



HOUSING ADVISORY COMMISSION REGULAR MEETING AGENDA

November 5, 2026

7:00 PM

South Berkeley Senior Center
2939 Ellis St, Berkeley, CA 94703

Commission Members:

Chair Sarah Bell, Vice-Chair Syrak Micael, Commissioner Karen Haycox, Commissioner Rebecca Mirvish, Commissioner David Shere, Commissioner Leah Simon-Weisberg, Commissioner Sean Vaughn Scott, Commissioner Alfred Twu

This meeting will be conducted in a hybrid model with both in-person and virtual attendance. Attend this meeting remotely using **Zoom** <https://cityofberkeley-info.zoomgov.com/j/1611379152>. To request to speak, use the “raise hand” function in Zoom. To join by phone: Dial **1-669-254-5252** or **1-833-568-8864 (Toll Free)** and enter **Meeting ID: 161 137 9152**. To provide public comment, Press *9 and wait to be recognized by the Chair. To submit a written communication for the public record, email HAC@berkeleyca.gov.

This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Any member of the public may attend this meeting, however, if you are feeling sick, please do not attend the meeting in person. Questions regarding this matter may be addressed to HAC@berkeleyca.gov.

Written communications submitted by mail or e-mail to the Housing Advisory Commission by 5:00 p.m. the day before the meeting will be distributed to the members of the Commission in advance of the meeting and retained as part of the official record.

All agenda items are for discussion and possible action.

Public comment policy: Members of the public may speak on any items on the Agenda and items not on the Agenda during the initial Public Comment period. Members of the public may also comment on any item listed on the agenda as the item is taken up. Members of the public may not speak more than once on any given item. The Chair may limit public comments to 3 minutes or less.

- 1. Roll Call**
- 2. Land Acknowledgment (Attachment 1)**
- 3. Agenda Approval**
- 4. Public Comment on Non-Agenda Matters**
- 5. Minutes for Approval**

Draft minutes for the Commission's consideration and approval.

Minutes of September 3, 2026 (Attachment 2)

From: Commission Secretary

Recommendation: Approve the draft minutes of the September 3, 2026 meeting.

Commission Action Items

*The public may comment on each item listed on the agenda for action as the item is taken up. Following review and discussion of the items listed below, the Commission may continue an item to a future Commission meeting. **No Action can be taken on items that are not noticed on the published agenda.***

- 6. Discussion and Potential Action on Applications for the City of Berkeley's Community Development Block Grant (CDBG) Public Facilities Improvements Fiscal Year (FY) 2027 Program (Attachment 3)**

From: Jiro Arase, HHCS

Recommendation: Make recommendations to City Council (over \$200,000) or City Manager (at or below \$200,000) as to which proposals for the Fiscal Year (FY) 2027 Community Development Block Grant (CDBG) Public Facilities Improvements NOFA be awarded funding and at which level.

- 7. Discussion and Possible Action to Approve the 2027 Housing Advisory Commission Meeting Calendar (Attachment 4)**

From: All/Staff

Recommendation: Approve the 2027 Housing Advisory Commission Meeting Calendar.

8. Update on Council Items (Future Dates Subject to Change)

- a. Affordable Housing Preference Policy: Pilot Assessment and Policy Update (10/13/2026)**
From: Staff

9. Announcements/Information Items

10. Items for Future Agendas

These items are not scheduled for discussion or action at this meeting. The Commission may schedule these items to the Action Calendar of a future Commission meeting.

11. Adjournment

Attachments

1. Land Acknowledgment
2. Draft September 3, 2026 Regular Meeting Minutes
3. Jiro Arase, HHCS, Applications for the City of Berkeley's Community Development Block Grant (CDBG) Public Facilities Improvements FY 2027 Program
4. 2027 Housing Advisory Commission Meeting Calendar

Correspondence

5. Ron Kemper, Up Zoning

Notices

Notice of Public Record

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. Please note: E-mail addresses, names, addresses, and other contact information are not required but, if included in any communication to a City board, commission, or committee, will become part of the public record. If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission, or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission, or committee for further information.

Any writings or documents provided to a majority of the commission regarding any item on this agenda will be made available for public inspection at Health, Housing, & Community Services located at 2180 Milvia St, Berkeley, CA, 94704.



Communication Access Information

This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at ada@berkeleyca.gov, (510) 981-6418 (V), or (510) 981-6347 (TDD) at least three business days before the meeting date. Attendees at public

meetings are reminded that other attendees may be sensitive to various scents, whether natural or manufactured, in products and materials. Please help the City respect these needs.

Video and audio recordings of the Housing Advisory Commission meetings are available upon request. Please contact the Commission Secretary at HAC@berkeleyca.gov to obtain a recording.

Certification of public posting

I hereby certify that the agenda for this meeting of the Berkeley City Commission was posted at the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way, as well as on the City's website, on October 29, 2026.

Anna Cash

Anna Cash, Secretary

ATTACHMENT 1

Land Acknowledgement Statement

The City of Berkeley recognizes that the community we live in was built on the territory of xučyun (Huchiun (Hooch-yoon)), the ancestral and unceded land of the Chochenyo (Cho-chen-yo)-speaking Ohlone (Oh-low-nee) people, the ancestors and descendants of the sovereign Verona Band of Alameda County. This land was and continues to be of great importance to all of the Ohlone Tribes and descendants of the Verona Band. As we begin our meeting tonight, we acknowledge and honor the original inhabitants of Berkeley, the documented 5,000-year history of a vibrant community at the West Berkeley Shellmound, and the Ohlone people who continue to reside in the East Bay. We recognize that Berkeley's residents have and continue to benefit from the use and occupation of this unceded stolen land since the City of Berkeley's incorporation in 1878. As stewards of the laws regulating the City of Berkeley, it is not only vital that we recognize the history of this land, but also recognize that the Ohlone people are present members of Berkeley and other East Bay communities today. The City of Berkeley will continue to build relationships with the Lisjan Tribe and to create meaningful actions that uphold the intention of this land acknowledgement.



Housing Advisory Commission

HOUSING ADVISORY COMMISSION

DRAFT MINUTES

Special Meeting Thursday, September 3, 2026 7:06 pm	South Berkeley Senior Center 2939 Ellis Street Snow Zhu, Secretary HAC@berkeleyca.gov
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1. Roll Call

Present: Sarah Bell, Karen Haycox, Syrak Micael, Rebecca Mirvish (arrived 7:22), David Shere, Leah Simon-Weisberg, Alfred Twu.

Absent: Sean Vaughn Scott (excused).

Staff Present: Jiro Arase, Kat Larrowe, Justin Horner, Snow Zhu.

Commissioners in attendance: 7 of 7

Members of the public: 2

Public Speakers: 2

2. Land Acknowledgment

3. Agenda Approval

Action: M/S/C (Shere/Twu) to move Information Item 1a to Item 8 and approve the agenda.

Vote: Ayes: Bell, Haycox, Shere, Micael, Simon-Weisberg, and Twu. Noes: None. Abstain: None. Absent: Mirvish, Vaughn Scott (excused).

4. Public Comment: 2 speakers

5. Approval of July 2, 2026 Special Meeting Minutes

Action: M/S/C (Haycox/Twu) to approve the July 2, 2026 Special Meeting minutes.

Vote: Ayes: Bell, Haycox, Shere, Simon-Weisberg, and Twu. Noes: None. Abstain: Micael. Absent: Mirvish, Vaughn Scott (excused).

6. Public Hearing: Draft Consolidated Annual Performance and Evaluation Report for Federal Program Year 2025 (July 2025 through June 2026)

7. Discussion and Possible Action: Short-Term Tenant Relocation Per-Diem Payment Rate Update Under Berkeley Municipal Code Chapter 13.84 (Tenant Relocation Ordinance)

Public Speakers: 1

Action: M/S/C (Simon-Weisberg/Shere) to continue discussion of the item to the following month's meeting, request staff consult with the Rent Board, and request staff develop a short-term tenant relocation per-diem payment rate based on number of bedrooms.

Vote: Ayes: Bell, Haycox, Micael, Mirvish, Shere, Simon-Weisberg, and Twu. Noes: None.
Abstain: None. Absent: Vaughn Scott (excused).

8. State Density Bonus Law Informational Report

Public Speakers: 1

9. Update on Council Items (Future Dates Subject to Change)

10. Announcements/Information Items

11. Future Items

12. Adjourn

Action: M/S/C (Mirvish/Twu) to adjourn the meeting at 9:08pm.

Vote: Ayes: Bell, Haycox, Micael, Mirvish, Shere, Simon-Weisberg, and Twu. Noes: None.
Abstain: None. Absent: Vaughn Scott (excused).



Health, Housing, and
Community Services Department
Housing & Community Services Division

MEMORANDUM

To: Housing Advisory Commission

From: Kat Larrowe, Community Services Specialist III
Jiro Arase, Associate Management Analyst

Date: November 5, 2026

Subject: **Discussion and Potential Action on Applications for the City of Berkeley's Community Development Block Grant (CDBG) Public Facilities Improvements FY 2027 Program**

The Housing Advisory Commission (HAC) is the advisory commission for federal Department of Housing and Urban Development (HUD) funding and reviews all applications and makes recommendations to Council as needed. On March 5, 2026, the HAC reviewed the PY 2026 Annual Action Plan, which included an estimate of \$1,203,918.45 that would be made available for funding awards in the City of Berkeley's Community Development Block Grant (CDBG) Public Facilities Improvements Program for FY 2027. The actual funding available is \$1,198,583.45 due to updated program income and prior year unused funds. The Housing and Community Services Division received four eligible Public Facilities Improvements applications for the HAC's consideration.

Background:

CDBG funds are used for public facilities located within Berkeley that are open to the public and primarily serve low-to-moderate income Berkeley residents. Expenditures for public facilities have included health and safety repairs, improving accessibility and/or energy efficiency improvements. The current Notice of Funding Availability (NOFA) was released on July 13, 2026 and closed on August 31, 2026. HAC's Public Facilities Improvements Subcommittee met on October 19, 2026 and discussed funding priorities. Awards exceeding \$200,000 require City Council approval and those at or below \$200,000 require City Manager approval.

Current Applications:

1. Aging Services Division, City of Berkeley

On August 28, 2026, Aging Services applied for funding for its North Berkeley Senior Center located at 1901 Hearst Avenue, which offers a variety of enrichment activities and support services designed to empower seniors in the community while ensuring access to low-income older adults, limited English proficient individuals, and ethnically diverse communities. The Senior Center is also a designated shelter in the event of a large-scale emergency. Aging Services is requesting \$249,156 to address incorrectly graded exit way and drainage that have repeatedly caused flooding and water intrusion and to construct a fully ADA-compliant emergency exit route.

If awarded, the project would eliminate water intrusion, prevent mold, improve indoor air quality, preserve essential program space, and ensure that older adults can safely exit the building via the emergency access route, thereby improving conditions for over 1,700 unduplicated participants, or approximately 180 daily attendees.

2. Building Opportunities for Self-Sufficiency (BOSS)

On August 31, 2026, BOSS applied for funding for its Ursula Sherman Village emergency shelter program located at 711 Harrison Street. The proposed project would bring the bathrooms in the Men's Dorm, Women's Dorm, and the kitchen area into full ADA compliance and install two roll-in accessible showers, one in each dorm bathroom. BOSS is requesting \$400,000 to complete the project.

BOSS serves up to 50 unhoused single adults per night with an average onsite presence of approximately 16 hours daily per resident. The bathrooms are a foundational amenity in heavy, continuous use by residents daily and have not had any major rehabilitation work done for decades. The project would directly improve the health, safety, and general livability of the space for shelter residents.

3. Center for Independent Living (CIL)

On August 31, 2026, CIL applied for funding for its public-serving space at the Ed Roberts Campus located at 3075 Adeline Street, where services such as independent living counseling and peer support, advocacy, benefits and housing assistance, assistive technology, and caregiver support are offered. The proposed project would expand and reconfigure the space by combining CIL's existing program areas with a vacant adjacent space to create a larger, accessible community program and drop-in center. CIL is requesting \$249,807 for the proposed project.

The project would address CIL's current shortage of private spaces for confidential services and flexible areas for programming. By connecting the front and back areas through a flexible partition, CIL would be able to operate them as separate spaces for simultaneous programs, as one larger space for community events, or as a community resilience and cooling space.

4. Multicultural Institute (MI)

On August 31, 2026, MI applied for funding for its community center located at 1920 Seventh Street. MI provides workforce development, job placement, educational opportunities, health and immigration services, food assistance, and youth programs and serves over 1,000 community members annually through its Berkeley location. The proposed project would remediate water intrusion through roof and deck and install HVAC system, solar panels, and battery storage to provide climate control to program spaces and improve energy efficiency.

The project would address immediate health and safety concerns by eliminating active water intrusion and reducing the potential for mold, improve comfort during program activities by providing reliable heating and cooling, and provide MI with a more resilient building to continue serving the community during power disruptions and other emergencies.

Eligibility and Recommendation:

The Housing and Community Services Division has determined that the four proposed projects described above are CDBG-eligible. The Public Facilities Improvements Subcommittee requested additional information on the proposed projects and did not make funding recommendations.

Staff request that the HAC make recommendations to City Council (over \$200,000) or City Manager (at or below \$200,000) as to which proposals for the FY 2027 CDBG Public Facilities Improvements NOFA be awarded funding and at which level.

Attachment

1. CDBG Public Facilities Improvements NOFA City Data Services applications



City of Berkeley Housing & Community Services Department
2180 Milvia Street
Berkeley, CA 94704
Contact: Community Agency RFP, CommunityAgencyRFP@berkeleyca.gov 510.981.5408

[Help with this page](#)

Application Status
Status: In Review
Check when complete:
☐ Approved for Funding
GF Amount:
CDBG Amount:
ESG Amount:
MHSA Amount:
CSBG Amount:
Meas-E Amount:
HOME Amount:
PCEI Amount:
S+C Amount:
GF-WS Amount:
GF-HHS Amount:
BMH Amount:
Meas-E Res Amount:
Childcare Mit Amount:
☐ Subrecipient Budget Adjustment
☐ Complete & Approved
Return to Main Page

Comments:

City of Berkeley - CDBG Request for Proposals - FY 2027 Application

[Save and Continue](#)

A. General Information

Agency Name:	City of Berkeley - Aging Services		
Program/Project Title:	NBSC - ADA Emergency Exit Walkway		
Agency Date of Incorporation:	April 4, 1878	BerkeleyCharter.pdf Berkeley_Municipal_Code.pdf	
Agency Office Street Address:	1901 Hearst Ave.		
Agency Office City:	Berkeley	Zip:	94709
Executive Director Name:	Rhianna Babka		
Executive Director's Email Address:	rbabka@berkeleyca.gov		
Executive Director Phone Number:	510-981-5410		
Application Contact Person Name:	Rhianna Babka		
Application Contact Person's Email:	rbabka@berkeleyca.gov		
<small>(Contact person must respond to questions within one business day.)</small>			
Application Contact Person's Phone:	510-981-5410		
Project Manager:	Uriel GonzalezPM resume: Gonzalez Uriel Resume.pdf		
Project Manager phone:	510-981-6627		
Project Manager email:	ugonzalez@berkeleyca.gov		
Unique Entity Identifier (UEI) <small>You can obtain a UEI by registering at https://sam.gov/</small>	KC7DYL9EF25		
Tax-exempt 501(c)(3) status: more info	☒ Yes ☐ No TaxExempt.docx		
Does the agency own the project site?	☒ Yes ☐ No 1901HearstAve_ParcelDetails.pdf		
Board resolution authorizing submission of application	AgingCDBG_App_DirectorApprovalMemo.pdf		
TOTAL FUNDING REQUESTED:	\$249,156		
Total Other Funding Leveraged for the Project:	\$0	Leveraged Percent:	0%
Total Project Value:	\$249,156		

B. Project Description and Permit Review

 Full Scope: [Aging_ADA_WalkwayDrainage_FullScope.docx](#)

1. Detailed Description of Scope (1,000 character limit):

Refer to our program [FAQ](#) for additional guidance on writing your scope. The FAQ provides a [sample scope](#). Please provide a detailed description of project scope. Please also include how your agency plans for unexpected costs or issues that could arise during the project

- Remove and dispose of concrete sidewalk on the East side of the facility.
- New concrete sidewalk area to provide proper slope, drainage, and a safe, accessible pedestrian pathway.
- Replace existing storm drain and associated drainage components as required.
- Furnish and install new concrete sidewalk in accordance with applicable accessibility and construction requirements.
- Match existing adjacent grades, pavement, curbs, landscaping, and other improvements as necessary.

