.
- [ ] #5 - This program/project has the agency's 5th highest priority for funding.
- [ ] #6 - This program/project has the agency's 6th highest priority for funding.
- [ ] If you have more than 6 applications per organization, agency, district or entity, check here.

Budget *top*

Funding Sources/Revenues	Budget Amount	Amount Committed
Donations	USD$ 0.00	
Total	**USD$ 0.00**	**USD$ 0.00**

Funding Uses/Expenses	Budget Amount	Amount Committed
Meals Expenses	USD$ 120,000.00	
Total	**USD$ 120,000.00**	**USD$ 0.00**

Budget Narrative

2000 individual meals will purchased from Dublin restaurants totally $25000.

Documents *top*

Documents Requested *	Required?	**Attached Documents** *
Program Expense Budget for ALL Grant Requests download template	☑	FreeMeals Program Expenses
Financial Information Form for ALL Grant Requests download template	☑	FM - Financial Information
List of Board of Directors (or governing body) with agency contact information	☑	FreeMeals Website for Board of Directors

Current Annual Budget for the Entire Agency	☑	Annual Budget
Copy of most recently submitted IRS 990 form or Tax Return (include complete form)	☑	IRS filling IRS History IRD filling confirmation
Board of Director's (or governing body's) designation of authorized official	☑	Board of Directors - Designation
Board of Director's (or governing body's) authorization to request funding (may be same document as one above)	☑	Board of Directors - Authorization
Proof of insurance carried, including bonding, liability and/or workers' compensation	☑	Proof of Insurance
STATE AND FEDERAL NON-PROFIT DETERMINATION LETTER. All organizations MUST have approved non-profit status from the State of California and Federal Tax Identification Number at time of application. Non-compliant applicants will be disqualified.	☑	NON PROFIT DETERMINATION LETTER
Certified Audit and/or Certified Financial Statements	☑	FreeMeals Certified Audit Statements
REQUIRED FOR CDBG ONLY - If requesting Capital Funding, please upload your Capital expenditure budget (your own format is acceptable)		
REQUIRED FOR CDBG ONLY - Personnel Policies Including Affirmative Action Plan and Grievance Procedure		
REQUIRED FOR CDBG ONLY - Agency Audit Requirements and Copy of Last Audit Highlighting "Findings" Section		
REQUIRED FOR CDBG ONLY - Articles of Incorporation and Bylaws		
REQUIRED FOR CDBG ONLY - Conflict of Interest Statement (if not included in Bylaws)		
REQUIRED FOR CDBG ONLY - AGENCY'S LIMITED ENGLISH PROFICIENCY LANGUAGE ACCESS PLAN (LEP/LAP). Must include outreach to limited English speaking residents to encourage access to services & housing. Include what access accommodations are used.		
REQUIRED FOR CDBG ONLY - LEVERAGING REPORT- this is due with the 2nd quarter report no later than January 15th		
Supporting Documents such as Agency Strategic Plan, Needs Assessment, etc. (Not Required)		
Other Supporting Documents (Not Required)		

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Application ID: 426654

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Human Services Grant Program Fiscal Year 2023-24

May 2, 2023



DUBLIN
CALIFORNIA

Human Services Grants Overview

- November & December 2022: Outreach and education efforts
  - Advertising/Postings/Outreach
  - Grant Workshop
- Application Period: December 6, 2022 - January 19, 2023
- The City received 23 qualifying applications -19 different organizations, and 4 new
- Commission Review and Recommendation and City Council Approval: March – May 2023
- Funding Available: July 1, 2023

Human Services Grants Criteria & Priorities

- Tri-Valley Needs Assessment - Areas of Concern and the City's Adopted Mission and Vision
- In recent years, the Human Services Commission has emphasized needs in the areas of Behavioral Health (mental health and substance abuse), Health Care (including dental), and Senior Services
- City Council Emphasis: Focus on the Most Critical Human Service Needs
    - Mental Health Services
    - Healthcare
    - Food & Nutrition
    - Shelter & Homelessness
- Grants for arts or school-based programs should not be awarded Human Services Grant funding

Human Services Grants Funding by Source

Funding Sources	FY 2023-24 Funds Requested	FY 2023-24 Funds Available
CDBG Public Service Funds	$182,523	$59,862*
General Fund/ARPA Funds	$312,957	$270,000**
Sub Total:	**$495,480**	**$329,862**

*This allocation is the final adjustment and was a reduction from the original estimated amount of $99,000

