



COUNTY OF MENDOCINO

DEPARTMENT OF PLANNING AND BUILDING SERVICES

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MEMORANDUM

DATE: APRIL 20, 2021
TO: HONORABLE BOARD OF SUPERVISORS
FROM: PLANNING & BUILDING SERVICES
RE: APPLICATION DETAILS AND SUMMATION OF NOFA FOR HCD

This year, in response to the Community Development Block Grant (CDBG) 2021 Notice of Funding Availability, the County will be considering submittal by resolution of funding applications for three activities. These activities are; 1. Round Valley Blight Removal and Community Cleanup Program in an amount not to exceed \$1,000,000, 2. County wide technical assistance services to microenterprise (small businesses with five employees or less) in an amount not to exceed \$250,000, and, 3. A Planning assistance request not to exceed \$250,000 for the purpose of preparing design, engineering, and up to date cost estimates for the construction of a new Senior & Community Center.

County staff and consultants are preparing these applications for submittal to the Housing and Community Development (HCD) Agency by April 30, 2021. The following information is intended to provide the Board of Supervisors, and public, in depth information regarding the content of each application for funds while the grant applications are being completed.

Round Valley Illegal Dumping and Blight Removal Project

Proposed Project Duration September 1, 2021-August 31, 2023

The purpose of this project is to improve the physical environment of an area of the county that is deteriorating, experiencing physical decay and in need of remediation of environmentally contaminated properties that are detrimental to public health, welfare, and safety and a detriment to the community and economic development of the area.

The CDBG National Objective for the application is Low Mod Income Area (LMA) Benefit; the LMA category is the most commonly used national objective for activities that benefit a residential neighborhood. An area benefit is one that benefits all residents in a particular area where at least 51% of the residents are low moderate-income persons. The area of benefit is within Mendocino County Census Tract 101, Block Group 1 (55% low/mod income), Block Group 2 (66% low/mod income), and Block Group 3 (70.9% low/mod income). The percentage of households, (481) meeting the low moderate income in all three Block Groups exceeds the 51% threshold. The activities that will benefit the area include blight removal, hazardous waste removal, targeted illegal dump site clean-up, and the removal of junk vehicles on county and tribal lands.

The Round Valley Illegal Dumping and Blight Removal Project engages multiple partners to implement various components of the total project. A critical partner in the implementation of this CDBG project is the Round Valley Indian Tribes (RVIT). The following tribes are included in the Round Valley Indian Tribes:

Concow (a Maidu Tribe), Little Lake, Nomlaki, Pit River, Pomo, Wailaki, and Yuki. The RVIT includes 5,486 enrolled members, with roughly 1,500 tribal members living on the Round Valley reservation. The reservation is adjacent to the unincorporated town of Covelo and the Mendocino National Forest. The entire Round Valley community is comprised of approximately 5,000 people. The reservation encompasses 30,000 acres of land located in northern Mendocino County with a small portion extending to Trinity County.

The RVIT are governed by a Tribal constitution and governing documents. The Executive Administrative team is overseen by the Tribal President and Executive Members of the Tribal Council. The Tribal Business Administrator and Fiscal Controller supported by administrative staff, are responsible for the management of the Tribal operating budget and all the necessary functions of the Tribal Government.

The County and the Round Valley Indian Tribes (RVIT) are in the process of completing an MOU scheduled for Board consideration March 20, 2021 which defines roles and responsibilities of both parties and the intention of both parties to engage in the following activities;

BLIGHT REMOVAL / ABATEMENT LOCATIONS

1. Responsibility of County of Mendocino

- A. Allocate grant-funded resources to abate visible blight in the form of solid waste and junk vehicles at illegal dump sites across the street from the County Transfer Station, and at the Old Mill Site.
- B. Additional dump sites on lands of RVIT could be selected and abated if funding is available and advance written agreement is reached between the County and the RVIT.

2. Responsibility of RVIT

- A. Provide County and/or MendoRecycle with an access agreement providing legal authority and indemnity to enter and abate the illegal dump site across the street from the County Transfer Station, and at the old Mill Site.
- B. Provide County and/or MendoRecycle with an access agreement providing legal authority to enter any additional lands subject to RVIT jurisdiction if grant funds are available and the County and RVIT have an advance written agreement.

Junk Vehicle Removal

1. Responsibility of County of Mendocino

- A. Utilize grant funds awarded for junk vehicle removal to reimburse RVIT for removal of junk vehicles from lands of RVIT. It is estimated there are 400 junk vehicles on lands of RVIT, and 150 additional junk vehicles in Round Valley on private property under COUNTY jurisdiction. Subject to the terms of a future agreement, County would intend to allocate a maximum 75% of grant funds awarded for junk vehicle removal from lands of RVIT, with a priority on "passenger-type" vehicles as opposed to "other" vehicles.

