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

Friday, June 8, 2018
2:30 pm – 4:00 pm

Richmond City Hall | 440 Civic Center Plaza | Richmond, CA 94801

Members:
Edwardo Martinez, Chair - Richmond City Councilmember
Beverly Scott, Vice Chair - NRMAC Representative: Unincorporated Area
Jovanka Beckles, Member - Richmond City Councilmember
Dr. Henry Clark, Member - NRMAC Representative: Unincorporated Area
John Gioia, Member - Contra Costa County Supervisor
Annie King-Meredith – Richmond Incorporated Area Resident
Melvin Willis, Member – Richmond City Councilmember

Meeting Agenda:

1. Welcome and Introductions.

2. Public Comment on any item not on the agenda (not to exceed 3 minutes).

3. APPROVE the March 23, 2018 Meeting Minutes.

4. RECEIVE presentation(s) – Verbal update(s) about mitigation funded strategies from program implementers and others.

7. DISCUSS and APPROVE the following elements of the 2018/2019 Expenditure Plan to be recommended for adoption by the Richmond City Council and County Board of Supervisors:
   a. Funding allocations for each Strategy within the Expenditure Plan;
   b. Funding allocations to select specific non-profit organizations for Strategy 9, including advance payment and review of Men and Women of Valor;
   c. Funding allocations of selected non-profits for Strategy 12, including advance payment; and
   d. All remaining elements of the 2018/2019 Expenditure Plan.

8. CONSIDER scheduling next Committee meeting for a Friday in October from 2pm to 4pm.

9. ADJOURN to next meeting – To be scheduled for a date/time in Fall 2018

Agendas, meeting notes and other information regarding this committee can be found online at: www.cccounty.us/nr
Meeting materials will be made available for public inspection, during business hours at 450 Civic Center Plaza in Richmond, within 96 hours of meeting date and time.

The North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee’s meeting.
Please call or e-mail the following Committee staff person at least 72 hours before the meeting:
Lori Reese-Brown - City of Richmond, (510) 620-6869, lori_reese-brown@ci.richmond.ca.us
Meeting Minutes

Friday, March 23, 2018
2:30 pm – 5:00 pm

Richmond City Hall | 440 Civic Center Plaza | Richmond, CA 94801

Members:
Edwardo Martinez, Chair - Richmond City Councilmember
Beverly Scott, Vice Chair - NRMAC Representative: Unincorporated Area
Jovanka Beckles, Member - Richmond City Councilmember
Dr. Henry Clark, Member - NRMAC Representative: Unincorporated Area
John Gioia, Member - Contra Costa County Supervisor
Melvin Willis, Member – Richmond City Councilmember
Annie King-Meredith – Richmond Incorporated Area Resident

Members Present:
Beverly Scott, Vice Chair - NRMAC Representative: Unincorporated Area
Jovanka Beckles, Member - Richmond City Councilmember
Robert Rodgers, Member - Contra Costa County Supervisor
Dr. Henry Clark, Member - NRMAC Representative: Unincorporated Area
Annie King-Meredith – Richmond Incorporated Area Resident
Melvin Willis, Member – Richmond City Councilmember

Meeting Agenda:

1. Welcome and Introductions.

   Scott called the meeting to order at 2:10 pm. Dr. Clark & Willis arrived late at 2:22pm.

2. Public Comment on any item not on the agenda (not to exceed 3 minutes)

   No public comment

3. APPROVE the May 26, 2017 Meeting Minutes.

   Rogers moved to approve. Beckles seconded. Motion unanimously approved (4 ayes).

4. RECEIVE the following reports:


Staff gave an update about the 2017 annual report. Scott noted her meeting attendance was not accurate in the 2017 annual report. Staff noted the annual report will be amended to reflect Scott’s attendance at both meetings in 2017. Staff noted that Dr. Clark has not attended the past few meeting and we may consider changing the members. King-Meredith commented that Clark is still interested in being on the committee.
b. Tonnage & Revenue Update;

Staff provided a tonnage and revenue update. More garbage is disposed compared to organic material. Staff indicated the Organics Material Processing Center had issues this past year and that could affect the increase in garbage. Staff indicated revenue would be around $740,000.

c. Expenditure Plan Strategy Implementation Update status reports;

Staff provided a stat sheet that shows the changes from strategies over the past year. Staff asked that the committee accept the stat sheet into the record. Rogers noted most stats were trending in a positive direction, specifically the disposal vouchers. Rogers made a motion to accept the stats into the record. Beckles seconded. Motion approved unanimously (4 ayes).

d. Summary Close-Out of Expenditures to date – 2016/2017 Expenditure Plan; and

Staff noted a lot of money was not spent throughout multiple strategies and staff costs went over budget. Staff asked the committee approve those overages to allow staff be reimbursed for all expenses. Scott asked why law enforcements budget was spent if the position was vacant for part of the year. Staff indicated this was from a prior year, not this current year. Dr. Clark noted concerns with the level of activity in the current community gardens.

e. Update on County Auditor-Controller Examination of Financial Records and Procedures of North Richmond Mitigation Fee Committee & Mitigation Fund

Additional time was needed for assisting the auditor, which will result in increased staff costs for FY 17-18. The Auditor had many recommendations and Staff provided a basic closeout report from the last 5 years. The Auditor stated we could not roll over funding from a previous year because it is too complicated to track rollover funds. Scott asked if this creates a burden for smaller organizations. Staff said they do not believe this would present a challenge to smaller organizations. Dr. Clark asked what happened to funding if a non-profit does not complete their project in a given year. Staff indicated that the remaining money would go back into the funding pot for the Committee to give out during the next Expenditure Plan.

5. **ACCEPT** revised Summary Close-Out of Expenditures based on County Auditor-Controller Examination of Financial Records and Procedures of North Richmond Mitigation Fee Committee & Mitigation Fund.

Rogers motioned to accept the revised summary closeout of expenditures based on the County Auditor-Controller Examination of Financial Records and Procedures of North Richmond. Beckles seconded. Motion approved unanimously (6 ayes).

6. **RECEIVE** Tonnage Revenue Projections data and **PROVIDE** direction to Committee Staff about the proposed development of the 2018/2019 Expenditure Plan.
Staff indicated the projected revenue is $749,000, which is an increase from last year’s projection of $648,000. Staff provided two scenarios and asked the committee to review and provide direction for next year.

Scenario 1 is the budget for the current fiscal year (FY 17-18). Scenario 2 includes the following changes, which are outlined in red:

- Funding removed from Strategy 13 (one-time project for Urban Tilth).
- Strategies 3 & 8 both increase (3%) to address inflation and costs of living.
- Strategy 9 decreased to $120,000
- Strategy 12 decreased to $36,733.25 (the total amount requested by Community-based Garden Projects)

Scott noted concerns with funding the law enforcement positions. Stats indicate law enforcement is not doing much in the community. Scott showed concern that we are not putting the money in the community at real time and that we could have spent that money in another strategy this year rather than redistributing in the next Expenditure Plan.

Dr. Clark noted a vacant lot on Vernon has piles of garbage that seems like a health hazard. Staff noted that Environmental Health should be involved if rodents or a health hazard is present. Beckles suggested we use cameras to deter dumping. Staff indicated cameras present challenges and only work as a deterrent, rather than a conviction. Beckles noted that if we have money on the table this is the time to come up with creative solution, whether it be cameras or rewards for reporting illegal dumping. King- Meredith noted she would like to know the costs of moving cameras and maintenance. Rogers clarified that staff is currently looking for direction and needs to know the total amounts for each strategy. Scott asked if there is an additional $70,000 to allocate. Staff indicated that yes, there is $70,000 available to allocate on top of what is already under scenario 2. Dr. Clark indicated interest in funding more cameras. Clark also showed concern with the decrease in funding to strategy 9. Staff indicated the lower amount of proposal was one reason of why the funding for strategy 9 was decreased.

Willis asked how much a dumpster would cost and if it would be possible to leave bins in hot spot locations. Staff indicated strategy 2 is a similar concept that offers community wide clean up bins twice a year. Willis advocated we increase funding for community bins. Scott suggested we put more money into the hot spot crew to pick up illegal dumping.