**Includes $8,000 in Affordable Housing Funds

Human Services Grants - Distribution of Funding

Organization	Grant Proposal	Amount Requested	Initial Recommendation	CDBG Reduction Allocation	CDBG	General Fund	American Rescue Plan Act
Axis Community Health	Axis Section 108 Loan Obligation	$15,000	$15,000	**$15,000**	$15,000		
Axis Community Health	Triage Nurse	$12,734	$12,500	**$11,724**			$11,724
CALICO Center	Child Abuse Intervention	$15,000	$11,750	**$11,021**		$11,021	
Centro Legal	Fair & Secure Housing Project	$23,789	$19,000	**$17,821**		$17,821	
Chabot-Las Positas CC District	Pathways to Employment	$24,959	$16,000	**$15,007**			$15,007
Chabot-Las Positas CC District	VITA Services	$16,598	$16,000	**$15,007**			$15,007
City Serve of the Tri-Valley	Homeless Prevention/Family Stabilization	$25,000	$25,000	**$23,448**			$23,448
City Serve of the Tri-Valley	Senior 60+ Stabilization Program	$25,000	$16,250	**$15,241**		$15,241	
CRIL	Housing & Independent Living Skills	$16,000	$9,150	**$8,582**			$8,582
Easterseals Northern CA	Kaleidoscope Adult Day Program	$25,000	$12,500	**$11,724**		$11,724	
Goodness Village	Goodness Village	$25,000	$12,500	**$11,724**		$11,724*	
Hively	Community Engagement Coordinator	$25,000	$0	**$0**			
Hively	Family Resource Center	$25,000	$25,000	**$23,448**			$23,448
Hope Hospice Inc.	Grief & Volunteer Support Services	$20,000	$12,800	**$12,005**		$12,005	
Legal Assistance for Seniors	Legal Services & Medicare Counseling	$10,000	$10,000	**$9,379**		$2,216	$7,163
Lions Center for Visually Impaired	Seniors Vision Health	$7,500	$3,750	**$3,517**		$3,517	
Love Never Fails	Economic Freedom ITbiz Tech Academy	$25,000	$7,500	**$7,035**			$7,035
Open Heart Kitchen	Senior Meal Program	$25,000	$25,000	**$23,448**	$21,414	$2,034	
Partners for Change Tri-Valley	Education & Mentorship for Poverty Alleviation	$15,000	$5,000	**$4,690**		$4,690	
Spectrum Community Services	Meals on Wheels More Than a Meal	$25,000	$25,000	**$23,448**			$23,448
Sunflower Hill	Support for Adults with IDD	$18,900	$16,000	**$15,007**		$15,007	
Tri-Valley Haven	Domestic Violence Services	$25,000	$25,000	**$23,448**			$23,448
Tri-Valley Haven	Homeless Services	$25,000	$25,000	**$23,448**	$23,448		
Wishing Well Inc.	Free Meals	$25,000	$5,000	**$4,690**			$4,690
	Totals:	**$495,480**	**$350,700**	**$329,862**	**$59,862**	**$107,000***	**$163,000**

Human Services Grants
Next Steps

- Review grant requests and consider funding allocations with the following considerations:
  - Original Human Services Commission Funding Recommendation
  - Adjusted Human Services Commission Recommendation based on CDBG reduction
  - Further adjusted funding allocations based on the removal of Calico from the competitive process
- Adopt the **Resolution** Approving Funding Recommendations for Fiscal Year 2023-24 Human Services Grant Program
- Grant amounts will be incorporated into the Fiscal Year 2023-24 Budget
  - Agreement execution (City/County and City/Provider)
  - Invoicing and reporting
  - Monitoring

Questions?

Agenda Item 8.2

STAFF REPORT
CITY COUNCIL

DATE: May 2, 2023

TO: Honorable Mayor and City Councilmembers

FROM: Linda Smith, City Manager

SUBJECT: Community Development Block Grant Program Review
Prepared by: Jason Earl, Senior Management Analyst

EXECUTIVE SUMMARY:

The City Council will receive a report on the Community Development Block Grant (CDBG) program and consider becoming an Entitlement City and receiving funding directly from the U.S. Department of Housing and Urban Development (HUD) starting in 2024 or remaining in the Alameda County Urban County program. The City currently receives CDBG funding through the Urban County program administered by Alameda County Housing and Community Development (HCD). The City must notify HUD and the County of its decision by June 12, 2023.

STAFF RECOMMENDATION:

Direct Staff to either remain in the Alameda County Urban County program or pursue Entitlement City status and notify HUD and Alameda County HCD of the decision.