2. Responsibility of RVIT

- A. RVIT could elect to aggregate junk vehicles from lands of RVIT, on lands of RVIT for more efficient removal. However, the site for junk vehicle aggregation must be other than dump sites to be cleaned through this MOU. Sites for junk vehicle aggregation should be centrally located and visible to the community so that they are less likely to be abused as new illegal dumping sites in the future.
- B. Prior to any junk vehicle aggregation efforts by RVIT, County and RVIT shall have entered into a written agreement to ensure that the number of vehicles which could be removed with County grant funds is known, based on an actual award of funds and cost from a hauler. Further, careful

coordination of any junk vehicle aggregation is necessary to ensure the way vehicles are placed is appropriate for the most efficient and lowest cost removal of the vehicles by the hauler.

Staff and Equipment Cost Reimbursement

1. Responsibility of County of Mendocino

- A. Reimburse RVIT for actual cost of staff and equipment in accordance with the final activities and grant budget as approved by the State. Upon submittal of an invoice by RVIT to County, County would request funds from the State for reimbursement. Payment to RVIT would be made by County upon approval by the State. The minimum anticipated process time between invoice submittal and payment is anticipated to be 90 days.
- B. County will also seek to utilize a portion of the grant funds awarded for payment of its staff and equipment costs utilized for the Project, using a procedure similar to that outlined in the above paragraph.

2. Responsibility of RVIT

- A. For reimbursement of staff and equipment costs RVIT would submit to the County of Mendocino invoices on a monthly basis with documentation of actual cost and time of staff, and equipment costs with maximum amounts for reimbursement set through the grant budget approved by the State. All documentation of costs must be in accordance with CDBG requirements.

Training and Community Outreach

1. Responsibility of COUNTY

- A. Seek authority from the State to allocate grant funding for the following additional components of the Project:
 - i) Additional amnesty collections in Round Valley, including tire amnesty and hazardous waste collection days.
 - ii) Funding for 2 employees or members of RVIT to receive HAZWOPER (Hazardous Waste Operations and Emergency Response) Specialist certification.
 - iii) Funding for possum belly trailer or other equipment to provide RVIT with additional capacity to store and haul solid wastes from construction remodel projects.

2. Responsibility of RVIT

- A. Identify 2 employees or members of RVIT to receive HAZWOPER Specialist Certification.
- B. Collaborate with MendoRecycle, the RCD, and other grant-funded entities to help publicize volunteer cleanup events, help publicize amnesty events to collect tires, hazardous waste, etc. Collaborate in development of signs and community outreach to discourage illegal dumping, with educational components related to the negative environmental impacts.
- C. Identify resources to load and haul trailer or other equipment purchased to assist with solid wastes from RVIT construction remodel projects and other needs of RVIT.

In addition to the MOU with RVIT, the County as the recipient and administrator of the CDBG funds, will enter into an agreement with Mendocino Solid Waste Management Authority (MendoRecycle) to oversee day to day implementation of the project. MendoRecycle will engage Mendocino County Resource Conservation District (RCD), private contractors, and community groups to implement the project. It is planned that the County will enter into an MOU with MendoRecycle, which will have the day-to-day responsibility for implementing the County roles and responsibilities for implementing the project activities. MendoRecycle is a Joint Powers Authority established in October 1990, with an Amended and Restated Joint Powers Agreement being approved by the member jurisdictions (Mendocino County, Cities of Ukiah,

Willits, and Fort Bragg) on November 2019. The purpose of the Mendocino Solid Waste Management Authority is to provide hazardous waste collection, tire amnesties and illegal dump clean ups. The five-member Board of Directors provides policy and direction to the General Manager, office manager, HHW supervisor and three HHW technicians. MendoRecycle will oversee the following project activities:

Project Duration: September 1, 2021 to August 31, 2023

Task 1: Project Administration

Subtask 1.1: Oversee project schedule

Subtask 1.2: Meet with project management team regularly for updates

Subtask 1.3: Write and submit quarterly, annual and final project reports

Subtask 1.4: Manage budget

Task 2: Capacity Building Assistance for Round Valley Tribes, Materials Management

Subtask 2.1: Collaborate with RVIT prior to writing and releasing a Request for Proposals (RFP) to procure, according to CDBG requirements, a properly licensed firm to remove junk vehicles from land under jurisdiction of the RVIT and from lands under jurisdiction of the County

Subtask 2.2: Support RVIT in use of CDBG eligible language to contract with properly licensed and procured firm to remove junk vehicles from land under jurisdiction of the RVIT

Subtask 2.3: Provide assistance to Round Valley Tribes materials management staffing and training

Subtask 2.4: Provide HAZWOPER Specialist Certification Training to two employees or members of RVIT¹

Subtask 2.5: Using CDBG-eligible language, coordinate with RVIT to procure and purchase a “possum belly” trailer or other equipment for RVIT, to enhance RVIT’s capacity to store and haul solid waste and recyclable materials from Tribal lands

Subtask 2.6: Assist RVIT in arranging for disposal of full possum belly loads

Task 3: Develop signage and social media posts for an outreach campaign, in close collaboration with Round Valley Indian Tribes and community leaders.