Deloris Washington commented that $2,000 isn’t enough for sustaining Strategy 7 (cameras). She would like to see more funding for this strategy. Rogers noted that cameras, when operating, were not effective. People would just go to other areas to dump.

Rodgers inquired about the salary for the Community Services Coordinator (CSC) & Prevention Services Coordinator (PSC) positions. Staff provided the committee a breakdown of salaries for both positions. Rogers made a motion to allocate $22,000 ($14,000 to CSC and $8,000 to PSC) to increase their salaries. Scott asked if we could give a bonus instead. Scott showed concerns if projected revenue decreases and if that could affect a future decrease in salary. Scott asked about the increase of administrative costs for next year. Staff indicated that would be roughly $30,000. Staff also indicated the City is trying to recover $14,000 for overage in expenses for their clean-up crew. Rogers added to the motion that...
the remaining additional $48,000 be allocated to Strategy 9. Willis seconded the motion. Motion approved unanimously (6 ayes).

7. RECEIVE Request For Proposal scorings and PROVIDE direction to Committee Staff about which organizations to fund under Strategies 9 & 12 for the 2018/2019 Expenditure Plan.

Public Speakers:
Elenor Thomas - Social Progress: Indicated that her proposal would have dumpsters out in the community. She also asked that the committee fund all 7 proposals. Beckles asked Thomas how much employees will be paid. Thomas indicated people will get paid $600-$900 per clean-up.

Pam Bilbo - Men and Women of Valor: She asked for clarification on her application statue. Staff indicated that she did not provide the correct application nor the budget sheet. Men and Women of Valor is requesting $20,000 and the Committee will provide a 30-day grace period to resubmit proper documentation. If documentation isn’t submitted correctly in 30 days, Men and Women of Valor forfeit their opportunity for the funding.

LeDamian Flowers - Safe Return Project: Provided a detailed overview of the project and would appreciate the committee funding his project. He believes he will leave a positive impact on the community. Scott asked is it is okay to accept the project even though the proposal was late. Staff indicated that it is possible.

Staff indicated we received 7 proposals and that the budget was reduced to $120,000. Staff reduced the budget to $120,000 for consistency with the last RFP.

Willis made a motion to fund and accept all application with the contingency that Men and Women complete their application within the grated 30 days (4/23/18). Give Men and Women of Valor a target of $20,000 and spread the remaining balance, including the rough $48,000 of additional funds available, among the other 6 evenly. Rogers seconded. Motion approved unanimously (6 ayes).

Staff indicated they only received two proposal this year for Community-based Gardens. The amount shown in the budget is the amount staff indicated would fully fund both projects. Rogers motioned to accept the proposal to and budgets provided. Willis Seconded. Motion approved unanimously (6 ayes).

8. NOMINATE and ELECT Chairperson and Vice Chairperson pursuant to Committee Bylaws.
King-Meridith motioned that Scott stay in her current position as Vice Chair and Martinez do the same as Chair until they both max out their term (this is their last term). Dr. Clark seconded. Motion approved unanimously (6 ayes).

9. CONSIDER approval of a new regular meeting schedule for two meetings per year beginning Fiscal Year 2018/2019 for the first meeting to occur in the Fall and second meeting to occur in the Spring.

Staff indicated that the auditor asked we change meeting dates to help close prior fiscal year Expenditure Plans in a timely manner. Willis asked if the auditor provided recommended
staff indicated they did not provide specific dates, but that a sept-Oct time would be adequate. Committee gave staff direction to do a poll to see what time works in October.

10. Receive Presentation(s) – Verbal update(s) about mitigation funded strategies from program implementers and others.

Urban Tilth gave an update about the urban farm and asked if additional funding is available for the farm. Tania provided an update about tasks that she has been undertaking since becoming the new CSC. Committee asked that we finish presentations at the beginning of the May 2018 meeting.

11. ADJOURN to next meeting.

Scott adjourned the meeting at 4:11 pm. King-Meredith seconded. Motion approved unanimously (6 ayes).
North Richmond Waste & Recovery Mitigation Fee
2018/19 Expenditure Plan

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

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

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

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

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

All references to the “Mitigation Fee Primary Funding Area” or “Mitigation Fee Funding Area” pertain to the geographic area shown in the attached map (Attachment 4).

Expenditure Plan Period: July 1, 2018 - June 30, 2019
(unless otherwise specified herein)
BUDGET

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

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

Annual fiscal year Expenditure Plan cycle is expected to reduce margin of error of Mitigation Fee revenue projects, streamline financial reconciliation/budgeting process and minimize need to amend Expenditure Plans mid-cycle. Amending Expenditure Plans involve administrative burden and costs due to the joint approval needed from both the Richmond City Council and County Board of Supervisors. In order to minimize the amount of funding needed to cover staff costs incurred to amend the Expenditure Plan, staff will only recommend changes to the Expenditure Plan when necessary to address a significant and time-sensitive need.
# Expenditure Plan (EP) Strategy
*(EP Cycle: July 1, 2018 thru June 30, 2019)*

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Recommended Allocations</th>
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<tr>
<td>1</td>
<td>Bulky Item Pick-ups &amp; Disposal Vouchers</td>
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<td>2</td>
<td>Neighborhood Clean-ups</td>
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<td>3</td>
<td>Prevention Services Coordinator</td>
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<td>4</td>
<td>City/County Right-of-Way Pick-up &amp; Tagging Abatement</td>
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<td>5</td>
<td>Code Enforcement - County</td>
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<td>6</td>
<td>Illegal Dumping Law Enforcement</td>
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<td>Surveillance Cameras</td>
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<td>8</td>
<td>Community Services Coordinator</td>
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<td>9</td>
<td>Community-Based Projects (See Attachment 2)</td>
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<td>10</td>
<td>North Richmond Green Community Service Programs</td>
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<td>11</td>
<td>North Richmond Green Campaign</td>
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<td>12</td>
<td>Neighborhood Community Garden Projects (See Attachment 3)</td>
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<td></td>
<td>Contingency <em>(approx. 11% of Projected Revenue)</em></td>
<td>$85,365.29</td>
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**Subtotal (without Committee Staffing)**

$837,862.67

| ×   | Committee Administration/Staffing                           | $81,140.22              |

**Total Projected Revenue in 2018/19 (July 1, 2018 thru June 30, 2019)**

$749,247.60

**Unexpended 2016/17 Revenue**

$169,755.29

**Total 2018/19 Expenditure Plan Budget**

$919,002.89
DESCRIPTION OF STRATEGIES RECOMMENDED FOR FUNDING

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

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

Level 2 Priority - SECONDARY CORE SERVICES STRATEGIES
- 3 - Prevention Services Coordinator
- 7 - Surveillance Cameras

Level 3 Priority - PRIMARY SUPPLEMENTAL ENHANCEMENTS STRATEGIES
- 8 - Community Services Coordinator
- 9 - Community Based Projects (SOME)
- 11 - North Richmond Green Campaign
- 12 – Neighborhood Community Garden Projects

Level 4 Priority - SECONDARY SUPPLEMENTAL ENHANCEMENTS STRATEGIES
- 9 - Community Based Projects (SOME)
- 10 - North Richmond Green Community Service Programs

CORE SERVICES

1. Bulky Item Pick-ups & Disposal Vouchers
Provide residents in the Mitigation Fee Primary Funding Area, who prove eligibility consistent with City/County procedures, with the option of choosing to:
   o Request up to one on-call pick-up service per household per calendar year for bulky items that are not accepted in the current on-call clean-ups through Richmond Sanitary Service (RSS), only available to those with an active account with RSS; or
   o Request up to twelve $5 vouchers per household for disposal at Republic’s transfer station on Parr Blvd. per calendar year (vouchers expire after six months, Mitigation Fees only pay for vouchers that are actually redeemed).

[See “Staff Costs” section for agency activities that may also be funded under this Strategy.]
Administering Agency: City of Richmond

Implementing Entity(ies):

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

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

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

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

Administering Agency: City of Richmond

Implementing Entity(ies):

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

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

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

3. Prevention Services Coordinator
Fund at least a portion of a Prevention Services Coordinator (PSC) position (including salary/benefits/overhead and administering agency contracting charge1) on a contract basis to assist the City and County in implementing Strategy 1 as the point of contact for community members interested in claiming Disposal Vouchers or Bulky-Item Pick ups. Assist community members interested in reporting illegal dumping and seeking referral/resources. Track and report data related to illegally dumped waste collected by Republic Services Hot Spot Crew and handle associated referrals to applicable public agencies, including right-of-way referrals.

