

**FREMONT CITIZENS' ADVISORY COMMITTEE MEETING**

*MINUTES*

**Training Room**

**3300 Capitol Avenue, Building A**

**Monday, February 10, 2020**

**6:00 p.m.**

1. SECRETARY CALL FOR QUORUM
2. CALL TO ORDER  
The meeting was called to order at 6:00 p.m.
3. ROLL CALL  
Present: Mary Miller, Beny Jain, Cynthia Schick, Preeti Kristipati, Antonio Birbeck-Herrera, James Boomer  
Tom Litto informed beforehand that he would be late and joined the meeting at 6:35 p.m.  
Mary Miller informed beforehand that she was scheduled to go to another meeting and left at 6:45 p.m.  
Staff: Nancy Sa, Leticia Leyva, Shanti Jeyakumar
4. APPROVAL OF MINUTES of December 12, 2019 meeting  
*A motion was made by Committee Member Schick and seconded by Committee Member Jain to accept the minutes of December 12, 2019.*  
*Ayes: Committee Members: Birbeck-Herrera, Boomer, Kristipati and Miller.*  
*Noes: None*
5. OLD BUSINESS  
There was no old business to discuss.
6. NEW BUSINESS
- 6.1 **FY 2019-2020 Community Development Block Grant (CDBG) Funding – Develop questions for applicant agencies**

Staff received a 7 CDBG capital project proposals, 3 microenterprise proposals and 1 housing public service proposal via ZoomGrants.

CAC and staff independently reviewed the proposals and came up with additional clarification questions for the applicant agencies. CAC and staff discussed each proposal and compiled questions (Attachment 1). These questions will be sent to the agencies no later than February 11, 2020. Agencies are scheduled to respond by February 18, 2020.

Staff Member Sa requested the Committee to consider fully funding fewer organizations rather than providing partial funds to multiple organizations. This is because agencies who have been funded the past two years are finding it difficult to commence their projects due to the elevated cost of construction. Agencies are unable to obtain bids for their projects and are forced to go out to bid multiple times.

Staff Member Sa suggested considering a contingency to the funding recommendations to the City Council, so that if more funds are available, agencies who are unable to complete their projects can apply for gap funding in FY 2021-2022.

A few Committee members were interested in visiting MidPen's Avelina complex and Tri-City Health Center to better understand the funding request. Staff will be making arrangements for CAC's visits to these sites.

7. ADJOURN

There being no further business, a motion was made by Committee Member Schick, seconded by Committee Member Boomer to adjourn the meeting at 8:05 p.m.

Ayes: Committee Members: Birbeck-Herrera, Boomer, Jain, Kristipati and Litto.

Noes: None

## FY 2020-2022 CDBG Funding Questions to Agencies

### CAPITAL PROJECTS

#### **Abode Services – SRV Restroom Restoration**

1. The request for CDBG funds is 96% of the total cost of the project. Has Abode made any effort to leverage funds?
2. The proposal states that Abode received a \$50,000 grant from Fremont Bank to help with this project. The total project budget is inclusive of staff time and approximately \$300,000 in contracted services. Our understanding is that CDBG funds cover contracted costs, and that Abode employees whose job is to maintain and oversee the maintenance of Sunrise Village are already compensated for their work. Given this understanding, please explain why Abode staff time is factored into the cost of the project. If the contracted cost of the project is \$300,000 and Fremont Bank provided \$50,000, shouldn't the request for CDBG funds be \$260,000?
3. The proposal states that Abode anticipates an annual savings of \$500,000 with the repairs to the restrooms. Is this in both water and utility costs? This amount seems very high. Can it be documented?
4. The proposal states that any savings from the bathroom repair will go back into service delivery and construction of more affordable housing. These are laudable endeavors. However, given the history of requests from Abode for maintenance projects for Sunrise Village and what appears to be the lack of any ongoing maintenance funds that anticipates wear and tear on the building, the City might request that any energy savings accrued by the funding of this project go to establish an ongoing maintenance fund. Would this be a request that Abode Services would implement?
5. Please explain the difference between Contingency (15% w/ PW) and Prevailing Wage (+20%) under Funding Uses/Expenses.
6. Please explain what the site improvement cost is under Funding Uses/Expenses.
7. Thornstone's quote for drywall is \$13,638 while DC's is \$26,000. Why is there such a large difference in quotes?
8. DC has not included floor covering in its scope. Is there a reason for this?
9. How many total residents stayed in the shelter during FY 2019-20?
10. What was the average length of stay for shelter residents in FY 2019-20?
11. How many of those shelter residents were transitioned into permanent housing?
12. It is our understanding that each of the 10 family rooms has its own bathroom with a toilet and shower and that these bathrooms are not part of the repair program being requested. If yes, what shape are these restrooms in?
13. It is our understanding that the restrooms requested for reconstruction are those shared by single men and women, is this correct?
14. Please provide us a blueprint floor plan of the restrooms.