Subtask 3.1: Meet with Tribal leaders, Tribal EPA staff and local leaders to determine needs, desired direction of public outreach campaign, and current capacity (Facebook page, etc.)

Subtask 3.2: Work with leaders and Tribal staff to hone anti-litter messages of interest and relevance to local community

Subtask 3.3: Hire and oversee graphic designer to create signage (as needed/if identified by Tribe and community as desired)

Subtask 3.4: Oversee printing and installation of signage

Subtask 3.5: Identify and hire a local community advocate to lead local community outreach, including social media posts

¹ [OSHA Hazwopper training.](https://www.osha.com/courses/hazwoper.html?gclid=CjwKCAjwxuuCBhATEiwAIIzoR1LN_Spz9kkTzPN4PuBEIHMDl04XpgbGH1Qu9e0FVswokmmHQnfKBoCICIQAvD_BwE)

https://www.osha.com/courses/hazwoper.html?gclid=CjwKCAjwxuuCBhATEiwAIIzoR1LN_Spz9kkTzPN4PuBEIHMDl04XpgbGH1Qu9e0FVswokmmHQnfKBoCICIQAvD_BwE

Subtask 3.6: Hire a Spanish bilingual translator to provide Spanish language translation for outreach materials and social media posts

Subtask 3.7: Assist local community advocate with public outreach and other media for a litter abatement campaign

Subtask 3.8: Provide verification of fulfillment of Task obligations with invoice requesting payment for services

Task 4: Operation of additional tire amnesty and hazardous materials drop-off days (4 additional events total)

Subtask 4.1: Coordinate with Transfer Station to arrange for additional drop-off days

Subtask 4.2: Train additional MendoRecycle staff to receive HAZWOPER Specialist certificates for hazardous materials handling²

Subtask 4.3: Publicize the events (4)

Subtask 4.4: Arrange for personnel and equipment on site for drop-off and disposal (4)

Subtask 4.5: Provide verification of fulfillment of Task obligations with invoice requesting payment for services

Task 5: Provide support to community volunteer cleanup events

Subtask 5.1: Work with Tribal leaders and community organizers to ascertain needs, priorities, goals and challenges

Subtask 5.2: Work with Tribal leaders and community organizers to identify 1-3 sites for community cleanups; ensure legal access is available.

Subtask 5.3: Hire and oversee CCCs to assist community organizers

Subtask 5.4: Publicize event(s)

Subtask 5.5: Arrange for dumpsters and disposal of waste from cleanups

Subtask 5.6: Assist Tribal and local leaders in conducting the events and overseeing the work of the CCCs

Subtask 5.7: Provide verification of fulfillment of Task obligations with invoice requesting payment for services

Task 6: Removal of at Least Two (2) High Visibility Illegal Dump Sites

Subtask 6.1: Write and release a Request for Proposals (RFP), to procure, according to CDBG requirements, a waste disposal company that can complete illegal dump site cleanups.

Subtask 6.2: Using CDBG eligible language, contract with procured waste disposal company.

Subtask 6.3: Use MendoRecycle resources or a competitively procured waste disposal company for removal of visible solid waste creating blight on identified sites.

² [OSHA Hazwopper training](https://www.osha.com/courses/hazwoper.html?gclid=CjwKCAjwxuuCBhATEiwAIIzoR1LN_Spz9kkTzPN4PuBEIHMDl04XpgbGH1Qu9e0FVswokmmHQnfKBoCICIQAvD_BwE).

https://www.osha.com/courses/hazwoper.html?gclid=CjwKCAjwxuuCBhATEiwAIIzoR1LN_Spz9kkTzPN4PuBEIHMDl04XpgbGH1Qu9e0FVswokmmHQnfKBoCICIQAvD_BwE

- Subtask 6.4: Coordinate with RVIT to ensure legal access to property for removal of visible solid waste.
- Subtask 6.5: Coordinate with RVIT and waste disposal company to arrange day/time for removal
- Subtask 6.6: Coordinate with RVIT and procure, licensed hauler selected through Task 2 to ensure junk vehicles associated with the sites are properly removed.
- Subtask 6.7: Oversee waste disposal and car removal companies, including verification of fulfillment of contractual obligations and payment for services