You have 507 characters left.

Do you have drawings or plans for this project? If so, please upload them with Full Scope above.

2. Mark all categories that apply to this project:

 Refer to program eligibility requirements in the [NOFA](#).

- ☒ ADA Compliance
☐ Energy Efficiency
☐ Health and Safety Code Issues

HAC PAGE 7

3. If the project includes ADA improvements, has the project site been assessed by a Certified Access Specialist (CASP) and is the proposed project included in the CASP ADA improvement plan?	☐ Yes () ☒ No ☐ N/A
4. Has this scope been reviewed by City of Berkeley Permit Service Center staff? Note: A permit is not required to apply, but consultation with the Permit Service Center is required. Please attach documentation of review with Permit Services Center staff.	☐ Yes ☒ No
5. Will this project require a permit? Permits are not required to apply for this NOFA. However, it is strongly recommended that you consult with the Planning Department before applying to understand what is required.	☒ Yes ☐ No ☐ Unsure. Haven't discussed project with the Permit Service Center.
a. This project requires the following permits (check all that apply):	☒ Building ☐ Electrical ☒ Plumbing ☐ Other: ☐ N/A. No permit required ☐ Unknown
b. If this project requires permits, does the project scope include ADA improvement at costs equal to or more than 20% of the total project value? (Enter N/A if the question is not applicable.)	☒ Yes ☐ No ☐ N/A. Please upload Permit Service Center confirmation showing that the project is exempt from the 20% cost allocation rule.
b. Please provide a brief description as to why the permit service center has not reviewed your plans:	City of Berkeley applicant. Public Works project manager attests to permit needs. Permits will be required.
By submitting this proposal without consult with the Permit Service Center (PSC) I understand that my application will not be reviewed by City staff until the project scope has been reviewed by the PSC and determination of permits has been made.	☒ Yes, I agree. ☐ This project does not require a permit.
6. Does the zoning for the property permit the proposed project?	☒ Yes ☐ No If not, what level of planning review is needed:

7. Please estimate how long each of the activities listed below would take. If awarded, funding will be available on a reimbursement basis after contract execution

Completing designs: 01/01/2027

Obtaining required permits: 05/31/2027

Completing environmental review: 06/30/2027

Sealed bid, including preparation of a bid package and contracting with a selected contractor: 02/29/2028

Construction: 05/31/2028

Additional comments:

Timeline assumes October award. Design = 3 months, Permits = 5 months, ER = 1 month, Bidding & Contracting = 8 months, Construction = 3 months.

8. Describe in detail your plan for [assessing lead-based paint](#), if applicable.

No lead based paint expected, building was remediated in 2018 (most recent retrofit) for hazardous material. Exterior drainage and concrete walkway is not expected to disturb paint. Pre and post testing will be conducted if necessary.

You have 2765 characters left.

9. If this project is over \$250,000 including CDBG and other funding sources, describe in detail your plan to comply with the [Build America, Buy America Act \(BABA\)](#).

N/A

You have 2997 characters left.

C. Agency Administrative and Fiscal Capacity

1. Describe your agency's experience in developing, designing, sponsoring, and/or managing other similar construction projects. Highlight any experience with HUD- or federally funded construction projects and complying with the BABA requirements.

Public Works (PW) project manager and team have extensive experience managing publicly funded projects including overseeing prevailing wage and other local requirements. The role of PW in the city is to maintain the city's infrastructure including rehabilitation and new construction. PW project manages projects from project development/scope identification, planning and feasibility, design coordination, procurement and contracting, construction management, and project closeout. PW has managed several CDBG projects

You have 1991 characters left.

2. Projects may be awarded less than the amount originally requested. Please explain how reduced funding would affect the scope of the project.

This project has a singular, essential scope: constructing a fully ADA-compliant exit pathway while ensuring proper drainage so that water does not enter the building. These elements must be completed together to meet required accessibility, safety, and facility-preservation standards. The project cannot be divided into smaller components without compromising ADA compliance or proper drainage from end to end, and we are seeking CDBG funds to cover the entire cost. Reduced funding would render the project

You have 2259 characters left.

3. Is there a long-term asset management plan in place for the building that will be improved including a maintenance reserve?

- ☐ Yes. In the box below please describe how the current request fits into the plan/schedule.
- ☒ No. Please describe the agency efforts to develop such a plan and ensure resources for building improvements.

Unfortunately, at this time, neither the city, nor the Aging Division have long-term asset management plans in place for the North Berkeley Senior Center due to funding limitations. However, the city has taken a proactive approach to addressing facility and infrastructure through specific tax measures such as T1. The North Berkeley Senior Center was a recent recipient of T1 bond dollars. The renovations and seismic upgrade project modernized the interior and provided much needed upgrades to improve the safety and



You have 65 characters left.

4. In the past three years, has your agency been asked to return funds to the City of Berkeley or any other funder for non-compliance or any other reasons?

- ☐ Yes. In the box below please describe the nature of non-compliance and your agency's efforts to institute safeguards against non-compliance.

☒ No.

You have 1000 characters left.

[Save and Continue](#)

D. Project Estimate and Cost Detail

All construction projects must have a detailed scope of work from a licensed general contractor or subcontractor, engineer or a licensed architect. ([example](#)).

Prior to obtaining three estimates you must develop a sufficiently detailed scope of work that includes reference to [federal prevailing wage](#), [labor requirements](#), and [BABA](#) requirements in order for contractors to provide you with the most accurate estimate. As part of your application, you must submit three (3) estimates (one cost estimate for City of Berkeley Department applicants) with your application for any work that will be undertaken. In order to be eligible for funding, all estimates must comply with the below items:

- Rehabilitation funded with CDBG and exceeding \$2,000 is subject to the Davis-Bacon Act, which includes the requirement of payment of federal prevailing wages to employees. These wages must be included in the estimate documentation you submit with this proposal.
Find Davis Bacon Wage Determination for Alameda County [here](#).
- Be no more than 90 days old.

1. If the project budget from all sources is over \$250,000, describe how complying with the BABA requirements may impact the project budget.

N/A

You have 2997 characters left.

Complete the Table Below (you can add additional lines or tables as needed for different phases of the project and/or for different scopes of work). Please be sure to:

- Include an estimate of all permit and other City of Berkeley fees.
- Include a minimum of 20% of total project value for ADA requirements, if not already included in project scope and costs.
- Include an estimate for environmental review (to be completed by a consultant and estimated to be between \$15,000 and \$20,000). [National Environmental Policy Act \(NEPA\) environmental review](#) must be completed before any hard cost is incurred for the project.
- Include contingency (at least 15% of the project subtotal).

Number of Lines or Items Needed: 2

Budget Items	Estimate #1 Contractor: City of Berkeley Public Works Attached Estimate: NBSC ADA Sidewalk Repair Cost Estimate.pdf	Estimate #2 Contractor: Attached Estimate: ()	Estimate #3 Contractor: Attached Estimate: ()
Demolition & Construction	\$102,474		
Other (advertising, printing, testing)	\$7,000		
Contingency (at least 15%)	\$28,800		
Project Subtotal	\$138,274	\$0	\$0
Permits & Fees	\$8,640		
Professional Fees (architect, engineer, etc.)	\$27,648		
Environmental Review	\$10,368		
Project Management	\$22,700		
20% Allowance for ADA	\$41,526	\$0	\$0
TOTALS	\$249,156	\$0	\$0

E. Community Services Description

Applications must provide evidence that the projects have a significant impact to program participants tied to one of the three project areas (see B.2 above) and that the project is meeting the minimum income limits for program beneficiaries.

1. Describe the services provided at this facility. Please include the number of persons served and on average how many hours unduplicated participants spend at your facility each year.

The Aging Services Division (ASD) of the City of Berkeley provides programs that help older adults maintain health, independence, and social connection. Berkeley senior centers offer a variety of enrichment activities and support services designed to empower seniors in our community to learn, grow, and discover new ways to be actively engaged in living. Examples of senior center programming include exercise (such as yoga, ping pong, etc.), poetry, language, art, workshops, and much more.

You have 1916 characters left.

2. How will this facility improvement project impact your program?

The incorrectly graded exit walkway has repeatedly caused flooding and water intrusion into the North Berkeley Senior Center, resulting in moisture damage and mold in hallways and interior walls.

Flooding has compromised the facility and has at times reduced the amount of safe and healthy space available for older adults. By

You have 2289 characters left.

3. Why is this work important for your program participants? If this project is not awarded how will this impact your participants?

This project is essential to ensuring the health, safety, and full participation of older adults who rely on the North Berkeley Senior Center. The improperly graded exit walkway and drainage causes repeated flooding and water intrusion, leading to mold and deterioration in hallways and program spaces. Many seniors have respiratory conditions, mobility challenges, or chronic health issues that make air quality and safe, unobstructed access especially critical. Addressing the drainage and grading issues protects participants

You have 1861 characters left.

4. This facility improvement project must benefit Low- and Moderate-Income Clientele, and your agency will be required to submit a Demographics Report at project completion. Are at least 51 percent of the facility's beneficiaries low- and moderate-income based on the table below?

- ☒ 1. Yes
☐ 2. No

[View AMI Table](#)

5. Will there be a need for relocation of residents or staff? ☐ Yes ☒ No**F. Attachments****Attachments**

[\(Upload Instructions\)](#)

ALL attachments below are REQUIRED in order to submit your application, and your application WILL NOT be able to be submitted with missing attachments!

Please take this into consideration when timing your submission of this application. The documents you need to upload are checked below. If you have other attachments you would like to include, please check one of the Other boxes below and identify the Attachment in the box. If you are unable to upload any of the attachments, contact Jiro Arase at JArase@berkeleyca.gov

- | | |
|--|--|
| ☒ Articles of Incorporation | BerkeleyCharter.pdf |
| ☒ Agency By-Laws | Berkeley_Municipal_Code.pdf |
| ☒ Letters from Internal Revenue Service and Franchise Tax Board establishing sponsor's tax-exempt status | TaxExempt.docx |
| ☒ Board resolution authorizing submission | AgingCDBG_App_DirectorApprovalMemo.pdf |
| ☒ Project Manager Resume | Gonzalez_Uriel_Resume.pdf |
| ☒ Copy of property title or lease | 1901HearstAve_ParcelDetails.pdf |
| ☒ Color photographs of project location along with photos of interior areas to be modified | Photos_NBSC - ADA Exit Walkway.pdf |
| ☒ Full Scope | Aging_ADA_WalkwayDrainage_FullScope.docx |
| ☒ Table 4.1 - Estimate #1 - City of Berkeley Public Works | NBSC ADA Sidewalk Repair Cost Estimate.pdf |
| ☐ ADA Project CASp Site Assessment | |
| ☒ Architectural floor plans and specifications | 2-2018_1219_NBSC_CIVIL.pdf |
| ☐ Other | |
| ☐ Other | |

(Your application will be saved)

If your organization is awarded funding, you will be required to submit some or all of the following

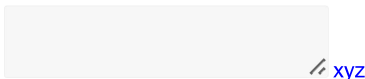
documents prior to award of any city funds: * Documentation of Liability Insurance (compliant with all City requirements) * Drug-Free Workplace Certification * Anti-Lobbying Certification * City of Berkeley Business License * Evidence of Workers Compensation * Living Wage Form (as applicable) * Americans with Disabilities Act compliance certifications * Sanctuary City Compliance Statement * Nuclear Free Berkeley Disclosure * Workforce Composition * AND * Equal Benefits Certification (as applicable).

Report Submitted by: Rhianna Babka Date: 08/28/2026

Reviewed and accepted by :

Sign Here:

Click above to return report to Draft status, and please enter a reason in the box below



Aging Services – Full Text Responses

B. Project Description and Permit Review

1. Detailed Description of Scope

- Remove and dispose of concrete sidewalk on the East side of the facility.
- New concrete sidewalk area to provide proper slope, drainage, and a safe, accessible pedestrian pathway.
- Replace existing storm drain and associated drainage components as required.
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C. Agency Administrative and Fiscal Capacity

1. Describe your agency's experience in developing, designing, sponsoring, and/or managing other similar construction projects.

Public Works (PW) project manager and team have extensive experience managing publicly funded projects including overseeing prevailing wage and other local requirements. The role of PW in the city is to maintain the city's infrastructure including rehabilitation and new construction. PW project manages projects from project development/scope identification, planning and feasibility, design coordination, procurement and contracting, construction management, and project closeout. PW has managed several CDBG projects for the city and on city property including at the South Berkeley Senior Center, the West Berkeley Service Center and other locations.

Additionally, the Manager of Aging Services, Rhianna Babka, primary applicant worked on the CDBG public facility program for nearly a decade and is familiar with CDBG rules and regulations required under public facility projects. Ms. Babka will work closely with PW and the staff in the public facility program to ensure full project compliance.

2. Projects may be awarded less than the amount originally requested. Please explain how reduced funding would affect the scope of the project.

This project has a singular, essential scope: constructing a fully ADA-compliant exit pathway while ensuring proper drainage so that water does not enter the building. These elements must be completed together to meet required accessibility, safety, and facility-preservation standards. The project cannot be divided into smaller components without compromising ADA compliance or proper drainage from end to end, and we are

seeking CDBG funds to cover the entire cost. Reduced funding would render the project infeasible, as partial construction would not meet code and ADA requirements or achieve the intended outcomes. As a result, the project cannot be scaled down; it must be completed in full to deliver its intended impact.

3. Is there a long-term asset management plan in place for the building that will be improved including a maintenance reserve?

Unfortunately, at this time, neither the city, nor the Aging Division have long-term asset management plans in place for the North Berkeley Senior Center due to funding limitations. However, the city has taken a proactive approach to addressing facility and infrastructure through specific tax measures such as T1. The North Berkeley Senior Center was a recent recipient of T1 bond dollars. The renovations and seismic upgrade project modernized the interior and provided much needed upgrades to improve the safety and functionality of the building, including seismic for “care and shelter” requirements as well as ADA compliance. The project included seismic retrofit of the building, upgrades, and programming improvements. The center will serve as a Care and Shelter facility during emergencies. Construction was completed in August 2022. This building was retrofitted as an immediate occupancy in the event of a natural disaster.