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### **Centerville Presbyterian Church – Refrigeration Replacement**

1. The funding request is 100% of the anticipated project cost. Has CPC made any effort to leverage funds?
2. If the City is unable to fund the full amount, the proposal indicates the Church has an emergency fund for replacing kitchen equipment. How much might that fund be able to absorb?
3. Please provide quotes for the items you wish to purchase with the funding.
4. What is the anticipated longevity of a new walk-in freezer? Will there be a warranty or option for an extended warranty and if so for how long?
5. What is the cost for removal of the existing equipment? Are there any recycling opportunities for the old equipment?
6. You indicate that replacement of the walk-in Freezer may require code upgrades such as fire sprinklers. Adding a Fire Sprinkler system can be very costly. Has anyone from your organization contacted the Fire Department about this? It is imperative that you obtain clarification from Fremont Fire as to the cost of any needed Fire Department upgrades.
7. Do you have fire protection in the space right now?
8. The presumed beneficiaries specified in the proposal are: homeless, elderly, people with disability. How do you determine that participants are elderly and/or persons with a disability? These questions are not asked in the survey.
9. Will replacement of the refrigeration system result in a temporary disruption of your meal program? If yes, for how long.
10. How is the freezer currently utilized? Do other organizations use it too?
11. What is the operating budget of the meal program, and how is it funded?

### **City of Fremont – FRC Roof Replacement**

1. Please explain the difference between “Construction Administration” and “Staff costs” in your funding uses/expenses table.
2. Based on your request (\$550,000) and the total costs of the project (\$2,292,472), the total amount left is approximately \$1,742,472. Will this amount be completely funded by the City of Fremont’s capital infrastructure program? Do you have confirmation that it will cover the entire amount needed?
3. Should the FRC roof not be repaired is there any likelihood that partner agencies (tenants) with roof leaks would seek space elsewhere? What would be the result of this?

## **FY 2020-2022 CDBG Funding Questions to Agencies**

4. Are there plans to modify the roof equipment in a way that the HVAC or other equipment becomes higher/more visible from the street?
5. What type of material for the roof are you planning on using and what is the warranty?
6. Did you notice any ceiling or wall damage that could have been caused by the condition of the roof?
7. How did you calculate your contingencies? How did you calculate your testing and abatement cost for asbestos?

### **Habitat for Humanity EB/SV – Housing Rehab/Emergency MHR**

1. How many home repairs were provided in the last year?
2. What is the average cost per home repair?
3. Have all the prior year's funding been expended?
4. On average how much time is spent on a home repair from start of paperwork to completion of project.
5. You indicate Mobile Home Parks make up a portion of affordable units in Fremont. How many Mobile Homes have you repaired in the last year and what types of repairs were they? Average cost?
6. Please describe the type of marketing done to let homeowners know about your services.
7. You currently do not have any representatives from Southern Alameda County on your board of directors. Please explain why this is and if the agency has any plans in recruiting a board member from Southern Alameda County.

### **MidPen Housing – Avelina Rehabilitation**

1. The funding request is 95% of the anticipated project cost. Has MidPen made any effort to leverage funds?
2. The proposal states that 13 of the 40 units will get kitchen repairs. How many units will receive bathroom repairs and upgrades?
3. The proposal states that some of the products used in the original construction were not of the best quality. Will the new materials be comparable or of a better quality? What is the expected lifetime of the repairs being made?
4. Given the nature of the work, (floor and cabinet replacement, wiring in bathrooms, replacements of showers etc.) it is difficult to believe that senior occupants will not be disturbed and that the repairs will be completed in one day. In other repair situations like this, seniors are relocated to a hotel during

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- the construction work. How many units will be repaired each day, and what assurances are there that the repairs will be completed in one day?
5. What will happen to food items in the kitchens to be upgraded. Will seniors lose perishable items? Will they have to remove all items from their cupboards? Will there be assistance in doing this?
  6. Do units have higher toilets and grab bars in the toilet and in showers to accommodate older adults? Will the upgrades be ADA?
  7. What is the turnover rate in Avelina?
  8. What is the rent structure in Avelina, how much rent is charged?
  9. While CDBG funds are eligible for the use requested, the City put repeated year investments in Pickering Place, another Mid-Penn affordable project, and now we are receiving a similar type of request for Avelina. The City's limited CDBG funding is not designed to serve as a maintenance and capital repair fund for affordable housing developers. The cost of this project seems very high and Mid-Penn is contributing little. Does Mid-Penn maintain a replacement and maintenance fund for the projects it constructs? Why aren't these costs factored into the project when it is conceived and financed?
  10. In the absence of CDBG funds, what are your plans to carry out the project?