Task 7: Removal of Junk Vehicles on Land Subject to County Jurisdiction

- Subtask 7.1: Using CDBG eligible language, contract with procured, properly licensed firm for removal of junk vehicles on land under jurisdiction of the County
- Subtask 7.2: Collaborate with County Code Enforcement staff in the scheduling and/or establishment of amnesty events for junk vehicles from private property. These events will be coordinated with, but separate from removal of junk vehicles by RVIT on Tribal lands.
- Subtask 7.3: Look for partnerships to maximize the efficiency of junk vehicle amnesty events.
- Subtask 7.4: Publicize amnesty events for junk vehicles from private property.
- Subtask 7.5: Coordinate with property owners and licensed hauler to arrange days/times for removal
- Subtask 7.6: Oversee car removal companies, including verification of fulfillment of contractual obligations and payment for services

Task 8: Removal of Junk Vehicles on Land Subject to RVIT Jurisdiction

- Subtask 8.1: Review RVIT's contract and procurement process for a properly licensed firm to remove junk vehicles; notify RVIT and County as to whether these are consistent with CDBG requirements.
- Subtask 8.2: Serve as collaborative resource providing limited support and recommendations to RVIT in their independent use of a licensed hauler for removal of junk vehicles from lands subject to the jurisdiction of RVIT.
- Subtask 8.3: Work with RVIT to ensure oversight of car removal companies is completed as necessary to verify fulfillment of contractual obligations and payment for services.

BUDGET		
Tasks 1-8	\$829,385	MendoRecycle
Administration	\$65,701	County (Planning and Building Services)
.5 FTE Code Enforcement	\$104,914	County (Planning and Building Services)
Total	\$1,000,000	

MICROENTERPRISE TECHNICAL ASSISTANCE

Proposed Program Schedule September 1, 2021- August 31, 2023

The purpose of this activity is to provide technical assistance to microenterprise in order to help them recover the impacts of CV-19 on the economy and to expand their revenue streams. In order to meet a CDBG National Objective, a microenterprise activity can qualify under the limited clientele criteria for low/moderate income persons (LMI) benefit, if the business owner is a low/moderate income person. If the owner is not LMI, the recipient can still receive microenterprise assistance by meeting the LMI job creation or job retention program criteria. In this case the National Objective is met by the creation or retention of a full-time equivalent job. The public benefit program criteria are met when at least 51% of the jobs created or retained are filled by a LMI person. Job retention is documented at the time of the assistance is provided. Jobs created must be documented when the activity is completed.

The County intends to enter into a subrecipient agreement with the West Business Center which will implement the program. West Business Development Center (West BDC), formerly dba West Company, is one of the veteran microenterprise development organizations operating in the United States and has been an active microenterprise technical assistance program provider to Mendocino County since 1988. Now, in its 30th year of operation, West Business Development Center (West BDC) is acknowledged in the microenterprise field as a leader in its capacity to create and deliver services to low, moderate income populations that are starting and managing microbusinesses in a rural environment. Since 1995, West BDC has managed the microenterprise technical assistance CDBG contracts for Mendocino County.

Need for Program

The past year has seen a steep decline in revenues for our small business community. The vast majority of the economy of Mendocino County (98.9%) is run by businesses with less than 100 employees. Microenterprises (4 employees or less) are 40.5% of the total business population. Over the past fourteen months there has been an 85% rise in business owners categorized as Low Moderate Income (LMI) individuals. As the unemployment rate rises (currently at 8.76%) more individuals will turn to launching their own enterprise. To meet this need, the County intends to expand technical assistance services to support the growth of entrepreneurship.

As the region continues along the path of economic recovery, it is clear that many residents are not fully equipped to participate in opportunities that owning their own business can provide. Many residents lack the postsecondary education and/or digital skills training required to compete in a global marketplace and often this falls disproportionately on minority residents. Inclusive economic development and broad-based prosperity are by no means challenges unique to Mendocino, but the lack of it, will undermine the region's long-term economic prospects if not addressed in direct and deliberate ways.

Microenterprise TA (META) program participants, with an entrepreneurial mindset will grow and help to diversify the economy and ultimately bolster prosperity through attainable living wages regardless of formal educational degrees and work experience. Over the past 30 years West Business Development Center has worked with over 3000 microenterprises and emerging entrepreneurs in Mendocino County. During that time, they have adjusted the training programs and business consulting to keep relevant to changes in business practices. These include technology utilization, HR/Labor law, fiscal management, and client acquisition. The programs build confidence and business skills with individuals in underserved communities who lack the resources needed to achieve economic stability.

Many businesses that are institutions in Mendocino County today were assisted by the help of the organization. While a core foundational pillar continues to be financial capacity building, we have seen greater need over the past five years in the area of customer acquisition and the growth of customization. As the world of business becomes more complex, our local rural economy falls farther behind. The proposed CDBG funded program will help build the local economy to be successful in the new economy.