E. Community Services Description

1. Describe the services provided at this facility.

The Aging Services Division (ASD) of the City of Berkeley provides programs that help older adults maintain health, independence, and social connection. Berkeley senior centers offer a variety of enrichment activities and support services designed to empower seniors in our community to learn, grow, and discover new ways to be actively engaged in living. Examples of senior center programming include exercise (such as yoga, ping pong, etc.), poetry, language, art, workshops, and much more.

ASD ensures programming for low-income older adults, limited English proficient individuals, and ethnically diverse communities. Programs are offered in English, Chinese, Farsi, and Spanish, with bilingual staff ensuring culturally responsive support.

Senior Center activities offer safe, inclusive spaces for learning, wellness, and social engagement. In FY26, the North Berkeley Senior Center alone served over 1,700 unduplicated participants, with more than 34,000 check-ins, participation in over 37,000 activities, and average daily attendance above 180.

2. How will this facility improvement project impact your program?

The incorrectly graded exit walkway has repeatedly caused flooding and water intrusion into the North Berkeley Senior Center, resulting in moisture damage and mold in hallways and interior walls.

Flooding has compromised the facility and has at times reduced the amount of safe and healthy space available for older adults. By constructing a fully ADA-compliant, properly drained exit walkway, the project will eliminate water intrusion, prevent mold, improve indoor air quality, and preserve essential program space. This ensures that older adults can safely exit the emergency access route from the building, participate in activities, and benefit from a healthy, reliable community environment.

3. Why is this work important for your program participants?

This project is essential to ensuring the health, safety, and full participation of older adults who rely on the North Berkeley Senior Center. The improperly graded exit walkway and drainage causes repeated flooding and water intrusion, leading to mold and deterioration in hallways and program spaces. Many seniors have respiratory conditions, mobility challenges, or chronic health issues that make air quality and safe, unobstructed access especially critical. Addressing the drainage and grading issues protects participants from exposure to mold, slippery conditions, and unsafe pathways.

Flooding has also reduced available program space when rooms become unusable, limiting access to classes, social activities, and essential services. If this project is not awarded, older adults will continue to face health risks, reduced program availability, and potential interruptions in services due to damaged or inaccessible areas of the building. Completing this work ensures a safe, healthy, and fully functional environment where seniors can engage in activities, connect socially, and receive support without ongoing disruption.



City of Berkeley Housing & Community Services Department
2180 Milvia Street
Berkeley, CA 94704
Contact: Community Agency RFP, CommunityAgencyRFP@berkeleyca.gov 510.981.5408

Application Status
Status: In Review
Check when complete:
☐ Approved for Funding
GF Amount:
CDBG Amount:
ESG Amount:
MHSA Amount:
CSBG Amount:
Meas-E Amount:
HOME Amount:
PCEI Amount:
S+C Amount:
GF-WS Amount:
GF-HHS Amount:
BMH Amount:
Meas-E Res Amount:
Childcare Mit Amount:
☐ Subrecipient Budget Adjustment
☐ Complete & Approved
Return to Main Page

Comments:

City of Berkeley - CDBG Request for Proposals - FY 2027 Application

[Save and Continue](#)

A. General Information

Agency Name:	Building Opportunities for Self-Sufficiency	
Program/Project Title:	USV Singles Shelter Restroom ADA Compliance Project	
Agency Date of Incorporation:	04/09/1975	3 boss articles of incorporation.pdf 01 BOSS by laws rev Aug 1 2016.pdf
Agency Office Street Address:	1918 University Avenue, Suite 2A	
Agency Office City:	Berkeley	Zip: 94704
Executive Director Name:	Donald Frazier	
Executive Director's Email Address:	dfrazier@self-sufficiency.org	
Executive Director Phone Number:	510-649-1930 X 1012	
Application Contact Person Name:	Sonja Fitz	
Application Contact Person's Email: <small>(Contact person must respond to questions within one business day.)</small>	sfitz@self-sufficiency.org	
Application Contact Person's Phone:	510-649-1930 x 1008	
Project Manager:	Miguel Garibay PM resume: Miguel_Garibay_Resume.pdf	
Project Manager phone:	510-649-1930 x 1018	
Project Manager email:	mgaribay@self-sufficiency.org	
Unique Entity Identifier (UEI) <small>You can obtain a UEI by registering at https://sam.gov/</small>	KGYLMGYFEEG3	
Tax-exempt 501(c)(3) status: more info	☒ Yes ☐ No 5 BOSS 501c3 letter.pdf	
Does the agency own the project site?	☐ Yes ☒ No	
Does the agency have a minimum five-year site control?	☒ Yes ☐ No	
End date of Lease:	01/30/2032 USV LEASE.pdf	
Board resolution authorizing submission of application	Board Resolution.pdf	
TOTAL FUNDING REQUESTED:	\$400,000	
Total Other Funding Leveraged for the Project:	\$0	Leveraged Percent: 0%
Total Project Value:	\$400,000	

B. Project Description and Permit Review

Full Scope: [USV Restroom ADA Scope of Work.docx](#)

1. Detailed Description of Scope (1,000 character limit):

Refer to our program [FAQ](#) for additional guidance on writing your scope. The FAQ provides a [sample scope](#). Please provide a detailed description of project scope. Please also include how your agency plans for unexpected costs or issues that could arise during the project

BOSS will bring three restrooms serving single adults at Ursula Sherman Village, 711 Harrison St, into full ADA compliance — Men's Dorm, Women's Dorm East and Kitchen all-gender — and install two roll-in accessible showers, one in each dorm restroom. The restroom scope corrects every finding in the attached Disability Access Consultants survey.

Work includes partition wall and plumbing modifications for required clear floor space and fixture clearances; relocating water closets to compliant centerlines; new ADA water closets and lavatories with compliant knee clearance and lever or sensor faucets; grab bars with

You have 10 characters left.

Do you have drawings or plans for this project? If so, please upload them with Full Scope above.

2. Mark all categories that apply to this project: Refer to program eligibility requirements in the NOFA .	☒ ADA Compliance ☐ Energy Efficiency ☒ Health and Safety Code Issues
3. If the project includes ADA improvements, has the project site been assessed by a Certified Access Specialist (CASP) and is the proposed project included in the CASP ADA improvement plan?	☒ Yes Sankofa_House_Harrison_House_Transition_Plan_Report.pdf ☐ No ☐ N/A
4. Has this scope been reviewed by City of Berkeley Permit Service Center staff? Note: A permit is not required to apply, but consultation with the Permit Service Center is required. Please attach documentation of review with Permit Services Center staff.	☐ Yes ☒ No
5. Will this project require a permit? Permits are not required to apply for this NOFA. However, it is strongly recommended that you consult with the Planning Department before applying to understand what is required.	☒ Yes ☐ No ☐ Unsure. Haven't discussed project with the Permit Service Center.
a. This project requires the following permits (check all that apply):	☒ Building ☒ Electrical ☒ Plumbing ☐ Other: ☐ N/A. No permit required ☐ Unknown
b. If this project requires permits, does the project scope include ADA improvement at costs equal to or more than 20% of the total project value? (Enter N/A if the question is not applicable.)	☒ Yes ☐ No ☐ N/A. Please upload Permit Service Center confirmation showing that the project is exempt from the 20% cost allocation rule.
b. Please provide a brief description as to why the permit service center has not reviewed your plans:	BOSS did not consult the Permit Service Center before submitting. Permit and zoning requirements were determined from three sources: the active CDBG-funded
By submitting this proposal without consult with the Permit Service Center (PSC) I understand that my application will not be reviewed by City staff until the project scope has been reviewed by the PSC and determination of permits has been made.	☐ Yes, I agree. ☒ This project does not require a permit.
6. Does the zoning for the property permit the proposed project?	☒ Yes ☐ No If not, what level of planning review is needed:

7. Please estimate how long each of the activities listed below would take. If awarded, funding will be available on a reimbursement basis after contract execution

Completing designs: **2 months**
 Obtaining required permits: **2 months**
 Completing environmental review: **3 months**
 Sealed bid, including preparation of a bid package and contracting with a selected contractor: **2 months**
 Construction: **4 months**

Additional comments:

Total duration from contract execution is estimated at 10 to 12 months. Design, environmental review and permitting will run partly in parallel; however, NEPA environmental review must be complete before any hard cost is incurred, so bidding and construction cannot begin until clearance is issued. The bid package will incorporate the Davis-Bacon wage determination for Alameda County, HUD labor standards, and BABA domestic sourcing requirements, with adequate response time for contractors to price those requirements accurately. Construction is phased so the shelter remains in continuous operation: one restroom is taken out of service at a time, with an accessible portable restroom on site throughout, dust containment at all work areas, and off-hour scheduling where practical to limit disruption to residents.

8. Describe in detail your plan for [assessing lead-based paint](#), if applicable.

The USV buildings predate 1978. This scope disturbs painted surfaces in five restroom interiors and two shower enclosures, including partition walls that will be modified or removed. BOSS will treat lead-based paint as present until testing establishes otherwise. Assessment. Before design is finalized, BOSS will retain a California Department of Public Health (CDPH) certified Lead Inspector/Assessor to conduct a lead-based paint inspection limited to the three restrooms and the specific surfaces to be disturbed.

You have 16 characters left.

9. If this project is over \$250,000 including CDBG and other funding sources, describe in detail your plan to comply with the [Build America, Buy America Act \(BABA\)](#).

The total project budget exceeds \$250,000, so Build America, Buy America Act domestic preference requirements apply to iron and steel products, manufactured products, and construction materials permanently incorporated into the project. BOSS's plan follows HUD's implementation guidance in CPD Notice 2025-01. Contract structure. The three cost estimates submitted with this application were solicited with the BABA and Davis-Bacon requirements

You have 70 characters left.

C. Agency Administrative and Fiscal Capacity

1. Describe your agency's experience in developing, designing, sponsoring, and/or managing other similar construction projects. Highlight any experience with HUD- or federally funded construction projects and complying with the BABA requirements.

BOSS' almost 40 years of relevant experience includes:

2026: Rehab of Oakland hotel-interim housing for 28 individuals referred by the Care Courts, a Behavioral Health Bridge Housing program.

You have 0 characters left.

2. Projects may be awarded less than the amount originally requested. Please explain how reduced funding would affect the scope of the project.

BOSS has structured this project so that a reduced award still produces complete, code-compliant restrooms rather than partially corrected ones. The scope divides into four independent components, in the following priority order.
Priority 1 — Kitchen All-Gender Restroom (\$47,700). Carries the highest concentration of documented deficiencies: no grab bars, a water closet 15.75 inches from the side wall where 17 to 18 is required, 42.5 inches of clear floor space where 48 is required, 27.5

You have 377 characters left.

3. Is there a long-term asset management plan in place for the building that will be improved including a maintenance reserve?

- ☐ Yes. In the box below please describe how the current request fits into the plan/schedule.
☒ No. Please describe the agency efforts to develop such a plan and ensure resources for building improvements.

BOSS does not own this building; it is owned by the City of Berkeley and operated by BOSS under lease. Long-term asset management planning and capital reserves for the property therefore rest with the City as owner, and BOSS holds no separate written plan or reserve for it.

BOSS maintains the facility actively within that structure. Annual operating budgets fund maintenance, repair and janitorial service at

You have 56 characters left.

4. In the past three years, has your agency been asked to return funds to the City of Berkeley or any other funder for non-compliance or any other reasons?

- ☐ Yes. In the box below please describe the nature of non-compliance and your agency's efforts to institute safeguards against non-compliance.
☒ No.

You have 1000 characters left.

[Save and Continue](#)

D. Project Estimate and Cost Detail

All construction projects must have a detailed scope of work from a licensed general contractor or subcontractor, engineer or a licensed architect. ([example](#)).

Prior to obtaining three estimates you must develop a sufficiently detailed scope of work that includes reference to [federal prevailing wage](#), [labor requirements](#), and [BABA](#) requirements in order for contractors to provide you with the most accurate estimate. As part of your application, you must submit three (3) estimates (one cost estimate for City of Berkeley Department applicants) with your application for any work that will be undertaken. In order to be eligible for funding, all estimates must comply with the below items:

- Rehabilitation funded with CDBG and exceeding \$2,000 is subject to the Davis-Bacon Act, which includes the requirement of payment of federal prevailing wages to employees. These wages must be included in the estimate documentation you submit with this proposal.
Find Davis Bacon Wage Determination for Alameda County [here](#).
- Be no more than 90 days old.

1. If the project budget from all sources is over \$250,000, describe how complying with the BABA requirements may impact the project budget.

Complying with BABA is expected to add approximately 5 to 10 percent to the cost of covered materials in this project. Applied to the material portion of the scope — plumbing fixtures, valves, piping, partitions, grab bars, accessories, lighting, flooring, wall systems and hardware — this represents an estimated \$18,000 to \$35,000 in additional cost. That premium is incorporated into the unit pricing reflected in the attached estimates rather than carried as an exception, so the totals shown are BABA-inclusive.

You have 1627 characters left.

Complete the Table Below (you can add additional lines or tables as needed for different phases of the project and/or for different scopes of work). Please be sure to:

- Include an estimate of all permit and other City of Berkeley fees.
- Include a minimum of 20% of total project value for ADA requirements, if not already included in project scope and costs.
- Include an estimate for environmental review (to be completed by a consultant and estimated to be between \$15,000 and \$20,000). [National Environmental Policy Act \(NEPA\) environmental review](#) must be completed before any hard cost is incurred for the project.
- Include contingency (at least 15% of the project subtotal).

Number of Lines or Items Needed: 2

Budget Items	Estimate #1 Contractor: Caro Master Builder Attached Estimate: 1. CARO_estimate.pdf	Estimate #2 Contractor: ATAMAM Attached Estimate: 2. ATAMAM_estimate.pdf	Estimate #3 Contractor: Ramirez Attached Estimate: 3. Estimate_USV_ADA_Construction_Estimate_RR.pdf
Restroom ADA compliance — three restrooms two roll-in accessible showers	\$189,000	\$212,000	\$205,000
Rehabilitation Expenses / Lead Based Paint	\$20,000	\$20,000	\$20,000
Contingency (at least 15%)	\$49,027	\$53,271	\$51,980
Project Subtotal	\$258,027	\$285,271	\$276,980
Permits & Fees	\$10,000	\$10,000	\$10,000
Professional Fees (architect, engineer, etc.)	\$13,500	\$13,500	\$13,500
Environmental Review	\$15,000	\$15,000	\$15,000

Project Management	\$20,150	\$20,150	\$20,150
20% Allowance for ADA	\$63,335	\$68,784	\$67,126
TOTALS	\$380,012	\$412,705	\$402,756

E. Community Services Description

Applications must provide evidence that the projects have a significant impact to program participants tied to one of the three project areas (see B.2 above) and that the project is meeting the minimum income limits for program beneficiaries.

1. Describe the services provided at this facility. Please include the number of persons served and on average how many hours unduplicated participants spend at your facility each year.

