



Hon. Mayor and Members of the City Council:

This is the report for the week ending March 20<sup>th</sup>, 2020.

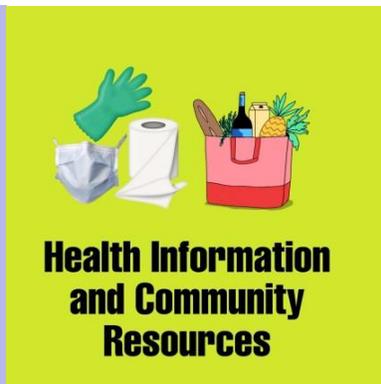


**1. Meeting Notes**

The next Richmond City Council meeting is scheduled for Tuesday, March 24<sup>th</sup>, at 6:30 P.M. The agenda may be found by clicking this link: [March 24<sup>th</sup> City Council Agenda.](#)

**2. Coronavirus (COVID-19) Updates**

The following information is an ongoing list of resources and significant updates regarding COVID-19.



**A Special Message from City Manager Laura Snideman**

Dear Richmond Community:

This past week, the City of Richmond has been focused on adapting to the changing circumstances of COVID-19 and the mandatory shelter in place order given by the Contra Costa County Public Health Department. The City has convened the Emergency Operations Center, which consists of staff identified from critical city departments to help respond to emergencies. The EOC is meeting daily to address current and future challenges. We hope to provide the best information available, and support residents in staying informed and engaged.

## **What's Changed, and What's the Same?**

The City has examined its operations to identify essential functions, such as public safety, public works, and the housing authority. Some City services have been closed while other services may be impacted or have modified working schedules. For a complete list of what's open and what's closed, click here:

<http://www.ci.richmond.ca.us/3917/Impact-to-City-Services-and-Facilities>

## **Stay Informed**

Keep in mind that during this time, information may change quickly. Please visit our social media and our website to get more information and updates on City services, the shelter-in-place, and community resources:

<http://www.ci.richmond.ca.us/3914/Richmond-Coronavirus-Info>

## **Stay Engaged**

Information on volunteer groups and assistance for the elderly will be shared as networks develop. There are meal services throughout the school district that are being provided to WCCUSD students. We will link to those resources on our webpage and share them with our community networks in the days to come.

This is an extremely challenging time for us all. More than any other time in our history, this is a time that we must come together as a city to care for one another. I believe, given what I have seen of Richmond, we can embody that "can do" spirit, and Richmond will rise to the challenge.

## **Business and Worker Resources during COVID-19**

Small businesses throughout the bay area, including in Richmond, are struggling with the current "Shelter in Place" order from the California Governor's Office. As such, there are Federal, State, and Local resources to assist small businesses to navigate these trying times. All of these resources can also be found on the [City of Richmond's Economic Development](#) page.

### **COVID-19 Employer Resources:**

- [CDC Guidance for Businesses and Employers](#)
- [California Labor & Workforce Development Agency for workers and Employers](#)
- [Cal/OSHA Guidance on Coronavirus](#)

### **Federal Resources for Businesses:**

- [SBA Economic Injury Disaster Loans](#) - US Small Business Administration Injury Disaster Loans offer up to \$2 million in assistance for a small business. [Disaster Unemployment Assistance](#) (Includes self-employed workers)- Unemployment benefits to individuals who have become unemployed as a direct result of a provisionally declared major disaster.

### **State Resources for Businesses:**

- [Disaster Relief Loan Guarantee Program](#) – Loans of up to \$20 million and a max guarantee of \$1 million with interest rates negotiated between lenders and borrowers.

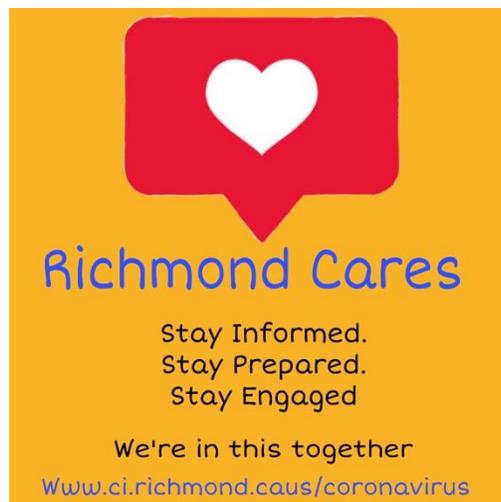
- [Disability Insurance Elective Coverage for Employers and Self-Employed Individuals](#)
- [1-Week Waiting Period for State Unemployment & Disability Insurance Waived](#)
- [Reduced Work Hours - Work Sharing Program](#) - The program helps employees whose hours and wages have been reduced to receive U.I. Benefits, keep their current job and avoid hardships.
- [Request up to a 60-day extension on State Payroll Taxes](#) - Employers experiencing hardship as a result of COVID-19 may request up to a 60-day extension of time from the State of California's Employment Development Department (EDD) to file their state payroll reports and/or deposit state payroll taxes without penalty or interest.
- [File a State Unemployment Insurance Claim](#) - Unemployment Insurance is an employer-paid program that provides partial income replacement when one becomes unemployed or has their hours reduced. Follow the link for eligibility requirements.

**Local Resources for Businesses:**

- [Richmond Kiva Loan Program](#) - Kiva is a small loan match program where you are required to raise up to \$1,500 on the Kiva crowdfunding website. The City will match funds raised dollar-for-dollar, up to \$1,500. The maximum financing to your business under this program is \$3,000.
- [Richmond Revolving Loan Fund](#) - The Revolving Loan Fund is a community-based program to foster local economic growth through the creation and retention of employment opportunities for Richmond residents. The program offers eligible applicants loans from a minimum of \$5,000 to a maximum of \$100,000.
- [Lawyers' Committee for Civil Rights](#) – Get paired with a lawyer for assistance with leasing and legal support for small businesses to work with their landlord for lease negotiations, legal consultation, and related services.