Microenterprise Program

Each new client that will participate in the West Business Development Center program will go through an orientation and screening process with a qualified business adviser. This interview process captures required data that complies with CDBG regulations. The forms, contracts, checklists, procedures, and agreements are designed to be useful for required reporting to program administration by the program operator. In addition, each document is fully reviewed with the client, so they understand the purpose of the data collection and then reviewed with the WEST CEO to ensure compliance with HCD regulation.

Client progress records are recorded in the SBA/SBDC developed Neoserra database along with case notes and other documentation. WEST maintains online Technical Assistance files that document the client's engagement and progress. The database records can be queried to create reports for tracking client progress and reporting to the County and HCD.

Program Activity Delivery, includes generation and tracking of Fiscal and Performance Reports for quarterly, mid-year and end of year reporting. The work also includes coordinating grant activities between the Program Operator and Grantee and preparation of a cost allocation plan for each client.

Outreach Development, includes the creation and execution of a strategic marketing plan to engage eligible entrepreneurs located in underserved communities. This includes all forms of digital marketing and storytelling, radio and newsletters as well as on going public presentations and specially designed lectures to ensure the opportunities for free technical assistance is available to all eligible persons who need the program.

Technical Assistance, includes but is not limited to:

Ascertain Readiness/Orientation The initial meeting to investigate a client's general readiness to begin to work on their business growth. The program operator will ascertain their skill, work experience and education, review of their financial standing and secure income qualification and other required demographic documentation before they begin their work.

Creation of Service Plan (SOW) Staff reviews client background and researches the appropriate areas of focus and creates a scope of work (SOW) with the client. During the first meeting with a newly enrolled participant, the counselor starts a business feasibility or business financial model review to determine the content for the service plan. Each SOW begins with a 10-hour contract period to complete a goal. In the case of an aspiring micro entrepreneurs, it is often to write a business plan. Existing business owners' service plans vary based on the interview and assessment.

One-on-one Consulting is offered on a continuous basis. One-on-one consulting will advise clients in business feasibility, business planning, business management, financial management, profit and cash flow, marketing strategy development, and technology enhancement. One-on-one consulting also will include assisting program participants with website development planning and on-line selling fundamentals. Counseling sessions with eligible, enrolled participants comprise both the face time and preparation time needed to address the agreed upon goals.

Business Training/Workshops, targeted training programs designed to meet the business practices essential for today's economy. Training programs are engaging, and support learning modules that are scaffolded to meet the client's needs at each level of advancement.

Microenterprise Technical Assistance Budget Total of \$250,000 for 24 Months			
Activity Delivery	Hours	Rate	Total
Performance Reports /Compliance Tracking and Monitoring	243	\$70/hr	\$17,000
Outreach Development			
Planning and Outreach development	525	\$100/hr	\$52,500
Microenterprise Technical Assistance			
1 on 1 consulting during the contract period	512	\$170/hr	\$87,000
Goal Attainment & Training	Per Occurrence	Rate	Total
Ascertain Readiness	112	\$225/hr	\$25,200
Creation of Service Plan (SOW)	112	\$225/hr	\$25,200
Business Training / Workshops	8	\$3,200	\$25,600
Administration (County)	N/A	\$65/hr	\$17,500
Total			\$250,000

PLANNING AND TECHNICAL ASSISTANCE - SENIOR CENTER PROJECT

Proposed Activity Timeline September 1, 2021-September 30, 2022

The purpose of this Planning and Technical Assistance activity application is to acquire the necessary funding to develop full architectural, design, and engineering plans and a budget for the construction of this new senior community facility. The use of funds for this planning activity is eligible under CDBG national objective criteria because it is to be done in conjunction with another eligible activity which is the acquisition, construction, or rehabilitation of facilities for seniors. Seniors, veterans, and disabled adults are targeted benefit groups for CDBG funded activities. The practical purpose of applying for funds to prepare the design, engineering, and budget for the new senior center is that the County and the Ukiah Senior Center organization can then use the plans and budget to apply for a specific amount of funds to build the new center.

Need for Project

The development of a new senior community center is necessitated by the expanding population of older adults in our community, the age, condition and inadequacy of the current facility, and the demand to provide greater services for our seniors and disabled adults in the coming years. Since 2016, the Ukiah Senior Center has been working with community partners to plan and develop a new senior community facility to continue and expand its mission of service to local seniors. A feasibility study was completed in 2016 on a suitable building site that is adjacent to a low-income housing development for seniors, veterans and families. In 2020, architect Philippe LaPotre prepared architectural plans, elevations and a site map for the proposed new facility. The purpose of this Planning and Technical Assistance application is to acquire the necessary funding to develop full architectural and engineering plans for the construction of this new senior community facility. The County will provide the administration of CDBG grant including the procurement of the firm or firms that will prepare the design and budget for the new facility.