### Narika – Transitional Housing

1. Please explain how you determined to host around 8 beds in the transitional house. The property that is identified is a 2 bed/2.5 bath home. In addition to the 8 beds, you are proposing to provide services such as crisis counseling, case management, and property management on site. Is there a concern of overcrowding? In general, the rule of thumb for housing people is to take the number of bedrooms x2 + 1. This would make the maximum capacity 5 persons. Are the managers expected to live on site? If so, there would be even less space for participants.
2. The property identified on the application is currently pending. Are there other properties that Narika has identified for this project? What are the parameters you are following to select a property?
3. The property identified was a townhome, which most likely has fixed HOA costs and regulations. How do you anticipate paying for the ongoing HOA costs? Have you checked the HOA regulations regarding use and occupancy?
4. Narika's website shows that 20 Californian cities have been served. How many of these cities have transitional housing? If there is transitional housing in the other cities, have you considered housing participants in these cities?
5. Please be aware that CDBG funding cannot be used to purchase furniture. This funding can also not be used to pay for two property managers to support the

## FY 2020-2022 CDBG Funding Questions to Agencies

residents of the facility. With this in mind, what is your plan to fund these items?

6. Please clarify if this project is for “supportive housing” or “transitional housing.”
7. Does Narika have experience in operating a residential program?
8. What is the secured operating budget for Narika, and what funds will Narika put into establishing and sustaining this project?
9. Will participants, if they are working or obtaining work, be expected to pay rent? If so, how much rent?
10. It was a bit difficult to understand who participants will be. You describe this as transitional housing and not emergency shelter and indicate persons will be coming out of emergency shelters where they may only stay up to 90 days, but then you also say the women you serve (South East Asian) have an almost impossible time accessing existing shelter facilities? Please clarify who the participants of the shelter will be.
11. What are the specific State and Federal grants you are hoping to access? Do you have a longevity plan for this project?
12. How much of Narika’s budget and what amount comes from local fundraising?
13. Have you considered collaborating with other agencies?
14. Describe the role of the Property Managers.

### Tri-City Health Center – Mowry III Clinic Renovation

1. If the City is unable to fund this project, are there other sources of funding that Tri-City Health could go after to complete this effort?
2. The proposal indicates that 54% of the clients served are from Fremont. However, Fremont is being asked to finance 100% of this project with its CDBG funding. Would it be more equitable for Fremont to fund the project at the level proportionate to the amount of usage by Fremont residents? For example, 54% of \$350,000 = \$189,000.
3. TCH has undergone significant expansion not only of new clinics but also of mobile clinics. Now it seems that Mowry 3 will also serve homeless clients. What is driving this expansion? For example, a project was designed to increase exam rooms at Main Street Village to offer medical services to the homeless. Is this clinic at capacity? How many clients are served at the location daily? How many total clients have been served for the past year? How did you calculate the additional number of clients you will serve?
4. How will services at Mowry 3 differ from other clinics and the two large service centers on Liberty and Fremont Blvd that TCH operates?

## **FY 2020-2022 CDBG Funding Questions to Agencies**

5. Please describe the enabling services that TCH is offering, particularly in the areas of transportation, eligibility assistance and housing?
6. The lease is up in 2024. Do you plan on extending the lease?

### **MICROENTERPRISE PROJECTS**

#### **Afghan Coalition**

1. What is the total operating budget for this program?
2. Please clarify how many total clients are served through this program, and how many of those are Fremont residents.

#### **4Cs**

1. The proposal states that 22 participants have stayed in business. What is the total number of participants who were trained?
2. Please confirm if the total budget for this program is \$50,000 (\$40,000 – CDBG and \$10,000 – CCIP). Do you use additional funds to supplement it?
3. Please describe how you conduct outreach for the program.

#### **Narika**

1. You mention that your screening process will include recruiting and training youth and seniors towards creating microenterprise. Why are you targeting only youth and seniors?
2. Please explain why you do not have a target number of new microenterprises you aim to help establish through this program.
3. Your proposed program budget includes a budget for FY 2019-20. This funding is for FY 2020-22 only. Please send a corrected version of the Funding Uses/Expenses table that reflects this.
4. Please explain why your Funding Sources/Revenues budget differs from your CDBG capital project application.
5. The goal of the microenterprise funding is for clients to open their own small business. One of the program requirements for the small businesses is to register for a DUNS number. Do you foresee any problems with meeting this requirement?
6. Which portion of the SEED program training modules would be specific to the CDBG guidelines for microenterprise?

## **FY 2020-2022 CDBG Funding Questions to Agencies**

7. Please clarify the number of people who participate in the program. How many of them are Fremont residents?
8. How many of the participants are victims of domestic violence and how many are at-risk?
9. What is your plan to develop and implement a data collection process?
10. How many unduplicated participants do you have in your program? How many people come to multiple SEED events?
11. Do you have a specific curriculum for your proposed microenterprise program?

### **HOUSING PUBLIC SERVICE PROJECTS**

#### **Project Sentinel**

1. Please explain how you calculate indirect cost.
2. Would you be able to continue this program if you did not receive the requested funding?
3. What is the total number of requests for fair housing services? Can you give a general metric on the services provided?