1 Administering agency contracting charge applies ($3,000 per contract)
for Strategy 4. The PSC may also assist City and County with administering funding allocated to selected non-profit organizations under Strategies 9 and 12. [See “Staff Costs” section for agency activities that may also be funded under this Strategy.]

**Administering Agency:** City of Richmond & Contra Costa County

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

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

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

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

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

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

**Administering Agency:** City of Richmond

**Implementing Entity:** Richmond Police Department’s Code Enforcement Division

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

5. **Code Enforcement Staff - County**

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

[See “Staff Costs” section for agency activities that may also be funded under this Strategy.]
Administering Agency: Contra Costa County

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

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

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

Administering Agency: Contra Costa County

Implementing Entity: County Sheriff’s Office

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

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

Administering Agency: Contra Costa County

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

County Sheriff’s Department (coordinate monitoring of FlashCams located throughout NR and identify/request relocation of surveillance cameras throughout NR as needed)
County Public Works Department (install/clean/move FlashCam cameras located within the unincorporated NR area upon request if funding is available)

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

SUPPLEMENTAL ENHANCEMENTS

8. **Community Services Coordinator**

   Fund at least a portion of a Community Services Coordinator (CSC) position to be staffed on a contract basis (including salary/benefits/overhead and administering agency contracting charge²). The CSC shall:

   - serve as a link between the community of North Richmond, the City of Richmond, and Contra Costa County for issues related to beautification, illegal dumping, and blight using referral process identified by the City and County;
   - coordinate outreach activities related to illegal dumping and beautification within the Primary Funding area, as specified by the City/County, including North Richmond Green community service programs and outreach activities described under Strategies 10 & 11; and
   - be bilingual in order to assist with Spanish translation as needed.

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

   **Administering Agency:** City of Richmond & Contra Costa County

   **Implementing Entity:** Community Housing Development Corporation (CHDC).

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

9. **Community Based Projects**

   Fund the development, implementation and oversight of a variety of community-based projects with specific focuses on anti-littering, environmental stewardship, blight reduction and/or beautification (including personnel/labor, administrative oversight, materials, equipment and related maintenance costs plus administering agency contracting charges³). Rather than funding stipend programs separately (including stipends, administrative oversight and related materials/equipment), new community-based projects/programs should include component for stipends, where appropriate, to pay local youth and/or other community members for assisting with illegal dumping prevention/abatement or beautification activities

²Administrating agency contracting charge is $3,000 per contract.

³Administrating agency contracting charge is $3,000 per contract if directly contracting with City or County (in addition to the 20% allocation described in Administering Agencies section below).
within the Mitigation Fee Primary Funding Area. Community Based Projects to be funded were solicited through an open Funding Request Proposal & Application process. Examples of potential project types that may be funded include but are not limited to:

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

Details, including recommended allocation amounts, for each of the selected Community Based Projects to be funded under this Expenditure Plan are contained in the Community Based Projects Tables included as Attachments 2 & 3. Funding for carry-over Projects in Attachment 3 is not included in the amount listed under Strategy 9 in the Budget.

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

Administering Agencies: Contra Costa County and City of Richmond and/or Community Housing Development Corporation (CHDC) on behalf of the City or County. CHDC may, under contract with either the City or County as a Administering Agency, administer Community Based Project contracts funded under this Strategy for some or all of the new Community Based Projects selected for funding in the 2017/2018 Expenditure Plan cycle. CHDC shall use no more than twenty (20) percent (%) of the total amount awarded to each Community-Based Project (after subtracting City/County contracting cost) listed in Attachment 2 to oversee project implementation, including facilitating review/assessment of reports’ and deliverables. Payments to Implementing Entities for Community-Based Projects shall not be issued by CHDC without the written approval of City and County Committee Staff.

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

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

10. **North Richmond Green Community Services Programs**

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

- **NR Little League Baseball Program** - Includes cost of registration and uniforms with customized North Richmond Green patches for up to 5-6 teams, season kick-off event/parade, equipment, stipends for game monitoring and oversight, food and transportation.

- **NR Adult Softball program** - Includes cost of registration, jerseys with North Richmond Green patches and hats for the men’s and women’s team.

- **NR Youth Twilight Basketball Program** - Includes cost of registration and uniforms with North Richmond Green patches for up to 5-6 teams, equipment, stipends for game monitoring and oversight, food and transportation.

- **NR Youth Eco Academy** - Youth projects to include school gardens, recycling efforts, habitat restoration, creek/bay/ocean water quality monitoring, beach/creek/neighborhood clean-ups and ecological field trips. May fund the cost of materials, transportation and fees associated with pre-approved community beautification projects such landscaping and murals.

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

**Administering Agency:** City of Richmond & Contra Costa County

**Implementing Entity:** Community Housing Development Corporation (CHDC).

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

11. **North Richmond Green Campaign**

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

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

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

---

\(^4\) Administering agency contracting charge applies ($3,000 per contract)
11. **Stipends** – Pay local community members (youth and adults) to distribute printed outreach materials door-to-door to promote mitigation-funded strategies. *(Jointly Funded text not applicable to stipend expenses, only materials)*

- **Handouts/Mailers** – Newsletters, flyers, brochures or other documents intended to be handed out or mailed to local residents/organizations.

- **T-shirts** - Shirts shall include the NRGreen.org website to encourage people to learn more about Mitigation funded programs/efforts *(local phone number should also be included when possible, however inclusion of Jointly Funded text may not be required)*

- **NR Green Festival** – Event held once per year and generally include information booths to raise awareness about mitigation-funded efforts and other local beautification efforts as well as fun activities for kids and food. Materials promoting the event shall include the NRGreen.org website as well as a local phone number.

- **Signage** – Printed or manufactured signage, which includes promotional banners for local events/parades, which should include the NRGreen.org website for Community members to learn more about Mitigation funded programs/efforts. Repair, replacement and removal of NRMF-funded Light Pole Banners.

*See “Staff Costs” section for agency activities that may also be funded under this Strategy.*

**Administering Agency:** City of Richmond & Contra Costa County

**Implementing Entity:** Community Housing Development Corporation (CHDC).

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

12. **Neighborhood Community Garden Projects**

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

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

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

*See “Staff Costs” section for agency activities that may also be funded under this Strategy.*
Administering Agencies: Contra Costa County, City of Richmond and/or Community Housing Development Corporation (CHDC) on behalf of the City or County. CHDC may, under contract with either the City or County as the Administering Agency, administer Neighborhood Community Garden Project contracts being funded under this Strategy for some or all of the Neighborhood Community Garden Project non-profit organizations selected for funding in this 2016/2017 Expenditure Plan cycle. CHDC shall use no more than twenty (20) percent (%) of the total amount awarded to each Project to oversee project implementation, including facilitating review/assessment of reports and deliverables. Payments to Implementing Entities for Neighborhood Community Garden Projects shall not be issued by CHDC without the written approval of both City and County Committee Staff.

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

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

13. Urban Farm Park Dedication Project
Fund a portion of the County Park Dedication project, known as the Roots and Restoration Farm ("Farm"), involving development of a 3.1 acre Agricultural Park and Riparian Restoration Learning Center located in North Richmond at 323 Brookside Drive. Funding maybe used for Environmental Site Analysis / Studies, Community Outreach and Engagement, and other interim activities directly associated with Farm development which may include the purchase of farm amenities.

