



AGENDA

CITY OF SEASIDE
CITY COUNCIL/SUCCESSOR
AGENCY TO THE
REDEVELOPMENT AGENCY

REGULAR MEETING
440 HARCOURT AVE, COUNCIL CHAMBER
Thursday, March 17, 2022
5:00 PM

NOTICE: *The City Council will hold its public meetings in person, with a virtual option for public participation based on availability. The City of Seaside utilizes Zoom tele-conferencing technology for virtual public participation; however, we make no representation or warranty of any kind, regarding the adequacy, reliability, or availability of the use of this platform in this manner. Participation by members of public through this means is at their own risk.*

VIRTUAL PUBLIC PARTICIPATION INSTRUCTIONS

1. To view this meeting: Please click on the following link to the City of Seaside YouTube Channel: <https://www.youtube.com/c/CityofSeasideCalifornia>
2. To participate in this meeting: Using the Zoom application on your smart phone, laptop, tablet or desktop and click on this link: <https://ci-seaside-ca-us.zoom.us/j/81936832059>
WEBINAR ID: 819 3683 2059
3. To participate by phone: Please call (669) 900-9128
Enter the meeting ID 819 3683 2059 when prompted. There is no participate code – press the pound sign # after the recording prompts you.
4. To make public comment, the following options are available:
 - Before the Meeting via Email: Written comments can be emailed to CityClerk@ci.seaside.ca.us Include the following subject line: "Public Comment Item #___" (insert the agenda item number relevant to your comment). Written comments must be received by 2:00 p.m. on the day of the meeting.
 - During the Meeting via Oral Comments: When the Chair calls for public comment, attendees can queue to speak with the "Raise Hand" feature. On the Zoom application, click the "Raise Hand" button. On the phone, press *9.

IN PERSON PARTICIPATION INSTRUCTIONS

Members of the public participating in person and wishing to address the City Council may approach the podium when the Chair calls for public comment.

1. CALL TO ORDER

2. ROLL CALL – ESTABLISHMENT OF QUORUM

Ian N. Oglesby	Mayor/Chair
David R. Pacheco	Mayor Pro Tem/Vice Chair
Jason Campbell	Council/Agency Member
Jon Wizard	Council/Agency Member
Alexis Garcia-Arrazola	Council/Agency Member

3. INVOCATION AND PLEDGE OF ALLEGIANCE

4. REVIEW OF AGENDA

If there are any items that arose after the 72-hour posting deadline, this is the point in the meeting where a vote may be taken to add the item to the agenda. (A 2/3-majority vote is required).

5. PUBLIC COMMENT

Members of the public wishing to address the City Council on matters within the jurisdiction of the City of Seaside, but not on this agenda, may do so during the Public Comment period for up to three (3) minutes. Public Comments for "Presentations" on this agenda are also taken at this time; comments on specific agenda items are heard under that item. For the public record, please state your name.

6. PUBLIC AGENCY COMMUNICATIONS

This is a time specifically set aside for representatives of public agencies to make brief comments of general interest to the City Council and the community.

7. PRESENTATIONS

A. UPDATE ON THE YOUTH EMPLOYMENT PROGRAM (KEE HYON HIGGINS, RECREATION SUPERVISOR)

B. UPDATE ON BUSINESS OUTREACH RELATED TO THE PRIORITY-IMPACT PLASTIC POLLUTION PREVENTION ORDINANCE (BETH ROCHA, SENIOR PLANNER)

C. HIRING AND RECRUITMENT UPDATE (SAMANTHA SAKHRANI, HR ANALYST)

8. CONSENT AGENDA

A. APPROVE MINUTES FROM FEBRUARY 17, 2022

RECOMMENDATION: Approve minutes as presented in the agenda packet.

B. APPROVE AND FILE CITY CHECKS

RECOMMENDATION: Approve and file the accounts payable and wired payments made during the period of January 29, 2022, through February 11, 2022, including the payroll and benefits checks, direct deposits, and wired payments related to the pay period ending February 10, 2022. Total Accounts Payable and Payroll for the above referenced period is \$1,632,787.30.

C. APPROVE AND FILE SUCCESSOR AGENCY CHECKS

RECOMMENDATION: Approve and file the accounts payable and wired payments made during the period of January 29, 2022, through February 11, 2022, including the payroll and benefits checks, direct deposits, and wired payments related to the pay period ending February 10, 2022. Total Accounts Payable and Payroll for the above referenced period is \$5,313.35.

D. ADOPT A RESOLUTION CREATING THE CLASSIFICATION OF ECONOMIC DEVELOPMENT AND COMMUNITY PLANNING MANAGER AND MODIFYING THE POSITION ALLOCATION LIST

RECOMMENDATION: Approve a resolution authorizing the following staffing changes:

1. Add Economic Development and Community Planning Manager
2. Add One Administrative Analyst II in Community Development
3. Add Two Recreation Coordinators
4. Delete One Recreation Supervisor
5. Delete One Assistant to the City Manager / Economic Development

E. ADOPT A RESOLUTION APPROVING A CONTRACT CHANGE ORDER WITH MONTEREY PENINSULA ENGINEERING FOR UPGRADED INCLUSIVE PLAY EQUIPMENT FOR LAGUNA GRANDE PARK IMPROVEMENTS PROJECT FOR AN AMOUNT NOT TO EXCEED \$50,000.

RECOMMENDATION: Adopt a resolution amending the construction contract with Monterey Peninsula Engineering for an amount not to exceed \$50,000 for the purchase and installation of upgraded inclusive play equipment for the Laguna Grande Park Improvements project.

F. ADOPT A JOINT RESOLUTION APPROVING A TRANSFER OF REAL PROPERTY, AS LISTED IN THE LONG RANGE PROPERTY MANAGEMENT PLAN AMENDED AND APPROVED BY THE DEPARTMENT OF FINANCE ON MAY 29, 2015, BETWEEN THE SUCCESSOR AGENCY TO THE SEASIDE REDEVELOPMENT AGENCY AND THE CITY OF SEASIDE, AND

AUTHORIZING THE EXECUTIVE DIRECTOR/CITY MANAGER TO TAKE ALL NECESSARY ACTIONS TO CAUSE THE TRANSFER

RECOMMENDATION: Approve the transfer of properties pursuant to the Approved Long Range Property Management Plan.

G. ADOPT A RESOLUTION APPROVING THE APPLICATION FOR GRANT FUNDS FROM THE RECREATIONAL TRAILS PROGRAM

RECOMMENDATION: Adopt a resolution to apply for grant funds from the Recreational Trails Program.

H. ADOPT A RESOLUTION ACKNOWLEDGING THE REVIEW AND ACCEPTANCE OF THE 2021 GENERAL PLAN ANNUAL PROGRESS REPORT AND THE HOUSING ELEMENT ANNUAL PROGRESS REPORT AND AUTHORIZING THE SUBMITTAL TO THE GOVERNOR'S OFFICE OF PLANNING AND RESEARCH (OPR) AND THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (HCD)

RECOMMENDATION: Adopt a resolution approving the annual progress reports for submission to satisfy the reporting requirements of Government Code section 65400, subdivision (a)(2) reporting the status of the General Plan and the Housing Element and accomplishments during 2021.

I. CONSIDER THE ADOPTION OF THE NATIONAL WILDLIFE FEDERATION MAYOR'S MONARCH PLEDGE PROGRAM

RECOMMENDATION: Adopt a resolution authorizing the City of Seaside to participate in the NWF's Monarch Pledge program.

9. PUBLIC HEARING

A. INTRODUCTION OF AN ORDINANCE REPEALING AND AMENDING CHAPTER 17.52, SECTION 17.52.230 (RESIDENTIAL SECOND UNITS) OF THE SEASIDE MUNICIPAL CODE TO ESTABLISH REGULATIONS FOR ACCESSORY DWELLING UNITS. THIS PROJECT IS CATEGORICALLY EXEMPT SECTION 15061(B)(3) FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA).

RECOMMENDATION: Consider the Planning Commission recommendation, introduce, and pass to print the draft ordinance repealing and amending Chapter 17.52, Section 17.52.230 of the Seaside Municipal Code to establish an ordinance for Accessory Dwelling Units.

B. CONSIDER FUNDING RECOMMENDATIONS FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FOR FISCAL YEAR

2022-2023 AND FISCAL YEAR 2023-2024

RECOMMENDATION: 1. Consider funding recommendations for the Community Development Block Grant (CDBG) for fiscal year 2022-2023 and fiscal year 2023-2024 as recommended by CDAC; and
2. Approve CDBG funding allocations for fiscal year 2022-2023 and fiscal year 2023-2024 and authorize staff to draft the Fiscal Year 2022-2023 Annual Action Plan and make it available for public review and comment for a period of 30 days.

10. BUSINESS ITEMS

A. RECEIVE AND APPROVE FIRE STATION 2 CONCEPTUAL ARCHITECTURAL DESIGN, BUDGET AND SPACE NEEDS ASSESSMENT CREATED BY RRM DESIGN GROUP

RECOMMENDATION: Approve the conceptual architectural design drawings for a second fire station; to include a site plan, budget, and space needs assessment, direct staff to move forward with environmental review on the designated site located at Gigling Road and First Avenue, and begin RFP for full architectural design of Seaside's second fire station.

B. CONSIDER A RESOLUTION TO OPEN A PORTION OF EUCALYPTUS ROAD TO PROVIDE ACCESS TO THE NATIONAL MONUMENT FROM THE CITY OF SEASIDE AND ADOPTING PROPOSED CHANGES TO THE FISCAL YEAR 2021-2022 BUDGET.

RECOMMENDATION: Approve the resolution to open Eucalyptus Road to allow access the Fort Ord National Monument, and adopt the proposed changes to the budget for fiscal year 2021-2022.

11. COUNCIL MEMBER REQUESTS

A. NEW COUNCIL MEMBERS REQUESTS

B. FOLLOW UP ON PREVIOUS REQUESTS

12. CITY ATTORNEY, CITY MANAGER, MAYOR AND CITY COUNCIL COMMENTS AND REPORTS ON COMMITTEE ASSIGNMENTS

This is a time specifically set aside for members of the City Council, the City Manager and City Attorney to make brief comments of general interest to the community and report on committee assignments.

13. CLOSED SESSION

A. CLOSED SESSION PURSUANT TO GOVERNMENT CODE 54957.6 -

CONFERENCE WITH LABOR NEGOTIATORS

RECOMMENDATION: Agency Negotiators: Roberta Greathouse, Acting City Manager; Donna Williamson, Labor Negotiator; Heather Coffman, Labor Negotiator.

Employee Organizations: Seaside Firefighters' Association; Seaside Police Officers' Association; Seaside City Employees' Association; Seaside Management and Supervisory Employees Association; and Seaside Public Safety Management Association

B. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.8 CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Properties Under Discussion:

1. The Property Commonly Referred to As Campus Town (Property bounded by Highway 1/1st Avenue, 7th Avenue, Lightfighter/Colonel Durham Street, and Gigling)

Negotiator for the City: Roberta Greathouse, City Manager, Negotiator for the Developer: Danny Bakewell Jr. et. al., Under Negotiation: Purchase and Sale Agreement Terms

C. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (GOVERNMENT CODE SECTION 54956.9)

RECOMMENDATION: Monterey County Superior Court
Case Number: 20CV003118
Case Name: People v. Arzadon

D. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (GOVERNMENT CODE 54956.9)

RECOMMENDATION: Monterey County Superior Court Case No. 22CV000019
Case Name: Lewis v. City of Seaside, et al.

14. ADJOURNMENT

Next Regularly Scheduled Meeting:
April 7, 2022
5:00 PM

The City of Seaside is committed to providing accessible facilities and accommodating people with disabilities in all of its services programs and activities. If special considerations are needed by any person to fully participate in this meeting, contact the City Clerk at 899-6707 no fewer than two business days prior to the meeting to allow reasonable arrangements. Agendas are posted at:
<http://www.ci.seaside.ca.us/129/City-Council-Committee-Agendas>

Agenda-related writings or documents provided during public meetings are available for public inspection during the meeting or from the office of the City Clerk. This agenda is posted in compliance with California Governor Newsom's Executive Orders N-29-20 and N-33-20.



DRAFT MINUTES
CITY OF SEASIDE
CITY COUNCIL/SUCCESSOR
AGENCY TO THE
REDEVELOPMENT AGENCY

CONCURRENT MEETING
VIRTUAL ONLY
Thursday, February 17, 2022
5:00 PM

1. CALL TO ORDER

Mayor/Chair Oglesby Called the meeting to order at 5:00 p.m.

2. ROLL CALL – ESTABLISHMENT OF QUORUM

PRESENT: Campbell, Garcia-Arrazola, Oglesby, Pacheco, Wizard
ABSENT: None

3. INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation was led by Minister Rory Gaines (Emmanuel Church of God in Christ); and the pledge was led by Acting City Manager Roberta Greathouse.

4. REVIEW OF AGENDA

No changes.

5. PUBLIC COMMENT

Bobby Maxwell, Peter Kaiser, Pastor Kenneth Murray, Wes Lee, Alvin Edwards

6. PUBLIC AGENCY COMMUNICATIONS

A. REVIEW OF UPCOMING CITYWIDE EVENTS (ERNESTO ALTAMIRANO, COMMUNICATIONS & COMMUNITY ENGAGEMENT SPECIALIST)

Mr. Altamirano provided a presentation of upcoming events and responded to questions from the Council.

Alvin Edwards, Monterey Peninsula Water Management District, Representative for Division 1 provided information about upcoming meetings on February 28 and March 17 and invited the public to continue their engagement with MPWMD.

7. PRESENTATIONS

A. UPDATE ON IMPLEMENTATION OF THE PRIORITY-IMPACT PLASTIC POLLUTION ORDINANCE (LACEY RAAK, CHAIRPERSON OF THE ENVIRONMENTAL COMMISSION)

Ms. Raak provided a verbal presentation and responded to questions from the Council.

B. VACCINATION UPDATE (FIRE CHIEF MARY GUTIERREZ)

Division Chief Dave Nava provided an update and responded to questions from the Council.

C. CAPITAL IMPROVEMENT PROGRAM UPDATE (NISHA PATEL, PUBLIC WORKS DIRECTOR/ CITY ENGINEER)

Ms. Patel provided a presentation and responded to questions from the Council.

8. CONSENT AGENDA

On motion by Mayor Pro Tem/Vice Chair Pacheco and second by Council/Agency Member Garcia-Arrazola and carried by the following roll call vote, the City Council/Successor Agency moved to approve the Consent Agenda as presented.

RESULT: 5-0-0-0

AYES: Campbell, Garcia-Arrazola, Oglesby, Pacheco, Wizard

NOES: None

ABSTAIN: None

ABSENT: None

A. APPROVE MINUTES FROM JANUARY 27 AND FEBRUARY 3, 2022

ACTION: APPROVED

B. APPROVE AND FILE CITY CHECKS

ACTION: APPROVED & FILED

C. APPROVE MODIFICATION OF THE BROADWAY WALK OF FAME AD-HOC POLICY TO INCREASE THE NUMBER OF ADHOC COMMITTEE MEMBERS TO A MAXIMUM OF NINE

ACTION: APPROVED

D. APPROVE A FEE WAIVER FROM HINDU TEMPLE OF MONTEREY PENINSULA FOR THE USE OF THE LAGUNA GRANDE HALL AND FOR THEIR JAGRATA - PRAYER MEETING EVENT ON JUNE 18, 2022

ACTION: APPROVED

E. APPROVE MAYOR'S YOUTH FUND CONTRIBUTION REQUEST FROM

SEASIDE POLICE ACTIVITIES LEAGUE

ACTION: APPROVED

- F. APPROVE THE TRAFFIC ADVISORY (TAC) COMMITTEE RECOMMENDATION FOR TWO HOUR TIMED LIMITED PARKING DESIGNATION IN FRONT OF 1049 BROADWAY AVENUE**

ACTION: APPROVED

- G. ADOPT A RESOLUTION MODIFYING THE PART TIME SALARY SCHEDULE FOR AQUATIC PERSONNEL AND ESTABLISHING THE 40 HOUR SALARY SCHEDULE FOR FIRE PERSONNEL**

ACTION: ADOPTED RESO #22-23

- H. ADOPT A RESOLUTION AUTHORIZING THE SUBMITTAL OF APPLICATIONS FOR CAL RECYCLE GRANTS FOR WHICH THE CITY OF SEASIDE IS ELIGIBLE AND APPROVE AMENDMENT TO EXISTING MOU FOR SHARED COSTS RELATED TO SB1383**

ACTION: ADOPTED RESO #22-24

- I. ADOPT A RESOLUTION AUTHORIZING THE TEMPORARY STREET CLOSURE POLICY**

ACTION: ADOPTED RESO #22-25

- J. APPROVE PROCLAMATION RECOGNIZING IRISH AMERICAN HERITAGE MONTH FOR MARCH 2022**

ACTION: PROCLAIMED

- K. APPROVE PROCLAMATION RECOGNIZING WOMEN'S HISTORY MONTH FOR MARCH 2022**

ACTION: PROCLAIMED

- L. ADOPT A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A MUNICIPAL ADVISOR AGREEMENT WITH NHA ADVISORS, LLC, FOR MUNICIPAL ADVISORY SERVICES AND APPROVE A REGULATORY DISCLOSURE LETTER REGARDING THE CITY OF SEASIDE CAMPUS TOWN DEVELOPMENT PROJECT (CFD FORMATION) WITH A NOT TO EXCEED AMOUNT OF \$27,500.00**

ACTION: ADOPTED RESO #22-26

9. BUSINESS ITEMS

A. ACCEPT THE COMMUNITY SOCIAL SERVICES GRANT YEAR ONE REPORT

Assistant City Manager Ashley Collick presented the item. There were no comments from the public.