**Other:**

- [Help Main Street!](#) – Local businesses can add their information and links for residents to purchase gift cards to their establishment. Residents can also use this link to support local small businesses while not being able to visit and patron the store/restaurant.



## **How to Support Local Restaurants During the COVID-19 Outbreak**

The Richmond Chamber of Commerce created a list of local Richmond restaurants offering take-out at this time. Local restaurants need your support more than ever during this time.

Cafe Soleil  
3550 San Pablo Dam Rd.  
El Sobrante, CA 94803  
(510) 758-6134

C J's Barbecue & Fish  
Address: 2401 Macdonald Ave. A,  
Richmond, CA 94804  
Phone: (510) 235-7471

Daimo Chinese Restaurant  
3288 Pierce St 94804  
12:00 P.M. – 9:00 P.M.

El Agave Azul  
Address: 12955 San Pablo Ave.  
Richmond, CA 94805  
Phone: (510) 307-5749

El Sol Restaurant  
Address: 101 Park Pl.  
Richmond, CA 94801  
Phone: (510) 260-0163

Eurasia  
12221 San Pablo 94805  
11:30 A.M.-8:30 P.M.

Huong Trà & Deli  
12221 San Pablo Ave. #8 94805  
10:00 A.M. - 8:30 P.M.

Jin Ye Restaurant  
152 Washington Ave. 94801  
11:00 A.M.-9:00 P.M.

Kai Sarn Thai cuisine  
130 Washington Ave 94801  
5:00 A.M.- 2:00 P.M.

Mr. Pizza Man  
353 24th St 94804,  
10:00 A.M.-10:00 P.M.

Phila Burger Station  
1100 23rd St 94804,  
10:00 A.M.- 8:00 P.M.

Portumex  
721 23rd St 94801  
(510) 237-7513  
10:00 A.M.-7:00 P.M.

Q's Hatal Pizza  
12897 San Pablo Ave 94805

Raymond's Pizzeria  
130 Railroad Ave 94801  
12:00 P.M.-7:30 P.M.

Richmond Pizza House  
12343 San Pablo 94805  
10:00 A.M. -10:00 P.M.

Sala Thai  
15501 San Pablo Ave  
11:00 A.M.-10:00 P.M.

Sa Wad Dee Thai  
12200 San Pablo 94805  
1:30 P.M.- 8:30 P.M.

Snappers Seafood Restaurant  
1501 Ohio ave 94804  
12:00 P.M.- 8:00 P.M.

Tacos El Tucan  
12505 San Pablo Ave 94605,  
12:00 P.M. – 9:00 P.M.

Taqueria La Bamba  
12345 San Pablo 94805  
11:00 A.M.-9:00 P.M.

Tsing Tao  
12372 San Pablo Ave. 94805  
11:00 A.M. – 9:00 P.M.

## **Community Development**

### **UPDATED NOTICE OF AVAILABILITY for Point Molate Mixed-Use Development Project Draft Subsequent Environmental Impact Report (SEIR) - Cancellation of Public Meeting and Comment Period Extension**

A Notice of Availability of a Draft Subsequent Environmental Impact Report (SEIR) for the Point Molate Mixed-Use Development Project was previously distributed to agencies and interested parties which stated a 45-day public review and comment period on February 21, 2020. This notice is to announce that the comment period, which was set to end on April 6, 2020, has been extended by 10 days to 5:00 P.M. on April 16, 2020, to allow the public and agencies a total of 55 days to submit comments.

Please mail or email your written comments on the Draft SEIR no later than **5:00 P.M. on April 16, 2020** to:

Lina Velasco, Community Development Director  
City of Richmond Planning Division  
450 Civic Center Plaza, 2nd Floor  
Richmond, CA 94804  
[admin@pointmolateseir.com](mailto:admin@pointmolateseir.com)

In addition, oral comments of up to three minutes may be submitted via the City of Richmond's public comment phone line for the Point Molate Mixed-Use Development Project Draft SEIR. To leave a verbal comment, please call (916) 301-4141 and follow the prompts.

### **Draft SEIR Availability**

As stated in the Notice of Availability, dated February 21, 2020, the Draft SEIR is available for review online at: <http://www.ci.richmond.ca.us/3757/Point-Molate-Mixed-Use-Project> . If you have any trouble accessing the document online, please call Soco Montore at (510) 620-6705 or email [soco\\_montore@ci.richmond.ca.us](mailto:soco_montore@ci.richmond.ca.us).

A hard copy is also available for review at the Planning Division, by appointment only, during normal business hours. Please contact [planning@ci.richmond.ca.us](mailto:planning@ci.richmond.ca.us) to make an appointment.

### **Cancellation of Public Meeting**

Further notice is hereby given that in response to the unique and continuing public safety challenge presented by the coronavirus (COVID-19) and the numerous public health orders requiring that public gatherings be limited, the City of Richmond is cancelling the public meeting to receive public comments on the Draft SEIR for the Point Molate Mixed-Use Project from the previously-scheduled Planning Commission hearing on March 19, 2020.

Under CEQA Guidelines Section 15202(a), "[the California Environmental Quality Act ("CEQA")] does not require formal hearings at any stage of the environmental review process. Public comments may be restricted to written communication." As such, in an abundance of caution and to comply with public health orders, the City has decided to cancel the in-person public meeting scheduled to receive comments and public input on the Draft SEIR for the Point Molate Mixed-Use Project. Instead, as discussed above, the City has extended the comment period deadline on the Draft SEIR by 10 days to **Thursday, April 16, 2020**. The City has also set up a hotline for submitting oral comments for up to 3 minutes that will be transcribed for inclusion in the Final SEIR.