Administering Agency: Contra Costa County

Implementing Entity: Urban Tilth (non-profit)

Reporting/Payment Requirements: Prior to any NRMF funded payments being issued for this project, all invoices submitted by Implementing Entity shall be accompanied with applicable substantiating documentation based on the Reporting & Invoicing Requirements shown in Attachment 1.
STAFF COSTS

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

Strategy-Specific Funding: The cost of City/County staff time spent providing direct implementation assistance and/or coordination for specific Strategies may be covered with a portion of the NRMF funding budgeted for each applicable Strategy. Additionally, a portion of the NRMF funding budgeted for Strategies will be used to pay fixed administering agency contracting charge for each applicable contract (Currently $3,000 per contract. An additional $3,000 may be added to a contract amendment to add additional funding or nonprofits to a contract during an existing contract cycle) unless otherwise specified herein.
Community-Based Project & Neighborhood Community Garden Project Reporting and Invoicing Requirements

Substantially equivalent language to be included in all NRMF-funded Community Project Agreements/Amendments

Agreements providing for payments using funding allocated for Community Projects must include provisions that address the requirements contained herein. Contractor shall submit Progress Reports covering each invoice period, using a City/County provided template similar to the attached, in conjunction with each monthly invoice in order to be eligible for payment, covering the period since last report/invoice submitted (see proposed language in , consistent with the Payment Provisions (Specify the Section of the Service Plan of the Agreement)). Contractor shall monitor, document, and report all Project activities associated with the tasks and deliverables described in the agreement and any eligible Project costs for which reimbursement will be requested. Upon completion of work or the end of the contract’s term, Contractor shall submit a Final Report, using a City/County provided template similar to the attached, in conjunction with the final invoice.

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

Task Deliverables
The agreement shall assign a dollar amount for each deliverable within each task. Contractor shall only be paid for completed deliverables submitted with all associated supporting documentation. The agreement may include assignment of one dollar amount to multiple deliverables for a specific task when appropriate to substantiate completion of the required task. The Contracting entity (City of County) may authorize partial payment to Contractor for submittal of incomplete deliverables if solely incomplete due to unusual and unforeseen circumstances beyond the control of the Contractor. Contractor must submit written request asking to receive payment for incomplete deliverable containing an explanation as to what factors beyond the Contractor’s control specifically precluded the Contractor from submitting the completed deliverable and why such could not have been forseen or avoided by Contractor.

Timely Submittal of Invoices
A separate Reporting & Invoicing budget line item shall be included in the agreement to facilitate timely submittal of invoices, progress reports and other deliverables. Submittal of monthly invoices shall be included as a deliverable and the exact amount that is payable upon timely submittal of each invoice complete with all required supporting documentation shall be specified. The agreement shall provide that no portion of the Reporting and Invoicing budget line item be paid to Contractor for invoices submitted beyond 30 days of any monthly invoice period, or without the required documentation including completed Progress Reports.
**Pre-approval Required for Supplies and Materials**
Unless the exact supplies and materials are specified as preauthorized in the Agreement, Contractor shall obtain pre-approval from the Contracting entity (City or County) prior to incurring supplies and materials expenses for which reimbursement will be requested. To request pre-approval, contractor shall provide written request identifying all proposed supplies and materials as well as an explanation demonstrating its reasonable cost and how said items will aid in the completion of each applicable required task(s) the item supports.

**Attendance of Community Meetings and Events**
Contractor shall attend one North Richmond Green meeting per quarter during the contract period. Documentation substantiating attendance of required meetings shall be included as a deliverable for this task and be included with all applicable monthly invoice(s). Contractor shall attend first Mitigation Committee meeting following the end of the Expenditure cycle in which their project was funded to present their project outcomes.

**Acknowledgment Required on Outreach & Promotional Materials**
Any printed outreach materials or promotional items must include “Jointly funded by City of Richmond & Contra Costa County”, with the exception of T-Shirts, which Contractor may request Contracting entity pre-approve to include only the NRGreen.org website address.

**Authorized Advance Payments**
In order to receive any potential payment in advance, such must be authorized for the specified Project in Attachment 2 or Attachment 3 of the Expenditure Plan approved by both the County Board of Supervisors and Richmond City Council. No Contractor authorized for advance payment may receive more than ten (10) percent (%) of the approved Implementing Entity Award for this Project. In order to receive any advance payment(s) provided for in the City and County approved Expenditure Plan, the Contractor shall submit a written request to both the City and County Committee Staff detailing the reason(s) advance payment is necessary and itemizing each specific cost that the requested advance payment amount (not to exceed 10% of total award) would pay for and how such costs will aid in the completion of each applicable required task.

**Payment Provisions**
Contractor shall submit invoices and required deliverables on a monthly basis consistent with the amounts and frequency supporting documentation requesting reimbursement for allowed costs in the Budget contained in the “Eligible Costs” Section, which together may not total more than $ (enter applicable contract amount). Contractor will only receive payment for eligible costs if such amounts are included on invoices adequately substantiated with required supporting documentation that are all submitted to the Contracting entity on or before July 30th. Invoices or portions thereof for which required supporting documentation has not been submitted by July 30th (or 30 days after any contract end date prior to June 30th) shall not be eligible for payment.

1. **Invoices**: Invoices shall be submitted monthly and contain the following information in sufficient detail and be submitted in a form, which adequately demonstrates consistency with the “Service Plan” specified in the contract. Invoices shall be accompanied by the applicable deliverables.
a. Itemization of any tasks partially or fully completed during the applicable calendar month for which completed deliverables are submitted and associated deliverable payment amount is being requested.

b. Itemization of any supplies & materials expenses incurred for which reimbursement is being requested within that invoice period.

2. **Supporting Documentation**: The following required supporting documentation must be submitted with invoices when applicable as described below.

a. Every invoice must be accompanied by a Progress Report, with the exception of the final invoice, which must be accompanied by a Final Report. Both types of Reports must contain all of the information specified in the City/County provided Report templates, as well as any applicable details specified in the Service Plan as a Contractor’s Obligation.

b. All applicable required deliverables associated with the requested payment amounts tasks itemized on each monthly invoice.

c. If an invoice is requesting reimbursement of any supplies or materials expenses not pre-authorized in the budget contained in the agreement, such invoice must be accompanied by copies of pre-approval from the Contracting entity, as well as actual itemized invoices or receipts for all applicable supplies and materials. If an invoice is requesting reimbursement for copying or printing, at least one copy of the printed item should accompany the invoice.

1. **Invoices**: Invoices shall contain the following information in sufficient detail and be submitted in a form which adequately demonstrates consistency with this Service Plan. Invoices shall be accompanied by the applicable Required Supporting Documentation described in the following subsection.

   a. Number of hours per staff member being billed for which stipends have been paid,

   b. Number of hours Contractor staff performed work per Task described herein at the rates allowed in the “Eligible Costs” Section, and

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

   d. Itemization of any other direct costs (e.g. supplies, travel, operating expenses, etc.) incurred for which reimbursement is being requested within that invoice period.

2. **Required Supporting Documentation**: The following Required Supporting Documentation must be submitted with invoices when applicable as described below.

   a. Every invoice must be accompanied by a Progress Report, with the exception of the final invoice which must be accompanied by a Final Report. Both types of Reports must contain all of the information specified in the City/County provided Report templates.

   b. If stipends are included in an invoice, such invoice must be accompanied by copies of Interns daily logs or timesheets covering all stipend hours for which reimbursement is being requested.
c. If staff time is included in an invoice, such invoice must be accompanied by copies of timesheets covering all staff hours for which reimbursement is being requested.

d. If an invoice is requesting reimbursement of any other direct costs (any costs other than staff time or stipends), such invoice must be accompanied by copies of actual itemized invoices or receipts for all applicable direct costs (bus transportation or curriculum materials). If an invoice is requesting reimbursement for copying or printing, at least one copy of the printed item should accompany the invoice.