The Ukiah Senior Center (USC) was founded in 1972 by George Bartlett with the purpose of providing a place for senior social gatherings. It is a non-profit, membership-based organization that is governed by a Board of Directors. The Center is not under the governance by the City, County or State. Larger senior centers operate under a governmental umbrella to receive the funding. The Center operates under the governance of its Board of Directors to plan and develop the programs and activities and to pursue all sources of revenue on its own.

Over the years, the Center has changed to keep up with the expanding needs of today's seniors. USC operates under a budget of approximately \$730,000; USC maintains a staff of 20 employees (5 full-time and 15 part-time) and has over 150 dedicated volunteers. Only 22% of the organizations funding is secured, the rest is generated through services and fees, contributions, or fundraising efforts.

The mission of the Ukiah Senior Center is to enhance and improve the quality of life for all Seniors, their families and caregivers in the Greater Ukiah area and to enable Seniors to remain as independent for as long as possible. A senior is anyone over the age of 55. USC is a member-based organization, but seniors do not have to be members in order to receive our services. USC has over 440 members. The benefits of membership include a monthly newsletter mailed to your residence, discounts for certain activities and a variety of complimentary or low-cost programs and activities. The newsletter is the primary source of information about the center's activities, special events and the daily lunch menu. Membership is only \$35 per year for individuals or \$60 for a couple.

The Ukiah Senior Center has been providing programs and services for seniors and disabled adults since 1972. Bartlett Hall was acquired in 1977 as the community center for USC, but this facility is over sixty years old and is inadequate to meet the needs of our current population of seniors and disabled adults.

- Over twenty-eight percent of the population in our service area is age 55 or older.
- Ukiah's population has increased 37% since 1970, from 10,095 to 16,095.
- The population served by USC in the greater Ukiah Valley area and surrounding communities is 21,399, of which 28.25% is over age 55.
- Over 20% of those seniors age 60 years or older fall within poverty status.
 - A larger, more energy efficient and modern community center facility is needed to meet the current demand for services and programs provided by USC to the community's seniors and disabled adults.
- Bartlett Hall only seats 166 persons, which significantly limits USC's ability to serve all seniors, disabled adults and their family members who wish to attend our most popular events, such as the annual Thanksgiving Day Meal and Veterans Christmas dinner. Each year these events are sold out weeks in advance, preventing many of our seniors from being able to attend. Shown in this video is the 2018 Thanksgiving Day Meal served in Bartlett Hall to a sold out gathering of seniors and their families. <https://youtu.be/0f54MZei84s>
- Built in the 1950s, Bartlett Hall is not energy efficient. It is cost prohibitive and impractical to refurbish the building given its existing size limitations.
- Bartlett Hall does not offer smaller room spaces for groups and activities to meet. It is inefficient and costly to operate Bartlett Hall when smaller groups want to meet for their activities.
- A new community center that is more energy efficient and energy independent will be substantially more economical to operate and will enhance USC's sustainability for years to come.

Services, USC provide assistance to those needing help through programs such as Outreach, Transportation, Lunch Bunch and Senior Peer Counseling. Help includes assistance for the senior or disabled individual, or the help could also include assistance for the caregiver or family of the senior.

Activities The center's other purpose is to provide a place for senior social gatherings. This is for the active senior looking to enrich their life, share with others or give back by volunteering their time and expertise.

Transportation USC operates three-wheel chair accessible busses four days a week from 8:00 a.m. to 4:00 p.m. with the exception of Wednesdays. The bus system is available to any senior or individual with a disability. This program is funded substantially by Mendocino Transit Authority, which contracts with the

Ukiah Senior Center as the subcontractor for these transportation services. Another source of funding for the program is the small fare charged for those receiving rides. (Fees are nominal, ranging from \$3.00 - \$6.00 per ride depending upon location.) The Center provides professional door-through-door service for seniors and the disabled (10,000 annually) in the Greater Ukiah area, ranging from the southern part of Redwood Valley to Talmage Road. USC also provides over 1,300 free rides annually for the caregivers and escorts of seniors who need assistance when using the Center's buses.

Lunch Bunch Program This is an activity program that provides a social gathering place for isolated seniors with cognitive impairments or disabilities that allows them to spend time quality time with peers. This activity provides lunch, games, exercise and fun for the participant and respite to the caregiver providing the 24/7 care. This program was developed by the Center after the close of the Adult Day Health Care Program in 2009, which had previously been funded through the State of California. Lunch Bunch is designed to be the "safety net" for seniors that were displaced after the previous ADHC program closed and offers a resource for caregivers seeking help with loved ones. This is a private pay activity that is offered from 11:00 a.m. to 2:00 p.m. weekdays with the exception of Wednesdays. The cost is only \$25 a day. Even with this low cost, approximately 40% of the current attendees are receiving some sort of sponsorship from the community.