FINANCIAL IMPACT:

If the City remains part of the Urban County program, there would not be a change in financial impact. Becoming an Entitlement City is estimated to cost approximately $50,000 for consultant services to plan the program in Fiscal Year 2023-24 and would also include a provision of staff time. Program administration costs, including staffing, would begin in Fiscal Year 2024-25. These costs could be partially offset by the CDBG program which allows 20 percent of the annual funding allocation.

DESCRIPTION:

Background

The Community Development Block Grant (CDBG) program provides annual grants to states, cities, and counties to develop viable urban communities by expanding economic opportunities, principally for low-income and moderate-income persons and providing a suitable housing and living environment. The program is authorized under Title 1 of the Housing and Community

Development Act of 1974 and is administered by the U.S. Department of Housing and Urban Development (HUD). CDBG funds are allocated to local jurisdictions by HUD using a calculation based on relative levels of pre-1940 housing, poverty, overcrowding, population, and regional growth lag.

The City currently receives CDBG funds through the Urban County program administered by the Alameda County Department of Housing and Community Development (HCD). The Urban County program provides an opportunity for cities with a population of less than 50,000 to receive CDBG funds (cities over 50,000 may also choose to receive their CDBG allocation through the Urban County program). Dublin participates in the Urban County program through a Cooperative Agreement with unincorporated Alameda County and the cities of Albany, Emeryville, Newark, and Piedmont.

Dublin's participation provides approximately $245,000 in CDBG funds to the Urban County program. A portion of those funds are allocated specifically for Public Service Grants to fund programs in Dublin, a portion is allocated to countywide service programs, and a portion is placed into a pool of funds for Capital Grants that are available to the Urban County jurisdictions on a competitive basis to fund capital improvements.

Alameda County handles most of the required program administration, including preparation of the Consolidated Plan, Annual Action Plan, and Citizen Participation Plan. The Consolidated Plan must be prepared every five years, and includes a needs assessment, market analysis, anti-poverty strategy, goals, and projections. The Annual Action Plan is prepared by the County prior to the start of each fiscal year and identifies the goals, projections, and budget for the year. HUD also requires extensive reporting and program monitoring which is handled by the County. This includes year-end and quarterly reporting of data on people served, demographics, etc., administration of financial disbursements to grantees, periodic monitoring of every grantee, and financial reporting on expenditures and balances.

Alameda County HCD administers certain CDBG funded programs that benefit all of the Urban County jurisdictions. This includes administering a contract with ECHO Housing to provide tenant/landlord and fair housing services. The County also funds the Minor Home Repair Program administered by Healthy Homes, and a Rental Housing Rehabilitation program that is available to Urban County jurisdictions.

Dublin's share of discretionary CDBG funds are distributed through Public Service Grants and Capital Grants. Public Service Grants are awarded through the City's Human Services Grants Program to local non-profit organizations serving Dublin in conformance with program guidelines. These grants are awarded annually by the Dublin City Council after reviewing recommendations made by the Dublin Human Services Commission and includes funding for programs like Meals on Wheels for Dublin’s Homebound Seniors. Public Service Grants are limited to 15 percent of the total annual CDBG funding allocation. Historically, Dublin has received more than its share of the 15 percent Public Service Grant allocation by utilizing funds that have gone unused by the other Urban County jurisdictions. For Fiscal Year 2022-2023, Dublin was awarded approximately $85,000 in public services grants. However, the City’s allocation for Fiscal Year 2023-24 will be reduced to approximately $45,000. This allocation is lower due to other participants in the Urban

County program using their full allocation so there are fewer unused funds that Dublin can utilize.

The Capital Grant program is administered by Alameda County to provide funding for capital improvements. Organizations apply to the County with the City taking the lead on the application submittal. Approximately $475,000 is available annually to share amongst the Urban County jurisdictions. This includes a $350,000 +/- "capital pool" which is available for projects through an RFP program, and approximately $125,000 in previously programmed categories like Rental Housing Rehabilitation and Preservation, and Minor Home Repair. The "capital pool" funds are shared amongst the Urban County jurisdictions and awarded to projects on a competitive basis. The amount of money available for projects in Dublin can vary from year to year.

Historically, Dublin's CDBG program efforts have primarily focused on Public Service Grants. However, during the 2020 program review, Staff identified the opportunity for the City to expand its CDBG program by utilizing Capital Grant Funds. Since that time, the City has secured $1,049,130 in capital funds for service organizations as shown in Table 1 below. For example, Dublin was able to obtain $419,130 in Capital Grant funding this fiscal year as part of the Urban County program. This includes $200,000 for Axis Community Health to acquire property for a new facility in Livermore which will serve the greater Tri-Valley area, and $219,130 for the School of Imagination to expand their parking lot and increase their program enrollment in Dublin. This funding level is more than the $350,000 capital grant budget due to carryover of prior year unspent capital funds. Table 1 below provides the capital grant funding amounts that Dublin received over the last 10 years.