### **Subscribe for Updates**

Please sign up on [Notify Me](#) if you are interested in receiving email updates for this project.

### **KCRT DATANET UPDATE**

## **COVID-19 Call Center for Contra Costa**

**Have questions about about  
Contra Costa's COVID-19 stay-home order?**

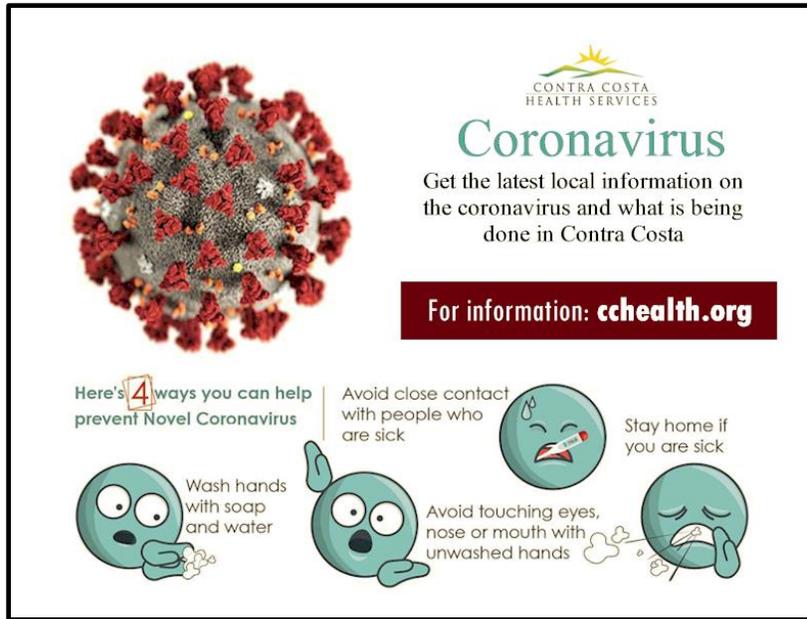
**Contact the call center  
between 8am - 5pm  
and for answers**



**(844) 729-8410**



CONTRA COSTA  
HEALTH SERVICES



### **Public Works Department: An essential service provider**

The Public Works department has been deemed as an “essential” service provider during this time. Staff is being trained on the best practices to sanitize and stay safe from the COVID-19 virus. Staff is cleaning common areas multiple times a day with sanitizing solutions and taking every precaution to keep citizens and employees safe. We appreciate your support and patience with our staff.

### **Richmond Promise Response to COVID 19**

In light of CDC recommendations, and the need to pivot our spring programming and scholarship review timeline, we will be cancelling the annual Scholars Celebration. This is unfortunate, but our number one priority is student/community health and safety, followed by ensuring scholarships are processed and supporting students to a successful college transition.

In this time, disruptions to school, housing, and the ability to access technology resources means supporting our Scholars will be even MORE important than ever. We have sent messages to all college students to check in, assess their needs, and extend our support.

**College Student Support:** If you know a student who is facing financial or technology/internet needs due to campus remote-work or shut-down, please let us know, or have them contact us directly at [info@richmondpromise.org](mailto:info@richmondpromise.org), or call (510) 255-5218. We are compiling **Student Resources** here: [bit.ly/CV19Help](https://bit.ly/CV19Help)

You may have seen that as of today, Comcast is offering [2 months free internet](#) to low income individuals who do not yet have an account. We have sent this to our students.

**WCCUSD School Closure & Meal Availability:** All schools are closed for the next three weeks (currently scheduled to reopen on April 13). Student meals can be picked up from 11:00 A.M. to 1:00 P.M. at the following nine schools: De Anza, Kennedy, Pinole Valley, Richmond, DeJean, Helms, Nystrom, Montalvin, Riverside. Stay up-to-date and find current resources at: <https://www.wccusd.net/Page/1369>.

**Scholarship Deadline Extended to March 23<sup>rd</sup> & Remote Support:** With the closure of the West Contra Costa Unified School District, we will also be ceasing in-person programming, but available digitally. Reach out to Miguel Molina or Ana Perez: [mmolina@richmondpromise.org](mailto:mmolina@richmondpromise.org) (530-794-8326) or [aperez@richmondpromise.org](mailto:aperez@richmondpromise.org) (510-775-1067) for further information.

These are our plans as of now and we will adjust our model to be responsive to the needs of our community during the COVID19 crisis. The health and safety of our community is our first priority and we will do everything we can to continue to support our Scholars as we navigate this crisis. We also realize COVID19 will have serious community-wide ramifications and if you are looking for more information and resources, please visit [Contra Costa Health Services](#) for the most up to date information.



## States Water Resources Control Board News Advisory



### **The Public Advised to *NOT* Flush Disinfecting Wipes, Paper Towels down Toilet – Throw Them Away instead**

***State's Wastewater Treatment Plants May get Overwhelmed, Consumers may face In-home Plumbing backups and Blockages***

March 17, 2020

Contact: George Kostyrko  
[George.Kostyrko@waterboards.ca.gov](mailto:George.Kostyrko@waterboards.ca.gov)

**SACRAMENTO** – While the State Water Board and other public agencies encourage Californians to follow the [Centers for Disease Control recommendations](#) to clean surfaces with disinfecting wipes to reduce the spread of COVID-19, it is important to discard those items in the trash, not the toilet.

Flushing wipes, paper towels and similar products down toilets will clog sewers and cause backups and overflows at wastewater treatment facilities, creating an additional public health risk in the midst of the coronavirus pandemic. Even wipes labeled “flushable” will clog pipes and interfere with sewage collection and treatment throughout the state.