The BOSS Ursula Sherman Village emergency shelter program provides overnight shelter and on-site support services to homeless individuals and families with children with the goal of helping all residents secure and move into permanent housing. Upon entry, staff help residents to stabilize and address immediate health and safety needs, then work towards successful exits to housing.

You have 804 characters left.

2. How will this facility improvement project impact your program?

This work is urgently needed for health/safety and ADA compliance improvements as described above. It will impact our program in ways similar to past rehab/upgrade projects that have happened at this location, in that we will have to vacate the impacted areas and make room for work crews, ensure that all residents and staff are made aware of the project well in advance and keep them informed, create alternate restroom options (portapotties or use of other on-site restrooms), and make other necessary program adjustments in

You have 2428 characters left.

3. Why is this work important for your program participants? If this project is not awarded how will this impact your participants?

Ursula Sherman Village has operated as an emergency shelter since 1975 when the then-Berkeley Streetwork Project, now BOSS, merged with the Berkeley Youth Hostel to create the first shelter in California for the mentally ill homeless. This work will help BOSS maintain a safe, clean, energy efficient environment for our unhoused residents and the staff who serve them: the identified upgrade has been flagged by operations staff as urgently needed. It has been over three decades since major interior upgrades of this type were

You have 1527 characters left.

4. This facility improvement project must benefit Low- and Moderate-Income Clientele, and your agency will be required to submit a Demographics Report at project completion. Are at least 51 percent of the facility's beneficiaries low- and moderate-income based on the table below?

☒ 1. Yes

☐ 2. No

[View AMI Table](#)

5. Will there be a need for relocation of residents or staff? ☐ Yes ☒ No

F. Attachments

Attachments

[\(Upload Instructions\)](#)

ALL attachments below are REQUIRED in order to submit your application, and your application WILL NOT be able to be submitted with missing attachments!

Please take this into consideration when timing your submission of this application. The documents you need to upload are checked below. If you have other attachments you would like to include, please check one of the Other boxes below and identify the Attachment in the box. If you are unable to upload any of the attachments, contact Jiro Arase at JArase@berkeleyca.gov

- | | |
|--|---|
| ☒ Articles of Incorporation | 3_boss_articles_of_incorporation.pdf |
| ☒ Agency By-Laws | 01_BOSS_by_laws_rev_Aug_1_2016.pdf |
| ☒ Letters from Internal Revenue Service and Franchise Tax Board establishing sponsor's tax-exempt status | 5_BOSS_501c3_letter.pdf |
| ☒ Board resolution authorizing submission | Board_Resolution.pdf |
| ☒ Project Manager Resume | Miguel_Garibay_Resume.pdf |
| ☒ Copy of property title or lease | USV_LEASE.pdf |
| ☒ Color photographs of project location along with photos of interior areas to be modified | Sankofa_House_Harrison_House_Transition_Plan_Report.pdf |
| ☒ Full Scope | USV_Restroom_ADA_Scope_of_Work.docx |
| ☒ Table 4.1 - Estimate #1 - Caro Master Builder | 1_CARO_estimate.pdf |
| ☒ Table 4.1 - Estimate #2 - ATAMAM | 2_ATAMAM_estimate.pdf |
| ☒ Table 4.1 - Estimate #3 - Ramirez | 3.Estimate_USV_ADA_Construction_Estimate_RR.pdf |
| ☒ ADA Project CASp Site Assessment | Sankofa_House_Harrison_House_Transition_Plan_Report.pdf |
| ☒ Architectural floor plans and specifications | 711_Harrison_Street_EXISTING_CONDITIONS_1_1.pdf |
| ☐ Other | |
| ☐ Other | |

(Your application will be saved)

If your organization is awarded funding, you will be required to submit some or all of the following documents prior to award of any city funds: * Documentation of Liability Insurance (compliant with all City requirements) * Drug-Free Workplace Certification * Anti-Lobbying Certification * City of Berkeley Business License * Evidence of Workers Compensation * Living Wage Form (as applicable) * Americans with Disabilities Act compliance certifications * Sanctuary City Compliance Statement * Nuclear Free Berkeley Disclosure * Workforce Composition * AND * Equal Benefits Certification (as applicable).

Report Submitted by: CDS Staff Date: 09/16/2026

Click above to return report to

Reviewed and accepted by :
Sign Here: **HAC PAGE 17**

Draft status, and please enter
a reason in the box below

xyz

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Building Opportunities for Self-Sufficiency – Full Text Responses

B. Project Description and Permit Review

1. Detailed Description of Scope

BOSS will bring three restrooms serving single adults at Ursula Sherman Village, 711 Harrison St, into full ADA compliance — Men's Dorm, Women's Dorm East and Kitchen all-gender — and install two roll-in accessible showers, one in each dorm restroom. The restroom scope corrects every finding in the attached Disability Access Consultants survey.

Work includes partition wall and plumbing modifications for required clear floor space and fixture clearances; relocating water closets to compliant centerlines; new ADA water closets and lavatories with compliant knee clearance and lever or sensor faucets; grab bars with in-wall blocking; accessible compartment door hardware and self-closers; lowered urinal flush control; insulating exposed piping; relocating dispensers and mirrors into reach range; signage; and roll-in showers per ADA 608 with folding seats, grab bars and hand-held sprayers.

Unexpected costs are covered by a 15% contingency and a deduct alternate list.

8. Describe in detail your plan for assessing lead-based paint, if applicable.

The USV buildings predate 1978. This scope disturbs painted surfaces in five restroom interiors and two shower enclosures, including partition walls that will be modified or removed. BOSS will treat lead-based paint as present until testing establishes otherwise.

Assessment. Before design is finalized, BOSS will retain a California Department of Public Health (CDPH) certified Lead Inspector/Assessor to conduct a lead-based paint inspection limited to the three restrooms and the specific surfaces to be disturbed.

Testing will use XRF analysis with laboratory confirmation of paint chip samples where results are inconclusive. The same consultant will perform an asbestos survey of the affected areas as required by Cal/OSHA 8 CCR 1529 and BAAQMD Regulation 11, Rule 2. The written report will govern the specifications issued to bidders and will be provided to the City. This survey is budgeted at \$5,000 within construction costs.

Compliance framework. Work will comply with the HUD Lead Safe Housing Rule at 24 CFR Part 35, the EPA Renovation, Repair and Painting Rule at 40 CFR Part 745 Subpart E, Cal/OSHA 8 CCR 1532.1, and CDPH regulations at 17 CCR Division 1 Chapter 8. Because Ursula Sherman Village shelters families with children under six, BOSS will ask the City to confirm in writing which HUD lead requirements apply to this facility type, and will follow the more protective standard where there is ambiguity.

Contractor requirements. All contractors/subcontractors disturbing painted surfaces will be EPA and CDPH Lead-Safe Certified firms with certified renovators on site.

Certifications will be required with the bid and verified before award.

Work practices. Containment of work areas with plastic sheeting and ground covers; HEPA vacuum-shrouded tools; wet methods; daily cleanup; sealed waste containment

and disposal per Cal/EPA requirements. Open-flame burning, torching, uncontained blasting, machine sanding or grinding without HEPA attachment, and dry scraping or sanding are prohibited except within one foot of electrical outlets.

Occupant protection. A written occupant protection plan will be prepared before work begins. Residents and staff will be kept out of work areas and adjacent transit paths, and children will have no access to work zones. Notice will be provided to occupants under 24 CFR 35.125 before work begins in any area. An accessible portable restroom will be on site.

Clearance. On completion of each restroom, an independent CDPH-certified clearance technician will conduct a visual assessment and dust wipe sampling analyzed by an accredited laboratory. No restroom returns to use until it passes clearance. Clearance reports, certifications, occupant notices and disposal manifests will be retained in the project file and provided to the City.

Cost. If the survey identifies lead-based paint or asbestos requiring abatement, that work will be funded from Lead-based paint activities \$20,000.00 allocated.

9. If this project is over \$250,000 including CDBG and other funding sources, describe in detail your plan to comply with the Build America, Buy America Act (BABA).

The total project budget exceeds \$250,000, so Build America, Buy America Act domestic preference requirements apply to iron and steel products, manufactured products, and construction materials permanently incorporated into the project. BOSS's plan follows HUD's implementation guidance in CPD Notice 2025-01.

Contract structure. The three cost estimates submitted with this application were solicited with the BABA and Davis-Bacon requirements disclosed to each contractor, so the pricing reflects domestically produced covered materials. Before any work begins, BOSS will conduct a formal competitive bid process in which BABA compliance is a mandatory condition of the bid documents and of the executed construction contract, alongside the Davis-Bacon wage determination for Alameda County and HUD labor standards. Bidders will be required to acknowledge BABA, submit a written BABA compliance plan with their bid, and certify that their price is BABA-inclusive. The awarded contractor must provide manufacturer certifications of domestic origin for each covered item before purchase. No covered material will be ordered without a certification on file.

Covered items. Water closets, urinals, lavatories, faucets, mixing and pressure-balancing valves, floor drains and grates, grab bars, shower bases and seats, toilet partitions and hardware, supply and waste piping, framing, lighting, flooring and wall panel systems, doors and hardware, mirrors, and dispensers.

Estimated cost effect. Covered material content is estimated at approximately \$55,000 to \$65,000 of construction value. At a domestic sourcing premium of 5 to 10 percent, the BABA cost effect is approximately \$3,000 to \$6,500, already reflected in the estimate pricing.

Known sourcing risks. Some commercial plumbing fixtures, acrylic wall systems and accessory items are frequently produced in Canada or Mexico. BOSS will specify

domestically manufactured alternatives in the construction documents rather than accepting a proprietary product and seeking a waiver after the fact.

Waivers. Where the design team identifies no compliant domestic option, BOSS will document the market search and submit the waiver request to the City of Berkeley for submission to HUD, which grants project- and product-specific waivers. No non-compliant product will be purchased before HUD approves a waiver.

Capacity. BOSS will engage a federal labor standards and compliance consultant for the project duration, budgeted under project management, to administer BABA certification tracking alongside Davis-Bacon certified payroll review. The BOSS Chief Administrative Officer will review certifications against the approved submittal log monthly.

Documentation. Manufacturer certifications, mill certificates, invoices and the BABA compliance plan will be retained for the full record retention period and made available to the City and HUD on request.

C. Agency Administrative and Fiscal Capacity

1. Describe your agency's experience in developing, designing, sponsoring, and/or managing other similar construction projects.

BOSS' almost 40 years of relevant experience includes:

2026: Rehab of Oakland hotel-interim housing for 28 individuals referred by the Care Courts, a Behavioral Health Bridge Housing program.

2025: Rehab of Oakland hotel-interim housing for 44 individuals referred by the Care Courts, a Behavioral Health Bridge Housing program.

2025: Modular construction of Step Up Housing in Berkeley-39 units of permanent housing for formerly homeless individuals.

2025: Demolition/reconstruction of Pacheco Court begins to expand from 10 to 27 units.

2021: Rehab of San Leandro property-permanent housing units for formerly homeless individuals.

2021: Modular construction of Tiny Homes Village for 34 homeless individuals with disabilities & medical needs.

2021: Rehab of Oakland property-reentry transitional housing for up to 21 women & women w/children.

2019: Rehab of Oakland property-reentry transitional housing for 10 formerly incarcerated individuals (single men).

2005: Construction of Sankofa House (10 separate family units) on USV lot.

1988: Rehab of City of Berkeley property into McKinley Family Transitional House (7 units).

1999: Rehab of Berkeley property-10 units of transitional housing for youth.

1999: Rehab of Oakland property to open Rosa Parks II, permanent housing for homeless individuals and individuals with HIV/AIDS.

1995: Rehab of Hayward property to open South County Sober Housing, transitional housing for homeless individuals with substance use issues (now Meekland House, 11 units of permanent housing for Transition Age Youth) (BOSS-owned property).

1992: Rehab of Hayward property to open Pacheco Court, transitional housing in Hayward (now 17 units of permanent housing) (BOSS-owned property).
1991: Expansion of Ursula Sherman Village (USV) shelter to add separate living quarters for families (up to 25 parents & children).
1980s-present: multiple rehab/major repair projects across BOSS property portfolio, managed by the BOSS county-wide Property Operations Team.

BOSS experience with similar projects includes the full scope of work – planning, design, selecting and coordinating with vendors and funders, neighborhood outreach, fundraising, financial management, implementation, reporting, and follow up. This work is led by the BOSS Chief Administrative Officer, Miguel Garibay, who supervises the Property Operations Team.

BOSS has not previously administered a construction project subject to Davis-Bacon or BABA requirements. To ensure full compliance, BOSS will engage a labor standards and federal compliance consultant for the duration of the project, budgeted under project management, to administer certified payroll review, employee interviews, wage determination posting, and BABA certification tracking. BOSS has extensive experience administering federal funds in its program operations, including HUD Continuum of Care and Emergency Solutions Grant awards, and applies the same document

[The response reached the character limit.]

2. Projects may be awarded less than the amount originally requested. Please explain how reduced funding would affect the scope of the project.

BOSS has structured this project so that a reduced award still produces complete, code-compliant restrooms rather than partially corrected ones. The scope divides into four independent components, in the following priority order.

Priority 1 — Kitchen All-Gender Restroom (\$47,700). Carries the highest concentration of documented deficiencies: no grab bars, a water closet 15.75 inches from the side wall where 17 to 18 is required, 42.5 inches of clear floor space where 48 is required, 27.5 inches of toilet clearance where 42 is required, a flush control on the wrong side, and a lavatory failing both apron height and knee clearance.

Priority 2 — Men's Dorm Restroom (\$32,100). Serves the largest number of residents. Insufficient clear floor space, a non-compliant rear grab bar, a lavatory failing knee clearance, a toilet compartment door without accessible hardware or a self-closer, a urinal flush control above the 44-inch maximum, and signage at the wrong height and location.

Priority 3 — Women's Dorm East Restroom (\$24,500). Faucet controls requiring tight grasping and twisting, a water closet 36.25 inches from the nearest fixture where 42 is required, a non-compliant rear grab bar, and dispensers outside reach range.

Priority 4 — Two roll-in accessible showers (\$34,000), one in each dorm restroom. The singles side of the facility currently has no bathing facility usable by a resident who uses a wheelchair. Each shower includes a sloped pan and drain, waterproofing, grab bars on two walls, a folding seat, a hand-held sprayer on a 60-inch hose, and a pressure-

balancing valve for scald protection. These are priced as an increment to the restroom work because the rooms are already open and mobilization is already paid for; built separately later they would cost substantially more.

If the award is reduced, BOSS will complete restrooms in this order, finishing each one fully before beginning the next, so that every dollar awarded produces a restroom that passes inspection. A single restroom cannot be partially corrected and still be compliant. Fixed project costs — environmental review, design, permits and project management — total approximately \$57,650 and are required at any scope. One restroom fully completed is approximately \$113,000; two is approximately \$150,000; all three is approximately \$236,000, with the two roll-in showers adding \$39,000 on top of that. BOSS will continue to seek funding for any deferred component from other public and private sources, including the University of California, Berkeley as property owner, and will return to future CDBG cycles.

3. Is there a long-term asset management plan in place for the building that will be improved including a maintenance reserve?