ACTION: ACCEPTED

B. REVIEW, DISCUSS, AND PROVIDE DIRECTION ON A COMMUNITY WORKFORCE AGREEMENT

Acting City Manager Roberta Greathouse provided the presentation and responded to questions from the Council.

PUBLIC COMMENT: Received

The Mayor called a recess from 7:00 p.m. – 7:10 p.m. to accommodate technical difficulties with the Chamber camera and to allow for a break in the proceedings.

The Mayor called the meeting back into open session at 7:11 p.m.

PUBLIC COMMENT (CONTINUED): Received

On motion by Council/Agency Member Campbell and second by Council/Agency Member Garcia-Arrazola and carried by the following roll call vote, the City Council/Successor Agency moved to direct the City Attorney to return with a legal analysis in Closed Session and present on the item when appropriate.

RESULT: 5-0-0-0

AYES: Campbell, Garcia-Arrazola, Oglesby, Pacheco, Wizard

NOES: None

ABSTAIN: None

ABSENT: None

ACTION: Directed City Attorney to return with legal analysis

10. COUNCIL MEMBER REQUESTS

A. NEW COUNCIL MEMBER REQUESTS

None

B. FOLLOW UP ON PREVIOUS REQUESTS

1. Discussion about the status and future of the General Plan (Campbell)
2. Vacancy Registration List (Wizard)

11. CITY ATTORNEY, CITY MANAGER, MAYOR AND CITY COUNCIL COMMENTS

AND REPORTS ON COMMITTEE ASSIGNMENTS

Reports provided.

12. CLOSED SESSION

City Attorney Sheri Damon read the closed session items and anticipated an announcement for Item B. There were no comments from the public.

Upon return from Closed Session, Ms. Damon announced that for Item B, the District Court has upheld the City's motion to dismiss the case.

A. CLOSED SESSION PURSUANT TO GOVERNMENT CODE 54957.6 - CONFERENCE WITH LABOR NEGOTIATORS

RECOMMENDATION: Agency Negotiators: Roberta Greathouse, Acting City Manager; Donna Williamson, Labor Negotiator; Heather Coffman, Labor Negotiator.

Employee Organizations: Seaside Firefighters' Association; Seaside Police Officers' Association; Seaside City Employees' Association; Seaside Management and Supervisory Employees Association; and Seaside Public Safety Management Association

B. CONFERENCE WITH LEGAL COUNSEL PURSUANT TO GOVERNMENT CODE SECTION 54956.9: EXISTING LITIGATION

Petrovich Development Company, LLC v. City of Seaside, et. al.
United States District Court, Northern District, San Jose Division
Court case: 21-CV-07797-NC

C. CONFERENCE WITH LEGAL COUNSEL PURSUANT TO GOVERNMENT CODE SECTION 54956.9: EXISTING LITIGATION

Committee for Sound Water and Land Development of Fort Ord v. Seaside, et al.
Sixth District Court of Appeal
Case No.: H049031

D. CONFERENCE WITH LEGAL COUNSEL PURSUANT TO GOVERNMENT CODE SECTION 54956.9: POTENTIAL LITIGATION (1 MATTER)

Potential Litigation (1 Matter)

13. ADJOURNMENT

With no further business, the meeting adjourned in the honor and memory of Bill Enders, Dexter Barnett, Jr. and Judy Currier Fletcher at 9:43 p.m.

Respectfully submitted,

Dominique L. Davis, City/Agency Clerk

Ian N. Oglesby, Mayor/Chair



CITY OF SEASIDE STAFF REPORT

Item No.: 8.B.

TO: City Council

FROM: Roberta Greathouse, Acting City Manager

BY: Loreene Bermudez-Onate, Accountant II

DATE: March 17, 2022

SUBJECT: APPROVE AND FILE CITY CHECKS

RECOMMENDATION

Approve and file the accounts payable and wired payments made during the period of January 29, 2022, through February 11, 2022, including the payroll and benefits checks, direct deposits, and wired payments related to the pay period ending February 10, 2022. Total Accounts Payable and Payroll for the above referenced period is \$1,632,787.30.

BACKGROUND

In accordance with Government Code Section 37208, at each City Council meeting, the Council is provided a listing of the payroll and general checks issued since the last report so that the checks can be inspected and confirmed. Each purchase has been reviewed and approved by the department making the purchase at the time of procurement. The invoices have been reviewed by the Finance Department prior to payment to ensure that they conform to the approved budget.

Therefore, in accordance with Government Code Section 37208, the above referenced and linked list of checks conforms to the approved budget and has been paid. These checks are submitted to the City Council for inspection and confirmation.

A description of the checks and wires exceeding \$10,000.00 are as follows:

- \$25,000.00 to Community Partnership for Youth for Community social services grant reimbursement request for the period 1/1/2022 - 3/31/2022.
- \$13,634.40 to L.N. Curtis & Sons for (6) turnout coats and pants for Seaside Fire Department for fiscal year 2021-2022.
- \$13,543.00 to League of Cal. Cities for Membership dues for calendar year 2022.

- \$25,778.81 to Monterey Co. Sheriff-Coroner for Criminal Justice Information System for the quarter ending 12/31/2021.
- \$60,756.00 to Wallace Group for SCSD professional services for Del Monte Sewer Upgrade through 9/30/2021, Fremont Sewer Upgrade through 12/31/2021, Campus Town Water Feasibility Study and American Tire Development through 12/31/2021; Professional construction services for Highland Otis Park through 12/31/2021, Ellis Park through 11/30/2021, Fire Station Upgrade Project through 11/30/2021 and West End Sand City Construction Inspections through 12/31/2021.
- \$57,407.59 to Pacific Gas & Electric for Collective accts for streetlights, highway lighting, park lights and city office buildings. Service period: 12/7/2021 - 1/24/2022.
- \$81,192.15 to Harris & Associates, Inc. for SCSD prof. services for Fremont/Broadway/Ortiz project management for 10/31/2021-12/31/2021; SCSD Capital Improvement Project Management services for 8/29/2021 - 12/31/2021; Campus Town demolition services for phase 1 and phase 2 for 10/31/2021 - 12/31/2021.
- \$39,053.28 to Richards, Watson & Gershon for general legal services rendered through 12/31/2021.
- \$61,705.41 to Monterey Peninsula Engineering for SCSD professional services for Lift Station Upgrades through 12/20/2021.
- \$15,025.00 to Clifton Larson Allen LLP for Professional services rendered in connection with the FYE 2021 audit of the City of Seaside. Audit work included the City, Measure X, GASB 68 assistance, & the Sanitation District.
- \$43,057.00 to Precision Emprise LLC for Sidewalk offset repair services on multiple City of Seaside streets for the period of 10/7/2021 - 12/17/2021.
- \$26,470.00 to Monterey Bay Military Housing LLC for United Way rental assistance for 2 tenants for 16 months ending 4/1/2022.

The Net Payroll and Payroll benefits total was \$767,777.82.

The remaining checks, totaling \$402,386.84, include payments to vendors for operating expenditures.

The check report is available on the City's website here:
<https://www.ci.seaside.ca.us/194/Check-Draft-Register>

FISCAL IMPACT

There are no additional fiscal impacts.

ATTACHMENTS

None



CITY OF SEASIDE STAFF REPORT

Item No.: 8.C.

TO: Successor Agency to the Redevelopment Agency of the City of Seaside

FROM: Roberta Greathouse, Acting City Manager

BY: Loreene Bermudez-Onate, Accountant II

DATE: March 17, 2022

SUBJECT: APPROVE AND FILE SUCCESSOR AGENCY CHECKS

RECOMMENDATION

Approve and file the accounts payable and wired payments made during the period of January 29, 2022, through February 11, 2022, including the payroll and benefits checks, direct deposits, and wired payments related to the pay period ending February 10, 2022. Total Accounts Payable and Payroll for the above referenced period is \$5,313.35.

BACKGROUND

In accordance with Government Code Section 37208, at each City Council meeting the Council is provided a listing of the payroll and general checks issued since the last report so that it can inspect and confirm these checks. Each purchase has been reviewed and approved by the department making the purchase at the time of procurement. The invoice has been reviewed by the Finance Department prior to payment to ensure that it conforms to the approved budget.

Therefore, in accordance with Government Code Section 37208, the above referenced, and linked list of checks conforms to the approved budget and has been paid. These checks are submitted to the City Council for inspection and confirmation.

A description of the checks and wires exceeding \$10,000 are as follows:

- No checks exceeded \$10,000.

The check report is available on the City's website:

<https://www.ci.seaside.ca.us/194/Check-Draft-Register>

FISCAL IMPACT

There are no additional fiscal impacts.

ATTACHMENTS

None



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 8.D.

TO: City Council

BY: Roberta Greathouse, Human Resources Director/Risk Manager

DATE: March 17, 2022

SUBJECT: ADOPT A RESOLUTION CREATING THE CLASSIFICATION OF ECONOMIC DEVELOPMENT AND COMMUNITY PLANNING MANAGER AND MODIFYING THE POSITION ALLOCATION LIST

PURPOSE & RECOMMENDATION

Approve a resolution authorizing the following staffing changes:

1. Add Economic Development and Community Planning Manager
2. Add One Administrative Analyst II in Community Development
3. Add Two Recreation Coordinators
4. Delete One Recreation Supervisor
5. Delete One Assistant to the City Manager / Economic Development

BACKGROUND

Community & Economic Development Department Changes:

On October 16, 2021, Assistant to the City Manager / Economic Development Director Trevin Barber was promoted to Assistant City Manager / Community Development Department. Since that time, his position has been vacant. The City is in a period of unprecedented growth and organizational changes are necessary to improve the effectiveness of the City and to move projects forward.

The Economic Development and Community Planning Manager will manage the Planning Division—providing direct oversight of the staff and operations of the Planning Division. They will establish policies, procedures, and practices related to development services that ensure smart growth and an urban design that creates positive fiscal impacts that improves levels of service and quality of life. A key component of this position will be working in cooperation with other managers, engineers, and other staff

to problem solve, remove obstacles, expedite processes, and ensure all stakeholders receive excellent customer service when working with the City. They will also serve in the mission critical capacity as the Zoning Administrator, CEQA Review Officer, and Liaison/Clerk to the Planning Commission.

This position was formerly on the Position Allocation List in the mid-2000's as the Planning Services Manager. The position was eliminated due to budget cuts. This position will be represented by the Seaside Managers' and Supervisory Employees' Association. The annual salary will be \$136,630, which is equivalent to the Chief Building Official.

The Administrative Analyst II's role will be to help guide the department in improving processes, products, services, and software through added-value data analysis. They will have strong business acumen combined with data analytics to provide business intelligence. They will work to transform data assets into competitive insights, which will drive policy decisions and actions using people, processes, and technologies, so that the department can improve operational efficiencies and increase levels of service. The analyst is the human component of our efforts to have a data-driven organization that relies on evidence-based decision making. Mission critical tasks for this position include standing up our online permitting system and making sure it is ready for full adoption by City staff.

Recreation Department Changes:

The Recreation Department has recently received a resignation notice from one of the Department's Recreation Supervisors. While there are two supervisors in the department, this departure will provide some challenges given the skill set we are losing. Some of the supervisor's primary duties include managing the operations of the Pattullo Swim Center, overseeing the City's Special Events, and Older Adult programs. Although the remaining supervisor can pick up some of these duties, it is paramount to have an individual with a background in aquatics to oversee the operations of the pool. The department has also faced some challenges with hiring and retaining front line part-time staff to run the multitude of programs throughout the department and having full-time positions will add stability.

Given the timing of the departure of the Recreation Supervisor and the increased need for front-line employees. The department will need to open the recruitment fairly quickly to ensure the department is ready for summer programs. There will be approximately three months of salary savings from the vacant Recreation Supervisor position, which equates to \$24,476.11. Instead of filling the vacant Recreation Supervisor position, staff recommends adding two full-time Recreation Coordinators to the position control list and eliminating one Recreation Supervisor. The Human Resources Department would conduct a promotional recruitment which provides existing staff with an opportunity for advancement. This would also create a succession

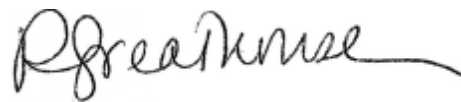
plan for those employees who are pursuing a career in recreation.

As there are multiple staff in a variety of classifications who would be eligible to be promoted into these positions, it is difficult to predict the exact budget impact, however the cost savings from the Recreation Supervisor should be enough to cover the two new positions.

ATTACHMENTS

1. Economic Development and Community Planning Manager
2. Resolution

Reviewed for Submission to the City Council by:

A handwritten signature in dark ink, appearing to read "R Greathouse", with a long horizontal flourish extending to the right.

Roberta Greathouse, Acting City Manager

ECONOMIC DEVELOPMENT AND COMMUNITY PLANNING MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under administrative direction of the Assistant City Manager, the Economic Development and Community Planning Manager is responsible for planning, organizing, managing, and overseeing the City's planning functions, including the management of a team of customer interfacing staff. The Economic Development and Community Planning Manager will be responsible for recommending, developing, and implementing process improvements and technology to provide public access to information and services 24/7.

The Economic Development and Community Planning Manager:

- (1) establishes policies, procedures, and practices related to development services that ensure smart growth and urban design that creates positive fiscal impacts that improves service levels; and
- (2) provides staff support to the Assistant City Manager, and work in cooperation with managers, engineers, and other staff to problem solve, remove obstacles, expedite processes, and ensures all stakeholders receive excellent customer service.

SUPERVISION RECEIVED AND EXERCISED:

Employees in this classification generally receive administrative direction from the Assistant City Manager. Exercises direct and indirect supervision over management, supervisory, professional, technical, and clerical personnel.

DISTINGUISHING CHARACTERISTICS

This is the advanced-level class in the professional planning series. This classification is responsible for assisting the Assistant City Manager to plan direct and oversee the staff and operations of the Planning Division. Serves and/or appoints a Zoning Administrator, CEQA Review Officer, Liaison/Clerk to the Planning Commission, and Liaison/Clerk to the Environmental Committee. Prepares and/or supervises the preparation of agendas and staff reports to commissions, including but not limited to the Environmental Commission, Planning Commission, and City Council. This class is distinguished from that of the Assistant City Manager in that the latter is expected to perform highly complex assignments received while exercising the highest levels of independence/discretion.

ESSENTIAL FUNCTIONS STATEMENT

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

- Plans, organizes and supervises the activities of the planning division including coordination of zoning enforcement with the Building Official, environmental review, general plan and specific plan development and implementation, and preparation of code amendments, and special studies.
- Prepares and manages the division's budget; monitors and controls expenditures.
- Performs and manages complex and sensitive professional planning projects, research, and analysis.
- Coordinates the processing of development applications in coordination with other Departments, other government agencies, property owners, and citizens groups.
- Establishes goals and metrics to evaluate operations and activities, and make information easily accessible to elected officials, staff and the public; collects and analyzes data, makes recommendations, evaluates alternatives, and prepares reports.
- Oversees the work performed by consultant staff hired by the city.
- Manages, directs, and evaluates direct reports in each functional area.
- Supervises and assists in preparation of assigned budgets; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies; administers the approved budget..
- Represents the City in meetings with developers, builders, citizens, and other governmental agencies.
- Oversees and directs departmental office operations; maintains appropriate record keeping, documents and files; coordinates workflows; prepares reports, agenda items memoranda, letters and other forms of correspondence; maintains desk and administrative procedures and regulations for the department.
- Monitors and ensures compliance with local, state, and federal laws.
- Oversees specialized planning functions such as large-scale new development proposals and environmental studies.
- Advises the Assistant City Manager on all planning related matters.
- Handles sensitive personnel matters.

- Attendance at evening meetings is required.
- Make presentations to the City Council, community groups and outside agencies. Answer questions and provide information to the public.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Application and interpretation of laws, rules, ordinances, and codes related to public planning functions with specific emphasis on the California Coastal Commission, the California Environmental Quality Act (CEQA), and National Environmental Policy Act (NEPA).
- AICP and ICMA Code of Ethics and Professional Conduct
- Principles and practices of modern public administration, personnel management, municipal budgeting, urban planning, and zoning.
- Laws and ordinances relating to general plans, environmental impact reporting, zoning and land use.
- General aspects of municipal government including labor relations, council relations, finance, principles of management.
- Applicable state and federal laws affecting financing and management of city operations.
- Computer/technology skills, including experience with land management systems software or other similar system used to provide services in a community planning setting is preferred.