- The Ukiah Senior Center also provides specialized services and programs for seniors and disabled adults that are unique.
- Ukiah Senior Center offers specialized transportation to seniors and disabled adults through its contract with Mendocino Transit Authority, and offers door-through-door assistance for mobility impaired passengers and their belongings.
- Through a services contract with Mendocino County, Ukiah Senior Center offers Senior Peer Counseling to seniors who need emotional assistance and organizational support for meeting life changing situations, such as losing a spouse, needing to address healthcare challenges or having to change living arrangements.
- USC offers its Outreach Program to assist homebound seniors and disabled adults with healthcare transportation needs, delivery of meals, bill paying assistance and with help arranging repairs or other services that enable their clients to remain living in their homes independently for as long as possible.
- USC offers a variety of events, services and programs that allow seniors and disabled adults to engage in meaningful social interactions with others, participate in exercise and dance activities, and engage in a variety of stimulating games and social events with other seniors. No other organization in the community offers the wide array of programs, events and activities for seniors that USC provides. Because many seniors live on modest fixed incomes, USC offers the only low-cost or no-cost social activities and events that they are able to enjoy. The Bartlett Hall Dining Program offers affordable, nutritious luncheon meals to seniors during weekdays that provide such generous portions that seniors often take home some of their helpings for a second meal. In 2019, Bartlett Hall provided 5,112 meals to seniors, and during 2020 there were 9,066 luncheon meals provided for seniors, most of which were take-out meals during the COVID pandemic.
- USC supports Mendocino County's Emergency Management efforts by utilizing Bartlett Hall as a cooling station for seniors, disabled adults and their pets on high heat advisory days.
- A new, larger and more energy efficient senior community center will enable USC to expand its programs and services to meet the growing needs of our large population of seniors and disabled adults, which is expected to further increase as more Baby Boomers retire. The new community center's capacity will increase by 35% allowing seating for up to 254 persons. Seniors and disabled persons who reside in low-income housing facilities and live on limited incomes need a welcoming and safe environment where they can find meaningful social activities and interactions with their peers. The new senior community center facility will allow USC to meet the specialized needs of these

individuals by providing a wide array of no-cost or low-cost services, programs, events and activities that enrich and enhance their lives.

- The Lunch Bunch Activity room will be increased to allow expansion for more seniors with dementia and cognitive impairments to participate.
- Smaller meeting rooms of various sizes will allow for different groups to meet in comfortable rooms without having to open the main auditorium to accommodate their activities and will allow such groups to meet at the same time without causing interference with each other.
- A covered driveway entrance and covered walkways will allow seniors and disabled persons to exit and enter vehicles while being protected from rain showers. Currently, there is no covered protection for people in wheelchairs and with walkers to be protected while entering and leaving Bartlett Hall to access their vehicles.
- The rooms for the bus transportation office, Lunch Bunch Activity Program and Outreach Services will be located together in the same building for easier access by clients who utilize these services and programs.
- The new community center will partner with Mendocino County to expand emergency services when needed to provide a gathering place and charging station during emergency power shutoffs, an emergency evacuation venue, community vaccination clinics and a site for the emergency distribution of meals and food supplies.
- The new community center facility is designed to implement energy efficient construction materials, will have solar panels installed on the roof, will maximize natural lighting with double-paned windows and will utilize energy efficient HVAC systems throughout the building. It will enhance energy efficiency and energy independence to support the facility's cost-effective operation and low maintenance needs.

LEVERAGED PARTNERSHIPS

Mendocino County Partnership: The Ukiah Senior Center partners with Mendocino County Health and Human Services to provide numerous programs and services to the area's seniors and disabled adults. The new senior community center facility will enable USC to enhance and expand the services it provides to clients through partnership with Mendocino County. Each year, the County enters into several contracts with USC to provide unique social services such as:

Senior Peer Counselors use their skills and life experiences to provide emotional support to seniors age 60 and older. This program allows seniors experiencing life challenges to talk with someone their own age who can help guide and support them through their difficult circumstances and offer support and empathy for their concerns. During 2019, the Senior Peer Counseling program provided 414 in-home client visits totaling 636 hours of support services.

The Outreach Services Program provides assistance to homebound seniors who need help with their day-to-day needs, such as arranging for caregiver services, money management assistance, healthcare transportation, delivery of meals and food commodities, and referrals for Medicare registration and supplemental insurance. Outreach Services also arranges for rides to out-of-town healthcare appointments for its clients, a unique service that was started in 2018.

The USC CalFresh Program for seniors serves to maintain and increase participation by seniors in the CalFresh Program in Mendocino County. The Health and Human Services Agency (HHSA) has identified several target populations, including senior citizens, in need of supportive services for CalFresh. The services contract between USC and HHSA is a joint collaboration that seeks to increase participation in CalFresh, thereby reducing hunger, improving the health status of seniors, and improving economic security for low-income senior households. USC Outreach Services disseminates CalFresh program information to seniors and assists seniors in their CalFresh applications.