Wastewater treatment facilities around the state already are reporting issues with their sewer management collection systems. These facilities are asking state residents to not discard wipes in the toilet, but instead to throw them in the trash to avoid backups and overflow. A majority of urban centers are on centralized sewage collection systems depend on gravity and enough water flow to move along human waste and biodegradable toilet paper. The systems were not designed for individual nylon wipes and paper towels. [The wipes and paper towels do not break down like toilet paper, and therefore clog systems very quickly.](#)

Wipes are among the leading causes of sewer system backups, impacting sewer system and treatment plant pumps and treatment systems. Many spills go to our lakes, rivers, and oceans where they have broad ranging impacts on public-health and the environment. Preventing sewer spills is important, especially during this COVID-19 emergency, for the protection of public health and the environment.

**Please do not flush disinfectant wipes or paper towels down the toilet.**

#



### 3. **Upcoming Events**

#### **Community Budget Meetings**

Members of the community are invited to attend the City of Richmond's community budget meetings hosted by the Finance Department. This is an opportunity to receive an overview of the City's budget process, updates on the City's finances, and a chance to ask questions to staff. The meetings will be held in the City Council Chambers at 440 Civic Center Plaza on April 20, 2020, at 1:30 P.M. and May 14, 2020, at 6:00 P.M.

### 4. **Acknowledgements**

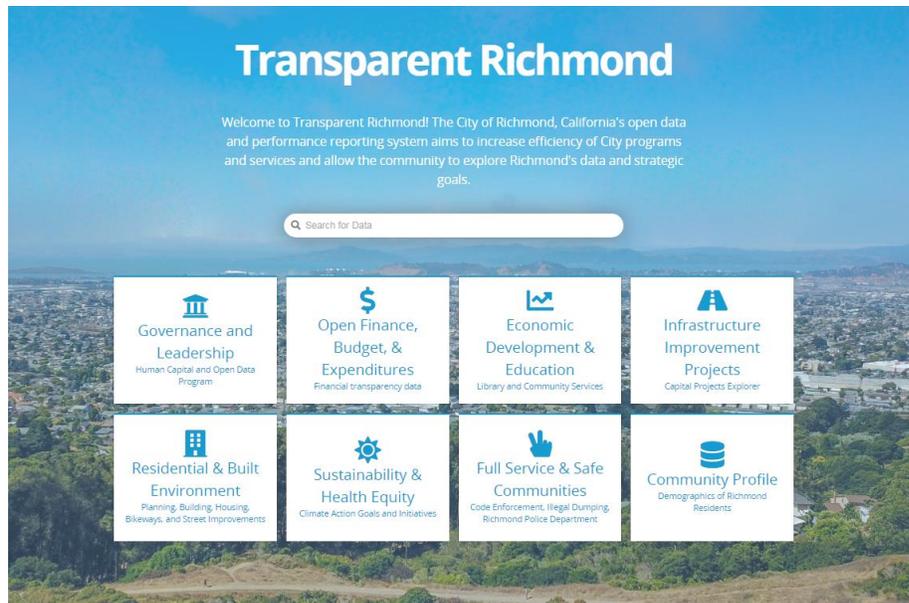
#### **Transparent Richmond**

Check out Transparent Richmond ([www.transparentrichmond.org](http://www.transparentrichmond.org)), the City of Richmond's city-wide open data and performance reporting system. The open data platform currently spans 11 city departments and contains over 300 datasets, visualizations, and performance measures, many of which feature monthly, weekly or daily updates.

Transparent Richmond aims to accomplish the following:

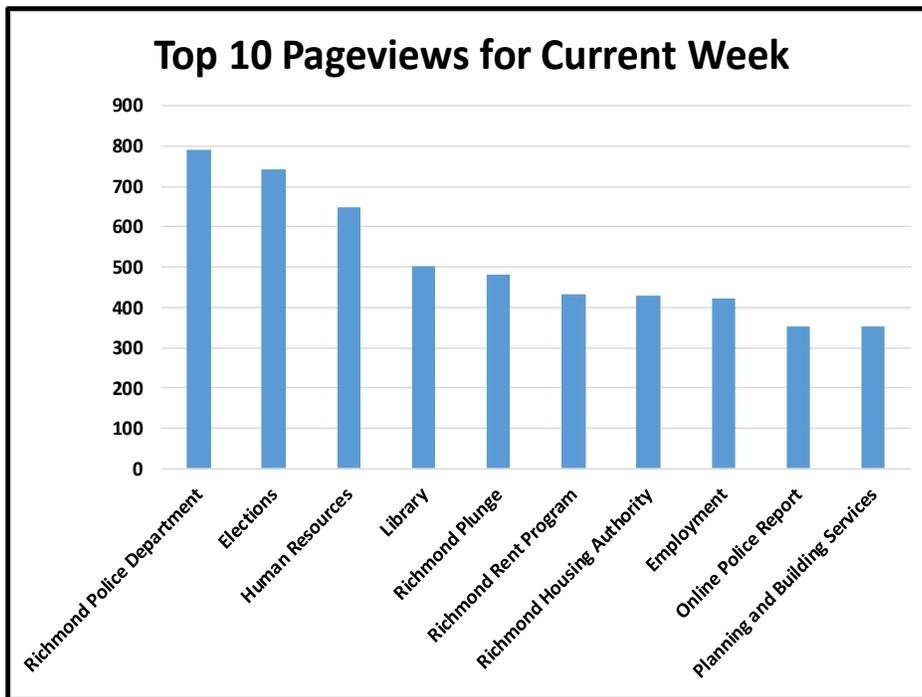
- Improve the collective understanding of all city services
- Automate performance data to help track and meet budget and service goals
- Leverage evidence-based analysis to develop innovative solutions that improve the quality of city services

The city plans to add more datasets and visualizations over time and invites the community to propose additional information for the site. To nominate new data and visualizations, visit <https://www.transparentrichmond.org/nominate>.