Ability To:

- Work cooperatively and effectively with the City Council, City Manager, Assistant City Managers, other departments, and employees of the organization.
- Interpret objectives, regulations, and policies for the public.
- Formulate and present policy recommendations to the City Council, community organizations and other boards and commissions.
- Direct, develop, lead, support, and evaluate a team of planning professional and support staff in their performance and delivery of quality customer service.
- Demonstrate exceptional interpersonal and clear communication skills, both orally and in writing, and oversight ability, over major programs, projects, and activities that may require creativity, innovation.
- Operate typical office equipment, including personal computer equipment and software and standard office programs, use a personal computer to organize data, prepare reports and maintain records and follow modern office practices, procedures, methods.
- Apply proper use of English, spelling, grammar, and punctuation.
- Communicate clearly and concisely, both orally and in writing.
- Participate in education and training, take additional courses, attend seminars, workshops, and individual studies.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education

Equivalent to graduation from an accredited four-year college or university with a degree in Urban Planning, Real Estate Development, or a closely related field. A master's degree in Real Estate Development or Urban Planning is desirable and may be substituted for one year of professional planning experience.

Experience

Five years of increasingly responsible municipal, urban planning, or real estate development experience, including at least two years in a supervisory capacity. Customer service experience in a public service setting with an excellent track record of problem solving and creative solutions to resolve issues.

License Required/Desired Certifications

- Possession of an appropriate valid California motor vehicle operator's license.
- AICP Certification (Desired)
- CNU Accreditation (Desired)
- Leadership Training/Certifications (Desired)

Supplemental Information

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Condition of Employment

The City of Seaside requires all employees to provide written proof of vaccination. Those employees with sincerely held religious beliefs or valid medical reasons as determined by the City will be exempt from vaccination requirements.

RESOLUTION NO. 22-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE CREATING THE CLASSIFICATION OF ECONOMIC DEVELOPMENT AND COMMUNITY PLANNING MANAGER AND MODIFYING THE POSITION ALLOCATION LIST TO REFLECT ORGANIZATIONAL CHANGES

WHEREAS, the full-time Classification Plan may be amended upon recommendation of the City Manager and approval by the City Council; and

WHEREAS, in order to provide greater efficiency in the operation of the City and enhance service levels, certain job classifications have been prepared; and

WHEREAS, there is a need to create the Economic Development and Community Planning Manager in the Community Development Department; and

WHEREAS, the Economic Development and Community Planning Manager will be assigned to the Seaside Managers and Supervisory Employees' bargaining unit and paid a top step annual salary of \$136,630, which is equivalent to Chief Building Official; and

WHEREAS, the addition of this position will enhance the City's services and will provide valuable support to the community; and

WHEREAS, the Position Allocation List will be modified to:

1. Add one Economic Development and Community Planning Manager;
2. Delete one Assistant to the City Manager / Economic Development Director;
3. Add on Administrative Analyst II in the Community Development Department;
4. Add two Recreation Coordinators; and
5. Delete one Recreation Supervisor.

WHEREAS, the Finance Department is authorized to make any budget adjustments that are necessary because of this change.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Seaside hereby approve modifying the Position Allocation List as proposed.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Seaside duly held on the 17th day of March 2022, by the following vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

Ian N. Oglesby, Mayor

ATTEST:

Dominique L. Davis, City Clerk



CITY OF SEASIDE STAFF REPORT

Item No.: 8.E.

TO: City Council

FROM: Roberta Greathouse, Acting City Manager

BY: Nisha Patel, Public Works Director/City Engineer
Leslie Llantero, Assistant Engineer

DATE: March 17, 2022

SUBJECT: ADOPT A RESOLUTION APPROVING A CONTRACT CHANGE ORDER WITH MONTEREY PENINSULA ENGINEERING FOR UPGRADED INCLUSIVE PLAY EQUIPMENT FOR LAGUNA GRANDE PARK IMPROVEMENTS PROJECT FOR AN AMOUNT NOT TO EXCEED \$50,000.

RECOMMENDATION

Adopt a resolution amending the construction contract with Monterey Peninsula Engineering for an amount not to exceed \$50,000 for the purchase and installation of upgraded inclusive play equipment for the Laguna Grande Park Improvements project.

BACKGROUND

On November 18, 2021, the City Council awarded a construction contract to Monterey Peninsula Engineering for the Laguna Grande Park Improvements Project for an amount not to exceed \$134,425.00. The improvements include a new drinking fountain, new concrete accessible pathway, new inclusive play equipment and rubber play surfacing. The new inclusive play equipment features a "merry go round" that is wheelchair accessible and musical play panels with bells, drums, and xylophone.

The contractor was issued a notice to proceed on February 11, 2022. The contractor indicated to staff that the inclusive play equipment specified would take seven months to procure (Attachment 2). An upgraded similar inclusive play equipment (Attachment 3) from a different manufacturer was proposed for an estimated additional cost that could be procured within 12 weeks. The proposed inclusive play equipment is new and was not available when the design was completed. The proposed inclusive play equipment has similar features to the specified equipment, is fully wheelchair accessible for multiple participants, and is better suited for this site. The proposed inclusive play

equipment was presented to the Parks & Recreation Commission at the February 28, 2022, meeting.

Staff recommends adopting a resolution approving a contract change order with Monterey Peninsula Engineering for upgraded playground equipment for Laguna Grande Park Improvements Project for an amount not to exceed \$50,000 and authorizing the City Manager to approve an additional \$50,000 in written amendments and change orders to the construction agreement such that the full value of the construction contract does not exceed \$204,600.

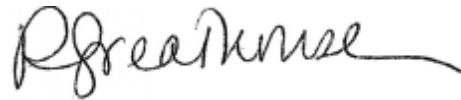
FISCAL IMPACT

On February 15, 2022, the City Council authorized an increase of \$50,000 budget adjustment for the Laguna Grande Park Improvements project (342-8910-9569).

ATTACHMENTS

1. Resolution
 2. Specified Inclusive Play Equipment
 3. Upgraded Inclusive Play Equipment
-

Reviewed for Submission to the City Council by:

A handwritten signature in black ink, appearing to read "R Greathouse", with a long horizontal flourish extending to the right.

Roberta Greathouse, Acting City Manager

RESOLUTION NO. 22-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE

APPROVING A CONTRACT CHANGE ORDER WITH MONTEREY PENINSULA ENGINEERING FOR UPGRADED PLAY EQUIPMENT FOR LAGUNA GRANDE PARK IMPROVEMENTS PROJECT FOR AN AMOUNT NOT TO EXCEED \$50,000.

WHEREAS, the Laguna Grande Park Improvements project (Project) is an approved City Capital Improvement Project identified in the fiscal year 2021-2022 annual budget; and

WHEREAS, the proposed improvements include the demolition of concrete curb, concrete pavement, and asphalt walks, and excavation of turf for the installation of a new inclusive play equipment and rubber safety surface play area, site furnishings including bench relocation and drink fountain, paving, walks, curbs, and replacing detectable warning surface; and

WHEREAS, on November 18, 2021, Monterey Peninsula Engineering was awarded the Project construction contract for an amount not to exceed \$134,435; and

WHEREAS, the specified inclusive play equipment is estimated to take seven (7) months to procure; and

WHEREAS, an upgraded similar inclusive play equipment from a different manufacturer could be procured within 12 weeks; and

WHEREAS, the upgraded inclusive play equipment is better suited for the site and fully wheelchair accessible for multiple participants; and

WHEREAS, at the mid year budget review, the City Council approved a \$50,000 increased budget adjustment for Laguna Grande Park Improvement project (342-8910-9569).

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Seaside approves a contract change order with Monterey Peninsula Engineering for upgraded inclusive play equipment for the Laguna Grande Park Improvements Project; and

BE IT FURTHER RESOLVED, that the City Council of the City of Seaside authorizes the City Manager to approve an additional \$50,000 in written amendments and change orders to the construction agreement such that the full value may not exceed \$204,600.00.

PASSED AND ADOPTED at a regular City Council meeting of the City of Seaside duly held on the 17th day of March 2022, by the following vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:
ABSTAIN:	COUNCIL MEMBERS:

APPROVED:

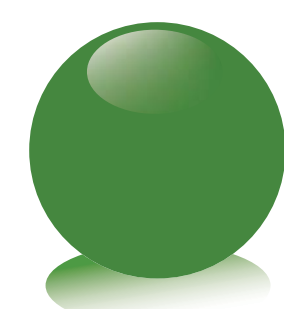
Ian N. Oglesby, Mayor

ATTEST:

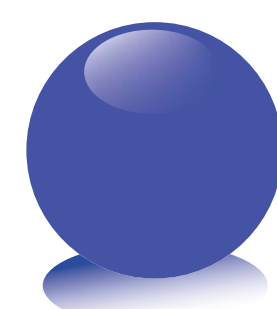
Dominique L. Davis, City Clerk



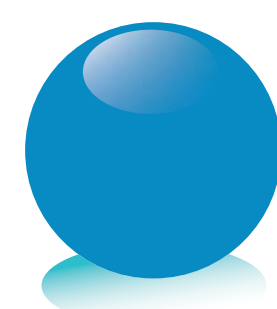
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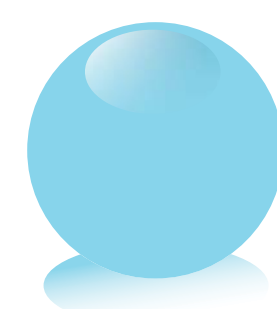
Green



Blue



Cyan



Sky

Laguna Grande Park Freestanding

Seaside, CA.

01-24-2020

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CREATING FUN
PLAY ENVIRONMENTS
TO ENRICH COMMUNITIES



landscape
structures

Laguna Grande Park

1151359-01-01-01 • 02.10.2021

ROSS
Recreation Equipment

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CITY OF SEASIDE STAFF REPORT

Item No.: 8.F.

TO: City Council

FROM: Roberta Greathouse, Acting City Manager

BY: Trevin Barber, Assistant City Manager

DATE: March 17, 2022

SUBJECT: **ADOPT A JOINT RESOLUTION APPROVING A TRANSFER OF REAL PROPERTY, AS LISTED IN THE LONG RANGE PROPERTY MANAGEMENT PLAN AMENDED AND APPROVED BY THE DEPARTMENT OF FINANCE ON MAY 29, 2015, BETWEEN THE SUCCESSOR AGENCY TO THE SEASIDE REDEVELOPMENT AGENCY AND THE CITY OF SEASIDE, AND AUTHORIZING THE EXECUTIVE DIRECTOR/CITY MANAGER TO TAKE ALL NECESSARY ACTIONS TO CAUSE THE TRANSFER**

RECOMMENDATION

Approve the transfer of properties pursuant to the Approved Long Range Property Management Plan.

BACKGROUND

The Successor Agency ("Successor Agency") to the former Seaside Redevelopment Agency ("Former Redevelopment Agency") was responsible for preparing a Long Range Property Management Plan (Plan) to address the disposition and use of the Former Redevelopment Agency's real property, pursuant to Section 34191.5(b) of the Health and Safety Code. Staff worked diligently to create a Plan that responsibly disposes of assets in a way that maximizes value, honors community-inspired development initiatives, and respects the highest and best use of each parcel.

The Successor Agency initially prepared and obtained Oversight Board approval of its Plan on August 25, 2014. The Plan was subsequently amended and approved by the Oversight Board on March 23, 2015, and on May 11, 2015. The California Department of Finance issued a Final Determination Letter and approved the Plan, as amended, on May 29, 2015—authorizing the Successor Agency to begin implementation of the approved Plan. The release of the Former Redevelopment Agency's assets to the

community will allow for continued public use and development, resulting in a stimulated job market, an increase in property values, and a higher standard of living for all residents.

The Plan disposes of assets in three ways:

- 1.) Transfer certain assets to City for continued public use;
- 2.) Transfer certain assets to City for future development; and
- 3.) Retain by Successor Agency for liquidation and refunding of obligations.

This action implementing the approved Plan will transfer 20 parcels from the Redevelopment Agency of the City of Seaside by way of quitclaim deed to the City of Seaside for both (1) continued public use or (2) future development, respective to the designation in the Plan. The properties to be transferred are listed in the attached.

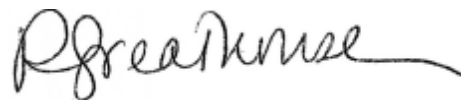
FISCAL IMPACT

None—this is an administrative action. The City's financial records already represent the transfer of value. Further, the City does not typically carry a book value for roadways. Any net unrestricted proceeds from future sales of the properties would be distributed to all of the affected taxing entities on a pro rata basis in proportion to each entity's respective share of the property tax base, and that the calculation of net unrestricted proceeds would take into account the transaction costs incurred by the City in marketing the property and processing the sale or lease, as well as the costs incurred by the City in carrying or maintaining the property and in preparing and improving the site for development.

ATTACHMENTS

1. Resolution
2. Resolution Exhibit A

Reviewed for Submission to the City Council by:



Roberta Greathouse, Acting City Manager

RESOLUTION NO. 22-____
RESOLUTION NO. 22-____SA

**A JOINT RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF SEASIDE
AND
SUCCESSOR AGENCY OF THE CITY OF SEASIDE
REDEVELOPMENT AGENCY**

**APPROVING THE TRANSFER OF REAL PROPERTY FROM
THE SUCCESSOR AGENCY TO THE SEASIDE
REDEVELOPMENT AGENCY TO THE CITY OF SEASIDE
FOR CONTINUED PUBLIC USE**

WHEREAS, as authorized by the redevelopment dissolution statutes, ABx1 26 enacted in June of 2011 and AB 1484 enacted in June of 2012 (the "Dissolution Statutes"), the City of Seaside (the "City") elected to serve as the Successor Agency ("Successor Agency") to the Seaside Redevelopment Agency ("Former Redevelopment Agency"); and

WHEREAS, pursuant to the Dissolution Statutes, real property owned by the Former Redevelopment Agency transferred by operation of law to the Successor Agency for disposition in accordance with the Dissolution Statutes; and

WHEREAS, as codified at Section 34191.5(b) of the Health and Safety Code, the Dissolution Statutes required the Successor Agency to prepare a long-range property management plan ("LRPMP") to address the disposition and use of the real property of the Former Redevelopment Agency; and

WHEREAS, the Successor Agency initially prepared and obtained Oversight Board approval of its LRPMP on August 25, 2014; and

WHEREAS, the LRPMP was subsequently amended and approved by the Oversight Board on March 23, 2015 and on May 11, 2015; and

WHEREAS, the California Department of Finance issued a Final Determination Letter and approved the LRPMP, as amended, on May 29, 2015; and

WHEREAS, pursuant to Section 34181(a) of the Health and Safety code, the approved LRPMP provides for the Successor Agency's transfer of certain real property constructed and used for a public purpose, and/or certain real property for future development, and identified on the properties, which is attached hereto as Exhibit "A" and incorporated herein, to the City for continued public use and or development according to the LRPMP designation; and

WHEREAS, the City desires to accept the transfer of such real property from the Successor Agency in accordance with the Dissolution Statutes, the approved LRPMP, and all other applicable law.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED BY THE SEASIDE SUCCESSOR AGENCY, AS FOLLOWS:

Section 1. The Successor Agency to the Seaside Redevelopment Agency finds and determines that the transfer of the real property identified on the list of properties that is attached hereto as Exhibit "A" is in the public interest, consistent with all applicable laws and required by the approved LRPMP. Accordingly, the Successor Agency approves the transfer of such real property to the City of Seaside pursuant to Section 34181(a) of the Health and Safety Code and the approved LRPMP.

Section 2. The Executive Director/City Manager is hereby authorized and directed to execute all documents and take all actions necessary to effect the transfer of real property identified on the List of Public Purpose Properties that is attached hereto as Exhibit "A" to the City.

Section 3. The Agency Secretary/City Clerk of the City of Seaside shall certify to the passage and adoption of this Resolution, and it shall become effective immediately upon its approval.

PASSED, APPROVED, and ADOPTED this _____ day of _____, 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVED:

Dominique Davis,
Agency/City Clerk

Ian Oglesby, Chair/Mayor

STATE OF CALIFORNIA }
COUNTY OF MONTEREY }
CITY OF SEASIDE } ss

JOINT CERTIFICATION OF RESOLUTION
CITY OF SEASIDE/SEASIDE SUCCESSOR AGENCY

I, _____ of the City of Seaside, CA, do hereby certify that this is a true and correct copy of the original Resolution No. _____, for which the original is on file in my office.

WITNESS MY HAND AND THE SEAL OF THE CITY OF SEASIDE, CA on this _____ day of _____.