Table 1. Capital Grant Funding FY 2013-14 through FY2022-23

Recipient	Fiscal Year	Amount
None	FY2013-14	$ -
None	FY2014-15	$ -
None	FY2015-16	$ -
None	FY2016-17	$ -
None	FY2017-18	$ -
None	FY2018-19	$ -
None	FY2019-20	$ -
Open Heart Kitchen	FY2020-21	$ 330,000
Open Heart Kitchen	FY2021-22	$ 300,000
Axis Community Health	FY2022-23	$ 200,000
School of Imagination	FY2022-23	$ 219,130
Total		$ 1,049,130

The City is required to act every three years to stay in the Urban County program or become an Entitlement City. The City first became eligible to participate as an Entitlement City in 2014 when the population reached 50,000. The City Council decided in 2014, 2017, and 2020 to remain in the Urban County program. The City must again decide to either: 1) remain in the Urban County program and enter into a new three-year Cooperative Agreement; or 2) become an Entitlement City and initiate the process to establish that program. The City must inform HUD and Alameda

County HCD of its decision by June 12, 2023.

Analysis

The City of Dublin has the option to become an Entitlement City and receive CDBG funds directly from HUD and to take over administration of the CDBG program beginning in 2024 or to remain part of the Urban County program. Table 3 below provides a comparison of the CDBG components for Dublin under the current Urban County program and as an Entitlement City. All dollar amounts are based on Fiscal Year 2022-2023 funding and by estimated Entitlement City figures provided by HUD.

Table 2. Urban County & Entitlement City Program Matrix

Program Component	Urban County Program (FY 2024/2025)	Entitlement City (Estimated)
CDBG Annual Allocation (Allocated to programs noted below)	$245,000 (estimated portion of Urban County funds attributable to Dublin's participation in the program. These funds are not the exclusive use of Dublin nor are they a cap on annual funding available to Dublin based programs and services)	$245,000 +/- (estimated total amount that would be available to Dublin in year 1 of the program)
Public Service Grants (To non-profit service providers and limited to 15% max. of annual allocation)	$36,750 (Note: Can utilize unused Urban County funds to increase this amount. For example, Dublin awarded $85,000 in FY 2022/23 by accessing unused funds from other Urban County jurisdictions)	$36,750 (estimated total amount based on the above number)
Capital Grants (To non-profit organizations for capital improvements)	Portion of $350,000 Urban County pool awarded by County (Recent examples include: Axis Health $200K facility acquisition funding, School of Imagination $219K parking lot expansion funding)	$159,250 total to be allocated by Dublin through RFP (Unused funds can be carried over into future years with certain limitations)
Economic Development (Job creation for small, low income owned or operated businesses)	Amount varies per year and determined by program administration and funded from the annual CDBG allocation based on program priorities.	Amount varies per year and determined by program administration and funded from the annual CDBG allocation based on program priorities.
Tenant-Based Rental Assistance (Emergency housing funds available partly from CDBG program, and partly HOME)	This program is administered directly through the Urban County.	CDBG can be used for related support services outside of 15% services cap. HOME funds are used to provide financial assistance.

HOME Funds (rental assistance, down payment assistance, homebuyer counseling, affordable housing production)	Share of $585,000 pool awarded on competitive basis to organizations serving Urban County jurisdictions.	$75,000 (program administered by City, but funds continue to be administered by HCD)
HUD 108 Loans (For Capital Projects or Programs as 20-year, low interest loan)	Available only in partnership with an Entitlement City (example: Axis Health and the City of Livermore which is an Entitlement City)	Up to 5x CDBG allocation (total cumulative balance of all outstanding HUD 108 Loans cannot exceed this amount)
Program Administration (20% max. of annual allocation to cover program administration, and preparation of Consolidated Plan, Annual Action Plan, Citizen Participation Plan)	$6,600 to Dublin; and $42,400 to Alameda County	$49,000 to Dublin
Consolidated Plan	Prepared every 5 years by County with staff input (costs offset by Program Administration funds)	Prepared every 5 years by the City (estimated cost: $50,000)
Annual Action Plan and Citizen Participation Plan	Prepared annually by County with staff input (costs offset by Program Administration funds)	Prepared annually by City (costs offset by Program Administration funds)
Monitoring and Reporting to HUD	Prepared annually by the County	Prepared annually by the City

Comparable/Nearby Entitlement Cities

Table 3 below provides the CDBG allocation for FY2022-23 for comparable and nearby Entitlement Cities.