City/County shall review submitted invoices and supporting documentation within a reasonable period of time and remit payment to Contractor promptly upon determining the purpose and amount of payment requested are authorized under their Agreement.
### New Community Based Projects Recommended for Funding in 2018/2019

<table>
<thead>
<tr>
<th>Implementing Entity Organization / Fiscal Sponsor (if applicable)</th>
<th>Project Title</th>
<th>Advance Payment Allowed (Up to 10% of Implementer Award Amount) Yes/No</th>
<th>Requested Amount</th>
<th>Total Award Amount</th>
<th>County Contracting Cost to Contract with CHDC&lt;sup&gt;2&lt;/sup&gt;</th>
<th>CHDC Contracting Cost (20%) to Manage Non-Profits</th>
<th>Non-Profit Implementer Award Amount for Project&lt;sup&gt;1&lt;/sup&gt;</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Richmond</td>
<td>Richmond Tool Lending Library</td>
<td>No</td>
<td>$18,050.00</td>
<td>$22,962.59</td>
<td>$400.09</td>
<td>$4,512.50</td>
<td>$18,050.00</td>
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<tr>
<td>City of Richmond</td>
<td>Love Your Block</td>
<td>No</td>
<td>$17,490.00</td>
<td>$22,250.16</td>
<td>$387.66</td>
<td>$4,372.50</td>
<td>$17,490.00</td>
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<tr>
<td>Urban Tilth</td>
<td>Water is Life</td>
<td>No</td>
<td>$29,290.80</td>
<td>$26,781.41</td>
<td>$466.63</td>
<td>$5,262.96</td>
<td>$21,051.83</td>
<td></td>
</tr>
<tr>
<td>Social Progress Inc. / Fiscal Sponsor: Greater Richmond Inter-Faith Program</td>
<td>Brighter Beginnings in North Richmond</td>
<td>Yes</td>
<td>$29,999.76</td>
<td>$26,781.41</td>
<td>$466.63</td>
<td>$5,262.96</td>
<td>$21,051.83</td>
<td></td>
</tr>
<tr>
<td>Watershed Project</td>
<td>Curb Appeal</td>
<td>No</td>
<td>$29,986.25</td>
<td>$26,781.41</td>
<td>$466.63</td>
<td>$5,262.96</td>
<td>$21,051.83</td>
<td></td>
</tr>
<tr>
<td>Safe Return / Fiscal Sponsor: Social Good Fund</td>
<td>Home Again Project</td>
<td>Yes</td>
<td>$30,000.00</td>
<td>$26,781.41</td>
<td>$466.63</td>
<td>$5,262.96</td>
<td>$21,051.83</td>
<td></td>
</tr>
<tr>
<td>Men &amp; Women of Valor</td>
<td>Community Working Together</td>
<td>Yes</td>
<td>$20,000.00</td>
<td>$19,842.46</td>
<td>$345.73</td>
<td>$3,899.35</td>
<td>$15,597.39</td>
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</tbody>
</table>

**Total Funding Requested/Allocated**

| | $174,816.81 | $172,180.85 | $3,000.00 | $33,836.17 | $135,344.69 |

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<sup>1</sup>Funding Proposal Application received by Men & Women of Valor was the wrong application. At their meeting on March 23, 2018, the NRMF Committee gave Men & Women of Valor 30 days to re-submit their application to the NRMF Committee using the correct application and submittal requirements. On April 22, Committee staff received the correct Funding Proposal application. The Men & Women of Valor Proposal application will be considered at the next NRMF Committee Meeting on June 8th.

<sup>2</sup>Costs to have 3rd party organization (CHDC) manage and oversee contracts with Organizations selected for funding is up to twenty (20) percent (%) of award amount after first taking out City/County Contracting cost for $3,000 for City/County to contract directly with CHDC to have CHDC administer non-profit contracts. Amounts not needed for contracting costs may be made available to pay implementing entities for additional CBP costs.
Attachment 3 - Neighborhood Community Garden Projects (Strategy 12)

**Funding Allocations for 2018/19 Neighborhood Community Garden Projects**
recommended for City/County approval by the North Richmond Mitigation Fee Committee

The NRMF Committee recommended an allocation of **$46,733.25 for Neighborhood Community Garden Projects**. The Committee recommended allocation of this funding based on a Funding Request Proposal released on February 9, 2018 by Committee Staff and Proposals submitted by eligible non-profit organizations on March 6, 2018. The project selections, funding recommendations and number of non-profits selected by the Committee are shown below for the 2018/2019 Expenditure Plan.

### New Neighborhood Community Garden Projects Recommended for Funding in 2018/2019

<table>
<thead>
<tr>
<th>Implementing Entity / Fiscal Sponsor (if applicable)</th>
<th>Project Title</th>
<th>Advance Payment Allowed (Up to 10% of Implementer Award Amount)</th>
<th>Yes/No</th>
<th>Requested Amount</th>
<th>Total Award Amount</th>
<th>County Contracting Cost with CHDC¹</th>
<th>CHDC Contracting Cost (20%) to Manage Non-Profits</th>
<th>Non-Profit Implementer Award Amount for Project</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Urban Tilth</td>
<td>Cultivating Hope: Maintaining North Richmond Gardens</td>
<td>No</td>
<td>$ 19,894.60</td>
<td>$ 26,574.15</td>
<td>$ 1,705.90</td>
<td>$ 4,973.65</td>
<td>$ 19,894.60</td>
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<tr>
<td>Communities United Restoring Mother Earth (CURME) / Greater Richmond Interfaith Program</td>
<td>Lots of Crops</td>
<td>No</td>
<td>$ 15,092.00</td>
<td>$ 20,159.10</td>
<td>$ 1,294.10</td>
<td>$ 3,773.00</td>
<td>$ 15,092.00</td>
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<td></td>
</tr>
</tbody>
</table>

**Total Funding Requested/Allocation Recommended**

|                                                      | $ 34,986.60 | $ 46,733.25 | 3,000.00 | 8,746.65 | $ 34,986.60 |

¹ Costs to have 3rd party organization (CHDC) manage and oversee contracts with Organizations selected for funding is up to twenty (20) percent (%) of award amount after first taking out City/County Contracting cost of $3,000 for City/County to contract directly with CHDC to have CHDC administer non-profit contracts.
Committee Approved Additions to Primary Mitigation Funding Area

Legend

July 2006 Addition to Mitigation Funding Area

Primary Mitigation Funding Area
1. **GENERAL APPLICATION INFORMATION**

A. **Applicant Organization Information:**

Organization Type (select one):  
- X 501(c)(3)  
- ☐ 501(c)(6)  
- ☐ Government Agency  
- ☐ None of the above*

*If applicant selects None of the Above, a Fiscal Sponsor is required. The Fiscal Sponsor must have active 501(c)(3) or 501(c)(6) status and the Fiscal Sponsor must complete Subsection B. below (Contact Information for Fiscal Sponsor Organization). A Government Agency cannot opt to have a Fiscal Sponsor.

B. **Contact Information for 501(C)(3), 501(c)(6) or Government Agency Organization:**

Tax Identification Number: 45-3093481  
Website: www.mwov.org

Organization Name: **Men & Women of Valor**

Address: **1350 Kelsey Street**  
City, State, ZIP: **Richmond, CA 94801**

Executive Director: **Pamela Saucer-Bilbo**

Contact Person (name & title of person most familiar with this proposed project and application): Pamela Saucer-Bilbo, Executive Director

Phone Number: **510-255-7603**  
E-mail Address: **menwomenv@gmail.com**

C. **Contact Information for Fiscal Sponsor Organization** (Only Fiscal Sponsor Complete this Section, if applicable – **See note above**):

Fiscal Sponsor Name:

Tax Identification Number: _____  
Website: _____

Address: _____  
City, State, ZIP: _____

Executive Director:

Contact Person (name & title of person most familiar with this proposed project and application):

Phone Number:  
E-mail Address:  

-1-

Proposal & Application Form  
2018-2019 NR Mitigation Fee Funding
Signatures/Acknowledgement:

This Application page must be signed by representative(s) authorized and empowered to execute any and all contracting documents on behalf of the Organization. I hereby acknowledge that our Organization is prepared to implement the activities proposed in this Funding Proposal & Application in full compliance with all parameters and requirements specified in the 2018-2019 North Richmond Mitigation Fee Community Based Project Funding Request Guidelines and associated Appendices. By signing below, I certify that our Organization only expects to receive reimbursement for any activities completed and documented in a manner consistent with the terms of the fully executed Agreement with the City or County (or a Third Party Subcontracted with the City or County to Administer funds).

Applicant Organization:

_______________________________
Signature
Pamela Saucer-Bilbo
Name (please print)

Fiscal Sponsor (if applicable):

_______________________________
Signature

_______________________________
Name (please print)

REQUIRED

PRINT, SIGN, SCAN AND SUBMIT THIS SIGNATURE PAGE AS A PART OF YOUR COMPLETED FUNDING REQUEST APPLICATION & PROPOSAL FORM.
NORTH RICHMOND MITIGATION FEE
2018-2019 FUNDING REQUEST
PROPOSAL & APPLICATION FORM

COMPLETE ALL OF THE SECTIONS BELOW, UNLESS NOTED AS OPTIONAL. LEAVING ANY REQUIRED ITEM BLANK WILL RESULT IN YOUR SUBMITTAL BEING INCOMPLETE AND THEREFORE INELIGIBLE FOR CONSIDERATION.