(seal)

EXHIBIT "A"

#	Address / LRPMP Description	Brief Legal Description	APN
1	1372 Canyon Del Rey Boulevard (No. 5)	Lot 34 in Block 7 per the map filed in Volume 2 of Cities and Towns at Page 2 in the office of the County Recorder of Monterey County, as described in Document 2010041503, Records of Monterey County.	011-345-026-000
2	1380 Canyon Del Rey Boulevard (No. 4)	Lot 35 in Block 7 per the map filed in Volume 2 of Cities and Towns at Page 2 in the office of the County Recorder of Monterey County, as described in Document 2010041503, Records of Monterey County.	011-345-027-000
3	Seaside Auto Mall Rights of Way (ROW) (6)	A portion of Lot 7B in Block 102 per the map filed in Volume 13 of Parcel Maps at Page 95 in the office of the County Recorder of Monterey County, as described in the grant deed recorded as Document 2007020949, Records of Monterey County.	011-523-012-000
4	Seaside Auto Mall Rights of Way (ROW) (6)	A portion of Lot 7A in Block 102 per the map filed in Volume 13 of Parcel Maps at Page 95 in the office of the County Recorder of Monterey County, as described in the grant deed recorded as Document 2007047398, Records of Monterey County.	011-523-015-000
5	Seaside Auto Mall Rights of Way (ROW) (6)	A portion of Lot 1 in Block 107 per the map filed in Volume 10 of Cities and Towns at Page 52 in the office of the County Recorder of Monterey County, as described in the grant deed recorded as Document 2007083485, Records of Monterey County.	011-542-002-000
6	Seaside Auto Mall Rights of Way (ROW) (6)	A portion of Lot 1 in Block 106 per the map filed in Volume 10 of Cities and Towns at Page 52 in the office of the County Recorder of Monterey County, as described in the grant deed recorded as Document 2007021676, Records of Monterey County.	011-543-021-000
7	First Avenue and Lightfighter Drive (15)	Parcel 1 (AKA "Seaside 1B") as said parcel is shown on the map filed in Volume 23 of Surveys at Page 93 in the office of the County Recorder of Monterey County.	031-151-012-000
8	Main Gate/Lightfighter Drive (14)	Parcel 1 - "SEASIDE 1-A" as said parcel is shown on the map filed in Volume 23 of Surveys at Page 97 in the office of the County Recorder of Monterey County.	031-151-013-000
9	Surplus II Planning Area (16)	That certain 16.24-acre parcel labeled "CITY OF SEASIDE" as shown on the map filed in Volume 26 of Surveys at Page 21 in the office of the County Recorder of Monterey County.	031-151-029-000
10	Surplus II Planning Area (16)	That certain 3.81-acre parcel labeled "CITY OF SEASIDE - L.19.2" as shown on the map filed in Volume 26 of Surveys at Page 41 in the office of the County Recorder of Monterey County.	031-151-031-000
11	Surplus II Planning Area (16)	That certain 1.23-acre parcel labeled "CITY OF SEASIDE - L.19.3" as shown on the map filed in Volume 26 of Surveys at Page 41 in the office of the County Recorder of Monterey County.	031-151-032-000
12	Surplus II Planning Area (16)	That certain 7.36-acre parcel labeled "CITY OF SEASIDE - L.19.4" as shown on the map filed in Volume 26 of Surveys at Page 41 in the office of the County Recorder of Monterey County.	031-151-039-000
13	Surplus II Planning Area (16)	That certain parcel designated as "L32.4.1.1" as said parcel is shown on the map filed for record in Volume 26 of Surveys at Page 102 in the office of the County Recorder of Monterey County. EXCEPTING THEREFROM that portion thereof lying within Parcel 2 as said parcel is shown on the map filed for record in Volume 27 of Surveys at Page 21 in the office of the County Recorder of said County.	031-151-040-000
14	Tank Site (17)	Parcel 1 as said parcel is shown on the map filed in Volume 28 of Surveys at Page 133 in the office of the County Recorder of Monterey County.	031-151-045-000
15	Tank Site (17)	Parcel 2 as said parcel is shown on the map filed in Volume 28 of Surveys at Page 133 in the office of the County Recorder of Monterey County.	031-151-046-000
16	Gigling Road Right of Way (18)	A portion of Parcel 1 ("SEASIDE IV-A") per the map filed in Volume 23 of Surveys at Page 99 in the office of the County Recorder of Monterey County, said portion being described as "Parcel E18.2.1" in the quitclaim deed recorded as Document 2006065004, Records of Monterey County.	031-151-049-000
17	Parker Flats/Normandy Road Rights of Way (19)	Parcel 10 as said parcel is shown on the map filed in Volume 21 of Surveys at Page 83 in the office of the County Recorder of Monterey County, being also that portion of Parcel 1 ("SEASIDE IV-A") per the map filed in Volume 23 of Surveys at Page 99 in the office of the County Recorder of said County described as "Parcel E18.3" in the quitclaim deed recorded as Document 2006065004, Records of Monterey County.	031-151-051-000
18	General Jim Moore Boulevard and Eucalyptus Road (Former First Tee Site) (13)	Parcel D as said parcel is shown on the map filed in Volume 29 of Surveys at Page 106 in the office of the County Recorder of Monterey County, said parcel being also described as "EDC Parcels E20c.1.1.1 & E20c.1.3" in the quitclaim deed recorded as Document 2009043257, Records of Monterey County.	031-151-059-000
19	Surplus II Planning Area (16)	Parcel "L7.8" per the map filed in Volume 27 of Surveys at Page 115 in the office of the County Recorder of Monterey County.	031-261-003-000
20	Surplus II Planning Area (16)	Parcel "L7.9" per the map filed in Volume 27 of Surveys at Page 115 in the office of the County Recorder of Monterey County.	031-261-004-000



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 8.G.

TO: City Council

FROM: Roberta Greathouse, Acting City Manager

BY: Dan Meewis, Recreation Director

DATE: March 17, 2022

**SUBJECT: ADOPT A RESOLUTION APPROVING THE APPLICATION FOR
GRANT FUNDS FROM THE RECREATIONAL TRAILS PROGRAM**

RECOMMENDATION

Adopt a resolution to apply for grant funds from the Recreational Trails Program.

BACKGROUND

The Recreation Department is interested in submitting a grant application to the California Department of Parks and Recreation (Office of Grants and Local Services) under the "Recreation Trails Program." The application requires that the City Council adopt a resolution approving the filing of an application, certifying the project is consistent with the General Plan, certifying the applicant has sufficient funds available to operate and maintain the project, and appointing the City Manager as agent for the project.

The Recreational Trails Program (RTP) provides funds for the states to develop and maintain recreational trails and trail-related facilities for both non-motorized and motorized recreational trail uses. If the application is approved, the maximum amount of RTP funds allowed for the project is 88% of the total cost of the RTP project. The City of Seaside would be responsible for providing a match amount that is 12% of the awarded funds.

Preparation of the application is in process and will be required to be submitted online to the California Department of Parks and Recreation, Office of Grants and Local Services, by April 7, 2022.

The intent is to apply for this grant for the trail at Laguna Grande Park, which is consistent with the Laguna Grande Park improvement plan in conjunction with the

Laguna Grande Joint Powers Authority.

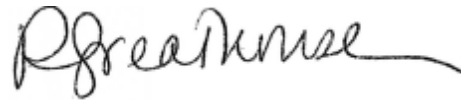
FISCAL IMPACT

There is no fiscal impact with submission of the grant application.

ATTACHMENTS

1. Resolution RTP application
-

Reviewed for Submission to the City Council by:

A handwritten signature in black ink, appearing to read "R Greathouse", with a long horizontal flourish extending to the right.

Roberta Greathouse, Acting City Manager

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE APPROVING THE APPLICATION FOR GRANT FUNDS FROM THE RECREATIONAL TRAILS PROGRAM.

WHEREAS, the Fixing America's Surface Transportation Act (FAST-ACT) provides funds to the State of California for Grants to federal, state, local and non-profit organizations to acquire, develop and/or maintain motorized and non-motorized trail Projects; and

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility for the administration of the program within the State, setting up necessary procedures governing Project Application under the program; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of Application(s) before submission of said Application(s) to the State; and

WHEREAS, the Applicant will enter into a Contract with the State of California to complete the Project(s);

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Seaside hereby:

1. Approves the filing of an Application for the Recreational Trails Program; and
2. Certifies that the Project is consistent with the Applicant's general plan or the equivalent planning document; and
3. Certifies that said Applicant has or will have available prior to commencement of any work on the Project(s) included in this Application, sufficient funds to operate and maintain the Project(s); and
4. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the Contract shown in the Procedural Guide; and
5. Appoints the City Manager as agent to conduct all negotiations, execute and submit all documents, including, but not limited to Applications, agreements, amendments, payment requests and so on, which may be necessary for the completion of the Project.
6. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Seaside duly held on the 3rd day of March by the following vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

Ian N. Oglesby, Mayor

ATTEST:

Dominique Davis, City Clerk



CITY OF SEASIDE STAFF REPORT

Item No.: 8.H.

TO: City Council

FROM: Roberta Greathouse, Acting City Manager

BY: Ben Nurse, Housing Program Manager

DATE: March 17, 2022

**SUBJECT: ADOPT A RESOLUTION ACKNOWLEDGING THE REVIEW AND
ACCEPTANCE OF THE 2021 GENERAL PLAN ANNUAL PROGRESS
REPORT AND THE HOUSING ELEMENT ANNUAL PROGRESS
REPORT AND AUTHORIZING THE SUBMITTAL TO THE
GOVERNOR'S OFFICE OF PLANNING AND RESEARCH (OPR)
AND THE DEPARTMENT OF HOUSING AND COMMUNITY
DEVELOPMENT (HCD)**

RECOMMENDATION

Adopt a resolution approving the annual progress reports for submission to satisfy the reporting requirements of Government Code section 65400, subdivision (a)(2) reporting the status of the General Plan and the Housing Element and accomplishments during 2021.

BACKGROUND

The Annual Progress Reports (APR) have been prepared summarizing the notable progress on the General Plan and the Housing Element goals during 2021. Once approved, the documents will be submitted to the Office of Planning and Research (OPR) and Housing and Community Development (HCD) offices per statute. Once approved, the General Plan APR and the Housing Element APR will be submitted electronically to HCD prior to the April 1, 2021 deadline.

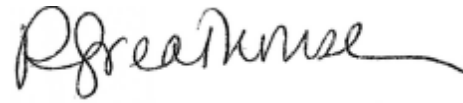
FISCAL IMPACT

There is no fiscal impact associated with this mandated report.

ATTACHMENTS

1. General Plan Annual Progress Report
 2. Resolution
 3. Annual Progress Report Spreadsheet
-

Reviewed for Submission to the City Council by:

A handwritten signature in black ink, appearing to read "R Greathouse", with a long horizontal flourish extending to the right.

Roberta Greathouse, Acting City Manager



4/1/2022

General Plan Annual Progress Report 2021

Presented to Seaside City Council, March 17, 2022

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I. Introduction

This document summarizes General Plan activities undertaken by the City of Seaside from January to December 2021. The General Plan 2040 is scheduled to be adopted by December 2022.

II. Housing Items

Continued progress towards Campus Town Development

The project will develop and construct 1,485 units consisting of single-family dwellings and townhouses, condominium units, apartments and associated improvements on 85 acres of the former Fort Ord military base. The Project is required to include twenty (20%) percent or 297 affordable housing units pursuant to the City's Affordable Housing Ordinance.

3/18/2021:

- Executed Agreement with the Wallace Group for development review services in support of Campus Town Phase 1 construction of public improvements.
- Executed Agreement with Harris & Associates for demolition design in support of the Campus Town development.

6/17/2021:

- Adopt Resolution Confirming Water Allocation to KB Bakewell Seaside II for Campus Town Phase I Project.

7/15/21:

- Executed Agreement with Vista Environmental Consulting for design services in support of building removal for Campus Town Development.

8/5/2021:

- Executed Agreement with Harris & Associates for design services in support of building removal for Phase 1 of the Campus Town development.
- Entered into a Reimbursement Agreement with KB Bakewell Seaside Venture II, LLC to provide for reimbursement for oversized improvements constructed for the benefit of the Campus Town Specific Planning area.
- **Policy ED-1.4 (Economic Development):** Create a favorable environment in the Gigling Road /Surplus II Area to establish quality urban development compatible with CSUMB's academic environment, provide employment opportunities with high pay and benefits for community residents, new high-density rental and ownership housing opportunities and generate revenue to support City services.
- **Implementation Plan ED-1.4.1 Specific Plan.** Prepare a Specific Plan for the Gigling Road/Surplus II Area that will preclude additional non-profit organizations other than those with land conveyances through the Fort Ord

Closure Process from locating in the area. The Specific Plan should include design criteria, infrastructure improvements and development incentives to attract revenue-generating businesses to the area.

- **Policy ED-5.1:** Attract and support commercial and employment generating development that is consistent with the General Plan and City ordinances.
- **Implementation Plan ED-6.1.1** Attract Research and Business Park Uses. Create a suitable environment to attract research and business park uses in North Seaside and coordinate with UC MBEST to prevent duplication of efforts.
- **Policy ED-8.1:** Encourage development that helps the City achieve a jobs/housing ratio of 1.5:1.
- **Implementation Plan C-1.2.1 (Circulation):** Traffic Studies and Impact Assessments.
- **Policy C-3.3:** Promote mixed use, higher density residential, and employment-generating development in areas where public transit is convenient and desirable.
- **Policy H-1.1(Housing):** Maintain a variety of housing types, sizes, and prices throughout the city to increase housing choice and ensure that households of all types and income levels have the opportunity to find suitable ownership or rental housing.
- **Policy H-1.3:** Encourage the construction of high-density, well designed housing and residential-commercial mixed use projects.
- **Policy H-2.5:** Ensure that units produced for very-low, low and moderate-income households are maintained as affordable units through deed restrictions and other reasonable programs.
- **Policy H-3.5:** Facilitate the development and provision of affordable housing through regulatory incentives, density bonuses, and other financial assistance.
- **Implementation Plan COS-2.1.1 Consult Water Agencies:** During the development review process, consult with local and regional water agencies to assess whether the water demand associated with the project is included in the agency's most recent Urban Water Management Plan and whether existing supplies can meet the project's demand for water.
- **Implementation Plan COS-2.1.2 Water Supply Verification.** Condition approval of all development plans on verification of an assured long-term water supply.
- **Implementation Plan N-1.1.1 Compatible Development.** Review discretionary development proposals for potential on and off-site stationary and vehicular noise impacts per the California Environmental Quality Act (CEQA). Any proposed development located within a 60 dB or higher noise contour shall be reviewed for potential noise impacts and compliance with the noise and land use compatibility standards. The thresholds established in the Zoning Ordinance, Noise Ordinance, the Noise Contours Map, and Tables N-1 and N-2 of the Noise Element will be used to determine the significance of impacts.
- **Implementation Plan S-2.2.3 (Safety): Project Mitigation.** Protect the community from hazards related to hazardous materials by requiring feasible mitigation to be incorporated into new discretionary development and

redevelopment proposals to address hazardous materials impacts associated with those proposals.

Implementation Plan S-3.3.1: Police Department Consultation. Consult with the Police Department during the project review process, ensure that the new development and redevelopment projects include design techniques and site planning aimed at reducing criminal activity.

- **Implementation Plan S-3.3.2: Crime Prevention Through Environmental Design (CPTED).** Ensure that public and private projects provide and maintain adequate street and property lighting to protect public health and safety.
- **Policy LU-2.1 (Land Use):** Encourage consolidation of under-performing and underutilized commercial properties.

Extended Water Allocation for Parker Flats Apartment Project, 9/16/2021

Extended timeline for use of the allocation of 14 Acre Feet (AFY) of Fort Ord water for residential reuse of the former Medical Officers Barracks located at 4386-4387 Parker Flats Cutoff Road for residential reuse. The project consists of the rehabilitation and renovation of two (2) abandoned military nursing barracks to create forty (40) two-bedroom multi-family residential units on 5 acres of the former Fort Ord. Eight (8) rental units will be restricted to occupancy by low-income households for a period of thirty (30) years.

- **Policy ED-1.4 (Economic Development):** Create a favorable environment in the Gigling Road /Surplus II Area to establish quality urban development compatible with CSUMB's academic environment, provide employment opportunities with high pay and benefits for community residents, new high-density rental and ownership housing opportunities and generate revenue to support City services.
- **Policy C-3.3 (Circulation):** Promote mixed use, higher density residential, and employment-generating development in areas where public transit is convenient and desirable.
- **Policy H-1.3:** Encourage the construction of high-density, well designed housing and residential-commercial mixed use projects.
- **Policy H-2.5:** Ensure that units produced for very-low, low and moderate-income households are maintained as affordable units through deed restrictions and other reasonable programs.
- **Implementation Plan COS-2.1.1 Consult Water Agencies:** During the development review process, consult with local and regional water agencies to assess whether the water demand associated with the project is included in the agency's most recent Urban Water Management Plan and whether existing supplies can meet the project's demand for water.
- **Implementation Plan COS-2.1.2 Water Supply Verification.** Condition approval of all development plans on verification of an assured long-term water supply.

Approved the parcel map for Phase 2A and 2B of the Enclave, 9/2/2021

The Enclave is a new single-family residential community in Seaside bordered by Black Horse and Bayonet golf courses.

- **Policy H-1.1:** Maintain a variety of housing types, sizes, and prices throughout the city to increase housing choice and ensure that households of all types and income levels have the opportunity to find suitable ownership or rental housing.

Approved building permits for 27 of the 61 new single-family dwellings within the Seaside Resort Development, 2021

- **Policy H-2.6:** Through a design review process, ensure new residential developments and revitalization projects are compatible (i.e., scale, size, height, design and appearance) with surrounding uses.
- **Policy LU-4.1:** Require that all new development: 1) funds its share of community services and facilities (e.g., parks, roads, trails, and utilities); 2) uses quality design and materials; and 3) is compatible with surrounding uses, the site, and available infrastructure.
- **Policy ED-5.1:** Attract and support commercial and employment generating development that is consistent with the General Plan and City ordinances.

Created Community Facilities District, 5/20/2021

Contracted with NBS assist in the creation of a Community Facilities District (CFD).

In doing so, current citizens of the City can be assured that new development is paying its own way.

- **Policy LU-4.1:** Require that all new development: 1) funds its share of community services and facilities (e.g., parks, roads, trails, and utilities) . . . and 3) is compatible with surrounding uses, the site, and available infrastructure.