Table 3. Comparable Entitlement City Annual Allocations

City	Population July 1, 2021 Estimate	CDBG Allocation FY 2022/23*
Walnut Creek (Contra Costa County)	69,700	$ 357,700
Pleasanton (Alameda County)	78,250	$ 338,800
Milpitas (Santa Clara County)	79,000	$ 648,000
Livermore (Alameda County)	86,800	$ 334,200
Dublin (Alameda County)	71,700	$ 245,000

*Entitlement City figures for Dublin estimated based on information provided by HUD.
Census Data from US Census Bureau

The cities of San Ramon (population 86,000) and Brentwood (population 65,000) are examples similar in size and demographics to the City of Dublin that are not Entitlement Cities and are not currently planning to change their status.

As an example of how CDBG funds can be spent by category, Table 4 below shows how the cities of Livermore and Pleasanton propose spending their annual CDBG allocations as Entitlement Cities in FY2022-23.

Table 4. Livermore and Pleasanton CDBG Allocation by Category FY2022-23

Program Component	Livermore	Pleasanton
Capital Grants		
HUD Section 108 Loan Repayment (for Axis Community Health Clinic)	$ 28,425	$ 24,749
Axis Community Health New Service Dental Site	$ -	$ 195,483
Tri-Valley Haven - Rental Assistance	$ 47,905	
Abode Services - Rapid Re-Housing	$ 32,184	
Hagemann Farm Loan Repayment	$ 91,445	
Public Service Grants		
Open Heart Kitchen	$ 22,023	$ 25,965
Spectrum Community Services	$ 35,521	$ 24,857
Administration	$ 76,725	$ 67,763
Total	$ 334,228	$ 338,817

Urban County Program

Over the last three years the City of Dublin has benefitted from being the Urban County program and having use of Capital Grants from the Urban County Pool while also using more than our share of the funds from the pool of Urban County Public Service Grants. If Dublin were to remain in the Urban County program, there would continue to be opportunities for the City to seek unused funds from both pools of money to fund programs in Dublin using CDBG funds. The City could also potentially utilize CDBG Economic Development funds for job creation/retention activities including establishment, stabilization and expansion of small businesses if they are either owned by low-income people or employ low-income workers.

Entitlement City

Becoming an Entitlement City would provide the City with greater control over CDBG program administration and certainty regarding annual Capital Grant funding. However, it could also reduce the maximum amount of potential Capital Grant and Public Service Grant funding available each year because the City could no longer utilize unused funds in the Urban County pool. The change in control would also result in additional work to administer the program including the upfront consultant time and cost to plan the program. Staff believes significant additional staff time would be necessary to manage the CDBG start up and ongoing program administration. This would either come in the form of redeployed staff resources or staff augmentation through a consultant.

ENVIRONMENTAL REVIEW

This information report is not subject to the requirements of the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines Section 15378 as it does not meet CEQA's definition of a

project and will not result in direct or indirect physical changes in the environment.

STRATEGIC PLAN INITIATIVE:

None.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

The City Council Agenda was posted.

ATTACHMENTS:

None.

Community Development Block Grant (CDBG) Program Review

City Council Meeting
May 2, 2023



DUBLIN
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CDBG Program

- Provides annual grants to states, cities and counties
- Purpose: To develop/enhance viable urban communities, provide decent housing, and expand economic opportunities for low-income people
- Entitlement Cities: Receive CDBG funds directly from HUD
- Urban County Program
  - Provides CDBG funds to cities with population <50,000
  - Cities >50,000 may remain in program

Urban County Program

- Dublin currently participates in Urban County Program
  - Cooperative Agreement with Urban County jurisdictions
- Program administered by Alameda County HCD
- Dublin's discretionary funds
  - Public Service Grants: Awarded through Dublin's Human Service's Grants Program
  - Capital Grants: Awarded by County

Current Consideration

- Stay in Urban County Program or become Entitlement City beginning in FY2024-25
- Inform HUD and HCD by June 12, 2023
- Required program preparation and implementation for Entitlement status would then begin

Program Components

- Public Service Grants (CDBG)
- Capital Grants (CDBG)
- Economic Development (CDBG)
- Administration (CDBG)
- HOME Funds
- Tenant-Based Rental Assistance
- HUD 108 Loans

