

FREMONT CITIZENS' ADVISORY COMMITTEE MEETING

MINUTES

Training Room
3300 Capitol Avenue, Building A
Thursday, February 7, 2019
6:00 p.m.

1. SECRETARY CALL FOR QUORUM

2. CALL TO ORDER

3. ROLL CALL

The meeting was called to order at 6:00 p.m.

Present: Mary Miller, Beny Jain, Tom Litto, Cynthia Schick, Preeti Kristipati, Antonio Birbeck-Herrera, James Boomer

Staff: Lucia Hughes, Nancy Sa, Shanti Jeyakumar

4. APPROVAL OF MINUTES of December 13, 2018 meeting

A motion was made by Committee Member Schick and seconded by Committee Member Litto to accept the minutes of December 13, 2018.

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

Noes: None

5. OLD BUSINESS

There was no old business to discuss.

6. NEW BUSINESS

6.1 **FY 2019-2020 CDBG Funding – Develop questions for applicant agencies**

Staff received a total of four Community Development Block Grant Capital Project proposals 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, 2019. Agencies are scheduled to respond by February 15, 2019.

CAC members and staff concurred that some of the proposals lacked completeness and attention to detail.

Staff Update – 2019 Homeless Count

Staff Member Hughes provided information on the 2019 Homeless Count, which took place on January 30th, 2019. She reported that 90 volunteers, 60 of whom were City staff, canvassed the entire South County in the early morning hours.

In the weeks following the street count, surveys are being conducted of individuals residing on the streets and in the shelters in order to profile their experience and characteristics. Preliminary Homeless Count data is expected to be released sometime in the May/June 2019 timeframe for community input and the final report is expected at the end of July. The City also invested in City specific data for Fremont which is anticipated to be available in August 2019.

7. ADJOURN

There being no further business, a motion was made by Committee Member Schick, seconded by Committee Member Kristipati to adjourn the meeting at 7:40 p.m.

Ayes: Committee Members: Birbeck-Herrera, Boomer, Jain, Litto and Miller
Noes: None

FY 2019-2020 CDBG Funding

Questions for Agencies:

1. Abode Sunrise Village Emergency Shelter (1992) – Window Replacement - \$87,250

- a. The application stated that maximum stay at the shelter is 90 days. We understand that this is no longer the case as shelter residents can stay for as long as needed. Please confirm.
- b. To follow-up on question “a”, the application indicated that the shelter serves about 300 people per year. Has this changed since the maximum shelter stay is now no longer 90 days but for as long as needed.
- c. Please explain why 2009 Homeless Count data were used instead of the most recent homeless count data.
- d. We notice a lot of your shelter staff are relatively new and it appears you are having a lot of staff turnover. Can you explain the reason for this?
- e. Have you explored solar option for further utility savings?
- f. Per #10, please provide quantifiable energy savings.
- g. Is your contingency 20% or 25%? Both percentages were used under Budget Narrative.
- h. Response to question #4 includes “replacement of deteriorated flooring.” How is this part of the window replacement?
- i. Just a comment: Past funding doesn’t include the \$33,143 funding for the parking lot rehab provided in 2018.
- j. Are the windows going to be new construction or retrofit?

- k. How many people were from Fremont prior to entering the shelter?
- l. Please explain the reason why there are no bids attached to your proposal. Please provide 2 bids at least.
- m. How did you arrive at your permit cost of \$10,000?

2. SAVE HOUSE – \$50,000 Replace flooring all over the house and repair sloping floor except the kitchen

- a. SAVE received a total of \$25,000 in FY 2018 funding for bathroom remodel. What is the estimated completion date for the bathroom remodel?
- b. #29 Section 3 requirements pertain to hiring local income workers and doing business with local low income business concerns. Please provide a response based on this information.
- c. SAVE’s estimated project cost is \$48,000. Have you accounted for contingency? If so, how much?
- d. Please note and update your records, that the City provided the following CDBG funding, in addition to the list provided in your application:
FY 1997-98 \$33,652
FY 2002-2005 \$130,129
FY 2011-2012 \$148,568
FY 2015-2016 \$55,700
- e. Please provide at least one more bid.
- f. Please confirm quality of flooring; is it commercial or residential grade?