Created Affordable Housing Non-Profit, 5/20/2021

City created an affordable housing development non-profit called Seaside Housing Collaborative whose mission is to conceptualize, plan, entitle, construct, acquire, sell or lease affordable housing up to and including workforce housing within the City of Seaside.

- **Goal H-3:** Use public-private partnerships and collaborative efforts to ensure that all segments of the community have access to safe and decent housing that meets their special needs.

Implemented Emergency Rental Assistance Program, 2021

Collaborated with Monterey County and United Way to implement the Emergency Rent and Utility Assistance Relief Program and provided \$1.5M in assistance to maintain housing for Seaside residents impacted by the COVID-19 pandemic.

- **Goal H-3:** Use public-private partnerships and collaborative efforts to ensure that all segments of the community have access to safe and decent housing that meets their special needs.

- **Policy H-3.1:** Participate in programs assisting in the production and conservation of adequate, safe, and attractive housing affordable to very-low, low and moderate-income households and other special needs groups.

Contracted with Loan Servicer to Increase Lending Capacity, 2021

City contracted with AmeriNat professional loan servicing company to support the City's First-Time Homebuyer Downpayment Assistance and Home rehabilitation loan programs. This partnership increases the City's capacity to approve and service more loans to increase the stock of long-term affordable units and to conserve and maintain existing homes.

- Provide First-Time Homebuyer Downpayment Assistance loans of up to \$100,000 to moderate, low, and very low-income households at 3% simple interest, and deed-restrict the purchased units for long-term affordability.
- Provide Homeowner Rehabilitation Loans for owner-occupied, low and moderate income households for major repairs up to \$60,000 at zero to 3% simple interest with deed restriction.
- Promote the repair, improvement, and rehabilitation of housing in order to enhance the quality of life in neighborhoods and promote community identity and pride.

Adopted a Resolution approving three firms as qualified to provide On-Call Hazardous Materials Investigation, Waste Characterization, and Remediation Design and Inspection services, 4/1/2021

The firms are Vista Environmental Consulting, TRC, and M3 Environmental Consulting LLC.

- **Implementation Plan S-2.2.1: Hazardous Materials.** Minimize public health risks and environmental risks from the use, transport, storage, and disposal of hazardous materials.
- **Implementation Plan S-2.2.2: Superfund.** Cooperate with the federal government to obtain Superfund monies and implement Superfund cleanup activities to eliminate the environmental hazards associated with past military activities at the former Fort Ord.

Planning For Seaside East Future Development Area, 11/9/2021

Contracted with DPZ design firm to conduct a charrette to establish a community vision for Seaside East, a 625 acres future housing growth area.

- **Policy H-2.2:** Identify adequate sites with appropriate zoning and development standards to facilitate and encourage housing production commensurate with the projected housing needs of the City.

ADU Related Housing Items

Implemented several policies and activities to facilitate ADU development, 2021

- Waived permit inspection fees for 2 years
 - Hired Workbench architects to prep ADU Pre-Approved Plans
 - Waived plan check fees for projects using Pre-Approved ADU plans
 - Allocated 5 AF of water for owners to purchase to construct ADUs
 - Staff coordinated with United Way to host a virtual Seaside ADU Workshop
 - Staff meets monthly with peers to discuss ADU best practices and financing
 - Seaside recognized among peers as leader in ADU policy and promotion
 - More than 42 ADU Permits Issued. About 50 ADU applications still in plan check
 - City will adopt a local ADU code with a first reading on March 17, 2022
- **Policy H-1.1:** Maintain a variety of housing types, sizes, and prices throughout the city to increase housing choice and ensure that households of all types and income levels have the opportunity to find suitable ownership or rental housing.
 - **Policy H-1.4:** Maintain a geographic dispersal of units affordable to very-low, low and moderate-income households throughout the City.
 - **Policy H-1.5:** Reduce potential governmental constraints to the production, maintenance, and development of housing.
 - **Policy H-1.6:** Support the concept of "aging in place" by maintaining a range of housing types that allows people to remain in the community as their housing needs change.
 - **Implementation Plan LU-5.3.1 Water Conservation.** Continue to require new public and private development and redevelopment projects to install and utilize water conservation measures per Section 13.18.010 of the Seaside Municipal Code.

III. Conservation, Open Space, and Parks Items

Adopt a Resolution Amending Contract with Monterey Bay Engineers to design additional improvements for Cutino Park, 6/17/2021.

- **Policy COS-1.1 (Conservation and Open Space):** Provide a variety of well-maintained public parks and recreational facilities for Seaside residents.

Adopted a resolution approving the plans and specifications for the Ellis Park Improvements Project, 10/7/2021

- **Policy COS-1.1 (Conservation and Open Space):** Provide a variety of well-maintained public parks and recreational facilities for Seaside residents.

Adopted a resolution approving the plans and specifications for the Highland Otis Park Improvements Project, 8/19/2021

- **Policy COS-1.1 (Conservation and Open Space):** Provide a variety of well-maintained public parks and recreational facilities for Seaside residents.

Adopted a resolution approving the plans and specifications for the Laguna Grande Park Improvements Project, 11/18/2021

- **Policy COS-1.1 (Conservation and Open Space):** Provide a variety of well-maintained public parks and recreational facilities for Seaside residents.

Approved a non-exclusive blanket public utility easement on a portion of City property with APN 031-031-018 and authorized the City Clerk to record a certified copy of the resolution in the Monterey County Office of the County Recorder. The California Park and Recreation Department (State Parks) proposes to construct the Fort Ord Dunes State Park Campground on portions of the former Fort Ord west of State Highway 1. The project will include amenities that require utilities such as power, natural gas, water, communications and sanitary sewer infrastructure. The utilities currently exist east of State Highway 1 and must be extended underground to the campgrounds. The optimal location to provide such extension is through a portion of City owned property. A nonexclusive blanket public utility easement is necessary to provide rights to the various utility providers to install, own, operate and maintain the utilities serving the campgrounds.

- **Policy COS-1.1 (Conservation and Open Space):** Provide a variety of well-maintained public parks and recreational facilities for Seaside residents.
- **Implementation Plan COS-1.1.4 Cooperative Park Planning.** Plan park and recreational facilities in cooperation with concerned public and private agencies and organizations, particularly school districts, neighborhood associations, and residents.
- **Policy COS-1.2:** Encourage public-private partnerships to fund, develop, and maintain parks and recreational facilities in the community.
- **Implementation Plan COS-1.2.3 Regional and Visitor-Serving Recreational Facilities.** Actively support the development of regional and visitor-serving recreational facilities and parks in the northern and eastern portions of the community. Use the City's website to identify appropriate locations for recreational facilities in eastern and northern Seaside.
- **Policy COS-1.3:** Maximize pedestrian, transit, and bicycle access to parks and other local and regional activity centers as an alternative to automobile access.

IV. Infrastructure Items

Awarded contract to Precision Grade, Inc. for Sidewalk Inspection and Maintenance, 2/18/2021

- **Implementation Plan LU-3.1.1 Citywide Improvement Program.** Complete citywide improvement program, particularly in the southern portion of Census Tract 140 and portions of Census Tract 136, to include installation of curb and gutter, curb cuts, sidewalks, and ADA improvements.

Approved a Resolution to re-appropriate \$75,000.00 from Street Maintenance Fund to the Capital Improvement Program Streets Fund and awarded a Service Agreement with Parisi Transportation Consulting to conduct the Engineering and Traffic Survey, 5/6/2021

- **Policy C-1.1:** Design roadway capacities and ensure transportation facilities that adequately serve planned land uses.
- **Implementation Plan C-1.1.1: Capital Improvement Plan (CIP).** Continue to update on an annual basis the Capital Improvement Plan to plan for and fund future improvements to the circulation system, as well as other public facilities, including improvements to the existing pedestrian and bicycle system, within the community.
- **Policy C-1.3:** Coordinate improvements to and maintenance of the City circulation system with other major transportation and infrastructure improvement programs.

Approved Services Agreement with & Associates to Perform Construction Management and Inspection Services during Construction of Sewer Main Replacement Project, 8/16/2021

- **Implementation Plan LU-2.6.1 Public Improvements on West Broadway.** Install public improvements, including: 1) roadway, right-of-way, drainage, and median improvements; 2) undergrounding of utilities; 3) angled, on-street parking, 4) upgrading to ADA requirements; 5) landscaping; 6) and provision of pedestrian-friendly improvements such as crosswalks, pedestrian and bicycle trails, sidewalks, street lighting and furniture, and public trash receptacles.
- **Policy LU-6.1:** Maintain the existing sewer system to provide a high level of service to community neighborhoods.

Approved Contract Change Order and Additional Funding for Municipal Water Tanks Rehabilitation Project Contract with Olympus and Associates, Inc., 1/21/2021

- **Implementation Plan LU-3.1.1 Citywide Improvement Program.** Complete citywide improvement program, particularly in the southern portion of Census Tract 140 and portions of Census Tract 136, to include installation of curb and gutter, curb cuts, sidewalks, and ADA improvements.
- **Policy LU-5.2:** Work cooperatively with local and regional water suppliers to ensure adequate water reserves.

V. School Items

Collaborated with the Monterey Peninsula Unified School District in their Student Support Services Program for McKinney Vento students. The program works with local community partners to provide in-person learning opportunities for students who are experiencing homelessness, or are in foster care. Community partners work in

conjunction with MPUSD to provide the support needed to help these students with the challenges that come from distance learning.

- **Goal LU-11:** Cooperate with local school districts and other educational organizations to ensure that a level of public education is provided that meets the community's educational needs.

VI. Safety Items

Approved Purchase of a Bi-directional Amplifier (BDA) for Seaside Police Department, 1/21/2021

Purchase of the Bi-directional Amplifier (BDA) improves communication between Dispatch and officers in the field.

- **Implementation Plan S-3.1.1: Level of Service.** During the budget process, ensure that adequate Police Department facilities and personnel are provided to meet adopted level of service standards.

Adopt a resolution authorizing the police department to purchase two Tesla Model Y electric vehicles and three Ford Interceptor Hybrid vehicles for patrol operations, 2/4/2021

- **Implementation Plan S-3.1.1: Level of Service.** During the budget process, ensure that adequate Police Department facilities and personnel are provided to meet adopted level of service standards.

VII. Business & Economic Development Items

Approved .146 acre feet Water Allocation for Landscaping and Restroom at Costco Gas Service Station, 2/2/2021

The Costco service station is an infill development that is compatible with the auto center and other surrounding land uses by maintaining and diversifying the focused auto retail services of the auto center. The addition of a service station in the Auto Center also enhance economic viability of the existing auto center and provide a new retail amenity that is located along a major arterial commercial roadway, compatible with the City's circulation network and surrounding land uses that will improve regional identity of the auto center.

- **Land Use Element Goal LU-1:** Promote a mixture of land uses and a balance of jobs and housing to support a community in which people can live, work and play.
- **Policy LU-1.3:** Encourage regional commercial and visitor serving commercial development that will enhance the identity of Seaside and attract visitors to the community.
- **Goal LU-2:** Revitalize existing commercial areas.
- **Policy LU-2.7:** Continue with the revitalization of the Seaside Auto Center.
- **Goal LU-4:** Ensure that new development complements existing land uses and enhances the character of the community and its neighborhoods.

- **Policy LU-4.1:** Require that all new development is compatible with surrounding uses, the site and available infrastructure.
- **Goal LU-8.1:** Provide a level of flood control and protection that meets the needs of the community.
- **Policy LU-8.2:** Ensure that developers provide stormwater retention/detention facilities and institute Best Management Practices that regulate runoff and siltation that meets local, State, and federal standards.
- **Goal ED-4:** Attract and expand local serving retail and services in existing commercial areas.
- **Policy ED-4.1:** Encourage the development of retail establishments that will reduce leakage of resident spending.
- **Goal ED-5.1:** Attract new regional and visitor-serving businesses.
- **Policy ED-5.1:** Attract and support commercial and employment generating development that is consistent with the General Plan and City ordinances.
- **Goal C-4:** Ensure adequate parking is provided throughout Seaside
- **Policy C-4.1:** Require off-street parking in new development and redevelopment projects.

Adopted a resolution to execute a Service Agreement with DKS Associates to conduct a parking study in Seaside's Downtown West Broadway Urban Village, 12/2/2021

- **Goal C-4:** Ensure adequate parking is provided throughout Seaside
- **Implementation Plan LU-2.6.1 Public Improvements on West Broadway.** Install public improvements, including: 1) roadway, right-of-way, drainage, and median improvements; 2) undergrounding of utilities; 3) angled, on-street parking, 4) upgrading to ADA requirements; 5) landscaping; 6) and provision of pedestrian-friendly improvements such as crosswalks, pedestrian and bicycle trails, sidewalks, street lighting and furniture, and public trash receptacles.

Approved the Second Amendment to the Second Amended Disposition and Development Agreement for the Golf Course Hotel, 9/7/2021

- **Policy LU-1.3:** Encourage regional commercial and visitor serving commercial development that will enhance the identity of Seaside and attract visitors to the community.
- **Goal ED-5.1:** Attract new regional and visitor-serving businesses.
- **Policy ED-5.1:** Attract and support commercial and employment generating development that is consistent with the General Plan and City ordinances

Approved Water Allocation request by AO Restaurants LLC, Business Owner, and Seaside Plaza LLC, Property Owner, for 0.226 Acre Feet for Cloud Kitchen Restaurant at 1130 Fremont Blvd, Unit 210 B in the Commercial Mixed Use District, 8/2/2021

- **Policy ED-1.2:** Diversify the local economy by targeting business development and attraction efforts toward businesses whose economic cycles are less likely to correspond to those of major retailers in the City.
- **Policy ED-2.1:** Coordinate with regional economic development agencies and business serving organizations to provide support for business growth, retention, and expansion in Seaside.
- **Policy ED-2.2:** Support business expansion through active assistance to remove obstacles.
- **Policy ED-4.1:** Encourage the development of retail establishments that will reduce leakage of resident spending.

Adopted a resolution to execute a Maintenance and Right of Entry Agreement with the Subaru auto dealership, 9/16/2021

- **Policy ED-2.2:** Support business expansion through active assistance to remove obstacles.
- **Policy ED-5.1:** Attract and support commercial and employment generating development that is consistent with the General Plan and City ordinances.
- **Implementation Plan ED-5.1.3 Seaside Auto Center.** Continue to work with auto dealerships to enhance and expand the Seaside Auto Mall.

VIII. Emergency Response & COVID-19 Related Items

Awarded \$339,767 in supplemental CDBG-CV grant funding to prevent, prepare for, and respond to coronavirus. Used funding to continue emergency Food distribution efforts.

- **Policy S-4.1:** Implement coordinated emergency response planning.
- **Implementation Plan S-4.1.1: Emergency Preparedness Plan.** Use a regularly updated Emergency Preparedness Plan for disaster planning and guidance in responding to emergencies. Annually review and update the Emergency Preparedness Plan under the provision of the State Emergency Management System format to maximize the efforts of emergency service providers (e.g., fire, medical, and law enforcement) and minimize human suffering and property damage during disasters. Provide annual practice sessions to the City. Support high-level multi-jurisdictional cooperation and communication for emergency planning and management. Solicit private individuals and organizations to enhance service provider communications and response with cellular telephones, ham radios, AM/FM radio, and cable television.
- **Policy S-4.2:** Educate City staff, residents, and businesses regarding appropriate actions to take during an emergency.
- **Policy H-3.1:** Participate in programs assisting in the production and conservation of adequate, safe, and attractive housing affordable to very-low, low and moderate-income households and other special needs groups.

Adopted a resolution to enter into a radio communication site lease agreement between the City of Seaside and the County of Monterey for the installation and operation of a public safety radio transmission tower, 1/21/2021

- **Implementation Plan S-4.1.1: Emergency Preparedness Plan.** Use a regularly updated Emergency Preparedness Plan for disaster planning and guidance in responding to emergencies. Annually review and update the Emergency Preparedness Plan under the provision of the State Emergency Management System format to maximize the efforts of emergency service providers (e.g., fire, medical, and law enforcement) and minimize human suffering and property damage during disasters. Provide annual practice sessions to the City. Support high-level multi-jurisdictional cooperation and communication for emergency planning and management. Solicit private individuals and organizations to enhance service provider communications and response with cellular telephones, ham radios, AM/FM radio, and cable television.