Urban County vs. Entitlement City

- Become an Entitlement City
  - Upside: Greater control over program administration and certainty regarding Capital Grant funding
  - Downside: Increased program administration and could reduce potential Capital and Public Service Grant funding
- Remain in Urban County Program
  - Option: Expand Dublin program to further utilize funding for Economic Development

Questions

Agenda Item 8.3

STAFF REPORT
CITY COUNCIL

DATE: May 2, 2023

TO: Honorable Mayor and City Councilmembers

FROM: Linda Smith, City Manager

SUBJECT: Report on the Public Facilities Fee Program
Prepared by: Colleen Tribby, Assistant City Manager

EXECUTIVE SUMMARY:

The City Council will receive an overview on the City's Public Facilities Fee Program and on the Program update currently underway. Staff is seeking direction on a recommended change to the Program to satisfy the parkland requirement as the City nears build out.

STAFF RECOMMENDATION:

Receive the report and provide direction Staff's recommended change to the Program to satisfy the parkland requirements.

FINANCIAL IMPACT:

None.

DESCRIPTION:

This Staff Report serves two purposes. First, it provides a general overview of the Public Facilities Fee Program to answer questions about the impact fee, such as what the program is designed to accomplish, how fees are collected, what expenses are eligible, the current fund balance, and project priorities. Second, it presents a potential change for the City Council to consider in order to satisfy parkland requirements.

Overview

What are development impact fees?

Development impact fees are fees charged to developers for the purpose of paying all or a portion of the cost of public facilities needed to serve future residents of the development project. These fees are subject to strict requirements: if they do not relate to the impact created by the development or exceed the reasonable cost of providing the public facility, the fees may be declared a special tax and would then be subject to a two-thirds voter approval. In addition, the

revenues generated from development impact fees may only be used for the purpose for which they were collected.

The City can collect impact fees to fund many types of public facilities. State law defines public facilities (Government Code section 66000(d)) broadly. For example, public facilities can include public improvements such as fire stations, libraries, sewer plants, traffic improvements, and city administrative buildings, but does not include schools.

The City of Dublin collects various impact fees including:

- Public Facilities Fee
- Fire Impact Fee
- Eastern Dublin Transportation Impact Fee
- Western Dublin Transportation Impact Fee
- Dublin Crossing Transportation Fee
- Tri-Valley Transportation Development Fee
- Noise Mitigation Fee
- Freeway Interchange Fee
- Affordable Housing In-Lieu Fee
- Dublin Ranch West Side Storm Drain Benefit District
- Dublin Ranch East Side Storm Drain Benefit District

This report focuses solely on the City's Public Facilities Fee (PFF) Program, which collects fees from new development to build parks, recreational, and administrative facilities within the City of Dublin.

What exactly does the PFF fund?
In 1996, the City of Dublin adopted PFF Program as one means of paying for infrastructure needs resulting from new development. As part of the PFF adoption, the City developed public facilities plans (Parks and Recreation Master Plan, Civic Center Master Plan, Library Master Plan, etc.) for public improvements that are necessary through buildout. The objective is to ensure that adequate public facilities will be available to meet the projected needs of the City as it grows and to further ensure that the facilities planned are consistent with the adopted General Plan.

Currently, the PFF collects funds to support the development of facilities in the following categories: Parks, Civic Center, Library, Community Buildings, and Aquatics. Within the Parks category, the City collects a land acquisition fee and an improvement fee for the following types of parks:

1. Neighborhood Parkland
2. Neighborhood Park Improvements
3. Community Parkland
4. Community Park Improvements
5. Nature Parkland
6. Nature Community Park Improvements

As previously mentioned, various studies and plans provide standards for the amount or size of the facilities the City needs to have available to provide adequate services to the population within the community. For example, the Parks and Recreation Master Plan established a standard that for every 1,000 residents, the City will provide five acres of parkland to provide sufficient recreational and cultural opportunities. The Dublin Municipal Code (Chapter 9.28.040) breaks those five acres per thousand residents into specific needs by category: 1.7 acres for neighborhood parks, three acres for active community parks, and 0.3 acres for nature community parks. To mitigate the cumulative impact, a public facilities fee is charged so that the new development, both residential and commercial, bears its fair share of the increase in service demands on its facilities.

What are PFF eligible expenditures?

As indicated above, different fee categories have been established to mitigate the impact of new development on the City's public facilities. The City can use the fees to design and construct the facilities identified in the program. This includes construction costs; soft costs such as staff time for project management; contract services for design, engineering, testing, etc.; furnishings, fixtures, and equipment; and miscellaneous costs such as printing, legal noticing, etc.