BOSS does not own this building; it is owned by the City of Berkeley and operated by BOSS under lease. Long-term asset management planning and capital reserves for the property therefore rest with the City as owner, and BOSS holds no separate written plan or reserve for it.

BOSS maintains the facility actively within that structure. Annual operating budgets fund maintenance, repair and janitorial service at USV. The BOSS Property Operations Team, supervised by the Chief Administrative Officer, inspects the site, tracks deficiencies and completes routine and preventive repairs. Capital needs beyond operating capacity are identified through an annual review and pursued through foundation, corporate and public funding, including this application.

BOSS reports building conditions and capital needs to the City as owner and coordinates scope and scheduling so that improvements are consistent with the City's plans for the property.

D. Project Estimate and Cost Detail

1. If the project budget from all sources is over \$250,000, describe how complying with the BABA requirements may impact the project budget.

Complying with BABA is expected to add approximately 5 to 10 percent to the cost of covered materials in this project. Applied to the material portion of the scope — plumbing fixtures, valves, piping, partitions, grab bars, accessories, lighting, flooring, wall systems and hardware — this represents an estimated \$18,000 to \$35,000 in additional cost. That premium is incorporated into the unit pricing reflected in the attached estimates rather than carried as an exception, so the totals shown are BABA-inclusive.

The secondary budget effect is schedule-driven. Domestic lead times for commercial accessible plumbing fixtures and specialty products can extend procurement, and a longer construction period increases the cost of the temporary accessible restroom facilities that keep the shelter operating during construction. BOSS has budgeted four

months of temporary facilities and will manage this risk by identifying long-lead items during design, releasing those orders immediately after environmental clearance, and sequencing phasing around confirmed delivery dates.

If a required product has no compliant domestic manufacturer, BOSS will pursue a waiver through the City in advance of purchase rather than absorbing an unbudgeted cost or substituting a non-compliant product. The 15% contingency provides coverage for pricing variance on covered materials.

E. Community Services Description

1. Describe the services provided at this facility.

The BOSS Ursula Sherman Village emergency shelter program provides overnight shelter and on-site support services to homeless individuals and families with children with the goal of helping all residents secure and move into permanent housing. Upon entry, staff help residents to stabilize and address immediate health and safety needs, then work towards successful exits to housing.

USV serves up to 98 unhoused individuals per night (single adults, parents, children and youth). With separate living space for single adults and for families with children, USV provides three meals a day, laundry, storage, an outdoor courtyard and playground, a shared dining area and multipurpose room, on-site access to computers, transportation assistance (BOSS van, bus tickets), case management, and support services provided by on-site staff including referrals for needed services – e.g. health/mental health care, benefits advocacy, employment search, legal aid, and/or housing search. Services are tailored to the needs of each individual, based on detailed assessments.

The number of hours participants spend on-site at USV varies widely according to people's health, (dis)ability, immediate needs, outside service enrollments, and goals, but on average, people arrive around 5 pm (before dinnertime) and leave in the morning after breakfast (after 9 am) to seek services, seek or inspect available housing, attend job interviews, enrol in education or training programs, and/or complete other tasks. This is an average on-site presence of approximately 16 hours daily per resident. If people do not have appointments or necessary tasks on a given day, they may spend more time on-site.

The rehab work we are requesting funds for at this time is bathroom rehab identified as an urgent need by the BOSS property management team, led by the Chief Administrative Officer Miguel Garibay. This work will directly address the Health and Safety Code Issues project area (slip-resistant flooring, repairing cracks/gaps, other safety-related repairs) and the ADA compliance project area: bathrooms are already ADA compliant but we will improve what we can for ease of access and comfort.

2. How will this facility improvement project impact your program?

This work is urgently needed for health/safety and ADA compliance improvements as described above. It will impact our program in ways similar to past rehab/upgrade projects that have happened at this location, in that we will have to vacate the impacted areas and make room for work crews, ensure that all residents and staff are made aware of the project well in advance and keep them informed, create alternate restroom options (portapotties or use of other on-site restrooms), and make other necessary program adjustments in order to successfully complete the work.

3. Why is this work important for your program participants?

Ursula Sherman Village has operated as an emergency shelter since 1975 when the then-Berkeley Streetwork Project, now BOSS, merged with the Berkeley Youth Hostel to create the first shelter in California for the mentally ill homeless. This work will help BOSS maintain a safe, clean, energy efficient environment for our unhoused residents and the staff who serve them: the identified upgrade has been flagged by operations staff as urgently needed. It has been over three decades since major interior upgrades of this type were completed and the space has been in extremely heavy continuous use as a shelter. This work will make a direct improvement to the health, safety, and general liveability of the space by removing fixtures or interior aspects that are beyond repair and creating a new safe and clean canvas for people working hard to turn their lives around.

BATHROOMS: This is a foundational amenity for a residential program and urgently needs attention. It has been decades since the bathrooms had any major rehab while the site has been in continuous heavy use by dozens of residents every day with varying degrees of disability, hygiene, and life skills. The bathrooms show severe wear as a result.

If funding is not awarded, BOSS will continue to seek other sources of funding for these critical needs, from all available public and private funding sources (foundations, corporations, individual donors) including UC Berkeley who own the site.



City of Berkeley Housing & Community Services Department
2180 Milvia Street
Berkeley, CA 94704
Contact: Community Agency RFP, CommunityAgencyRFP@berkeleyca.gov 510.981.5408

[Help with this page](#)

Application Status

Status:

In Review**Check when complete:**

- ☐ Approved for Funding
GF Amount:
CDBG Amount:
ESG Amount:
MHSA Amount:
CSBG Amount:
Meas-E Amount:
HOME Amount:
PCEI Amount:
S+C Amount:
GF-WS Amount:
GF-HHS Amount:
BMH Amount:
Meas-E Res Amount:
Childcare Mit Amount:
☐ Subrecipient Budget Adjustment
☐ Complete & Approved

Comments:

[Return to Main Page](#)

City of Berkeley - CDBG Request for Proposals - FY 2027 Application

[Save and Continue](#)**A. General Information**

Agency Name:	The Center for Independent Living (CIL)		
Program/Project Title:	CIL Community Drop-In, Access & Resource Center Expansion		
Agency Date of Incorporation:	03/03/1972	Articles of Incorporation Amended Articles.pdf CIL ByLaws -- signed 26Jan2016.pdf	
Agency Office Street Address:	Ed Roberts Campus, 3075 Adeline Street, Suite 100		
Agency Office City:	Berkeley	Zip:	94703
Executive Director Name:	Victor Pineda		
Executive Director's Email Address:	vpineda@thecil.org		
Executive Director Phone Number:	510-841-4776 ext 3112		
Application Contact Person Name:	Sara Kershner		
Application Contact Person's Email:	skershner@thecil.org		
(Contact person must respond to questions within one business day.)			
Application Contact Person's Phone:	510-422-5093 ext. 3173		
Project Manager:	Sara KershnerPM resume: SKershner_CV_Latest - 2026.docx.pdf		
Project Manager phone:	510-422-5093 ext. 3173		
Project Manager email:	skershner@thecil.org		
Unique Entity Identifier (UEI) You can obtain a UEI by registering at https://sam.gov/	P94ND6QE8LD7		
Tax-exempt 501(c)(3) status: more info	☒ Yes ☐ No	Federal State Exemption letters.pdf	
Does the agency own the project site?	☒ Yes ☐ No	ERC Closing Docs.pdf	
Board resolution authorizing submission of application	Board Resolution CDBG 1 1.pdf		
TOTAL FUNDING REQUESTED:	\$249,807		
Total Other Funding Leveraged for the Project:	\$167,000	Leveraged Percent:	40%
Total Project Value:	\$416,807		

B. Project Description and Permit ReviewFull Scope: [CIL CBDG PublicFacilities FY27 - SOW.pdf](#)

1. Detailed Description of Scope (1,000 character limit):

Refer to our program [FAQ](#) for additional guidance on writing your scope. The FAQ provides a [sample scope](#). Please provide a detailed description of project scope. Please also include how your agency plans for unexpected costs or issues that could arise during the project

CIL will expand and reconfigure its public-serving space at 3075 Adeline Street (Ed Roberts Campus), combining its existing 3,736 SF with an adjacent 3,777 SF space to create a 7,513 SF accessible community program and drop-in center. The project will connect front and rear program areas with an operable acoustic partition, allowing separate or combined use. Work will include demolition and reconfiguration of the dividing wall; accessible reception counter, meeting and program spaces; 5 private offices for 1:1 disability services; painting and HVAC upgrades. All improvements will meet ADA, Title 24, and Universal Design standards and promote accessibility, safety, functionality, and sensory comfort for Berkeley residents with disabilities and older adults. In planning for

You have 1 characters left.

Do you have drawings or plans for this project? If so, please upload them with Full Scope above.

2. Mark all categories that apply to this project:

Refer to program eligibility requirements in the [NOFA](#).

- ☒ ADA Compliance
☒ Energy Efficiency

	☒ Health and Safety Code Issues
3. If the project includes ADA improvements, has the project site been assessed by a Certified Access Specialist (CASP) and is the proposed project included in the CASp ADA improvement plan?	☐ Yes () ☐ No ☒ N/A
4. Has this scope been reviewed by City of Berkeley Permit Service Center staff? Note: A permit is not required to apply, but consultation with the Permit Service Center is required. Please attach documentation of review with Permit Services Center staff.	☒ Yes ☐ No
5. Will this project require a permit? Permits are not required to apply for this NOFA. However, it is strongly recommended that you consult with the Planning Department before applying to understand what is required.	☒ Yes ☐ No ☐ Unsure. Haven't discussed project with the Permit Service Center.
a. This project requires the following permits (check all that apply):	☒ Building ☒ Electrical ☒ Plumbing ☐ Other: ☐ N/A. No permit required ☐ Unknown
b. If this project requires permits, does the project scope include ADA improvement at costs equal to or more than 20% of the total project value? (Enter N/A if the question is not applicable.)	☐ Yes ☐ No ☒ N/A. Please upload Permit Service Center confirmation showing that the project is exempt from the 20% cost allocation rule.
a. Has a permit been issued for this project?	☐ Yes ☒ No ☐ N/A. For example, after review by the Permit Service Center it was deemed to not require permits If No, please explain: <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> We have not secured funding to proceed with the project so have not yet secured a permit. </div>
Please enter name of Permit Service Staff:	Autumn & Jesse Bright
Note any significant findings or suggestions from this review	The job is a tenant improvement project but because ERC and CIL are universally designed spaces and any renovations will automatically include universal design that exceeds ADA requirements, the planning department and Health, Housing & Community Services Department felt they were unlikely to be needed.
6. Does the zoning for the property permit the proposed project?	☒ Yes ☐ No If not, what level of planning review is needed:

7. Please estimate how long each of the activities listed below would take. If awarded, funding will be available on a reimbursement basis after contract execution

Completing designs: 12/16/2026

Obtaining required permits: 03/19/2027

Completing environmental review: 12/18/2026

Sealed bid, including preparation of a bid package and contracting with a selected contractor: 01/29/2027

Construction: 07/30/2027

Additional comments:

This is based on the assumption that once the contractor is selected and contract is signed, they can begin the process of securing the permits and environmental review.

8. Describe in detail your plan for [assessing lead-based paint](#), if applicable.

N/A. The building is new and does not have lead-based paint and therefore does not require remediation.

You have 2896 characters left.

9. If this project is over \$250,000 including CDBG and other funding sources, describe in detail your plan to comply with the [Build America, Buy America Act \(BABA\)](#).

CIL will comply with the Build America, Buy America Act (BABA) and HUD CPD Notice 2025-01 for all portions of the Community Drop-In, Access & Resource Center Expansion that are subject to BABA requirements. CIL will work with the City of Berkeley to confirm the applicable BABA requirements based on the project's funding sources, total project cost, HUD obligation date, project scope, and applicable waivers.

You have 623 characters left.

C. Agency Administrative and Fiscal Capacity

1. Describe your agency's experience in developing, designing, sponsoring, and/or managing other similar construction projects. Highlight any experience with HUD- or federally funded construction projects and complying with the BABA requirements.

Founded in Berkeley in 1972, the Center for Independent Living (CIL) is the original independent living center and brings more than five decades of experience advancing disability rights, accessibility, and independent living. CIL has operated its Residential Access (RA) Program for more than twenty years, delivering accessibility assessments, individualized modification planning, contractor coordination, assistive technology, and follow-up services for low-income older adults and people with disabilities.

You have 0 characters left.

2. Projects may be awarded less than the amount originally requested. Please explain how reduced funding would affect the scope of the project.

CIL has structured the project in prioritized phases so reduced CDBG funding can be accommodated without compromising its core purpose: expanding accessible public-serving space and improving the functionality, accessibility, and community use of CIL's facility. If awarded less than requested, CIL will first complete the highest-priority Phase 1 improvements and defer lower-priority enhancements. Phase 1 focuses on infrastructure essential to connecting and effectively using the approximately 7,513-square-foot

You have 0 characters left.

3. Is there a long-term asset management plan in place for the building that will be improved including a maintenance reserve?

- ☒ Yes. In the box below please describe how the current request fits into the plan/schedule.
☐ No. Please describe the agency efforts to develop such a plan and ensure resources for building improvements.

CIL maintains an endowment that can be leveraged for critical improvements to our space and the Ed Roberts Campus has a maintenance reserve protected by the Board of Directors on which CIL has a permanent seat as a founding organization and tenant-owner.

You have 745 characters left.

4. In the past three years, has your agency been asked to return funds to the City of Berkeley or any other funder for non-compliance or any other reasons?

- ☐ Yes. In the box below please describe the nature of non-compliance and your agency's efforts to institute safeguards against non-compliance.
☒ No.

You have 1000 characters left.

[Save and Continue](#)

D. Project Estimate and Cost Detail

All construction projects must have a detailed scope of work from a licensed general contractor or subcontractor, engineer or a licensed architect. ([example](#)).

Prior to obtaining three estimates you must develop a sufficiently detailed scope of work that includes reference to [federal prevailing wage](#), [labor requirements](#), and [BABA](#) requirements in order for contractors to provide you with the most accurate estimate. As part of your application, you must submit three (3) estimates (one cost estimate for City of Berkeley Department applicants) with your application for any work that will be undertaken. In order to be eligible for funding, all estimates must comply with the below items:

- Rehabilitation funded with CDBG and exceeding \$2,000 is subject to the Davis-Bacon Act, which includes the requirement of payment of federal prevailing wages to employees. These wages must be included in the estimate documentation you submit with this proposal.
Find Davis Bacon Wage Determination for Alameda County [here](#).
- Be no more than 90 days old.

1. If the project budget from all sources is over \$250,000, describe how complying with the BABA requirements may impact the project budget.

The project budget includes the costs associated with complying with BABA requirements. CIL has required contractors to account for applicable BABA requirements in their bids, so the submitted construction costs already reflect the anticipated cost of procuring BABA-compliant materials and products. Accordingly, CIL does not anticipate a separate or unbudgeted BABA-related cost increase.

You have 1166 characters left.