RESOLUTION NO. 22-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE ACCEPTING
THE ANNUAL PROGRESS REPORTS OF THE GENERAL PLAN AND THE
HOUSING ELEMENT**

WHEREAS, Government Code sections 65400 and 65700 mandates that all cities and counties submit separate annual reports on the status of the General Plan and the Housing Element portion of its General Plan and progress to their legislative bodies, the Governor's Office of Planning and Research (OPR) and the Housing and Community Development (HCD) each year; and

WHEREAS, the annual progress reports provide local legislative bodies and the public with progress of implementation of the General Plan and progress in meeting community goals and implementation of the Housing Element and progress in meeting its Regional Housing Needs Allocation (RHNA) goals; and

WHEREAS, annual progress reports must be presented to the local legislative body, usually as a consent or discussion item on a regular meeting agenda for review and acceptance; and

NOW, THEREFORE, BE IT RESOLVED, that the Seaside City Council hereby acknowledges review of the 2021 General Plan and Housing Element Annual Progress Reports for submission to the California Office of Planning and Research and the Office of Housing and Community Development.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Seaside, State of California, on the 17th day of March 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Ian Oglesby, Mayor

ATTEST

Dominique L. Davis, City Clerk

Please Start Here

General Information	
Jurisdiction Name	Seaside
Reporting Calendar Year	2021
Contact Information	
First Name	Ben
Last Name	Nurse
Title	Housing Program Manager
Email	bnurse@ci.seaside.ca.us
Phone	8318996772
Mailing Address	
Street Address	440 Harcourt Avenue
City	Seaside
Zipcode	93955

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated. If a project is no longer has any reportable activity, you may delete the project by selecting a cell in the row and typing ctrl + d.

v 2_15_2022

Jurisdiction	Seaside	
Reporting Year	2021	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	12/31/2015 - 12/31/2023

Annual Buildin						
Project Identifier					Unit Types	
1					2	3
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner
Summary Row: Start Data Entry Below						
	012-332-010	1325 Hilby Ave.		21098	ADU	O
	012-163-045	1656 Goodwin St.		21462	ADU	O
	012-712-018	1601 Vallejo St.		21440	ADU	R
	012-014-051	1896 Havana St.		21711	ADU	O
	011-335-024	675 Harcourt Ave.		21083	ADU	O
	011-341-021	409 Hamilton Ave.		21488	ADU	O
	011-345-022	1300 Canyon Del Rey Blvd.		21381	ADU	R
	012-753-028	1343 Mingo Ave.		21790	ADU	R
	012-422-037	1000 Highland St.		21274	ADU	O
	011-341-016	457 Hamilton Ave.		21939	ADU	O
	011-043-010	1576 Mira Mar Ave.		21775	ADU	O
	031-232-005	4755 Peninsula Point Dr.		21072	ADU	R
	012-251-012	1436 Noche Buena St.		21427	ADU	R
	012-395-015	1117 Noche Buena St.		22037	ADU	R
	012-284-002	1382 Sonoma Ave.		19318	ADU	R
	012-753-031	1721 Lowell St.		22040	ADU	R
	011-052-005	2040 Mendocino St.		11971	ADU	R
	012-336-030	1212 Waring St.		22115	ADU	O
	011-363-007	685 Williams Ave.		22524	SFD	O
	012-292-032	1384 Darwin St.		22137	ADU	R
	012-361-004	932 Trinity Ave.		21932	ADU	R
	011-322-010	795 Amador Ave.		21858	ADU	R
	031-242-052	4282 Bay Crest Circle		22282	ADU	R
	011-325-009	780 Amador St.		21573	ADU	R
	012-401-006	1193 Waring St.		22315	ADU	R
	012-291-028	1301 Darwin St.		19305	ADU	R
	011-352-016	615 Francis Ave.		20773	ADU	R
	012-341-022	1169 Wanda Ave.		22138	ADU	O
	012-351-019	1088 Wanda Ave.		22416	ADU	O
	012-351-009	1064 Trinity Ave.		22651	ADU	O
	011-031-009	1365 Military Ave.		22514	ADU	O
	012-251-013	1448 Noche Buena St.		22086	ADU	R
	012-797-005	1770 Flores St.		22087	ADU	R
	012-392-012	1325 Kimball Ave.		22045	ADU	R
	012-782-011	1812 Luzern St.		22708	ADU	R
	011-093-027	1940 Noche Buena St.		22590	ADU	R
	012-342-030	1254 San Lucas St.		21734	ADU	O
	012-274-008	966 Hamilton Ave.		22387	ADU	R
	012-795-012	1524 San Pablo Ave.		22186	ADU	O
	012-812-016	1787 Laguna St.		22033	SFD	O
	012-754-001	1733 Noche Buena St.		22381	ADU	O
	011-041-009	1515 Military Ave.		22760	ADU	R
	012-194-012	1533 Noche Buena St.		22501	ADU	R
	031-052-022	1700 FAIRWAY DR.		22272	SFD	O
	031-052-021	1708 FAIRWAY DR.		22271	SFD	O
	031-052-020	1716 FAIRWAY DR.		22270	SFD	O
	031-052-019	1724 FAIRWAY DR.		22269	SFD	O
	031-052-018	1732 FAIRWAY DR.		22265	SFD	O
	031-052-017	1740 FAIRWAY DR.		22263	SFD	O
	031-052-016	1748 FAIRWAY DR.		22262	SFD	O
	031-052-009	1787 FAIRWAY DR.		22317	SFD	O
	031-052-010	1779 FAIRWAY DR.		22318	SFD	O
	031-052-011	1771 FAIRWAY DR.		22319	SFD	O
	031-052-012	1763 FAIRWAY DR.		22320	SFD	O
	031-052-013	1755 FAIRWAY DR.		22321	SFD	O
	031-052-014	1747 FAIRWAY DR.		22322	SFD	O
	031-052-007	1775 FAIRWAY DR.		22371	SFD	O
	031-052-006	1767 FAIRWAY DR.		22370	SFD	O
	031-052-004	1751 FAIRWAY DR.		22369	SFD	O
	031-052-003	1743 FAIRWAY DR.		22368	SFD	O
	031-052-001	1727 FAIRWAY DR.		22365	SFD	O
	031-052-037	1571 FAIRWAY DR.		22800	SFD	O
	031-052-036	1579 FAIRWAY DR.		22799	SFD	O
	031-052-035	1587 FAIRWAY DR.		22797	SFD	O
	031-052-034	1595 FAIRWAY DR.		22795	SFD	O
	031-052-033	1603 FAIRWAY DR.		22794	SFD	O
	031-052-032	1611 FAIRWAY DR.		22793	SFD	O
	031-052-031	1619 FAIRWAY DR.		22791	SFD	O
	031-052-038	1563 FAIRWAY DR.		22805	SFD	O
	031-052-025	1638 FAIRWAY DR.		22958	SFD	O

(CCR Title 25 §6202)

ig Activity Report Summary - New Construction, Entitled, Permits and Completed Units

[illegible]

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Affordability by Household Incomes - Building Permits								
7							8	9
Very Low- Income Deed Restricted	Very Low- Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate- Income	Building Permits Date Issued	# of Units Issued Building Permits
0	0	0	0	0	0	71		71
						1	1/20/2021	1
						1	2/2/2021	1
						1	2/2/2021	1
						1	2/23/2021	1
						1	2/25/2021	1
						1	3/16/2021	1
						2	3/16/2021	2
						1	3/23/2021	1
						1	4/8/2021	1
						1	4/19/2021	1
						1	4/21/2021	1
						1	4/29/2021	1
						1	5/6/2021	1
						1	6/22/2021	1
						1	6/23/2021	1
						1	6/28/2021	1
						1	7/7/2021	1
						1	7/13/2021	1
						1	7/20/2021	1
						1	7/22/2021	1
						1	8/10/2021	1
						1	8/12/2021	1
						1	8/17/2021	1
						1	8/19/2021	1
						1	8/26/2021	1
						1	8/31/2021	1
						1	9/7/2021	1
						1	9/8/2021	1
						1	9/30/2021	1
						1	10/7/2021	1
						1	10/22/2021	1
						1	11/8/2021	1
						1	11/8/2021	1
						1	11/16/2021	1
						1	11/18/2021	1
						1	11/18/2021	1
						1	11/19/2021	1
						1	11/24/2021	1
						1	11/24/2021	1
						1	11/30/2021	1
						1	12/2/2021	1
						1	12/15/2021	1
						1	12/28/2021	1
								0
						1	5/19/2021	1
						1	5/19/2021	1
						1	5/19/2021	1
						1	5/19/2021	1
						1	5/19/2021	1
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						1	9/21/2021	1
						1	9/21/2021	1
						1	9/21/2021	1
						1	9/21/2021	1
						1	9/21/2021	1
						1	9/21/2021	1
						1	10/26/2021	1

[illegible]

Jurisdiction	Seaside	
Reporting Year	2021	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	12/31/2015 - 12/31/2023

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B													
Regional Housing Needs Allocation Progress													
Permitted Units Issued by Affordability													
		1	2								3	4	
Income Level		RHNA Allocation by Income Level	2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	95	-	-	-	-	-	74	-	-	-	74	21
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-		
Low	Deed Restricted	62	-	-	-	-	-	78	-	-	-	78	-
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-		
Moderate	Deed Restricted	72	-	-	-	-	-	73	-	-	-	76	-
	Non-Deed Restricted		1	1	1	-	-	-	-	-	-		
Above Moderate		164	-	-	-	3	5	13	71	-	-	92	72
Total RHNA		393											
Total Units			1	1	1	3	5	238	71	-	-	320	93

Note: units serving extremely low-income households are included in the very low-income permitted units totals and must be reported as very low-income units.

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will include units that were permitted since the start of the planning period.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	Seaside		
Reporting Year	2021	(Jan. 1 - Dec. 31)	
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Code Enforcement/Neighborhood Improvement Commission (NIC):	- Continue to implement the Neighborhood Improvement Commission and focus code enforcement efforts in the target areas with concentrated issues of code violations. - Conduct periodic housing conditions surveys in targeted neighborhoods. - Promote the app, SeeClickFix that allows anyone to report problems to the City for resolution via their smartphone. - Pursue funding available at the state and federal levels to assist in code corrections and residential rehabilitation (see also Program 3). Ensure Code Enforcement Officers provide information on resources available for making code corrections.	2019-2023	Residents and businesses appreciate the SeeClickFix app. It allows them to report code compliance issues, safety issues, homeless concerns, etc., and track progress of their requests. The City distributes business cards with links to the app. This program is ongoing.
Abandoned Residential Property Registration	The City adopted Ordinance No. 996 to establish an abandoned residential property registration program as a mechanism to protect residential neighborhoods from becoming blighted through the lack of adequate maintenance, voided building permits, and security of abandoned properties.	2019-2023	This program is ongoing; residents and businesses are using the SeeClickFix app to report abandoned properties.
Acquisition/Rehabilitation	- Partner with nonprofits to acquire and rehabilitate deteriorating multifamily housing units with the goal of rehabilitating five units between 2019 and 2023. Also, deed-restrict affordable housing for lower income households and persons with special needs. - Annually explore and if appropriate, pursue funding resources available at the State and federal levels to assist in rehabilitation of rental and ownership housing.	2019-2023	This program is ongoing.
Resource Conservation	- Review proposed developments for solar access, site design techniques, and use of landscaping that can increase energy efficiency and reduce lifetime energy costs without significantly increasing housing production costs. - Provide information on energy conservation and financial incentives (e.g., tax credit, utility rebates, etc.) on the City's web site.	2019-2023	The City of Seaside has joined the Central Coast Community Energy (CCCE), another energy provider. CCCE promotes electrification, incentives for Building Reach Codes, and low interest loans for generators.
Adequate Sites for RHNA	- Monitor and update the City's residential sites inventory annually to ensure that adequate capacity is available to accommodate the City's remaining RHNA of 164 units for this planning period (21 very low income, and 143 above moderate income units). - Provide the residential sites inventory to interested developers. - Pursue adoption of the 2040 General Plan by 12/2022. - Pursuant to AB 1397, amend the Zoning Code by the end of 2022 to establish an overlay on non-vacant parcels (Sites C, P, U, and W, and Library Site as identified in Tables App-44 and APP-45 of the Housing Element Appendix) to permit residential use by right for housing development in which at least 20 percent of the units are affordable to lower income households. - Pursue development of future growth areas and future specific plan areas through specific or master planning techniques. Ensure that residential development is considered in these areas to accommodate the appropriate mix of future housing needs in the community. - Develop guidelines for in the General Plan for working with post-FORA agencies in the planning of former Fort Ord areas.	2019-2023	- City-owned and other citywide infill sites available offer adequate sites to meet the City's remaining RHNA. The comprehensive Zoning Ordinance update is underway and will be included in the General Plan. - City contracted with DPZ design firm to conduct a charrette to establish a community vision for Seaside East, a 625 acres future housing growth area.
Replacement Housing	In order to mitigate the loss of affordable housing units, require new housing developments to replace all affordable housing units lost due to new development, the replacement requirement will be implemented immediately and applied as applications on identified sites are received and processed.	2019-2023	The City continues to comply with the replacement requirements.

Monitoring of Residential Capacity (No Net Loss)	- Beginning in 2018, comply with new State law requirements (AB 35 and AB 879) on annual reporting to the State Department of Housing and Community Development (HCD) for housing units constructed and housing applications/approvals by income level. - If additional sites (such as through master planning in the future growth areas or future specific plan areas) are required to replenish the sites inventory for meeting the RHNA shortfall, the sites shall be rezoned within 180 days.	2019-2023	The City continues to monitor the No Net Loss requirements of development on the City's residential sites inventory in the Housing Element. Recent projects would not result in a loss of existing housing units.
Lot Consolidation	- Encourage lot consolidation by assisting interested developers in identifying sites with consolidation potential. - As part of the comprehensive update to the Zoning Ordinance to implement the General Plan, modify the lot consolidation requirements and establish incentives for consolidation. - Promote lot consolidation incentives to property owners and developers with the goal of achieving three developments involving lot consolidation over five years. - Require the merger of contiguous substandard lots of record when a property is developed or redeveloped. - Assess the effectiveness of incentives and actions in promoting the consolidation and development of small parcels, and make appropriate adjustments to facilitate lot consolidation.	2019-2023	This program is ongoing.
Accessory Dwelling Units (ADUs):	- Updated the City website to provide ADU process information for the public. - The City implemented several policies and activities to facilitate ADU development. - The City anticipated development ten accessory units during this planning period. - Maintain a variety of housing types, sizes, and prices throughout the City to increase housing choice and ensure that households of all types and income levels have the opportunity to find suitable ownership or rental housing.	2019-2023	- Waived permit inspection fees for 2 years - Hired Workbench architects to prep ADU Pre-Approved Plans - Waived plan check fees for projects using Pre-Approved ADU plans - Allocated 5 AF of water for owners to purchase to construct ADUs - Staff coordinated with United Way to host a virtual Seaside ADU Workshop - Staff meets monthly with peers to discuss ADU best practices and financing - Seaside recognized among peers as leader in ADU policy and promotion - More than 42 ADU Permits Issued - About 50 ADU applications still in plan check - City will adopt a local ADU code with a first reading on March 17, 2022
State Bill 9	- SB 9 allows for ministerial approval ("by right") for at least two dwelling units on a single-family zoned parcel. - Also allows ministerial approval of qualifying urban lot splits.	2021-2022	- City adopted Urgency Ordinance 2011 to implement new state legislation Senate Bill 9 (SB 9). - City will conduct study session in April 2022 to establish permanent SB 9 regulations
Homebuyer Assistance	Periodically update the City website promoting resources available to first-time homebuyers.	2019-2023	The City created a dedicated Housing page on its website to provide links to various housing resources. Will increase funding for homebuyer assistance in FY 2022-2023 budget.
Housing Assistance	Use public-private partnerships and collaborative efforts to ensure that all segments of the community have access to safe and decent housing that meets their special needs.	2019-2023	Partnered with Monterey County and United Way to implement the Emergency Rent and Utility Assistance Relief Program and provided \$1.5M in assistance to maintain housing for Seaside residents impacted by the COVID-19 pandemic.
Preservation of Publicly Assisted Low Income Housing	- Monitor Units at Risk: The City will ensure that no affordable rental unit is allowed to convert to a condominium without meeting the requirements of the City's adopted condominium conversion ordinance in Chapter 17.42 of the Zoning Ordinance. - Work with Potential Priority Purchasers: Maintain regular contact with the Housing Authority of Monterey County and other non-profit agencies with the capacity to purchase and maintain at-risk units.	2019-2023	- This program is ongoing. - City created an affordable housing development non-profit called Seaside Housing Collaborative whose mission is to conceptualize, plan, entitle, construct, acquire, sell or lease affordable housing up to and including workforce housing within the City of Seaside.
Provide and Conserve Affordable Housing	- Provide First-Time Homebuyer Downpayment Assistance loans of up to \$100,000 to moderate, low, and very low income households at 3% simple interest, and deed-restrict the purchased units for long-term affordability. - Provide Homeowner Rehabilitation Loans for owner-occupied, low and moderate income households for major repairs up to \$60,000 at zero to 3% simple interest with deed restriction. - Promote the repair, improvement, and rehabilitation of housing in order to enhance the quality of life in neighborhoods and promote community identity and pride.	2019-2023	City contracted with AmeriNat professional loan servicing company to support the City's First-Time Homebuyer Downpayment Assistance and Home rehabilitation loan programs. This partnership increases the City's capacity to approve and service more loans to increase the stock of long-term affordable units and to conserve and maintain existing homes.