3. Tri-City Volunteers – \$150,000 Future Proofing the Food Bank

- a. Please explain what you mean by ‘future-proofing?’
- b. Is the exterior wall extension same as chain link fencing?
- c. #29 Section 3 requirements pertain to hiring local income workers and doing business with local low income business concerns. Please provide a response per your new understanding of Section 3 requirement.
- d. Do you anticipate any issues with closing the thrift store down during the time the work is taking place? Will the renovations affect food distribution in any way?

- e. The proposal mentions, if funded, project will commence on July 1st and end by September 30th, 2019. Please be aware that contracts must be executed and an Environmental Review must be done before the project can begin.
- f. The proposal pre-application mentions adding a water line with a hose bib to the east side of the building, however this is not included in the subsequent cost estimate, budget, etc. Is TCV planning to use an alternate line of funding to complete this part of the project?
- g. Your proposal request is \$150,000, however your budget shows a total line item budget requested from Fremont of \$89,431.54. Please explain the discrepancy. Please resubmit the project use budget.
- h. Please note and update your records, that the City provided the following CDBG funding, in addition to the baler funded in FY 2016-2017:
FY 2005-2009 - \$1,664,535 – Major renovation
FY 2012-2013 - \$25,000 – Plumbing project
- i. Please refer to Q#31 – Is your agency also exempt and incorporated? If so, all three boxes would need to have been checked.
- j. Please include preliminary asbestos inspection cost budget.
- k. Please provide at least 2 bids for every item of the project you are proposing

4. Mid Pen - Pickering Place \$459,096.97

- a. Pickering depleted its replacement reserves in 2013 as part of the buyout process. How much was left in the replacement reserves before it was depleted, and what kind of improvements/ rehabilitation were made to deplete the replacement reserves?
- b. Is MidPen proposing to provide deeper affordability and/or an extended affordability term as part of the resyndication project?
- c. Taking into account the financing from the planned re-syndication, what is the total funding gap needed to rehabilitate the property? Have you explored other financing alternatives other than CDBG?
- d. If Pickering is successful in obtaining the full CDBG funding request, what is the remaining scope of work to be financed by the resyndication and other funding sources?

- e. Please provide a priority list of the items you are requesting funding for.
- f. How do you determine eligibility of tenants? Besides income, what other criteria do you use to choose residents? What is the average length of tenancy? What is the longest and shortest tenancy?
- g. Your contingency amount appears to be low. How did you arrive at this? Design work (a soft or indirect costs) is included with the hard costs in MidPen's budget, but there's a \$2,228 contingency for it. What does that cover?
- h. Please provide the following items:
 - i. Limited Partnership Agreement (LPA) with all amendments
 - ii. Copy of the existing Land Use Restriction Agreement (LURA) between the current limited partnership and TCAC
 - iii. Expiration of the initial 15-year compliance period for the existing tax credits;
 - iv. Sources and Uses of funds for the proposed resyndication (Are there anticipated new financing sources of funds? Will the property be seeking an allocation of Project Based Vouchers or VASH vouchers from the Alameda County Housing Authority?)
 - v. Total Development Costs calculations;
 - vi. Proposed rental income and unit mix by AMI level;
 - vii. Tax credit calculation;
 - viii. Copy of any recently completed Physical Needs Assessment;
 - ix. Copy of the appraisal for the proposed acquisition by the new limited partnership from the existing limited partnership;
 - x. 15-Year cash flow projection including Asset and Partnership Management fees and any proposed distribution to the residual receipts note-holders;
 - xi. Capital accounts calculations;
 - xii. Timeline
- k. What is your long-term plan for building up your reserves? The proposal mentions that the CDBG funding would allow the property to build up reserves for capital improvement needs in future years. With the past CDBG funding totaling \$525,000, was MidPen able to measurably reduce costs through energy and operations savings, in general? Provide previous

water/energy savings audits or assessments. What is the estimated savings for the current improvements?

- Has MidPen explored zero interest energy efficiency loans for multi-family offered through the Alameda County Energy Council/StopWaste.org as an alternative/supplement to CDBG financing
 - For water conservation, is the replacement of shower / faucet heads in the future improvement plan?
 - Do you have a sustainability consultant advising them? Besides just changing out lighting with LED fixtures, are motion sensors, daylight sensors or other energy efficiency improvements in the scope?
- l. Please submit an existing conditions report, particularly for the items being requested in the proposal.
- m. What is the expected life for the proposed roof shingles? Is it a rated 30-year tile? Is there still useful life left in the current carport roof? If so, how many years?