**5. Information Technology**

**Website Statistics for the week of March 20, 2020**



*Actions on Page increased by 100%*  
*Page views increased by 151%*  
*Post engagements increased by 148%*



## **KCRT TV Channel 28 – New Episodes of Current Programming**

KCRT aired Council and West Contra Costa Unified School District (WCCUSD) meetings.

### **Programming:**

“Classic Movies” (Classic Hollywood Movies)

“The Kamla Show” (Talk Show)

“Car Guy Channel” (Auto series)

“Sidewalks Entertainment” (Celebrity, Music, Lifestyle and Arts)

“The Jet Set” (Travel)

“Creature Features” (Horror Movies)

All of the above shows have encore runs throughout the week.

You may find the full schedule at <http://www.ci.richmond.ca.us/3176/Schedule>

## **6. Internal Services**

### **Finance**

#### **Fiscal Year (FY) 2020-21 Budget Development**

This week, staff continued entering their budgets in the MUNIS financial system. The window to enter budgets began on March 6<sup>th</sup> and now closes on March 25<sup>th</sup>. Staff has been advised to maintain baseline budgets with the FY 2019-20 mid-year budget serving as the starting point for operational expenditures and the number of positions.

## **7. Library and Community Services**

### **Employment and Training**

#### **Summer Youth Employment Program 2020 Worksite Application**

Are you a business or non-profit that is interested in hosting young adults this summer? Complete the [online application](#) and we'll be in touch.

Many of our local businesses have committed to support our Richmond youth by providing meaningful work experiences and safe work environment. YouthWORKS is excited to partner with you to provide a meaningful work experience for Richmond youth this summer.

Through this experience, you will be able to provide guidance and training for youth in our community. Your participation will allow young people to develop positive work habits, attitudes and the valuable job skills necessary to enter the workforce prepared and qualified to be productive employees. Watch our partnership accomplishments by clicking <https://youtu.be/aIRxXu3bORU?t=30>

Our goal is to at least put \$1,300 in gross wages in the youth's pocket this summer. The SYEP will pay all wages, taxes, workman's comp, and cover liability, etc. Jobs can be part time or full time, but we ask that the worksite be able to provide a full 100 hours of meaningful work.

For More Information contact Bouakhay Phongboupha  
[bphongboupha@richmondworks.org](mailto:bphongboupha@richmondworks.org) (510) 307-8050  
Visit us at YouthWORKS -330 25th Street Richmond, CA 94804.

Thank you for working with the City of Richmond, Employment & Training Department, Office of YouthWORKS Program.



**City of Richmond  
YouthWORKS  
Summer Youth Employment Program 2020  
BECOME A WORKSITE EMPLOYER!**

**Benefits of Becoming a Worksite Employer:**

- ◆ Get Short Term Projects Completed
- ◆ Train the Richmond Youth in your Field
- ◆ Become a Mentor in your community
- ◆ Curbing the temporary staffing cost
- ◆ YouthWorks is payroll of record

**Online Worksite Application Will be Available  
from March 2, 2020 to April 17, 2020**

**Click Link to Submit Online Request:**

[https://youthworks.formstack.com/forms/2020\\_syep\\_employer\\_request\\_form](https://youthworks.formstack.com/forms/2020_syep_employer_request_form)

**Or Visit our Website:**

<http://www.ci.richmond.ca.us/662/YouthWORKS>

For questions contact Bouakhay Phongboup  
bphongboup@richmondworks.org  
510-307-8050  
Visit YouthWORKS Office  
330 25th St Richmond, CA 94805  
510-412-2044

An Equal Opportunity Employer/Program Auxiliary aids and services  
available upon request to individuals with Special Trades



**Transportation Services Division**

Are you interested in learning more about what services the City of Richmond's Transportation Services Division is working on for you?

Subscribe to receive updates: <http://www.ci.richmond.ca.us/list.aspx?ListID=374>  
Or Go To: <http://www.ci.richmond.ca.us/2876/Transportation>



**Recreation Services/Community Services**

**Egg Hunt and Community Information Day - CANCELLED**

This event is cancelled until further notice.



**Park Rx Day - CANCELLED**

This event is cancelled until further notice.



## **38<sup>th</sup> Annual Senior Information and Health Faire; May 13<sup>th</sup>, 2020**

The City of Richmond Community Services Department and the Richmond Commission on Aging are proud to sponsor the 38th Annual Senior Information and Health Faire. This event will be held at the Richmond Memorial Auditorium at 403 Civic Center Plaza, on Wednesday, May 13, 2020, from 9:00 A.M. to 12:00 NOON.

All businesses, agencies or individuals who are interested in senior health and wellness are cordially invited to participate in this festive day. Space will be made available for groups to display information, give demonstrations, hand out information and/or register prospective clients. All businesses, agencies or individuals interested in participating must complete the application form and return by Friday, May 1, 2020, to Richmond Senior Center (RSC) staff.

If you have any questions, please contact RSC staff at (510) 307-8087. Thank you and we look forward to another successful event with your participation.



## **8. Public Works**

### **Facilities Maintenance**

Stationary Engineers performed daily pool maintenance and Civic Center Plaza boiler inspections, replaced air filters at the Disabled Peoples Recreation Center (DPRC), replaced restroom exhaust fans at the Men and Women of Valor building, cleared sinks at the Family Justice Center, repaired switches on the sump pump at the Plunge, fixed an oil pipe leak at the Corporation Yard mechanic bay, replaced air filters at Fire Station #68, and repaired the hot water recirculating pump at 440 Civic Center Plaza.