2. PROPOSAL

Name of Proposed Project: Community Working Together

Specify the Application Type being Submitted (Please check only 1 box – Either A or B below, NOT BOTH – Separate Application is required if same organization is applying for both A and B listed below):

A. One-Time Community-Based Project Funding X
   (It is recommended requests generally not exceed $30,000. The NRMF Committee has awarded up to five entities in past years and funding is expected to be approximately $100,000.)

-OR-

B. Neighborhood Community Garden Project(s) ☐
   (It is recommended that requests generally not exceed $20,000. The NRMF Committee has awarded up to five entities in past years and funding is expected to be approximately $50,000.)

Advanced Funding Request

C. If awarded funding, is your Organization requesting advance payment (Advance payment of no more than 10% of total implementer award may be allowed)?

   ✓ Yes   No

If Yes, please describe your Organizations need of such a request. (Approval of advance payment will be determined on a case-by-case basis only at the recommendation of the Committee and approval of both the City Council of Richmond and County Board of Supervisors. The response below will be reviewed by the Committee to determine if advance payment could be considered).

The advance will cover the initial payment towards the purchase of yard signs, cleaning supplies, stipends to pay youth and adults, material and supplies and administrative costs associated with the educational activities and clean up campaign. As a non-profit organization we do not have the seed money to commence the project. The advance funds will
assist us with meeting the objectives of the project under the proposed budget.

**Project Description and Concept**

**D.**

Identify the problems associated with illegal dumping that your proposed project is seeking to address within the North Richmond Mitigation Fee funding area (see Map included as Appendix A in Funding Request Appendices available online).

Having submitted proposals in the past for the North Richmond project area, and as we presently strive to build upon those successes, we are aware that illegal dumping is associated with health and welfare of those residing and travelling through North Richmond. We also understand that illegal dumping is due to the perception of individuals, lack of knowledge and not understanding the importance of reporting. We want to address these concerns through our youth as well as adults. And believe that resident awareness for all races is extremely important. Assisting others to build upon abilities and skills in a fun way to engage our north community is our goal we believe that will trickle out throughout the Richmond community and Contra Costa County. Our goal under this concept is to continue the efforts of engaging North Richmond citizen’s cleanups, reducing blight, illegal dumping, and community policing for a healthier Richmond community.

**E.**

Describe the tasks your proposed project is expected to accomplish to address the problems you identified in Section D above.

The scope of work / tasks for this project include working with churches and residents in the North Richmond project area to associate cleanliness with godliness. Clergy will be asked and encouraged to post messages on bulletin boards, church signs, and in church programs related to keeping the North Richmond area clean, and to encourage church members and residents to report illegal dumping. We will ask the City of Richmond to post on its electronic marquee sign messages about illegal dumping and where to report illegal dumping. We will have 50 to 100 professional yard signs made that encouraging residents to keep North Richmond clean with information on where to report illegal dumping. We also plan to work with the City's Code Enforcement and Planning Departments and other applicable Departments to place a street banner or banners in North Richmond discouraging illegal dumping and supporting clean streets, clean vacant lots, clean buildings and clean homes.
We will reach out to commercial property owners encouraging them to clean, and paint their properties and to participate in our North Richmond illegal dumping campaign. During the term of this proposal we will also team with the City and other community organizations to participate in 3 to 5 North Richmond clean up days. We will also have one special event in the subject area engaging residents to include youth and adults who will speak on the benefits of community cleanliness and encourage those dumping NOT to dump in their community and that residents will report such dumping, We will invite the Richmond PD and County Sheriff's to this special event as a means of improving community relationships with the PD and Sheriffs Departments with the message that we all have a responsibility in keeping our community clean and safe. We will have a "illegal dumping" mascot visit private and public schools in the subject area to speak with children on illegal dumping and how to keep north Richmond clean.

Through these programs and services we expect to meet the strategies that address the problems of illegal dumping. These strategies include: Neighborhood Beautification; Environmental Education & Leadership Development; and Learning & Experience.

F. Is your proposed project going to occur on one or more specific locations?
☐ Yes  X No

If yes, provide address(es) and attach notarized authorization from property owner(s), if necessary, as specified in subsection D of Section VI on page 7 of the Funding Request Guidelines.

If no, please describe the geographic area your project activities will occur in: 1350 Kelsey Avenue, a 5000 square foot building in the north Richmond area, directly across from the North Richmond Shields Reid Community Center serving the North Richmond community.

Funding Amount Requested and Program/Project Budget

G.
Total Amount Being Requested: Please specify the total dollar amount requested for Program/Project Budget in the Funding Request Proposal Application Budget Form (It is recommended requests generally not exceed $30,000 for Community-Based Project applications and $20,000 for Neighborhood Community Garden Project applications).

- We are requesting $20,000.00 for this project

In the event that the total project budget is greater than the requested award amount, the applicant is required to submit appropriate documentation from the other funding sources regarding the existence or availability of those funds (grant awards, in-kind contributions, etc.)

Requested Amount for Administrative Expenses: Please specify what percentage (%) of your total Project Budget is for administrative expenses in the Funding Request Proposal Budget Form (0% - 15%). The maximum allocation allowed for a Fiscal Agent/ administrative overhead expenses shall not exceed 15% of total project budget (Note: The Funding Request Proposal Budget Form automatically does this calculation when you fill out each task in the Budget Form).

- We are requesting 10% in administrative expense support $3,000.00 (not including reporting cost as required by budget form) for this project

Task Description(s) and Specific Costs: In the Funding Request Proposal Budget Form, specify each task and list the total expected cost associated with each of the applicable task(s) your project will complete to address the problems associated with illegal dumping. Include total costs for each task for Labor, Office Supplies and Materials, Field Supplies and Materials, Waste Disposal Costs (if applicable) and Permit Costs (if applicable).
# Proposal & Application Form

## 2018-2019 NR Mitigation Fee Funding

### REQUIRED TO SUBMIT WITH PROPOSAL & APPLICATION FORM

#### Project Name
Community Working Together

#### Non-Profit Organization Name
Men & Women of Valor

<table>
<thead>
<tr>
<th>Task No.</th>
<th>Describe Each Task for your Project</th>
<th>Labor Task Cost</th>
<th>Office Supplies &amp; Materials</th>
<th>Field Supplies &amp; Materials</th>
<th>Waste Disposal Costs (if applicable)</th>
<th>Permit Costs (if applicable)</th>
<th>Total Task No. Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Supply purchases for Community clean-up &amp; disposal (Quarterly)</td>
<td>$3,000.00</td>
<td>$500.00</td>
<td>$600.00</td>
<td>$800.00</td>
<td></td>
<td>$4,900.00</td>
</tr>
<tr>
<td>2</td>
<td>Materials &amp; Equipment for cleanup efforts; School &amp; Community Mascot activities</td>
<td>$2,964.00</td>
<td>$1040.00</td>
<td>$2,600.00</td>
<td></td>
<td></td>
<td>$6,604.00</td>
</tr>
<tr>
<td>3</td>
<td>Outreach Initiatives</td>
<td>$2,086.00</td>
<td>$850.00</td>
<td>$600.00</td>
<td></td>
<td></td>
<td>$3,536.00</td>
</tr>
<tr>
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<td></td>
<td></td>
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<tr>
<td>5</td>
<td></td>
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</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Project Task Subtotals</td>
<td>$8,050.00</td>
<td>$2,390.00</td>
<td>$3,800.00</td>
<td>$800.00</td>
<td></td>
<td>$15,040.00</td>
</tr>
</tbody>
</table>

### Reporting and Invoicing Task (required)
- Cost for submitting Monthly Invoices (up to 12).
- Monthly Invoicing Required
  - $960.00

### Quarterly NR Green Meetings - Allocated Cost for Attending - (required)
  - $1,000.00

### Select % of Fiscal Agent Fee and/or Administrative Overhead Expenses (% of Total (0% - 15%))
  - 10%
  - $3,000.00

### Total Project Costs - Not to Exceed $30,000
  - $20,000.00

---

You Can Only Complete Fields in Green for the applicable Tasks and Associated Dollar Amounts. Make sure all Tasks Identified match the Task(s) Described in your Submitted 2018-19 Funding Request Proposal & Application Form.
Description of Proposed Tasks

Directions for completing Description of Tasks below: To support each task identified in the Funding Request Proposal Budget Form, outlined in Section I above, use the following below to provide specified details that correspond with each task in your Budget Form:

- Identify and list up to six (6) tasks (if you have less than 6 tasks for your project/proposal, that is okay) and provide a brief description for each task that align with what was provided in Section E above, as well as a start date and end date for each task,
- Identify applicable staff and/or the actions needed to complete each task,
- Specify any items needed and why, including number of items for Office Supplies and Materials, and Field Supplies and Materials for each task,
- If applicable, specify reasons for any waste disposal or applicable permit costs for each task.
- Identify any/all deliverables that will prove the task has been completed

*Applications submitted for the Neighborhood Community Garden Project(s) funding may not have end date if task(s) listed are related to ongoing maintenance of Garden Project(s).