Affordable Housing Development	- As part of the comprehensive update to the Zoning Ordinance, establish appropriate development standards and incentives to facilitate mixed use developments and residential development in mixed use neighborhoods. Specifically, in addition to the State-mandated density bonus, the City may consider other incentives and concessions, such as: - Increased lot coverage, - Reduced setback requirements, - Reduced parking requirements, - Increased permissible building heights, - Increased FAR, and - Reduced impact fees. - As part of the comprehensive update to the Zoning Ordinance, establish objective standards to accommodate SB 35 streamlining of affordable housing projects. - Annually contact affordable housing developers to promote new opportunities and incentives for affordable housing development in the City. - Facilitate the development of 50 affordable housing units for lower income households, including extremely low income and those with special housing needs: - Support funding applications for affordable housing by private developers provided the proposed projects are consistent with the City's General Plan and other specific	2019-2023	The Comprehensive Zoning Ordinance update is underway to be included in the General Plan.
Density Bonus Ordinance	As part of the comprehensive update to the Zoning Ordinance, the City will update its density bonus provisions to be consistent with State law.	2019-2023	The Comprehensive Zoning Ordinance update is underway.
Inclusionary Housing Program	- Continue to implement the Inclusionary Housing program. - Review the Inclusionary Housing Program with the Density Bonus Ordinance (Program 13) to ensure consistency with State law. If inconsistencies are identified, initiate Zoning Ordinance revisions. - Annually monitor development trends and market conditions to assess the effectiveness of the Inclusionary Housing program.	2019-2023	This program is ongoing as new developers propose projects.
Multifamily and Mixed Use Design Guidelines	- Establish design guidelines on site planning, massing and scale, and architecture features for multifamily and mixed use development. - Adopt a form-based code to address site planning	2019-2023	The City is adopting a form-based code as part of its General Plan.
Affordable Attached Single Family Unit	As part of the comprehensive update to the Zoning Ordinance, provide consistent treatment for market-rate and affordable attached single family homes.	2019-2023	The Comprehensive Zoning Ordinance update is underway in the General Plan.
Adequate Water Supply for the Development of New Housing	- Support efforts by the MPWMD to expand the water supply with new water sources being earmarked for development. - Continue to work to have the MPWMD and MCWD reverse its policy decision of prohibiting the transfer of water credits from one property to another. - Continue to work with MPWMD and MCWD to develop water conservation methods (e.g., low flow fixtures, instant hot water heaters, cisterns/rain gardens) to augment water for new development projects. - Pursuant to AB 1087, work with MPWMD to establish a procedure to prioritize water allocation for developments that include units set aside as affordable housing for lower income households, including affordable housing within larger, mixed use developments and larger residential subdivisions. - Upon adoption of the Housing Element, provide a copy of the Element to MPWMD and MCWD for greater awareness of affordable housing priorities and collaboration, in compliance with AB 1087. - Pursue various strategies to secure water for Seaside's future development, starting in 2019, including:	2019-2023	- Stormwater reclamation and other methods are being pursued to increase the availability of water for housing in Seaside. - Contracted with the Wallace Group to conduct a feasibility study of groundwater recharge to potentially increase water supply. - Approved water storage project to bring recycled water into Seaside Basin.
Childcare Costs	Following housing costs, single female-headed families must allocate a portion of their incomes towards childcare costs as reliable child care is often necessary in order to retain stable employment.	2019-2023	Amended Municipal Code to reduce discretion for both Small and Large Family Daycare Homes allowing them by-right in all residential and commercial zones.
Housing for Extremely Low Income and Special Needs Households	As part of the comprehensive update to the Zoning Ordinance, address the following housing-related code amendments: - Transitional and Supportive Housing - Reasonable Accommodations - Single-Room Occupancy (SRO) - Employee Housing Low Barrier Navigation Center (LBNC)	2019-2023	The Comprehensive Zoning Ordinance update is ongoing with the General Plan updates.
Housing Facilities and Services for the Homeless	Annually, evaluate the homeless needs and gaps in services and facilities and allocate funding via the homeless committee and CDBG program.	2019-2023	These activities are ongoing with annual reviews and budgeting.

Affirmatively Furthering Fair Housing	• Amend the Zoning Ordinance to address the housing options for persons with special needs • Coordinate with the HAMC to provide brochures and other pertinent fair housing materials in English and Spanish at City Hall, the library, the Post Office, Oldemeyer Center, and at the public counter. Implement the regional Analysis of Impediments recommendations as follows: - o Annually, allocate CDBG funds to public and supportive service programs that benefit the geographically underserved neighborhoods. - o Implement the Economic Development policies of the General Plan to promote economic development activities to improve employment skills and create high-paying jobs. - o Work with Monterey-Salinas Transit to expand transit services in areas with limited public transit services, especially the frequency of services. - o Annually promote the portability of Housing Choice Vouchers to help tenants move to communities of opportunity. - o Annually, promote the benefits of the HCV program to landlords to expand the inventory of rental properties accepting HCVs. - o Through the fair housing service providers, connect residents.	2019-2023	• The City continues to contract with ECHO Housing to provide fair housing services for residents, housing providers, and housing professionals. The comprehensive Zoning Ordinance update is underway. • Provided input to Monterey Salinas Transit's new plan to expand service to underserved areas in the City.
Land Use Pattern and Compatability	• Policy LU-4.1: Require that all new development: 1) funds its share of community services and facilities (e.g., parks, roads, trails, and utilities). . . and 3) is compatible with surrounding uses, the site, and available infrastructure.	2019-2023	• Contracted with NBS assist in the creation of a Community Facilities District (CFD). In doing so, current citizens of the City can be assured that new development is paying its own way.

Jurisdiction	Seaside	
Reporting Year	2021	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	12/31/2015 - 12/31/2023

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		71
Total Units		71

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Units by Structure Type	Entitled	Permitted	Completed
SFA	0	0	0
SFD	0	29	0
2 to 4	0	0	0
5+	0	0	0
ADU	0	42	0
MH	0	0	0
Total	0	71	0

Housing Applications Summary	
Total Housing Applications Submitted:	0
Number of Proposed Units in All Applications Received:	0
Total Housing Units Approved:	0
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas

Optional: This runs a macro which checks to ensure all required fields are filled out. The macro will create two files saved in the same directory this APR file is saved in. One file will be a copy of the APR with highlighted cells which require information. The other file will be list of the problematic cells, along with a description of the nature of the error.

Optional: Save before running. This copies data on Table A2, and creates another workbook with the table split across 4 tabs, each of which can fit onto a single page for easier printing. Running this macro will remove the comments on the column headers, which contain the instructions. Do not save the APR file after running in order to preserve comments once it is reopened.

Optional: This macro identifies dates entered that occurred outside of the reporting year. RHNA credit is only given for building permits issued during the reporting year.

Link to the online system: <https://apr.hcd.ca.gov/APR/login.do>

Submittal Instructions

Please save your file as Jurisdictionname2021 (no spaces). Example: the city of San Luis Obispo would save their file as SanLuisObispo2021

Housing Element Annual Progress Reports (APRs) forms and tables must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1 of each year for the prior calendar year; submit separate reports directly to both HCD and OPR pursuant to Government Code section 65400. There are two options for submitting APRs:

1. Online Annual Progress Reporting System - Please see the link to the online system to the left. This allows you to upload the completed APR form into directly into HCD's database limiting the risk of errors. If you would like to use the online system, email APR@hcd.ca.gov and HCD will send you the login information for your jurisdiction. *Please note: Using the online system only provides the information to HCD. The APR must still be submitted to OPR. Their email address is opr.apr@opr.ca.gov.*

2. Email - If you prefer to submit via email, you can complete the excel Annual Progress Report forms and submit to HCD at APR@hcd.ca.gov and to OPR at opr.apr@opr.ca.gov. Please send the Excel workbook, not a scanned or PDF copy of the tables.



CITY OF SEASIDE STAFF REPORT

Item No.: 8.I.

TO: City Council

FROM: Roberta Greathouse, Acting City Manager

BY: Ashley Collick, Assistant City Manager
Ernesto Altamirano, Communications & Community Engagement Specialist

DATE: March 17, 2022

**SUBJECT: CONSIDER THE ADOPTION OF THE NATIONAL WILDLIFE
FEDERATION MAYOR'S MONARCH PLEDGE PROGRAM**

RECOMMENDATION

Adopt a resolution authorizing the City of Seaside to participate in the NWF's Monarch Pledge program.

BACKGROUND

The Mayor's Monarch Pledge program was created by NWF to call to action cities, municipalities, and other communities across North America, committed to creating healthy, sustainable habitat for the monarch butterfly and pollinators while educating residents about how they can make a difference at home and in their community.

Steps for participating in the program include,

- Taking the Pledge and Specifying Your Actions
- Take Action With Support From the National Wildlife Federation
- Report Progress

Mayors or their staff point of contact can take the pledge online between December 1 and March 31 each year. Mayors will commit to at least three action items (out of 30) that the community will initiate throughout the year to support monarch conservation. Mayors who complete eight or more actions will receive special recognition and become a member of the Mayors' Monarch Pledge Leadership Circle and those that complete 24 or more actions will become a Monarch Champion City.

Staff has identified five actions that the City will be able to commit to initiating throughout the year:

1. Issue a Proclamation to raise awareness about the decline of the monarch butterfly and the species' need for habitat.
2. Launch or maintain a public communication effort to encourage residents to plant monarch gardens at their homes or in their neighborhoods.
3. Engage with community garden groups and urge them to plant native milkweeds and nectar-producing plants.
4. Engage with city parks and recreation, public works, sustainability, and other relevant staff to identify opportunities to revise and maintain mowing programs and milkweed / native nectar plant planting programs.
5. Create a community art project to enhance and promote monarch and pollinator conservation as well as cultural awareness and recognition.

Staff will work to determine if there are additional action items to initiate.

Per the Council's authorization on 3/15, the resolution and proclamation (action 1) are attached for approval.

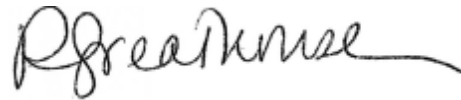
FISCAL IMPACT

There is no fiscal impact related to this item.

ATTACHMENTS

1. Resolution
2. Proclamation

Reviewed for Submission to the City Council by:



Roberta Greathouse, Acting City Manager

RESOLUTION NO. XX-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE

AUTHORIZING THE ADOPTION OF THE NATIONAL WILDLIFE FEDERATION MAYOR'S MONARCH PLEDGE PROGRAM

WHEREAS, The National Wildlife Federation (NWF) is the United States' largest private, nonprofit conservation education and advocacy organization, with over six million members and supporters, and 51 state and territorial affiliated organizations (including Puerto Rico and the Virgin Islands); and

WHEREAS, the monarch butterfly is an iconic North American species whose multigenerational migration and metamorphosis from caterpillar to butterfly has captured the imagination of millions of Americans; and

WHEREAS, The Mayor's Monarch Pledge program was created by the NWF to call to action cities, municipalities, and other communities across North America, committed to creating healthy, sustainable habitat for the monarch butterfly and pollinators while educating residents about how they can make a difference at home and in their community; and

WHEREAS, Cities, towns, counties and communities have a critical role to play to save the monarch butterfly; and

WHEREAS, The City Council authorized the National Wildlife Federation's Mayors' Monarch Pledge on March 17th, 2021; and

WHEREAS, The City of Seaside is committing to carrying out a minimum of five main action items throughout the year in support of the National Wildlife Federation Mayor's Monarch Pledge, which include issuing a Proclamation to raise awareness about the decline of the monarch butterfly and the species' need for habitat; and

WHEREAS, Launching or maintaining a public communication effort to encourage residents to plant monarch gardens at their homes or in their neighborhoods; and

WHEREAS, Engaging with community garden groups and urging them to plant native milkweeds and nectar-producing plants; and

WHEREAS, Engaging with city parks and recreation, public works, sustainability, and other relevant staff to identify opportunities to revise and maintain mowing programs and milkweed / native nectar plant planting programs; and

WHEREAS, Creating a community art project to enhance and promote monarch and pollinator conservation as well as cultural awareness and recognition; and

WHEREAS, The Mayor or designated staff will take the Pledge on behalf of the City of Seaside before March 31, 2022; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Seaside do hereby direct the City of Seaside City Manager to accept and execute on behalf of the City Council, the participation of The National Wildlife Federation's Mayor's Monarch Pledge Program,

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Seaside duly held on the 17th day of March 2022 by the following vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:
ABSTAIN:	COUNCIL MEMBERS:

Ian N. Oglesby, Mayor

ATTEST:

Dominique L. Davis, City Clerk

City of Seaside PROCLAMATION



Raising Awareness about the Decline of the Monarch Butterfly and the Species' Need for a Healthy Habitat

Call to Action

WHEREAS, *The City of Seaside is committed to creating a monarch habitat and educating citizens about how they can make a difference for monarchs at home through the National Wildlife Federation's Mayors' Monarch Pledge Resolution, authorized by City Council on March 15th, 2022; and*

WHEREAS, *The monarch butterfly is one of North America's most recognizable species, but monarchs have suffered a population decline upward of 90 percent in recent decades; and*

WHEREAS, *The disappearance of the monarch butterfly will significantly harm our environment. This beautiful species is one that must thrive for generations to come; and*

WHEREAS, *The citizens of Seaside can help the conservation of the monarch butterfly by planting milkweed, which is the only place monarchs will lay their eggs; and*

WHEREAS, *Planting milkweed offers a simple solution to this issue, and provides an entertaining and sustainable activity for all ages to enjoy in our community.*

WHEREAS, *for more information about the Monarch Butterfly and how you can help please visit the websites of the [National Wildlife Federation](#) and [National Geographic](#).*

NOW THEREFORE, BE IT PROCLAIMED, that I, The Honorable Ian N. Oglesby, Mayor of the City of Seaside, on behalf of the City Council, do hereby commit to raising awareness about monarch butterfly conservation in the City of Seaside by encouraging our community to act and executing the National Wildlife Federation's Mayors' Monarch Pledge.

Ian N. Oglesby, Mayor
March 17, 2022



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 9.A.

TO: City Council

FROM: Roberta Greathouse, Acting City Manager

BY: Beth Rocha, Senior Planner
Eric Azriel, Assistant Planner

DATE: March 17, 2022

SUBJECT: INTRODUCTION OF AN ORDINANCE REPEALING AND AMENDING CHAPTER 17.52, SECTION 17.52.230 (RESIDENTIAL SECOND UNITS) OF THE SEASIDE MUNICIPAL CODE TO ESTABLISH REGULATIONS FOR ACCESSORY DWELLING UNITS. THIS PROJECT IS CATEGORICALLY EXEMPT SECTION 15061(B)(3) FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA).

RECOMMENDATION

Consider the Planning Commission recommendation, introduce, and pass to print the draft ordinance repealing and amending Chapter 17.52, Section 17.52.230 of the Seaside Municipal Code to establish an ordinance for Accessory Dwelling Units.

BACKGROUND

Accessory Dwelling Units (ADUs) are smaller, independent residential dwelling units located on the same lot as a primary residential dwelling. Junior ADUs (JADUs) are even smaller living units (ranging in size from 150 to 500 square feet) and created through the conversion of space within, or attached to, an existing single family home. For many years, the California legislature has identified the production of ADUs and JADUs as an important strategy to increase housing production statewide.

The City of Seaside adopted an ADU ordinance in 1983, formerly known as the "Second Dwelling Units." However, as the State has made significant changes to increase production, the repealing and amending of Seaside's existing ordinance is required to align with state law.

Planning Commission Study Session

On December 8, 2021, staff presented the draft ordinance for review and discussion. The Commission made the following suggestions:

- Consider revising or simplifying definition "Multi-family residential ADU"
- Provide clarification of sub-section G Parking

These modifications are incorporated in the draft ordinance.

Council Study Session

At a meeting of the City Council on December 16, 2021, staff presented the draft ordinance for review and discussion. At issue was state ADU law or local regulation of ADUs and maintaining a built environment consistent with the needs of Seaside.

The city wants to encourage ADU construction, recognized the current program's success, and would like to continue to encourage ADUs to create 20 to 25 more units. However, Council was concerned that very few ADUs have been affordable and the existing incentive that includes 55 years of deed-restricted affordability has not been successful. Approximately 60% of ADU projects are not possible without water allocation. Council directed staff to reallocate water as follows:

- Available for six months, 0.5 acre-feet of water reserved for deed restricted ADUs that require five years of affordable occupancy with the water fees waived
- 0.5 acre-feet of water reserved for market rate ADUs
- Two acre-feet of water to be saved for future ADUs or to be returned to Economic Development.

Council requested clarifying language to reinforce how a state-exempt ADU could always be buildable, despite several limitations that would otherwise seem to conflict with the state statute. The language "[t]his requirement shall not prevent the establishment of an ADU that would otherwise comply with all other provisions of this section" was added to multiple provisions, including:

- 17.52.230.E.3 requiring a detached ADU to be placed behind the rear building line of the primary residence,
- 17.52.230.E.6 requiring windows to protect neighbors' privacy,
- 17.52.230.E.7 requiring addressing convention to be followed,
- 17.52.230.E.8 requiring exteriors to conform to original approved design elements,
- 17.52.230.E.9 requiring garage door removal,
- 17.52.230.E.10 requiring lighting to be shielded,
- 17.52.230.E.11 requiring 20% of lot to be landscaped, and
- 17.52.230.E.12 requiring 96 sq. ft. of open space.

Council expressed concern about the use of water on the required landscaping elements. Language was added to the ordinance requiring that the lot shall be landscaped primarily with drought tolerant and native plant materials.

Planning Commission Hearing

On January 12, 2022, the Planning Commission held a public hearing to review the draft ordinance (Chapter 17.52.230) and considered approval of a resolution recommending the Council adopt the draft ordinance amendments in accordance with Seaside Municipal Code section 17.74.040.