*Filter Replacement*

Utility Workers installed hand sanitizing dispensers in multiple locations, sanitized areas multiple times a day, set up meeting rooms, and serviced 29 City-owned facilities.

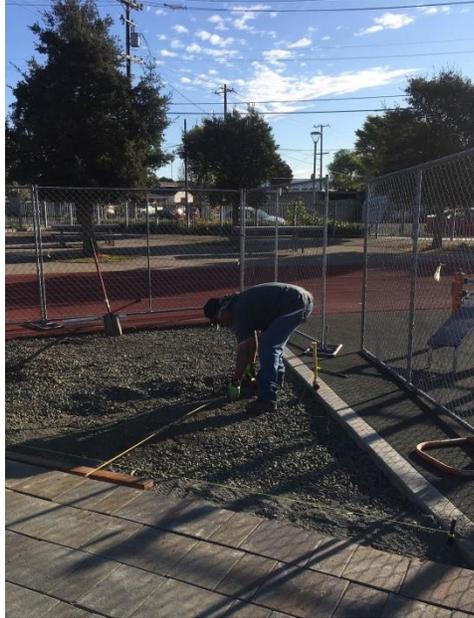


*Cleaning of Common Areas*

### **Parks and Landscaping**

General fund crews repaired the wind screens on the tennis courts at Nicholl Park, weed-whipped the medians on Castro Ranch Road, completed ballfield

maintenance and picked up trash at multiple parks, repaired damaged bleacher boards at Nicholl Park, installed new signs at Hilltop Green Park, weed-whipped pathways, repaired fencing at Terminal 3, weeded and edged John F. Kennedy Park, mowed multiple parks, and installed pavers at Martin Luther King Jr. Park fitness zone.



*Paver Installation*



*Bleacher Maintenance*

Marina District crews continued with weed abatement on the Bay Trail, removed debris from all lawn area, pruned shrubs along the Bay Trail, weeded and edged Lucretia Edwards Park, weed abated medians along Regatta Boulevard, performed irrigation maintenance at multiple parks, mowed lawns, and removed graffiti throughout.

Hilltop District crews continued general maintenance around the business area, completed weed abatement on the Richmond Parkway medians, continued with maintenance around Hilltop Lake, performed weed abatement on Robert Miller Drive medians, performed irrigation repairs in multiple areas and weed abatement on Richmond Parkway between San Pablo Avenue and Atlas Road.



*Richmond Parkway Median Maintenance*

### **Pavement Maintenance**

Paving crews completed installation of the speed humps on Esmond Avenue, installed a speed bump near Barbara J. Vincent Park, performed storm patrol, and worked from the outstanding pothole list.



*Speed Hump Installation on Esmond Avenue*



*Potholing on Chanslor Avenue*

Street Sweeping crews swept the following Neighborhood Council districts on the third Monday through Friday in; North Richmond, Iron Triangle, North Belding Woods, Atchison Village, South Belding Woods, Santa Fe, Coronado, Marina Bay and Point Richmond as the weather permitted.

Traffic Signs and Lines staff fabricated 17 signs, installed 10 signs, repaired one damaged sign, reset one pole, installed five poles, and painted red street markings.



*Sign Installations*

## Water Resource Recovery Department

### Macdonald & Virginia Wet Weather Improvement Projects

The contractor is excavating to replace defective pipes. See pictures and descriptions below.



*Local Richmond contractor is connecting new pipe to an existing manhole on Florida Avenue.*



*Local Richmond contractor is installing new pipe in an alleyway between 12<sup>th</sup> and 13<sup>th</sup> Street.*



*Local Richmond contractor is installing pipe at Nevin Ave and 27<sup>th</sup> Street.*

### **Sewer Lateral Grant Program**

The City of Richmond's Water Resource Recovery Department administers the Sewer Lateral Grant Program. The program reimburses eligible homeowners in the Richmond Municipal Sewer District (RMSD No. 1) for some of the cost to replace their sewer lateral.

The program is open and accepting applications for the 2019-2020 Fiscal Year.

For more information about the Sewer Lateral Grant Program, please visit [www.ci.richmond.ca.us/2130/Sewer-Lateral-Grant-Program](http://www.ci.richmond.ca.us/2130/Sewer-Lateral-Grant-Program) or call (510) 620-6594.

**CITY OF RICHMOND**  
**Water Resource Recovery Department**  
 4000 Civic Center Plaza, 2<sup>nd</sup> Floor  
 Richmond, CA 94804  
 Office: (510) 478-1944  
 Fax: (510) 478-8100  
 Email: [water@richmondca.gov](mailto:water@richmondca.gov)  
 Website: [www.richmondca.gov](http://www.richmondca.gov)