---

**Task 1**

**Task #1 Start Date:** 7/01/18  **Task #1 End Date:** 06/30/19

Describe Activity - Task #1: **Purchasing community awareness yard signs** and conducting neighborhood environmental and clean up training sessions on blight reduction efforts by engaging and coordinating residents and children’s participation. Also preparing and having LED billboard signs placed at Pacific East Mall 1-80), & City Hall (450 Civic Center Plaza). Working with City of Richmond and County staff to ensure we team en en a e community residents with complying with their goals and objectives.

This involves sending our mascot out in the community, training our youth, conducting workshops on community litter and the impacts to health and the environment

**Staff Needed:**
- Program Manager
- Admin Secretary
- Youth / Adult Interns
• Education Coordinator
• Green Sammy Mascot

**Materials and supplies needed:**
- Clean up educational supplies: Trash bags, staff for picking up trash, material boards, markers, tools racks, bags, trash cans, lawn mowers, brooms
- Refreshments and water for participants
- Education displays boards, printing and supplies to help illustrate information presented during Education Activities
- Mascot uniform and materials for printing outreach flyers
- Giveaways to encourage participation
- Receipts for yard signs purchased, receipts for clean up materials (trash bags, gloves, cleaning solutions, time sheets, photographs flyers)

**What backup documentation will you provide to prove that Task #1 has been completed?**
1. Progress report with narrative detailing activities completed during reporting term
2. Program Plan and schedule for year
3. Outline for Educational Activities
4. Sign in sheets
5. Copies of outreach materials
6. Photos of education activities
7. Receipts for supplies and other necessary purchases

---

**Task 2**

**Task #2 Start Date:** 8/01/18  **Task #2 End Date:** 06/30/19

**Describe Activity - Task #2:** Mascot visit to schools and related activities, scheduled clean up activities, creating and posting signage, organizing community and visiting churches.

**Staff Needed:**
- Program Manager
- Program Coordinator
- Interns / workers / clean up staff

**Materials and supplies needed:**
- Volunteer Supplies: Gloves, hand tools, trash bags to help community volunteers complete volunteer tasks.
- Refreshments and water to accommodate community volunteers
- Fees for the disposal of dumped materials
- Printing and design for volunteer outreach flyers
What backup documentation will you provide to prove that Task # 2 has been completed?

1. Progress report narratives detailing activities and tasks completed each volunteer day
2. Volunteer and non-volunteer sign in sheets
3. Photos of community volunteer days
4. Receipts for purchases
5. Attendance at school records
6. Photos of signs posted
7. Photos of yard signs

---

Task 3

Task #3 Start Date: 7/01/18   Task #3 End Date: 06/30/19

Describe Activity - Task #3: Quarterly cleanups of the drainage swales/ditches along Fred Jackson Way and along Brookside Dr. These cleanup days will be larger all community days such as Coastal Clean-up Day, hosting volunteers from throughout West County to help keep the drainage ditches/swales along Fred Jackson Way clear of dumped materials and will include short fun learning activities to help spread the word about how we can stop illegal dumping in our neighborhoods.

Staff Needed:
- Program Manager
- Program Coordinator
- Interns

Materials and supplies needed:
- Volunteer Supplies: Gloves, hand tools, trash bags to help community volunteers complete volunteer tasks
- Refreshments and water to accommodate community volunteers
- Rental machines (as needed) to remove larger items
- Dumpster for dumped materials collected
- Giveaways for Mascot to distribute
- Transfer station fees for dumped materials
- Printing and design for volunteer outreach flyers

What backup documentation will you provide to prove that Task # 3 has been completed?

1. Progress report narratives detailing activities and tasks completed each clean up day
2. Logs of amount of trash and dumped materials collected
3. Volunteer sign in sheets
4. Photos of all clean up and activity efforts under this funding proposal

______________________________

Task 4

Task #4 Start Date: _______ Task #1 End Date: _______

Describe Activity - Task #4:

Staff Needed:

Materials and supplies needed:

What backup documentation will you provide to prove that Task # 4 has been completed?

______________________________

Task 5

Task #5 Start Date: _______ Task #5 End Date: _______

Describe Activity - Task #5:

Staff Needed:

Materials and supplies needed:

What backup documentation will you provide to prove that Task # 5 has been completed?

Project Staff Member(s)

J. ✓

Staff List: Please list all current staff, hourly rates and position titles. If you plan to hire additional staff, please list the expected hourly rate, the position title and leave “vacant” in the Name of Staff column.

PLEASE FILL IN STAFF NAMES, HOURLY RATES, AND JOB TITLES BELOW, SIMILAR TO EXAMPLE ABOVE:

<table>
<thead>
<tr>
<th>Name of Staff</th>
<th>Job Title</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pamela Saucer-Bilbo</td>
<td>Program Manager</td>
<td>20.00</td>
</tr>
<tr>
<td>TBD</td>
<td>Program Coordinator</td>
<td>15.50</td>
</tr>
<tr>
<td>TBD</td>
<td>Community Manager</td>
<td>15.50</td>
</tr>
<tr>
<td>TBD</td>
<td>Office Staff, Field Workers, Mascot</td>
<td>TBD based on the no. of workers hired on-call, etc</td>
</tr>
</tbody>
</table>
1. **Please provide a description of responsibilities for each Job Title listed above:**

- **Program Manager:** The Program Manager is responsible for creating educational curriculum, working with office staff to assist with planning, and scheduling outreach and educational activities, including assigning volunteer and office staff work and overseeing work activities. The Program Manager will work with all staff on cleanup activities, programs, services etc. and will ensure all project’s outcomes and associated data is collected and reported in a timely manner. This includes photos of activities, volunteer / participant sign in sheets and project objectives and tasks.

- **Program Coordinator:** The Program Coordinator will assist with everyday activities and lead educational activities, volunteer activities. This individual will assist with scheduling school activities and youth programs under this effort and will work with volunteers to ensure program goals are met. The Program Coordinator will also assist the Program Manager in the planning and preparation of the Mascot Educational Activities and volunteer days and will also lead the community outreach efforts and the efforts of collecting and reporting data and community surveys.

- **Office Manager:** The Office Manager will assist with scheduling, answering phones, creating surveys and overseeing daily office operations that include collecting data for final reports.

---

**K.**

☑ Identify which, if any, of the following **Funding Priority Considerations** are incorporated into your proposed project (Make sure you answer each question).

i. Will your project provide jobs and/or professional development/training opportunities for North Richmond residents (youth or adults)?
   
   **X** Yes ☐ No

   If yes, how?
   
   - We will hire and train members of North Richmond to lead all of our projects this effort will eventually extend throughout Richmond as a means of youth and adults taking pride in Richmond. This project will make it possible for others to learn a skilled trade that encourages leadership.

ii. Does your project propose to use or build upon existing North Richmond Mitigation Fee funded strategies/activities?
   
   **X** Yes ☐ No

   *NOTE: There are potential limitations or risks associated with project activities too closely related to strategies 4, 5, 6, 7 and 8. Therefore, such activities are likely to require a substantial level of collaboration and oversight by the applicable agency(ies).*

-13-
If yes, identify which strategy(ies) using the strategy numbers reflected in Appendix C (see Appendices) and explain how your project will use or build upon those activities?