Mendocino Transit Authority Partnership: Under the governance of the Mendocino Council of Governments, USC participates in annual contracts with Mendocino Transit Authority to provide bus transportation for seniors and disabled persons within the greater Ukiah Valley service area. USC operates three buses during the week that provide specialized “door-through-door” service for these clients by assisting persons in wheelchairs and with walkers from their homes into and out of the buses, often helping with their personal belongings and shopping bags. During 2019, USC provided 7,966 bus rides to assist local seniors and disabled adults.

North Coast Opportunities Partnership: Through the R.S.V.P. program, USC and North Coast Opportunities collaborate to recruit and manage a vast roster of volunteers who provide vital assistance to USC in the delivery of services, activities and programs to local seniors. Without the R.S.V.P. program volunteers, USC simply could not offer the extensive array of services and activities that it provides each year. Annually, over 160 volunteers provide in excess of 18,000 volunteer service hours, donating the equivalent of \$234,000 in “minimum wage” earnings that benefit USC and its mission of service to our local seniors. In this YouTube video presentation, the 2019 USC Volunteers are honored during the 2019 Volunteer Appreciation Luncheon. <https://youtu.be/FO2LTF8TycE>

River Oak Charter School Partnership: The Ukiah Senior Center partners with River Oak Charter School, located next door to USC’s current Leslie Street location, to allow the school’s use of USC’s commercial kitchen to prepare weekday lunches for over 100 students and to use Bartlett Hall as the school’s auditorium and meeting hall for large student gatherings.

Ukiah High School Partnership: The Ukiah Senior Center partners with various student groups to support USC activities for seniors. During the holidays, the Ukiah High School Soccer Club provided traffic control assistance and meal distribution for the Thanksgiving Day Meal and Veterans Christmas Dinner events because COVID prevented serving a sit-down meal and instead take-out meals were handed out from Bartlett Hall on a drive-through basis. In May 2019, a Mother’s Day Brunch event was sponsored by a Senior High School Girls group as an English class project to benefit seniors. The popular event featured a sit-down brunch, flowers and live music. Seniors were able to have their pictures taken with family members in a photo booth as mementoes. By partnering with high school student groups, USC promotes collaboration and empathy among these different generations.

Adventist Health Ukiah Valley: The hospital frequently collaborates with USC to support various activities. In 2018, AHUV provided a free blood pressure clinic for seniors in Bartlett Hall and donated \$5,000 in funding support for the purchase of the Outreach Services Healthcare Transport Van so that seniors had a means to travel to out-of-area healthcare appointments. In during 2021, AHUV partnered with USC to schedule COVID vaccine appointments for seniors and also conducted a vaccine clinic for seniors to receive shots in Bartlett Hall. For many years, staff from AHUV have visited USC’s Lunch Bunch Program clients during the holidays to sing Christmas carols and to distribute gift cards to the senior participants.

Mendocino College Nursing Program: During 2020, students in the college nursing program partnered with USC Outreach Services on several occasions to conduct telephone wellness checks on seniors at home during the COVID pandemic. These telephone calls to seniors helped to prevent feelings of isolation and offered support to seniors who needed information on additional services, such as scheduling COVID vaccinations.

City of Ukiah Parks and Recreation Partnership: For over six years, the Ukiah Senior Center has partnered with the City of Ukiah’s Parks and Recreation Department to post monthly information concerning activities and programs available for seniors at USC. The City’s webpage location “Senior Resources” displays the USC monthly newsletter and a link to USC’s webpage at this site: <https://www.cityofukiah.com/senior-resources/>.

Service Club Partnerships: The Ukiah Senior Center partners with various local service clubs to promote events and activities that benefit seniors. Partnerships with service clubs include:

Redwood Empire Lions Club purchase and donation of meal cards for distribution through Outreach Services to low-income seniors for catered lunches in Bartlett Hall.

Ukiah Kiwanis Club donation of an electric generator to assist USC in continuing to provide services during PG&E power shut off events so USC can remain open and offer seniors a charging station and a place to gather and keep warm.

South Ukiah Rotary Club and its members donated of \$2,500 to assist with the purchase of USC's Health Transport Van that enables USC to transport seniors to out-of-town healthcare appointments. Other projects have included the Club's assistance in building a commercial kitchen for Bartlett Hall and providing food donations to support the annual Thanksgiving Day Meal.

Ukiah Lion's Club co-sponsored a dinner and dance fundraiser event in partnership with USC to provide an entertainment event for seniors and to raise money to support USC's mission.

Budget:

The final budget for this activity is being prepared by LACO and will not exceed a total of \$250,000. The County will retain \$17,500 of the total \$250,000 for activity administration.