**Sewer Lateral Grant Program Application**



**APPLICANT INFORMATION**

Property Owner(s) Name (PRINT): \_\_\_\_\_  
 Property Address (PRINT): \_\_\_\_\_  
 Mailing Address (if different than above): \_\_\_\_\_  
 Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_  
 Property of (select one):  Primary Residence  Rental Property (answer question below)  Other: \_\_\_\_\_  
 Is the rental property currently registered with the City of Richmond Rent Program?  Yes  No  
 Contractor bid amount: \_\_\_\_\_ Total amount paid to contractor: \_\_\_\_\_  
 I, the undersigned, certify that I have read and understand the "Lateral Grant Application and Guidelines". I am the legal owner or, if the owner is an owner LLC or other organization, the legal representative of the owner of the subject property described above. I recognize the acceptance of the sewer lateral grant application is not a guarantee or promise by the City of Richmond to approve sewer lateral grant funds for private sewer lateral replacement of the above-described property. I understand the City of Richmond will award only sewer lateral grant reimbursement to property owner(s) on a first-come, first-served basis until all sewer lateral grant funds are exhausted for the subject property described above. I will maintain the private sewer lateral at the above-described property in compliance with Richmond Municipal Code Chapter 12.17 until the sewer lateral grant application is not approved. I have not submitted a claim to the City or any other public agency for reimbursement of costs required to make the sewer lateral replacement described above, and I understand that the City of Richmond does not guarantee the work of contractors on private sewer laterals. I hereby grant the City of Richmond all rights of access to the subject property necessary to process this application, such rights to be exercised only during normal business hours and will reasonable notice to occupants of the subject property.  
 APPLICANT NAME (PRINT): \_\_\_\_\_ DATE: \_\_\_\_\_  
 APPLICANT SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**(FOR OFFICE USE ONLY)**

1. \_\_\_\_\_ 2. \_\_\_\_\_

<input type="checkbox"/> Contractor's Local Reside <input type="checkbox"/> Proof of Property Ownership (PG/Grant Award Form) <input type="checkbox"/> Rental Property <input type="checkbox"/> Proof of Payment <input type="checkbox"/> Certificate of Lateral Compliance Commercial Property owned by a Non-Profit Organization: <input type="checkbox"/> Yes <input type="checkbox"/> No Has the applicant previously received a lateral grant reimbursement? <input type="checkbox"/> Yes <input type="checkbox"/> No	APF: _____ FP: _____ LGA #: _____ Approved Date: _____ Approved Amount: _____
--	---

APPROVED FOR REIMBURSEMENT  INCOMPLETE  DEFERRED

Name: \_\_\_\_\_



**Sewer Lateral Grant Program Application Guidelines**

Application and copies of the required documents listed below must be submitted in person at:  
 Water Resource Recovery Center - 4000 Civic Center Plaza, 2<sup>nd</sup> Floor, Richmond, CA 94804  
 Counter Hours: Monday-Friday 8:30am-4pm

The City of Richmond recommends obtaining estimates from at least three (3) contractors.

**Eligibility:**

- Parcels served by the City of Richmond Sanitary Municipal Sewer District.
- Sewer lateral replacement must be completed **BEFORE** applying for the Sewer Lateral Grant Program.
- A full line replacement must be completed during the fiscal year July 1, 2019 to June 30, 2020.
- If you have previously received a Sewer Lateral Grant reimbursement, you will not be eligible to apply.

**Required Documents:**

- Only Lateral Grant Applications dated 6/05/2019 or newer will be accepted.
- Contractor's final paid in full invoice.
- Proof of payment (copy of canceled check, credit card receipt, or bank statement are accepted).
- Certificate of Lateral Compliance (Issued by the City after encroachment permit inspections are approved).
- Grant Deed (change of ownership) taken place within last 3 months and/or if property is under a Trust).
- Tax-exempt organizations must submit proof of tax-exempt status.

**Award Limits:**

- Each fiscal year the City allocates sewer lateral grant funds to be awarded for private sewer lateral replacement.
- This program can be suspended at any time without prior or advanced notification or posting.
- Property owner(s) are eligible for **ONE (1)** sewer lateral grant reimbursement award in a lifetime on a first-come first-served basis until all sewer lateral funds are exhausted.
- Starting July 1, 2019 and ending June 30, 2020, the complete sewer lateral grant reimbursement amount is \$1,800 per application.
- Incomplete applications will **NOT** be accepted.
- All applications **MAY** be submitted in person. Any applications submitted via email or mail will **NOT** be accepted.
- No applications will be accepted after the sewer lateral grant funds are exhausted.
- Reimbursement may take approximately 3 weeks from the date the completed application is received and approved by the City.

**PLEASE NOTE**  
 Sewer Lateral Grant Program for Fiscal Year 2019-2020  
 ONLY work completed during the fiscal year (7/1/19 - 6/30/20)  
 will be eligible for sewer lateral grant reimbursements

## 9. Richmond Promise

### Last few days to apply for the Richmond Promise Scholarship!

If you are interested in applying or learning more about the 2019-20 Richmond Promise Scholarship, please visit our home website at [richmondpromise.org](http://richmondpromise.org) or click on the following link to begin your application ---> [bit.ly/RPScholarship2020](http://bit.ly/RPScholarship2020)

The Richmond Promise Scholarship is a \$1,500 college scholarship, renewable for up to 4 years, with an additional 2 years available for students who want to petition for extra funding. Students may attend a 2-year or 4-year college, and/or pursue a Career Technical Education Certificate at any not-for-profit institution in the United States.

To be eligible for the Richmond Promise Scholarship, you must:

1. Be a resident of the City of Richmond, North Richmond, or Point Richmond (i.e. have a Richmond home address)
2. Have graduated from an eligible high school within the West Contra Costa Unified School District boundary area or received your GED/high school equivalency this academic year or the year prior
3. Have attended an [eligible high school](#) at least 9th-12th grade consecutively
4. Complete the FAFSA/Dream Act by the March 2 Cal Grant deadline (unless not AB 540 eligible)
5. Submit a Richmond Promise Scholarship application by the application deadline

*\*Our 2019-2020 Richmond Promise Scholarship will be open from December 1st, 2019 – March 23<sup>rd</sup>, 2020!*

Contact us at **(510) 230-0422** or at [scholarships@richmondpromise.org](mailto:scholarships@richmondpromise.org) if you have any questions!