Complete the Table Below (you can add additional lines or tables as needed for different phases of the project and/or for different scopes of work). Please be sure to:

- Include an estimate of all permit and other City of Berkeley fees.
- Include a minimum of 20% of total project value for ADA requirements, if not already included in project scope and costs.
- Include an estimate for environmental review (to be completed by a consultant and estimated to be between \$15,000 and \$20,000). [National Environmental Policy Act \(NEPA\) environmental review](#) must be completed before any hard cost is incurred for the project.
- Include contingency (at least 15% of the project subtotal).

Number of Lines or Items Needed: 1

Budget Items	Estimate #1 Contractor: HOLLAND AND HARLEY CONSTRUCTION INC. Attached Estimate: CIL - HH - Phase Cost Estimate.pdf	Estimate #2 Contractor: Diamond Bridge Builders Inc. Attached Estimate: CIL_Center_Renovation - Diamond_Estimate - Phase 1_Berkeley - Preliminary_Estimate_1-Aug27_1.pdf	Estimate #3 Contractor: Swinerton Attached Estimate: 2026-0831 - Swinerton - CIL_Expansion_Budget_Estimate.pdf
Holland & Harley is who we will contract with if a awarded	\$155,138	\$180,000	\$221,748
Contingency (at least 15%)	\$23,718	\$27,000	\$33,400
Project Subtotal	\$178,856	\$207,000	\$255,148
Permits & Fees	\$7,681	\$7,681	\$7,681
Professional Fees (architect, engineer, etc.)	\$23,270	\$23,270	\$23,270
Environmental Review	\$15,000	\$15,000	\$15,000
Project Management	\$25,000	\$25,000	\$25,000
20% Allowance for ADA	\$49,961	\$55,590	\$65,220
TOTALS	\$299,768	\$391,641	\$391,319

E. Community Services Description

Applications must provide evidence that the projects have a significant impact to program participants tied to one of the three project areas (see B.2 above) and that the project is meeting the minimum income limits for program beneficiaries.

1. Describe the services provided at this facility. Please include the number of persons served and on average how many hours unduplicated participants spend at your facility each year.

The Center for Independent Living (CIL) provides peer-led independent living services that help people with disabilities live independently, participate fully in community life, and avoid unnecessary institutionalization. CIL serves more than 2,500 people with over 5,500 service and program contacts directly each year out of its program office at the Ed Roberts Campus, and reaches more than 10,000 additional community members through outreach, digital programs, information and referral, training, and community events.

You have 146 characters left.

2. How will this facility improvement project impact your program?

The project will significantly expand CIL's capacity to provide accessible, high-quality services and community programming by combining its existing approximately 3,736-square-foot space with the adjacent approximately 3,777-square-foot vacant space, creating approximately 7,513 square feet of public-serving space. The renovation will address CIL's current shortage of private offices, one-on-one meeting rooms, program space, and community

You have 87 characters left.

3. Why is this work important for your program participants? If this project is not awarded how will this impact your participants?

This project is important because CIL's facility is more than an program space or service center; it is a place where people with disabilities come for services, peer connection, technology, advocacy, community, social activity and support. Participants often face physical, social, economic, and transportation barriers to accessing community resources. A welcoming, accessible, flexible facility reduces those barriers and creates a place where people can obtain multiple forms of support in one location.

You have 218 characters left.

4. This facility improvement project must benefit Low- and Moderate-Income Clientele, and your agency will be required to submit a Demographics Report at project completion. Are at least 51 percent of the facility's beneficiaries low- and moderate-income based on the table below?

- ☒ 1. Yes
☐ 2. No

[View AMI Table](#)

5. Will there be a need for relocation of residents or staff? ☐ Yes ☒ No

F. Attachments

Attachments

(Upload Instructions)

ALL attachments below are REQUIRED in order to submit your application, and your application WILL NOT be able to be submitted with missing attachments!

Please take this into consideration when timing your submission of this application. The documents you need to upload are checked below. If you have other attachments you would like to include, please check one of the Other boxes below and identify the Attachment in the box. If you are unable to upload any of the attachments, contact Jiro Arase at JArase@berkeleyca.gov

- | | |
|--|--|
| ☒ Articles of Incorporation | Articles of Incorporation Amended Articles.pdf |
| ☒ Agency By-Laws | CIL_ByLaws -- signed 26Jan2016.pdf |
| ☒ Letters from Internal Revenue Service and Franchise Tax Board establishing sponsor's tax-exempt status | Federal_State_Exemption_letters.pdf |
| ☒ Board resolution authorizing submission | Board Resolution_CDBG_1_1.pdf |
| ☒ Project Manager Resume | SKershner CV Latest - 2026.docx.pdf |
| ☒ Copy of property title or lease | ERC_Closing_Docs.pdf |
| ☒ Color photographs of project location along with photos of interior areas to be modified | Color_Photos_of_Space-20260830T013024Z-1-001.zip |
| ☒ Full Scope | CIL_CDBG_PublicFacilities_FY27 - SOW.pdf |
| ☒ Table 4.1 - Estimate #1 - HOLLAND AND HARLEY CONSTRUCTION INC. | CIL - HH - Phase Cost Estimate.pdf |
| ☒ Table 4.1 - Estimate #2 - Diamond Bridge Builders Inc. | CIL_Center Renovation - Diamond Estimate - Phase 1 Berkeley -Preliminary Estimate 1- Aug27_1.pdf |
| ☒ Table 4.1 - Estimate #3 - Swinerton | 2026-0831 - Swinerton - CIL Expansion Budget Estimate.pdf |
| ☐ ADA Project CASp Site Assessment | |
| ☒ Architectural floor plans and specifications | Preliminary Floor Plan 4-combined.pdf |
| ☒ Other ERC Letter of Commitment | ERC_LOC_CDBG.pdf |
| ☒ Other UCB CGHC Letter of Support | CGHC Letter of Support.pdf |

(Your application will be saved)

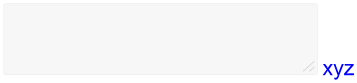
If your organization is awarded funding, you will be required to submit some or all of the following

documents prior to award of any city funds: * Documentation of Liability Insurance (compliant with all City requirements) * Drug-Free Workplace Certification * Anti-Lobbying Certification * City of Berkeley Business License * Evidence of Workers Compensation * Living Wage Form (as applicable) * Americans with Disabilities Act compliance certifications * Sanctuary City Compliance Statement * Nuclear Free Berkeley Disclosure * Workforce Composition * AND * Equal Benefits Certification (as applicable).

Report Submitted by: CDS Staff Date: 09/16/2026

Reviewed and accepted by :
Sign Here:

Click above to return report to Draft status, and please enter a reason in the box below



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Center for Independent Living – Full Text Responses

B. Project Description and Permit Review

1. Detailed Description of Scope

CIL will expand and reconfigure its public-serving space at 3075 Adeline Street (Ed Roberts Campus), combining its existing 3,736 SF with an adjacent 3,777 SF space to create a 7,513 SF accessible community program and drop-in center. The project will connect front and rear program areas with an operable acoustic partition, allowing separate or combined use. Work will include demolition and reconfiguration of the dividing wall; accessible reception counter, meeting and program spaces; 5 private offices for 1:1 disability services; painting and HVAC upgrades. All improvements will meet ADA, Title 24, and Universal Design standards and promote accessibility, safety, functionality, and sensory comfort for Berkeley residents with disabilities and older adults. In planning for contingencies, we are applying for additional funds through the CA Governor's Office of Land Use and Climate Innovation, launching a 55th anniversary capital renovation campaign, and can eliminate painting if needed.

9. If this project is over \$250,000 including CDBG and other funding sources, describe in detail your plan to comply with the Build America, Buy America Act (BABA).

CIL will comply with the Build America, Buy America Act (BABA) and HUD CPD Notice 2025-01 for all portions of the Community Drop-In, Access & Resource Center Expansion that are subject to BABA requirements. CIL will work with the City of Berkeley to confirm the applicable BABA requirements based on the project's funding sources, total project cost, HUD obligation date, project scope, and applicable waivers.

BABA requirements will be incorporated into the project specifications, contractor solicitation, bids, contracts, subcontracts, and purchase orders. As already required in CIL's project planning, contractor estimates will be based on a sufficiently detailed scope that identifies applicable federal labor and BABA requirements. Contractors and suppliers will be required to identify covered materials and provide appropriate documentation demonstrating compliance with applicable domestic-content requirements.

CIL will identify and track covered iron and steel, construction materials, and manufactured products incorporated into the project. For covered materials, CIL will obtain and retain manufacturer or supplier documentation supporting U.S. production or otherwise documenting an applicable exemption or waiver. The project's existing change-order procedures require manufacturer specifications, installation requirements, warranties, and prior owner/project administrator approval before substitutions; these procedures will also be used to ensure that substitutions remain BABA-compliant.

CIL will maintain a BABA compliance file containing the applicability determination, funding and obligation information, project specifications, bids and contracts, covered-

material documentation, manufacturer/supplier certifications, approved substitutions, and any applicable waiver documentation. If a covered material cannot be obtained in compliance with BABA, CIL will conduct and document the required market research and will pursue an applicable waiver through the City/HUD rather than independently waiving the requirement.

Finally, BABA compliance will be coordinated with the project's environmental review, accessibility/code requirements, federal labor standards, prevailing-wage requirements, and phased construction plan so that compliance is established before procurement and maintained through construction and closeout.

C. Agency Administrative and Fiscal Capacity

1. Describe your agency's experience in developing, designing, sponsoring, and/or managing other similar construction projects.

Founded in Berkeley in 1972, the Center for Independent Living (CIL) is the original independent living center and brings more than five decades of experience advancing disability rights, accessibility, and independent living. CIL has operated its Residential Access (RA) Program for more than twenty years, delivering accessibility assessments, individualized modification planning, contractor coordination, assistive technology, and follow-up services for low-income older adults and people with disabilities.

As a City of Berkeley CDBG subrecipient, CIL has developed and operates the systems necessary to manage the full lifecycle of accessibility modification projects, including HUD income verification, accessibility assessment, scope and work planning, environmental review coordination, contractor coordination, permitting support when needed, inspections, project completion, and compliance reporting. Through its more than thirteen-year partnership with the City of Berkeley, CIL has completed approximately 17 home modification projects annually for low-income seniors who meet HUD eligibility requirements. CIL has also recently partnered with the City of Oakland to provide minor repairs and accessibility modifications, expanding its experience managing similar projects across jurisdictions.

CIL also brings firsthand experience as a tenant owner and founding organizational partner in the development of the Ed Roberts Campus, a landmark universally designed and accessible community facility in Berkeley. Through its role in the creation, ongoing occupancy and as a Board member of the Campus, CIL has contributed to the development and stewardship of a major disability-centered, universally designed public facility and understands the unique considerations involved in creating and maintaining spaces that meet and exceed ADA requirements in serving people with diverse disabilities.

Project Manager, Sara Kershner, was the lead consultant on two youth centers, one in East Oakland and another in Richmond, and brings two decades of experience with design, implementation and management of public infrastructure projects. Executive Director Victor Pineda is faculty at UCB School of Urban Planning and brings his international expertise advising governments on accessible urban planning and design. Architect Erick Mikiten is a disabled architect previously involved in the ERC design.

As a disability rights organization governed and staffed by people with disabilities, CIL understands that accessibility requires more than minimum code compliance; it requires thoughtful planning and design informed by how people with diverse disabilities and older adults actually use a space. CIL's demonstrated experience managing accessibility improvements, coordinating contractors and specialized professionals, administering HUD-supported projects, and working with public-sector partners ensures that the proposed facility is effectively managed and genuinely accessible.

2. Projects may be awarded less than the amount originally requested. Please explain how reduced funding would affect the scope of the project.

CIL has structured the project in prioritized phases so reduced CDBG funding can be accommodated without compromising its core purpose: expanding accessible public-serving space and improving the functionality, accessibility, and community use of CIL's facility.

If awarded less than requested, CIL will first complete the highest-priority Phase 1 improvements and defer lower-priority enhancements. Phase 1 focuses on infrastructure essential to connecting and effectively using the approximately 7,513-square-foot combined space. Priorities include the flexible partition connecting the front and back program/community areas; an accessible person door providing wheelchair access between spaces; water access for an automatic dispenser; a ceiling-mounted projection screen and projector; an accessible meeting nook; conversion of the existing conference room into two consultation rooms; and improvements to the reception area, including a more accessible sign-in counter.

If funding is insufficient to complete all Phase 1 work, CIL will prioritize the flexible partition, accessible door, and additional consultation space because these improvements most directly increase usable capacity, accessibility, and flexibility. Lower-priority improvements will be deferred first, including replacement of flooring and painting. The computer lab included in the contractors bids is not dependent on this CDBG project but secured to submit to other funding sources. Its construction can be delayed without preventing CIL from using the expanded community space, which will include a conference room that can accommodate CIL's portable accessible computer lab. Flooring and painting would improve the environment by helping to de-institutionalize the space but are not essential to opening and operating the expanded public-serving area. Bids include adding some colorful accent walls and CIL has a significant number of donated pieces of art that go a long way towards creating a welcoming community space.

In all cases, CIL would work with its contractor and architect to obtain updated itemized, phased pricing so that any reduced award is matched to a defined, fundable scope rather than leaving work partially completed. No portion of the project would be started without confirmed funding to complete that discrete scope of work, and any deferred elements would be pursued through future CDBG cycles, other funding sources as they become available, volunteer labor and supplies through Berkeley Rotary Club and our 55th Anniversary Capital Campaign.

Regardless of the award amount, Universal Design and accessibility will remain fundamental project requirements. Planning for universal design from the beginning of a

project reduces the overall costs. Reduced funding would primarily affect the timing and extent of nonessential improvements, rather than CIL's ability to open and operate expanded, accessible community and program space for Berkeley residents with disabilities a

[The response reached the character limit.]

D. Project Estimate and Cost Detail

1. If the project budget from all sources is over \$250,000, describe how complying with the BABA requirements may impact the project budget.

The project budget includes the costs associated with complying with BABA requirements. CIL has required contractors to account for applicable BABA requirements in their bids, so the submitted construction costs already reflect the anticipated cost of procuring BABA-compliant materials and products. Accordingly, CIL does not anticipate a separate or unbudgeted BABA-related cost increase.

BABA compliance may affect the project budget through the availability and pricing of domestically produced materials. Where BABA-covered materials are required, contractors have incorporated the anticipated cost of compliant materials into their bid pricing. CIL will monitor procurement throughout construction and will require documentation demonstrating compliance. If a proposed substitution is necessary, CIL's existing change-order process requires manufacturer specifications, installation requirements, warranties, and prior approval, allowing CIL to evaluate any cost implications before authorizing a change.

The project budget also includes a 15% construction contingency to address unforeseen conditions and eligible construction cost changes. CIL will use this contingency, where appropriate and allowable, if a documented BABA-related procurement issue results in an eligible additional cost. CIL will not substitute noncompliant materials solely to reduce costs and will pursue an applicable waiver through the City/HUD if a covered material cannot reasonably be obtained in compliance with BABA.

Because BABA costs have already been incorporated into the contractor bids, CIL expects the current project budget to remain adequate to complete the proposed scope. CIL will continue to track BABA compliance and any related cost impacts through procurement, construction, change orders, and project closeout.