What happens when the City receives the Public Facility Fees?

Funds received under the PFF program are segregated from the General Fund and used solely, as required by State law, for the purposes of acquiring and developing new parks and public facilities. When a developer remits PFF fees to the City, the fees are deposited into the Public Facilities Fund, for which the balance is reported in the City's Annual Comprehensive Financial Report (ACFR). While the fees collected are held in this one fund within the City's accounting system, Staff tracks the receipts and expenditures of fees by fee category (Library, Civic, Neighborhood Park, Community Park, Community Buildings, etc.). This ensures at build-out the City can account for how the fees were spent on the intended facilities.

What has the PFF funded?

Since the adoption of the PFF Program in 1996, the City has acquired and/or improved most of its 267 acres of current parkland using the PFF. A list of total parkland inventory is provided in the table below (parkland already in existence when the PFF was adopted in 1996 are noted with an asterisk).

City Parkland Inventory

Neighborhood Parks	Acres
Alamo Creek Park *	5.30
Bray Commons	4.80
Clover Park	2.00
Cottonwood Creek Park and School	10.08
Devany Square	2.00
Dolan Park *	4.90
Dougherty Hills Dog Park	1.40
Jordan Ranch Park	4.90
Kolb Park *	4.90
Mape Memorial Park *	2.60
Passtempo Park	5.10
Piazza Sorrento	2.00
Postinao Hills Park	4.60
Schaefer Ranch Park	6.30
Sean Diamond Park	5.03
Stagecoach Park *	0.90
Ted Fairfield Park	6.90
Butterfly Knoll Park	1.08
Subtotal	74.79

Community Parks	Acres
Don Biddle Community Park	30.00
Dublin Heritage Park and Museums *	10.00
Dublin Sports Grounds *	22.90
Emerald Glen Park	49.00
Fallon Sports Park	60.10
Shannon Park *	9.60
Subtotal	181.60

Nature Community Parks	
Sunrise Park	10.80
Subtotal	10.80

Total Acres: 267.09

What is the current fund balance in the PFF?
Fiscal Year 2022-23 fund balance in the Program is approximately $101,000 in the negative. At the end of the current Five-Year Capital Improvement Program, the PFF will have a negative fund balance of approximately $2.0 Million. Impact fee funds can run in a deficit position due to a lag between expenditures on projects and collection of development impact fees.

How are PFF project priorities set?
Project priorities are set by the City Council and are adopted as part of the City's Capital Improvement Program (CIP) on an annual basis at a noticed Public Hearing. The CIP includes projects that Staff recommends for funding and shows the timeline for when certain portions of a project will proceed. Importantly, it is a funding program that is designed to be self-sustaining and separate from the City's other sources of revenue.

What are the City's current spending priorities in the PFF?
The current Five-Year CIP includes the following improvements:

- Cultural Arts Center - The project started demolition in November 2022 with completion of construction anticipated in mid-2024.

- Library Tenant Improvements – Staff is in the process of surveying residents on the uses of the expanded space and will engage with a design firm later in 2023.
- Fallon Sports Park Phase 3 – The project is anticipated to be entirely completed in spring/summer 2023.
- Downtown Dublin Town Square Park – The planning phase will begin in 2023.
- Jordan Ranch Neighborhood Square – Construction is anticipated to begin in 2024.
- Wallis Ranch Community Park – Construction is anticipated to begin summer 2023.
- Iron Horse Nature Park and Open Space - Construction of the first phase is anticipated to begin in summer 2023.

What are the future, remaining PFF projects not included in the Five-Year GIP?
The following projects funded by the PFF are currently planned for outside the 2022-2027 CIP:

- Jordan Ranch Community Park (GH PAC Vest) – 7.2 acres
- Croak North – 5.0 acres
- Croak South – 6.0 acres
- Dublin Crossing Neighborhood School Site – 5.0 acres
- SCS Linear Park – 2.5 acres
- Emerald Glen Park Phase 2 – Facility estimated at $17.6 million

In addition to those identified projects listed above, according to the 2017 Public Facility Fee Program, the City would need additional parkland acquisition of 21 acres to meet the City's overall acreage requirement. This will change with the update to the PFF, which will account for an increase in population and land and improvement costs.

Will the General Fund need to loan funds to or subsidize the Program in the future?
Yes. The City adopted its first fee program in 2003 and didn't adopt another comprehensive fee update until 2015. During that period, the City did not generate sufficient revenues to fully fund facilities to serve new development. With the 2017 update, the City's General Fund will need to subsidize the Program with approximately $6.7 million. Based on the 2023 update currently underway, that number will double.