- **Strategy 9:** “Fund the development, implementation and oversight of a variety of community-based projects with specific focuses on anti-littering, environmental stewardship, blight reduction and/or beautification (including personnel/labor, administrative oversight, materials, equipment and related maintenance costs plus administering agency contracting charges). And fund stipend programs (including stipends, administrative oversight and related materials/equipment), new community-based projects/programs should include component for stipends, where appropriate, to pay local youth and/or other community members for assisting with illegal dumping prevention/abatement or beautification activities within the Mitigation Fee Primary Funding Area.”

- Our project employs and trains North Richmond residents to lead by example and through Mascot activities youth and adults can engage with pride.

ii. Does your project involve partnerships with a different entity(ies) currently proposing other Community Based Project(s)?

- ☐ Yes  X No

If yes, clearly define how?

iii. Does your project exhibit the ability to provide clear measurable outcomes with sound evidence of success addressing the problem(s) identified in Section D above?

- X Yes ☐ No

If yes, explain how?

- We will have and provide project activity report that represent how much clean up efforts in North Richmond. The individuals we engaged in training, anti-dumping and educational activities and a report detailing community feedback for future reference.

iv. Does your organization have a proven track record of successfully implementing activities similar to those proposed in this project on-time and within budget?

- X Yes ☐ No

If yes, briefly describe the activities completed, the outcomes/goals achieved and provide contact information (name and email address/phone) for someone at the entity who funded the project so that we can contact them?

- Although we have never been funded we are doing this work now on a volunteer basis and have had great turnout and success.
● We presently have clean-up community days where we educate, and engage community members, and organize beautification activities

v. vi. Is your proposed project expected to address unmet needs related to illegal dumping problems in the North Richmond community?  
X Yes ☐ No
If yes, identify which unmet needs will be addressed and how?
● This project will engage youth on a massive scale. With summer approaching we have an opportunity to really educate or youth and build upon the success we’ve already established.

vi. vii. Is your proposed project expected to supplement or enhance (e.g. increase the effectiveness/success) non-mitigation funded efforts that help reduce the illegal dumping problems in the North Richmond community?  
Yes X No
If yes, identify the non-mitigation funded efforts and describe how they would be enhanced?
✓ L. Does your organization propose to sustain this program after mitigation fee funding is expended?  
X Yes ☐ No
If yes, how?
● We plan to continue the work we began years ago by engaging residents and businesses for public awareness and participation.

Project Outcomes, Evaluation and Accountability

✓ M. Describe how your organization will measure, evaluate and demonstrate your level of success in addressing the problems identified in Section D above.
We will measure our success through the following tools:
   ● # of Program Participants engaged in education activities, volunteer days and clean-ups (supported by Sign-in Sheets)
   ● # of surveys completed
   ● Outreach logs
   ● Monthly Activity Logs and Reports to track progress
   ● Before and After photos of clean-up activities

Organizational Capacity

✓ N. Provide a summary of qualifications for the staff members that will be responsible for the tasks/activities identified in Section I above.
  ● Pamela Saucer-Bilbo, Program Manager: Over 30 years experience organizing community residents for a better, cleaner and safer Richmond. Executive Director of the Men and Women of
Valor who has worked in the North Richmond community since 1979. Degree in Nursing.

- **Program Coordinator**: TBD

- **Outreach Manager**: TBD

✓ **O.** Who within the organization will be responsible for ensuring expenses are consistent with the terms and budget specified in the contract and how much experience do they have doing so?
  - Pamela Saucer-Bilbo, 7 years experience performing accounting for nonprofits

### Background Information about the Organization

✓ **P.** State the length of time your organization has been in operation.
  - Since 2012

✓ **Q.** List what services, if any, your organization provides or has provided to those living and/or working in North Richmond.
  - MWV is located in North Richmond and presently provides services for youth and adults. We assist with training, job skills, and finding employment for Richmond youth and adults. We are a community service that partners with the City of Richmond, the County and other agencies to provide Summer Youth Programs, healthy living skills, and clean up activities.
  - We also offer the monthly job training programs and services that offers a pathway to employment for Richmond residents.

### Other - **OPTIONAL**

✓ **R.** Provide any additional information that your organization believes will assist staff, or the North Richmond Mitigation Fee Committee in considering the relative merits of your proposal.
### APPLICANT ORGANIZATION:
Men & Women of Valor

### FISCAL SPONSOR (FS):
N/A

### APPLICATION FOR FUNDING:
One-Time Community Based Project ☒
Community Garden Project ☐

<table>
<thead>
<tr>
<th>Missing Submittal Requirements</th>
<th># of Requirements Not Met (NOs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Received by 30 day extension deadline of 4/22/2018 allowed by Committee at their meeting on 3/23/2018. Time = 8:31pm / Date = 4/22/2018</td>
<td>1</td>
</tr>
<tr>
<td>☒ Electronic Application/Proposal in Word (editable). IF NO, how submitted? Submitted Slighted modified version in Word, but all content required in application submitted.</td>
<td>1</td>
</tr>
<tr>
<td>☐ Scanned copy (non-editable) sent via e-mail by non-profit organization, OR ☐ Submitted hardcopy to City staff who scanned/e-mailed to County staff.</td>
<td>1</td>
</tr>
<tr>
<td>☒ Contact Info for Applicant listed on Page 1.</td>
<td>1</td>
</tr>
<tr>
<td>☒ Applicant signed Acknowledgement Page.</td>
<td>1</td>
</tr>
<tr>
<td>☒ Board of Directors list provided.</td>
<td>1</td>
</tr>
<tr>
<td>☒ Most recent (current) IRS Form 990.</td>
<td>1</td>
</tr>
<tr>
<td>☐ Copy of California Business Portal Printout.</td>
<td>1</td>
</tr>
<tr>
<td>☐ Commitment Letters for all approved funding sources, if applicable.</td>
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</tr>
<tr>
<td>☒ Proof of 501(c)(3) or 501(c)(6)– IF NO:</td>
<td>1 or 1 2 3 4 (if FS)</td>
</tr>
<tr>
<td>☐ Contact Info for Fiscal Sponsor listed on Page 1.</td>
<td>1</td>
</tr>
<tr>
<td>☐ Fiscal Sponsor signed Acknowledgement Page.</td>
<td>1</td>
</tr>
<tr>
<td>☐ Written agreement with Fiscal Sponsor included.</td>
<td>1</td>
</tr>
<tr>
<td>☐ Fiscal Sponsor’s Proof of 501(c)(3) included.</td>
<td>1</td>
</tr>
<tr>
<td>☒ Proposal questions all completed, unless noted as optional [Section R) on Page 8] – IF NO: Which questions left blank/unanswered?</td>
<td>1</td>
</tr>
<tr>
<td>☒ Written authorization signed by Property Owner(s). (Notarized? ☐)</td>
<td>1</td>
</tr>
<tr>
<td>☐ Copy(ies) of letter(s) from Applicant or Fiscal Sponsor past funder(s) – IF NO:</td>
<td>1</td>
</tr>
<tr>
<td>☒ Recipient of NRMF funding in the past – IF YES: Identify any issues/problems encountered administering the proposing Organization’s previously funded project (e.g. contract compliance, invoicing/progress report adequacy, above average amount of staff time/effort required, etc.) Men and Women of Valor was awarded funding in 2012/13 Expenditure Plan using the Fiscal Sponsor REACH Fellowship International. At the time, there were some issues where REACH felt Men and Women of Valor did not meet their deliverables to be paid and City and County staff had to intervene to try to resolve the issue.</td>
<td>N/A</td>
</tr>
<tr>
<td>☐ Letter(s) of recommendation or support [OPTIONAL]</td>
<td>1</td>
</tr>
<tr>
<td>☐ Letter requesting advance payment [OPTIONAL]</td>
<td>1</td>
</tr>
</tbody>
</table>

### REVIEWER NAME:
Demian Hardman

### DATE REVIEWED:
May 1, 2018

No private property involved

# of Requirements Not Met (NOs) = 1
Max Incomplete Points = 13 (if no FS) or 16 (if FS)