E. Community Services Description

1. Describe the services provided at this facility.

The Center for Independent Living (CIL) provides peer-led independent living services that help people with disabilities live independently, participate fully in community life, and avoid unnecessary institutionalization. CIL serves more than 2,500 people with over 5,500 service and program contacts directly each year out of its program office at the

Ed Roberts Campus, and reaches more than 10,000 additional community members through outreach, digital programs, information and referral, training, and community events.

Services provided at or from this facility include independent living counseling and peer support; advocacy; benefits and housing assistance; assistive technology assessment, demonstration and training; mobility equipment support; residential accessibility services; transportation and mobility management; caregiver support; digital inclusion and technology training; workforce development; emergency preparedness; and information and referral. The facility also serves as a place for confidential one-on-one services, support groups, classes, workshops, community meetings, technology demonstrations, public events, youth and older adult peer support groups and programming and social and cultural activities.

CIL serves people across the lifespan with diverse disabilities, including people who are blind or have low vision, Deaf or hard of hearing, and people with mobility, developmental, intellectual, psychiatric, chronic health, and neurodivergent disabilities.

The organization prioritizes people with the greatest barriers to resources and community participation, including low-income residents, older adults, youth, immigrants, and other underserved community members. The vast majority of CIL consumers are on public benefits and assistance programs.

The facility is also intended to function as a community drop-in and gathering space where people can access basic resources, technology, assistive technology demonstrations, a community library, charging stations, informal peer support, and respite/quiet space. CIL and the Ed Roberts Campus are also preparing to serve as a disability-inclusive resilience hub and cooling during and following disasters, extreme heat and other emergencies.

Participants use the facility for services ranging from brief drop-in visits and individual appointments to multi-hour classes, meetings, workshops, peer groups, and community events. Because participation varies substantially by program and individual need, CIL does not currently maintain a reliable organization-wide average for annual hours spent at the facility by unduplicated participants. With an expanded space renovated to facilitate community participation beyond programming and services, CIL anticipates double the hours spent at the facility in the year following the renovation and expansion.

2. How will this facility improvement project impact your program?

The project will significantly expand CIL's capacity to provide accessible, high-quality services and community programming by combining its existing approximately 3,736-square-foot space with the adjacent approximately 3,777-square-foot vacant space, creating approximately 7,513 square feet of public-serving space.

The renovation will address CIL's current shortage of private offices, one-on-one meeting rooms, program space, and community gathering space. It will create additional private spaces for confidential services; flexible areas for programming, classes, training, education, peer support and counseling groups, meetings, art activities, film screenings, book readings, art builds, partner convenings and social events; improved presentation and technology capacity; space for a portable accessible computer lab; and space to display, demonstrate and test assistive technology and mobility

equipment. The youth program is excited to host accessible dance parties and movie nights, bingo and art project events, and slumber parties.

A key benefit will be the ability to connect the front and back areas through a flexible partition, allowing CIL to operate them either as separate spaces for simultaneous programs or as one larger space for community events, large educational and community gathering events, small conferences and as a community resilience and cooling space. Improvements to the entrance and reception area will make the facility more welcoming and easier to navigate, while accessibility-focused design will support people with a wide range of mobility, sensory, and cognitive needs.

The expanded space will also allow CIL to provide a more effective community drop-in environment, including basic-needs resources, a community library, charging stations, informal gathering areas, and quiet/respice space. The space will support CIL's digital inclusion work, including a portable accessible computer lab, and will provide infrastructure for a future dedicated computer lab as additional funding becomes available.

Finally, the improved facility will strengthen CIL's ability to serve as a disability-inclusive resilience hub during and following emergencies. Flexible community space, accessible pathways, technology, charging capacity for wheelchairs, medical and communication devices and other assistive technology, meeting areas, and resource access will allow CIL to support people with disabilities and older adults when traditional systems may be difficult to access.

Overall, the project will allow CIL to serve more people, offer more programs simultaneously, provide greater privacy and accessibility, and restore the facility's role as a vibrant community center for people with disabilities and older adults. It will allow CIL to open our doors for drop-in service and accessible computer lab services while protecting 1:1 services and group programs.

3. Why is this work important for your program participants?

This project is important because CIL's facility is more than an program space or service center: it is a place where people with disabilities come for services, peer connection, technology, advocacy, community, social activity and support. Participants often face physical, social, economic, and transportation barriers to accessing community resources. A welcoming, accessible, flexible facility reduces those barriers and creates a place where people can obtain multiple forms of support in one location.

The current space does not provide sufficient private consultation offices, flexible community space, or room for CIL's expanding programs. As a result, staff must share or repurpose spaces, limiting privacy and reducing CIL's ability to offer services and programs simultaneously, much less open its door to much-requested community drop-in hours. The vacant adjacent space provides an opportunity to address these limitations and create approximately 7,513 square feet of connected public-serving space.

The improvements will directly benefit participants by providing more accessible and private spaces for individual consultation; flexible areas for classes, support groups, training and community events; improved access to assistive technology demonstrations; technology and charging resources; informal gathering and peer-

support areas; and quiet/rest space for people who experience sensory or other environmental barriers. The improvements will also make the facility more welcoming and less institutional, encouraging participants to spend time at CIL and build community, as well as offer their own peer-skill shares, workshops and events. If the project is not awarded, CIL will remain constrained by two separate spaces still unable to provide adequate 1:1 consultation and program space, and will have substantially less capacity to expand services and rebuild the facility as a community drop-in and gathering space. Participants may experience longer waits or fewer opportunities for private appointments, group programming and community activities. CIL will also have less ability to provide accessible technology and assistive technology programming and to establish the flexible space needed for emergency response, extreme heat and resilience-hub activities.

CIL will seek other funding to address these needs, but without CDBG support, improvements will likely need to be delayed, reduced, or completed incrementally. The result would be a continued mismatch between the growing needs of CIL's community and the physical capacity of the facility to meet them. The project is therefore an important investment in accessible public infrastructure that will provide long-term benefits to Berkeley residents with disabilities and older adults.

Help with this page



City of Berkeley Housing & Community Services Department
2180 Milvia Street
Berkeley, CA 94704
Contact: Community Agency RFP, CommunityAgencyRFP@berkeleyca.gov 510.981.5408

Application Status
Status: In Review
Check when complete:
☐ Approved for Funding
GF Amount:
CDBG Amount:
ESG Amount:
MHSA Amount:
CSBG Amount:
Meas-E Amount:
HOME Amount:
PCEI Amount:
S+C Amount:
GF-WS Amount:
GF-HHS Amount:
BMH Amount:
Meas-E Res Amount:
Childcare Mit Amount:
☐ Subrecipient Budget Adjustment
☐ Complete & Approved
Return to Main Page

Comments:

City of Berkeley - CDBG Request for Proposals - FY 2027 Application

[Save and Continue](#)

A. General Information

Agency Name:	Multicultural Institute (MI)		
Program/Project Title:	Berkeley Office		
Agency Date of Incorporation:	11/16/2017	Restated Articles of Incorporation November 16 2017.pdf Bylaws Adopted 2022.pdf	
Agency Office Street Address:	1920 Seventh Street		
Agency Office City:	Berkeley	Zip:	94710
Executive Director Name:	Mirna Cervantes		
Executive Director's Email Address:	mima@mionline.org		
Executive Director Phone Number:	(510) 849-7580		
Application Contact Person Name:	Mirna Cervantes		
Application Contact Person's Email:	mima@mionline.org		
<small>(Contact person must respond to questions within one business day.)</small>			
Application Contact Person's Phone:	(510) 849-7580		
Project Manager:	Anne GomezPM resume: Anne_Gomez_resume_-_Operations_Director_MI.pdf		
Project Manager phone:	(510) 224-3459		
Project Manager email:	anne@mionline.org		
Unique Entity Identifier (UEI) <small>You can obtain a UEI by registering at https://sam.gov/</small>	MBJ1H2CEYM69		
Tax-exempt 501(c)(3) status: more info	☒ Yes ☐ No	2010_MI_IRS_exempt_letter.pdf	
Does the agency own the project site?	☒ Yes ☐ No	Copy_of_Property_Title-Berkeley.pdf	
Board resolution authorizing submission of application	Board_Approval.pdf		
TOTAL FUNDING REQUESTED:	\$522,406		
Total Other Funding Leveraged for the Project:	\$0	Leveraged Percent:	0%
Total Project Value:	\$522,406		

B. Project Description and Permit Review

Full Scope: [SOW_Berkeley_Facilities_Improvement.pdf](#)

1. Detailed Description of Scope (1,000 character limit):

Refer to our program [FAQ](#) for additional guidance on writing your scope. The FAQ provides a [sample scope](#). Please provide a detailed description of project scope. Please also include how your agency plans for unexpected costs or issues that could arise during the project

MI's community center is located in the West Berkeley neighborhood which currently houses both its administrative offices and all its community services and activities. MI is open Monday-Friday and offers its comprehensive services from 8am-4:30pm to hundreds of low-income individuals and families every week. The scope of this project is a 2nd-floor rehab of MI's Berkeley center which includes: complete reroof, 12,000 kW solar array 24kWh battery/backup, 3-zone mini-split HVAC, and repair of water intrusion from a 2nd floor deck. The roof and deck repair/replacement represent health and safety issues, which are currently damaging the structure and risking development of mold. The 2nd-floor has no climate control, which prevents MI from offering its critical educational, food distribution, and

You have 0 characters left.

Do you have drawings or plans for this project? If so, please upload them with Full Scope above.

2. Mark all categories that apply to this project: Refer to program eligibility requirements in the NOFA .	☐ ADA Compliance ☒ Energy Efficiency ☒ Health and Safety Code Issues
3. If the project includes ADA improvements, has the project site been assessed by a Certified Access Specialist (CASP) and is the proposed project included in the CASP ADA improvement plan?	☐ Yes () ☐ No ☒ N/A
4. Has this scope been reviewed by City of Berkeley Permit Service Center staff? Note: A permit is not required to apply, but consultation with the Permit Service Center is required. Please attach documentation of review with Permit Services Center staff.	☒ Yes ☐ No
5. Will this project require a permit? Permits are not required to apply for this NOFA. However, it is strongly recommended that you consult with the Planning Department before applying to understand what is required.	☒ Yes ☐ No ☐ Unsure. Haven't discussed project with the Permit Service Center.
a. This project requires the following permits (check all that apply):	☒ Building ☒ Electrical ☐ Plumbing ☒ Other: Solar PV, HVAC ☐ N/A. No permit required ☐ Unknown
b. If this project requires permits, does the project scope include ADA improvement at costs equal to or more than 20% of the total project value? (Enter N/A if the question is not applicable.)	☐ Yes ☒ No ☐ N/A. Please upload Permit Service Center confirmation showing that the project is exempt from the 20% cost allocation rule.
a. Has a permit been issued for this project?	☐ Yes ☒ No ☐ N/A. For example, after review by the Permit Service Center it was deemed to not require permits If No, please explain: <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> We have been in contact with Permit Center staff via email to understand the scope of permitting/ We did not get a clear answer about ADA requirements </div>
Please enter name of Permit Service Staff:	Generic 'Permit Service Center, RW'
Note any significant findings or suggestions from this review	
6. Does the zoning for the property permit the proposed project?	☒ Yes ☐ No If not, what level of planning review is needed:

7. Please estimate how long each of the activities listed below would take. If awarded, funding will be available on a reimbursement basis after contract execution

Completing designs: [09/10/2026](#)
 Obtaining required permits: [10/08/2026](#)
 Completing environmental review: [10/15/2026](#)
 Sealed bid, including preparation of a bid package and contracting with a selected contractor: [11/19/2026](#)
 Construction: [01/15/2027](#)
 Additional comments: [Depends on date of award granting](#)

8. Describe in detail your plan for [assessing lead-based paint](#), if applicable.

The contractor hired will be expected to complete this assessment as part of their work. Depending on the test and report results, MI will submit a Lead Based Paint (LBP) Implementation Plan that will detail and record the process.

You have [2768](#) characters left.

9. If this project is over \$250,000 including CDBG and other funding sources, describe in detail your plan to comply with the [Build America, Buy America Act \(BABA\)](#).

Complying with Build America, Buy America (BABA) may increase equipment costs and extend the project timeline. The domestic-sourcing preference applies most significantly to manufactured products, the solar modules, battery storage, inverters, and mini-split heat pumps where U.S. made options carry a price premium and limited availability. MI staff has budgeted a contingency for compliant-material premiums and longer lead times, and where compliant products are not available in sufficient quantity, staff will pursue the

You have [2296](#) characters left.

C. Agency Administrative and Fiscal Capacity

1. Describe your agency's experience in developing, designing, sponsoring, and/or managing other similar construction projects. Highlight any experience with HUD- or federally funded construction projects and complying with the BABA requirements.

MI has been part of two major projects in which the City of Berkeley partnered and supported MI financially. The first was a renovation in FY12-13 including interior and exterior repairs and improvements to the building and its foundation. The second was in FY16-17 in which MI expanded its building to include an additional office to the side of the building. MI has experience with prevailing wages and following all the steps needed by the City of Berkeley to process permits, City Council presentations, and other requirements as needed

You have [2423](#) characters left.

2. Projects may be awarded less than the amount originally requested. Please explain how reduced funding would affect the scope of the project.

MI's project team will work with the hired contractor to prioritize the scope of work to fit within the limits of the funding available. The bidders were requested to submit a detailed cost breakdown of each trade of work in order to better evaluate the prioritization of work to be performed. All of the proposed building modifications proposed are necessary for MI's Berkeley center to continue operating with care and safety all year-round as tended for the hundreds of community members it serves on a daily basis. Reduced funding from the

You have 2273 characters left.

3. Is there a long-term asset management plan in place for the building that will be improved including a maintenance reserve?

- ☐ Yes. In the box below please describe how the current request fits into the plan/schedule.
- ☒ No. Please describe the agency efforts to develop such a plan and ensure resources for building improvements.

MI has recently hired an Operations Director who is tasked with coming up with an asset management plan. This will include auditing major assets' expected lifespan, current quality, and replacement/repair cost to prepare and implement financial planning.

You have 746 characters left.

4. In the past three years, has your agency been asked to return funds to the City of Berkeley or any other funder for non-compliance or any other reasons?

- ☐ Yes. In the box below please describe the nature of non-compliance and your agency's efforts to institute safeguards against non-compliance.
- ☒ No.

You have 1000 characters left.

[Save and Continue](#)

D. Project Estimate and Cost Detail

All construction projects must have a detailed scope of work from a licensed general contractor or subcontractor, engineer or a licensed architect. ([example](#)).

Prior to obtaining three estimates you must develop a sufficiently detailed scope of work that includes reference to [federal prevailing wage](#), [labor requirements](#), and [BABA](#) requirements in order for contractors to provide you with the most accurate estimate. As part of your application, you must submit three (3) estimates (one cost estimate for City of Berkeley Department applicants) with your application for any work that will be undertaken. In order to be eligible for funding, all estimates must comply with the below items:

- Rehabilitation funded with CDBG and exceeding \$2,000 is subject to the Davis-Bacon Act, which includes the requirement of payment of federal prevailing wages to employees. These wages must be included in the estimate documentation you submit with this proposal.
Find Davis Bacon Wage Determination for Alameda County [here](#).
- Be no more than 90 days old.