*Thank you for keeping up with the activities in the City of Richmond. Feel free to contact me if you have any questions or comments about these or any other items of interest to you.*

***Thank You!***

***Laura Snideman***

*City Manager  
City of Richmond  
450 Civic Center Plaza  
Richmond, California 94804  
(510) 620-6512*

You can sign up to receive the City Manager's weekly report and other information from the City of Richmond by visiting: [www.ci.richmond.ca.us/list.aspx](http://www.ci.richmond.ca.us/list.aspx)

See below for options to connect with the City of Richmond.

## Connecting with the City of Richmond



### **Using the City of Richmond Mobile Application:**

The City of Richmond mobile app provides Richmond's community members with one-stop access to City services and information via mobile devices. The app allows quick and real-time reporting of neighborhood-related issues; viewing the City's events calendar; finding addresses and phone numbers of local businesses, city departments and council members. The City of Richmond's mobile phone app is available on the Apple App store and Google Play store.

**QR Codes are available for easy downloading of this APP:**

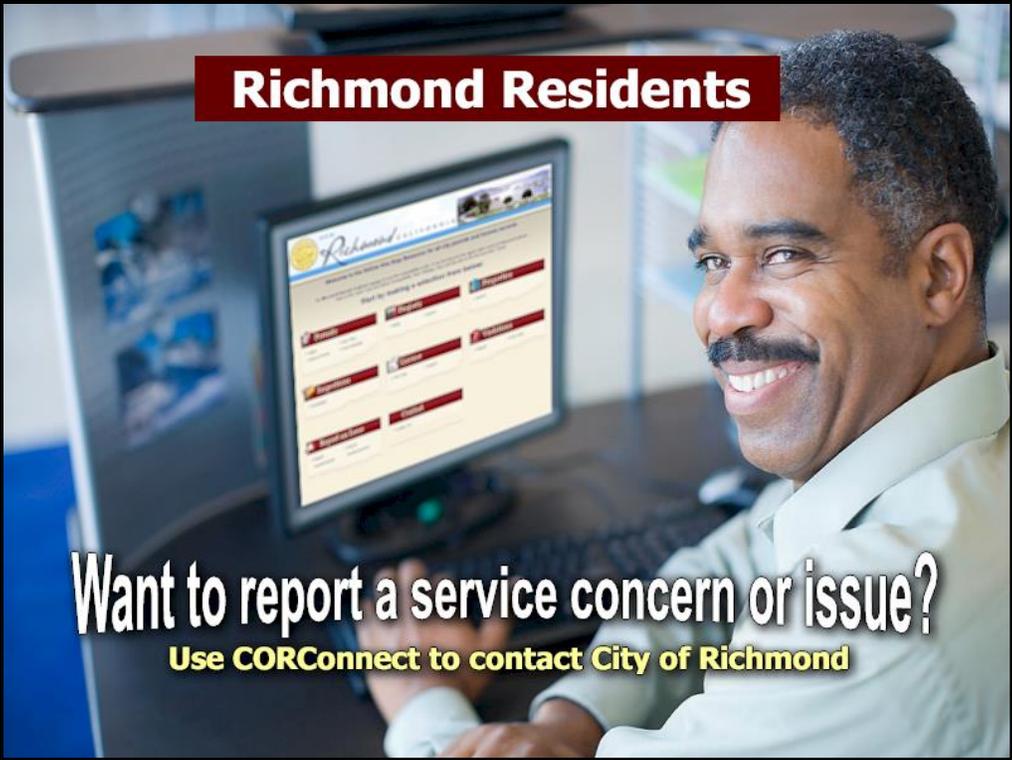
**Apple version of APP**



**Android version of APP**



We welcome your comments at [webservices@ci.richmond.ca.us](mailto:webservices@ci.richmond.ca.us)



On the next screen, under "Report an Issue," select "Report Issue/Concern," or "Search Issue/Concerns" to look up a previously reported issue.



You can also look up previously submitted issues to check on the current status if you provided your name, phone number or email when you submitted it.

Want to report a service concern or issue?



Use the City of Richmond Mobile Application:



The City of Richmond mobile app provides Richmond's community members with one-stop access to City services and information via mobile devices

E-mail your comments at [webservices@ci.richmond.ca.us](mailto:webservices@ci.richmond.ca.us)

To contact us by phone:

The City's website (<http://www.ci.richmond.ca.us/>) provides a department and staff directory at <http://www.ci.richmond.ca.us/Directory.aspx>.

If you're not sure which department you need to contact, we encourage you to phone the City Manager's office at (510) 620-6512.

### Using the CORConnect Application on the City's Website:

You can use the **CORConnect** button on the City's website (<http://www.ci.richmond.ca.us/>) to report any comments, questions or concerns regarding the work being done by City staff. The CORConnect issues go directly to the responsible department, and the city manager reviews reported issues on a regular basis to determine if City staff members are responding appropriately. If you do not feel that you have received a satisfactory response, please contact the City Manager's Office at (510) 620-6512.

To access **CORConnect** select the CORConnect button on the homepage of the City website.



Alternatively, you can select the **COR Connect** button on any other webpage on the left hand side of the page.



On the next screen under Report an Issue select Report Issue/Concern to create a report or Search Issue/Concerns to look up a previously reported issue. You can also look up previously submitted issues to check on the current status if you provided you name, phone number or email when you submitted it.



On the page, you can also look up information on a parcel, see permits issued and look up business license information. If you have a current business license you can pay to renew it online with a credit card.

The recommended browsers are: **Microsoft Edge**, or **Microsoft Internet Explorer version 11** using the compatibility mode. It can be found in the upper right corner of Internet Explorer: click on the "gear" icon and select Compatibility View Settings, then add the site to the list and click "Close".

The City of Richmond is looking forward to feedback from the community on **CORConnect**. We welcome your comments at [webservices@ci.richmond.ca.us](mailto:webservices@ci.richmond.ca.us)