In terms of loaning funds to the Program, the City's General Fund has contributed $15 million to the Public Safety Complex, of which $13.5 million will be reimbursed by future PFFs. The City Council received the $15 million as a Community Benefit Payment as part of the negotiated development agreement with the Dublin Crossing Project. In, as of Fiscal Year 2022-23, the City has set aside a reserve of $10 million. It is being used to advance funding to projects like Wallis Ranch Community Park, Jordan Ranch Neighborhood Square, and the Library Tenant Improvements, and will be paid back by the PFF over time.

In addition to the loans, the City Council allocated $4.8 million as a "gift" from the General Fund to two PFF projects to pay for enhancements to The Wave ($3.0 million towards the natatorium) and Fallon Sports Park ($1.8 million toward synthetic turf and field lighting for the soccer fields) that were not anticipated in the PFF program. These contributions were characterized as "gifts" or

"grants" because they paid for enhancements to projects in the PFF and, therefore, are not eligible for repayment from the PFF in the future.

2023 PFF Update Considerations

Parkland Discussion

In keeping with good government practice, the City embarked on an update to the Fee Program late last year following the release of new census data (population counts) and updates to the City's Housing Element of the General Plan, as well as to capture the increased costs for improvement to public facilities and parks.

The City retained the services of Willdan, who has previously conducted our fee analysis for the update. In summary, because of the new population data from the US Census and the Housing Element, the City will have a deficit of parkland of close to 50 acres, which is a significant increase from the 2017 report's deficit of 21 acres. The majority of this is in the active community parkland category. Because there is virtually no land left for active community parks in Dublin, the City will be unable to meet this objective.

Staff's recommendation is to shift the acreage requirement from Community Parkland to Nature Community Parkland, essentially so that the remaining deficit can be solved with the addition of nature parks. Staff has been engaged in discussions with the property representatives of GH Pac Vest regarding the conversion of their significant open space designation into nature community parkland. This area is approximately 35 acres and can be designed to accommodate low impact use, such as hiking and walking along designated trails. In the recent update the Parks and Recreation Master Plan, walking and trail use was one of the most popular and requested use of city facilities. Nature community parks also have the added benefit of being less costly to the City for maintenance and ongoing use. They do not require any restroom facilities, also limiting cost to the City.

If the City Council is interested this approach, Staff will work with the consultant on how to capture remaining improvement needs for the current active community park, update the City's parks dedication ordinance accordingly, and continue the discussions and the possible General Plan amendment with GH Pac Vest to accommodate the area's use a park facility.

STRATEGIC PLAN INITIATIVE:

None.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

The City Council Agenda was posted.

ATTACHMENTS:

None.

Report on the Public Facilities Fee Program

May 2, 2023



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Development Impact Fees Overview

- Fees charged to developers to pay for public facilities needed for future residents
  - E.g., fire stations, libraries, traffic improvements
- Must relate to impact created by development
- Dublin has 11 different impact fees; we update these periodically

Public Facilities Fees

- Adopted in 1996, and links to other City plans
  - Parks & Rec Master Plan, Civic Center Master Plan, Library Master Plan
  - They dictate the standards we use when building facilities
- PFF supports development of five types of facilities: Parks, Civic Center, Library, Community Buildings, Aquatics
  - This update focuses on parkland

Parkland Fees

- For parks development, we collect fees for:
  - Neighborhood Parkland
  - Neighborhood Park improvements
  - Community Parkland
  - Community Park Improvements
  - Nature Parkland
  - Nature Community Park Improvements

Parkland Fees

- Parks fees have funded most of the parkland in the City
  - Don Biddle, Emerald Glen, Fallon, Positano Hills, Sean Diamond, Cottonwood Creek
- Current CIP has additional projects
  - Cultural Arts Ctr, Library Tenant Improvements, Fallon Phase 3, Downtown Dublin Town Square Park, Jordan Ranch Neighborhood Square, Wallis Ranch, Iron Horse Nature Park
- Future projects
  - Jordan Ranch Comm Park, Croak North and South, Dublin Crossing Neighborhood School Site, SCS Linear Park, Emerald Glen Phase 2

Parkland Fees

- Specific needs with this update
  - No more available community parkland to develop
  - Staff recommend minor adjustment to acreage requirement
    - Shift need to nature parkland
    - Requires change to Ordinance
  - Staff is working on potential nature parkland opportunities (with GH Pac Vest)
- Staff seeks City Council direction

Questions?