1. If the project budget from all sources is over \$250,000, describe how complying with the BABA requirements may impact the project budget.

Complying with Build America, Buy America (BABA) may increase equipment costs and extend the project timeline. The domestic-sourcing preference applies most significantly to manufactured products, the solar modules, battery storage, inverters, and mini-split heat pumps where U.S. made options carry a price premium and limited availability. MI staff has budgeted a contingency for compliant-material premiums and longer lead times, and where compliant products are not available in sufficient quantity, staff will pursue the

You have 2297 characters left.

Complete the Table Below (you can add additional lines or tables as needed for different phases of the project and/or for different scopes of work). Please be sure to:

- Include an estimate of all permit and other City of Berkeley fees.
- Include a minimum of 20% of total project value for ADA requirements, if not already included in project scope and costs.
- Include an estimate for environmental review (to be completed by a consultant and estimated to be between \$15,000 and \$20,000). [National Environmental Policy Act \(NEPA\) environmental review](#) must be completed before any hard cost is incurred for the project.
- Include contingency (at least 15% of the project subtotal).

Number of Lines or Items Needed: 1

Budget Items	Estimate #1 Contractor: Art of Construction Attached Estimate: Art_of_Construction_estimate.pdf	Estimate #2 Contractor: Skycore Construction Attached Estimate: Skycore_estimate.pdf	Estimate #3 Contractor: Pacheco Construction Attached Estimate: Estimate-EST-82c6.pdf
All items	\$212,100	\$478,100	\$402,961
Contingency (at least 15%)	\$35,000	\$71,715	\$60,445
Project Subtotal	\$247,100	\$549,815	\$463,406
Permits & Fees	\$1,500	\$0	\$0
Professional Fees (architect, engineer, etc.)	\$0	\$32,900	\$39,000
Environmental Review	\$20,000	\$20,000	\$20,000
Project Management	\$14,400	\$0	\$0
20% Allowance for ADA	\$56,600	\$120,543	\$104,481
TOTALS	\$339,600	\$723,258	\$626,887

E. Community Services Description

Applications must provide evidence that the projects have a significant impact to program participants tied to one of the three project areas (see B.2 above) and that the project is meeting the minimum income limits for program beneficiaries.

1. Describe the services provided at this facility. Please include the number of persons served and on average how many hours unduplicated participants spend at your facility each year.

MI serves as a trusted community resource, providing workforce development, job placement, educational opportunities, health and immigration services, food assistance, youth programs, and other wrap-around support. MI's Berkeley center is an essential infrastructure for the community it serves. MI offers comprehensive services under its various programs including its Day Laborer and Domestic Worker Program. Through this key program MI offers over 500 day laborers and domestic workers job placement assistance,

You have 1238 characters left.

2. How will this facility improvement project impact your program?

This comprehensive facility improvement project will directly strengthen MI's ability to provide safe, healthy, reliable, and welcoming services to immigrant workers, families, and its youth. This project addresses an immediate health and safety concern while also making a long-term investment in the sustainability and resilience of MI's operations. The existing roof and second-floor deck are experiencing water intrusion that is damaging the building and creating conditions that could contribute to mold growth. A complete



You have 757 characters left.

3. Why is this work important for your program participants? If this project is not awarded how will this impact your participants?

The project will help MI remain a healthier and welcoming environment for the community members who rely on MI. Eliminating active water intrusion and reducing the potential for mold will help protect staff, volunteers, and program participants. Reliable heating and cooling will improve comfort during classes, workshops, meetings, health activities, and other programs. A more resilient building will also allow MI to continue serving the community during power disruptions and other emergencies.



You have 1679 characters left.

4. This facility improvement project must benefit Low- and Moderate-Income Clientele, and your agency will be required to submit a Demographics Report at project completion. Are at least 51 percent of the facility's beneficiaries low- and moderate-income based on the table below?

☒ 1. Yes

☐ 2. No

[View AMI Table](#)

5. Will there be a need for relocation of residents or staff? ☐ Yes ☒ No

F. Attachments

Attachments

[\(Upload Instructions\)](#)

ALL attachments below are REQUIRED in order to submit your application, and your application WILL NOT be able to be submitted with missing attachments!

Please take this into consideration when timing your submission of this application. The documents you need to upload are checked below. If you have other attachments you would like to include, please check one of the Other boxes below and identify the Attachment in the box. If you are unable to upload any of the attachments, contact Jiro Arase at JArase@berkeleyca.gov

- | | |
|--|---|
| ☒ Articles of Incorporation | Restated Articles of Incorporation November 16 2017.pdf |
| ☒ Agency By-Laws | Bylaws Adopted 2022.pdf |
| ☒ Letters from Internal Revenue Service and Franchise Tax Board establishing sponsor's tax-exempt status | 2010 MI IRS exempt letter.pdf |
| ☒ Board resolution authorizing submission | Board Approval.pdf |
| ☒ Project Manager Resume | Anne Gomez resume - Operations Director MI.pdf |
| ☒ Copy of property title or lease | Copy of Property Title-Berkeley.pdf |
| ☒ Color photographs of project location along with photos of interior areas to be modified | Interior and Exterior Photos of Spaces.pdf |
| ☒ Full Scope | SOW Berkeley Facilities Improvement.pdf |
| ☒ Table 4.1 - Estimate #1 - Art of Construction | Art of Construction estimate.pdf |
| ☒ Table 4.1 - Estimate #2 - Skycore Construction | Skycore estimate.pdf |
| ☒ Table 4.1 - Estimate #3 - Pacheco Construction | Estimate-EST-82c6.pdf |
| ☐ ADA Project CASp Site Assessment | |
| ☒ Architectural floor plans and specifications | |
| ☐ Other | |
| ☐ Other | |

(Your application will be saved)

If your organization is awarded funding, you will be required to submit some or all of the following

documents prior to award of any city funds: * Documentation of Liability Insurance (compliant with all City requirements) * Drug-Free Workplace Certification * Anti-Lobbying Certification * City of Berkeley Business License * Evidence of Workers Compensation * Living Wage Form (as applicable) * Americans with Disabilities Act compliance certifications * Sanctuary City Compliance Statement * Nuclear Free Berkeley Disclosure * Workforce Composition * AND * Equal Benefits Certification (as applicable).

Report Submitted by: Djesie Arcangel, at the request of Jiro Arase and on behalf of Mirna Cervantes Date: 09/25/2026

Reviewed and accepted by :
Sign Here:

Click above to return report to Draft status, and please enter a reason in the box below

xyz

Multicultural Institute – Full Text Responses

B. Project Description and Permit Review

1. Detailed Description of Scope

MI's community center is located in the West Berkeley neighborhood which currently houses both its administrative offices and all its community services and activities. MI is open Monday-Friday and offers its comprehensive services from 8am-4:30pm to hundreds of low-income individuals and families every week. The scope of this project is a 2nd-floor rehab of MI's Berkeley center which includes: complete reroof, 12,000 kW solar array 24kWh battery/backup, 3-zone mini-split HVAC, and repair of water intrusion from a 2nd floor deck. The roof and deck repair/replacement represent health and safety issues, which are currently damaging the structure and risking development of mold. The 2nd-floor has no climate control, which prevents MI from offering its critical educational, food distribution, and other services during increasingly common hot or cold weather events. With HVAC and solar with battery backup, MI expects serve the community year-round regardless of climate or grid conditions.

9. If this project is over \$250,000 including CDBG and other funding sources, describe in detail your plan to comply with the Build America, Buy America Act (BABA).

Complying with Build America, Buy America (BABA) may increase equipment costs and extend the project timeline. The domestic-sourcing preference applies most significantly to manufactured products, the solar modules, battery storage, inverters, and mini-split heat pumps where U.S. made options carry a price premium and limited availability. MI staff has budgeted a contingency for compliant-material premiums and longer lead times, and where compliant products are not available in sufficient quantity, staff will pursue the applicable HUD general waivers (e.g., small-grants or de minimis) or product-specific nonavailability waivers before procurement to keep the project on budget and in compliance.

C. Agency Administrative and Fiscal Capacity

1. Describe your agency's experience in developing, designing, sponsoring, and/or managing other similar construction projects.

MI has been part of two major projects in which the City of Berkeley partnered and supported MI financially. The first was a renovation in FY12-13 including interior and exterior repairs and improvements to the building and its foundation. The second was in FY16-17 in which MI expanded its building to include an additional office to the side of the building. MI has experience with prevailing wages and following all the steps needed by the City of Berkeley to process permits, City Council presentations, and other requirements as needed when receiving HUD or federal funds.

2. Projects may be awarded less than the amount originally requested. Please explain how reduced funding would affect the scope of the project.

MI's project team will work with the hired contractor to prioritize the scope of work to fit within the limits of the funding available. The bidders were requested to submit a detailed cost breakdown of each trade of work in order to better evaluate the prioritization of work to be performed. All of the proposed building modifications proposed are necessary for MI's Berkeley center to continue operating with care and safety all year-round as tended for the hundreds of community members it serves on a daily basis. Reduced funding from the City of Berkeley will lead to delays in the project completion in order to seek resources and funding necessary to complete the project and follow a new reprioritized scope of work.

D. Project Estimate and Cost Detail

1. If the project budget from all sources is over \$250,000, describe how complying with the BABA requirements may impact the project budget.

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E. Community Services Description

1. Describe the services provided at this facility.

MI serves as a trusted community resource, providing workforce development, job placement, educational opportunities, health and immigration services, food assistance, youth programs, and other wrap-around support. MI's Berkeley center is an essential infrastructure for the community it serves. MI offers comprehensive services under its various programs including its Day Laborer and Domestic Worker Program. Through this key program MI offers over 500 day laborers and domestic workers job placement assistance, workforce trainings, health and legal referrals and workshops and daily street outreach. MI also offers hundreds of low-income individuals ongoing bilingual courses including GED, Business Entrepreneurship, Citizenship, and Computer Literacy. To assist with food security, MI offers a weekly food distribution and daily onsite food pantry where over 100 low-income community members come by for produce, dry goods, and protein items each week. MI also hosts a mobile health clinic and a dental clinic in partnership with Alameda Health System twice a month. Each Friday MI offers a warm breakfast for day laborers as well. Although MI's after school programming does not regularly occur onsite, it does occur in its classroom space upstairs at least once a month or so when the Black Pine Circle school is unable to host MI's youth and tutors. Additionally, MI hosts monthly immigration legal clinics with attorneys onsite and ongoing I meetings, events, and gathering with/for other partners, groups, community

leaders, and community members. On average any given person can spend at minimum from 4 to 6 hours a week at MI making it a minimum of 208 to 312 hours a year. MI serves over 1,000 community members a year through its Berkeley center.

2. How will this facility improvement project impact your program?

This comprehensive facility improvement project will directly strengthen MI's ability to provide safe, healthy, reliable, and welcoming services to immigrant workers, families, and its youth. This project addresses an immediate health and safety concern while also making a long-term investment in the sustainability and resilience of MI's operations. The existing roof and second-floor deck are experiencing water intrusion that is damaging the building and creating conditions that could contribute to mold growth. A complete reroof and repair or replacement of the deteriorated deck and associated waterproofing will stop ongoing water intrusion, protect the structural integrity of the building, and reduce the risk of mold and other environmental health hazards. These improvements are particularly important because MI's facilities are used by community members for educational programs, health-related activities, legal and immigration services, workforce assistance, meetings, and other essential services.

The new energy systems will complement these critical health and safety repairs. A solar system, battery backup, and high-efficiency HVAC system will improve the building's energy performance while providing greater resilience during power outages and extreme weather. The HVAC system will allow MI to maintain comfortable indoor temperatures in occupied areas while avoiding the need to condition unused portions of the building. The solar and battery systems can reduce reliance on grid electricity, lower operating expenses over time, and provide greater continuity of operations when electrical service is interrupted.

Reduced facility operating costs can ultimately translate into greater resources available for MI's mission. Instead of directing scarce nonprofit funds toward emergency roof repairs, water damage, inefficient heating and cooling, and high utility expenses, MI will be able to devote more of its resources to direct services and programming. This is particularly valuable for an organization serving low-income immigrant communities, where demand for employment assistance, education, health navigation, legal and immigration support, food assistance, and youth services remains significant.

3. Why is this work important for your program participants?

The project will help MI remain a healthier and welcoming environment for the community members who rely on MI. Eliminating active water intrusion and reducing the potential for mold will help protect staff, volunteers, and program participants. Reliable heating and cooling will improve comfort during classes, workshops, meetings, health activities, and other programs. A more resilient building will also allow MI to continue serving the community during power disruptions and other emergencies.

Awarding this project represents a long-term investment in the preservation of MI's community centered nonprofit facility. By addressing deferred maintenance and combining necessary building repairs with renewable energy, energy efficiency, and backup power, the project will transform an urgent building-safety need into an opportunity to create a healthier, more resilient, and more sustainable home for MI's programs. The improvements will help ensure that MI can continue providing a place of belonging, opportunity, education, and support for immigrant workers and their families for many years to come. If the project is not awarded, MI would have to reprioritize and search for additional funding and support elsewhere, taking away from the focus on direct service and support to families that need it most.

2027 Commission Meeting Dates

Name of Commission: Housing Advisory Commission

Commission Secretary: Snow Zhu

2027 Meeting Dates

Month	Meeting Day and Date	Time
January 2027	Thursday, 01/07/27	7:00 pm
February 2027	Thursday, 02/04/27	7:00 pm
March 2027	Thursday, 03/04/27	7:00 pm
April 2027	Thursday, 04/08/27	7:00 pm
May 2027	Thursday, 05/06/27	7:00 pm
June 2027	Thursday, 06/03/27	7:00 pm

Month	Meeting Day and Date	Time
July 2027	Thursday, 07/01/27	7:00 pm
August 2027	No Meeting	
September 2027	Thursday, 09/02/27	7:00 pm
October 2027	Thursday, 10/07/27	7:00 pm
November 2027	Thursday, 11/04/27	7:00 pm
December 2027	No Meeting	



Up Zoning

From ron kemper <kemperron@hotmail.com>
Date Fri 10/2/2026 9:51 AM
To Housing Advisory Commission <HAC@berkeleyca.gov>

WARNING: This is not a City of Berkeley email. Do not click links or attachments unless you trust the sender and know the content is safe.

Mr. David Shere,

You were quoted as saying that the Elmwood district was created as "an exclusive and exclusionary" enclave. You neglected to mention that that was done in 1916 when the city was staunchly Republican. A lot has changed in the last 116 years. When I bought my home in the Elmwood 52 years ago, it was because I couldn't afford to raise a family in San Francisco. Many of my neighbors who moved here from other parts of the country did not know, as I didn't, that they were moving into an "exclusive and exclusionary" enclave. My neighbor, judge Thelton Henderson, a black man. Is responsible for forcing the state to reduce the overcrowded prison system. He's the subject of a documentary "the soul of justice" he also didn't know he was moving into an exclusive neighborhood. I assume that your remedy to punish the people living here six generations on is to bulldoze the mom & Pop shops along college Ave. I have trouble understanding how that will rectify what happened so long ago. If you would like to apologize for your faulty logic, please call me at [redacted]. I'd be glad to discuss this with you further if you have a somewhat open mind.

Sincerely,
Ron Kemper

Sent from my iPhone