The commission's primary issue with the proposed draft ordinance was the sections that would set a percentage limit on the maximum square footage of an ADU in relation to the main house. The following excerpt is from the approved Planning Commission meeting minutes of January 12, 2022 (Attachment 2):

Chair Silva expressed that a percentage limit on the maximum square footage of an ADU in relation to the main house would possibly result in the size of the ADU being so small that the City is effectively limiting the construction of ADUs. Chair Silva referred to Section 4 of the proposed Ordinance. Chair Silva presented example of a typical single-family dwelling ranging between 800-1,000 square feet as an example. He stated using a percentage ratio versus the maximum square footage limits of 1,200 sq. ft. and 1,000 sq. ft. as prescribed by State law can [be] too constraining. He stated further that limiting an ADU to 16 feet in height versus the current 24 foot height limit would indirectly reduce the floor area of an ADU. Chair Silva offered the following recommendations for the City Council consideration:

- *Set the maximum square footage for an ADU at 60%-65% of main dwelling or 1,000sq. ft./800 sq. ft.; and*
- *When considering using a maximum square footage and a percentage to the main dwelling, include statement to allow whichever ratio is greater to prevail. State law currently uses this statement, provides the greatest flexibility design, and overall cost effectiveness of the project.*

In making a motion to adopt a resolution recommending approval of the draft ordinance to the Council, the Commission recommended the Council adopt the draft ordinance as follows with the last clause in Section 4a that specifies, "whichever is less" be stricken, and that the City Council evaluate the 40% in section 4a and 50% in section 4b to make sure those numbers are not problematic or exclusive, i.e. what percentage and/or maximum square footage limitations are appropriate for

neighborhood compatibility. The motion passed unanimously with a 5-0 vote. The resolution was unanimously adopted by the Planning Commission at a Special Meeting of the Planning Commission on March 9, 2022.

Draft Ordinance

The draft ADU ordinance has been crafted by staff in response to direction received by the council to address site planning issues specific to the built environment of the City of Seaside. The ordinance aims to allow for ADUs to be constructed throughout the city in a responsible and neighborly manner concerning privacy and neighborhood compatibility. Through the adoption of this ordinance, the City of Seaside continues to support affordable housing options through Accessory and Junior Accessory Dwelling Units.

FISCAL IMPACT

None.

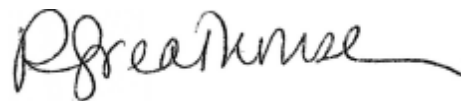
ATTACHMENTS

Attachment 1: Draft ADU Ordinance

Attachment 2: January 12, 2022 Planning Commission Minutes

Attachment3: Planning Commission Resolution

Reviewed for Submission to the City Council by:



Roberta Greathouse, Acting City Manager

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF SEASIDE REPEALING AND AMENDING
SECTION 17.52.230 OF THE SEASIDE MUNICIPAL CODE REGARDING
ACCESSORY DWELLING UNITS**

WHEREAS, Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) are a form of housing in the State of California and in the City of Seaside (City); and

WHEREAS, the City has regulated ADUs as “Residential Second units” since 1983 and historically as “Accessory Residential Units” as also set forth in the Seaside Municipal Code (SMC) Chapter 17.52.230; and

WHEREAS, the California State Legislature has brought forth several bills relating to the planning and permitting of ADUs and JADUs; and

WHEREAS, In October 2019, Governor Newsom signed into law Assembly Bill (AB) 881, and Senate Bill (SB) 13 amending California Government Code section 65852.2, related to ADUs; and

WHEREAS, the new laws took effect on January 1, 2020, and contain a clause providing that a local government’s ordinance that does not comply with all provisions of the State law shall become null and void; and

WHEREAS, the new standards will facilitate the development of ADUs and JADUs within the City, and are necessary for maintaining orderly growth and development patterns; and

WHEREAS, the City has determined that it is appropriate to repeal and reenact SMC Section 17.52.230 to comply with State law and to provide a more streamlined process for the development of ADUs and JADUs in an effort to provide additional affordable housing opportunities; and

WHEREAS, this Ordinance repeals and reenacts SMC Section 17.52.230, entitled “Residential Second Units”; and

WHEREAS, in the enactment of this Ordinance, the City followed the guidelines adopted by the State of California and published in the California Code of Regulations, Title 14, Section 15000, et seq.; and

WHEREAS, repeal and amendment of SMC Section 17.52.230 pertaining to ADUs is statutorily exempt from review under the California Environmental Quality Act (CEQA) per Section 15282(h) of the CEQA Guidelines as it implements Government Code Sections 65852.1 and 65852.2 as set forth in Section 21080.17 of the Public Resources Code.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEASIDE:

SECTION 1. The foregoing recitals are adopted as findings of the City Council as though set forth fully herein.

SECTION 2. Seaside Municipal Code Section 17.52.230 is hereby repealed, and amended to read as follows:

17.52.230 ~~Residential Second Units~~ Accessory Dwelling Units

Sections:

- A. Purpose and intent.
- B. Definitions.
- C. Locations permitted.
- D. Effect of nonconforming.
- E. ADU and JADU design standards.
- F. Legal use requirements.
- G. Off-street parking requirements.
- H. Processing.
- I. Contents of applications.

~~A. Applicability. Residential second units shall comply with the requirements of this section, where allowed by Article 2 (Zones, Permitted Land Uses, and Zoning Standards) and Government Code Section 65852.2. An application for a second unit that complies with the standards of this section shall be approved ministerially, without discretionary review or a public hearing.~~

A. Purpose and intent. The purpose of this Chapter is to allow and regulate accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) in compliance with California Government Code sections 65852.2 and 65852.22, as may be amended.

~~**B. Limitation on number of units.** No more than one second unit shall be approved on a single parcel.~~

B. Definitions. As used in this section, terms are defined as follows:

"Accessory dwelling unit" or "ADU" means an attached or a detached residential

dwelling unit located on a parcel with a proposed or existing primary residence or existing multifamily dwelling that provides a complete independent living facility containing separate kitchen, bath, sleeping, or living facilities. The term "attached accessory dwelling unit" means an accessory dwelling unit that is structurally attached to the main residence but which has independent, direct access from the exterior. The term "detached accessory dwelling unit" means an accessory dwelling unit that is not structurally attached to the main residence. An accessory dwelling unit also includes the following:

1. An efficiency unit, as defined by Section 17958.1 of the California Health and Safety Code, as may be amended; and
2. A manufactured home, as defined by Section 18007 of the California Health and Safety Code, as may be amended.
3. "Accessory structure" means a building or structure that is incidental to that of the main building on the same parcel.

"Complete independent living facilities" means permanent provisions for cooking, eating, sleeping living, and sanitation on the same parcel as the single-family or multifamily dwelling is, or will be, situated.

"Efficiency kitchen" means a kitchen that includes each of the following:

1. A cooking facility with appliances. Appliances shall mean a range, or the combination of an oven and a cooktop with a minimum of two burners;
2. A sink that facilitates hot and cold water;
3. A food preparation counter or counters that are adequate for the size of the unit;
4. Food storage cabinets adequate for the size of the unit.

"Junior accessory dwelling unit" or "JADU" means a residential unit that:

1. Is no more than 500 square feet in size;
2. Is contained entirely within an existing or proposed single-family structure;
3. Includes its own separate sanitation facilities or shares sanitation facilities with the existing or proposed single-family structure; and
4. Includes an efficiency kitchen, as defined in this Chapter.

"Living area" means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any other accessory structure, other than ADUs and JADUs.

~~"Multi-family residential ADU" means an ADU designed for one family and allowed under Government Code Section 65852.2(e)(1)(C), as referenced in this chapter.~~

"Multi-family ADU" means:

- 1. ADUs established within the portions of multifamily structures not previously used as livable space, not exceeding 25 percent of the existing multifamily structures.***
- 2. Detached single family ADUs on a lot that has existing multifamily dwellings being subject to height limits of 16 feet and 4-foot rear and side yard setbacks.***

"Nonconforming zoning condition" means a physical improvement on a property that does not conform to current zoning standards.

"Passageway" means a pathway that is unobstructed clear to the sky and extends from a street to one exterior entrance of the ADU or JADU.

"Proposed dwelling" means a dwelling that is the subject of a permit application and that meets the requirements for permitting.

"Public transit" means a location, including, but not limited to, any fixed-route bus stop or other transit stop with transportation that runs on fixed routes, and is available to the public.

"Tandem parking" means that two or more automobiles are parked on a driveway or in any other location on a parcel, lined up behind one another.

"Tract housing" is a type of housing development in which multiple similar houses are built on a tract (area) that is subdivided into smaller lots."

~~**C. Minimum site area. A parcel proposed for a second unit shall be a minimum of**~~

~~6,000-square feet.~~

C. Locations Permitted. Accessory dwelling units are permitted on parcels of any size in conjunction with a proposed or existing residential use in any zone that allows residential uses.

D. Relationship to primary use.

~~1. **Size, style.** A second unit shall be incidental and subordinate to the primary single-family residential use of the site in terms of size, location, and appearance, and shall not alter the character of the primary structure. The architectural style, exterior materials, and colors of the second unit shall be compatible with the primary dwelling unit.~~

~~2. **Timing of construction.** A second unit may be constructed simultaneously with or after the primary dwelling. In addition, an existing dwelling that complies with the design standards for second units in Subsection E of this section may be considered a second unit, and a new primary unit may be constructed which would then be considered the primary dwelling unit.~~

D. Effect of Conforming. An ADU or JADU that conforms to the requirements in this section shall not be:

1. Deemed to be inconsistent with the General Plan and zoning designation for the parcel on which the ADU or JADU is located;
2. Deemed to exceed the allowable density for the parcel on which the ADU or JADU is located;
3. Considered in the application of any ordinance, policy, or program to limit residential growth; or
4. Required to correct a legally established nonconforming zoning condition. This does not prevent the City from enforcing compliance with applicable building standards in accordance with California Health and Safety Code Section 17980.12.

.

E. ADU and JADU ~~Second unit~~ design standards. ~~A second unit~~ ADUs and JADUs shall comply with the following standards:

1. **Maximum Number.** Only one ADU and one JADU shall be allowed on each lot or parcel with a zoning designation of single-family residential. Multifamily ADUs shall

comply with Government Code Section 65852.2.

2. ~~1~~ Height limit. ~~A second unit shall be limited to 18 feet and one story. A second unit located over a garage may be allowed a maximum height of 22 feet with Minor Use Permit approval.~~

a. A detached ADU, accessory to a single-family dwelling, shall be limited to one story and shall not exceed a maximum overall height of sixteen feet (16') to the highest ridgeline.

b. An attached ADU, accessory to a single-family dwelling, shall have the same height limitations that apply to the main dwelling.

c. A detached ADU, accessory to a duplex or multifamily, shall be limited to one story and shall not exceed a maximum overall height of sixteen feet (16') to the highest ridgeline.

d. An attached ADU, accessory to a duplex or multifamily, shall be limited to a conversion of existing non-livable space and must maintain existing height.

e. An ADU located over a garage may be allowed to exceed the height limitations of sixteen feet (16') to a maximum height of twenty-two feet (22') with Minor Use Permit approval.

3. ~~2~~ Setbacks. ADUs and JADUs ~~An attached second unit~~ shall comply ~~with the setback requirements of the primary dwelling for the applicable zone. A detached second unit shall comply with the setback requirements of detached accessory structures under Subsection 17.52.220.E (Setback requirements). No second unit may be permitted above a detached garage unless the unit complies~~ with the following setback standards:

~~a. The second unit shall maintain a minimum 10-foot setback from a side and rear property line.~~

a. Site planning. A detached ADU shall be located behind the rear building line of the primary residence, and be clearly subordinate by location and size. ***This requirement shall not prevent the establishment of an ADU that***

would otherwise comply with all other provisions of this section.

- b. Rear and/or side setbacks. A minimum of four feet (4') shall be required.
- c. Building separation. A minimum building separation of six feet (6') shall be maintained (wall to wall) between the primary residence and a detached ADU.
- d. Fire-resistance. Exterior walls shall comply with the minimum fire-resistance ratings in relation to proximity to property lines, and building separation distance, as required by the California Building Code, and/or California Residential Code, in effect when a completed permit application has been submitted the City.
- e. Existing Garage. No setback shall be required for an existing, legal, attached or detached garage and/or other existing structure that is converted to an ADU or JADU.

4. ~~3.~~ Maximum floor area.

- a. The floor area of a ~~second unit~~ newly constructed detached ADU shall not exceed 800 square feet for a studio, or one-bedroom, and 1000 square feet for units with two bedrooms. No more than two bedrooms are allowed. In no case shall a detached ADU exceed 40 percent of the floor area of the living area of the primary dwelling, whichever is less. ~~or less 40 percent of the floor area of the living area of the primary dwelling, whichever is less~~
- ~~b. For purposes of computing the floor area of a second unit that is detached from the primary unit, all enclosed areas accessed from within the second unit shall be included.~~
- b. The floor area of a newly constructed attached ADU shall not exceed 800 square feet for a studio, or one-bedroom, and 1000 square feet for units with two bedrooms. No more than two bedrooms are allowed. In no case shall an attached ADU exceed 50% of the floor area of the proposed or existing single-family dwelling.

~~c. An on-site enclosed storage area, or garage of up to 400 square feet, shall not be included when calculating the floor area of the second unit; provided, that no internal doorway or passage connects the storage or garage and the second unit.~~

c. The floor area of a JADU shall be a maximum of 500 square feet, and shall be contained within a proposed, existing single-family dwelling, or converted garage, carport or patio.

d. The conversion of an existing detached accessory structure to an ADU shall not be subject to the floor area square footage requirements of this section, except that no such conversion shall exceed 1200 square feet.

e. The floor area for multifamily ADUs shall comply with Government Code Section 65852.2.

5. 4. Separate entrance required. ~~An attached second unit shall have an entrance separate from the entrance to the primary dwelling.~~ An ADU and JADU shall provide a separate exterior access from the existing primary residence. Entry doors cannot be on the same facade as the entry door of the primary residence, unless this requirement prevents creation of the accessory dwelling unit.

6. 5. Window placement. ~~A second unit that is placed 20 feet or less from a residential unit on the same parcel or an adjacent parcel shall not have windows that directly face windows in the other unit. A second unit that is two stories or located over a garage shall not have windows or balconies that directly face a neighboring yard. This limitation applies only to side yards, not to windows or balconies facing alleys.~~ Windows facing an adjoining residential property shall be designed to protect the privacy of neighbors; alternatively, fencing or landscaping may be required to provide screening.

~~6. Site coverage. Total site coverage by structures and impervious surfaces shall not exceed 50 percent of the net site area or the maximum coverage allowed by the applicable zone, whichever is less.~~ ***This requirement shall not prevent the establishment of an ADU that would otherwise comply with all other provisions of this section.***

7. Addressing. ADUs or JADUs constructed or established on the same parcel or lot as an existing or proposed single-family dwelling shall be distinguished by utilizing the same address numbers as the primary dwelling followed by the letter "B", then "C", and so forth. *This requirement shall not prevent the establishment of an ADU that would otherwise comply with all other provisions of this section.*

8. Exterior. ADUs or JADUs proposed in Master Planned Communities, areas regulated by Specific Plans, and any tract housing that obtained approval by the Board of Architectural Review shall substantially conform to the originally approved design elements, such as building materials, architectural style, roof pitch, height, scale, exterior colors and finishes. *This requirement shall not prevent the establishment of an ADU that would otherwise comply with all other provisions of this section.*

9. Vehicular Door. A garage converted to an accessory dwelling unit shall include removal of garage door(s), which shall be replaced with architectural features, including walls, doors, windows, trim, and accent details. *This requirement shall not prevent the establishment of an ADU that would otherwise comply with all other provisions of this section.*

10. Lighting Restrictions. Any lighting associated with an ADU or JADU shall be shielded or down-lit and shall not shine onto adjoining properties, while meeting the minimum building code. *This requirement shall not prevent the establishment of an ADU that would otherwise comply with all other provisions of this section.*

11. Landscaping. No less than 20 percent of the lot shall be landscaped. All areas of the site that are not utilized for buildings, patios, parking, pedestrian or vehicular access shall be landscaped and provided with a permanent irrigation system. The front yard shall be landscaped, exclusive of walkways and driveways. As site conditions allow, and concurrent with each newly established ADU or JADU, a minimum of one (1) tree of not less than (5) gallon size stock, shall be planted upon the same parcel or lot as the ADU or JADU. Upon request, the Zoning Administrator

shall provide property owners with a pre-approved list of acceptable tree species. The removal or loss of any tree in conjunction with an ADU or JADU shall be replaced with three (3) or more trees of the same species using at least (5) gallon size stock, as determined by the Zoning Administrator, and comply with the requirements of Chapter 8.54.040. ***All required yards and setback areas shall be attractively landscaped primarily with drought tolerant and native plant materials. This requirement shall not prevent the establishment of an ADU that would otherwise comply with all other provisions of this section.***

12. Private Open Space/Patios and Decks. Each ADU or JADU shall have a deck or a patio, directly adjoining individual units. The minimum private open space required for each unit shall be no less than 96 square feet with a minimum width of six feet (6') for a deck/patio and eight feet (8') for landscaped area. ***This requirement shall not prevent the establishment of an ADU that would otherwise comply with all other provisions of this section.***

F. Use requirements. ADUs and JADUs shall comply with the following:

1. Short-term rental prohibited. Any rental term of an ADU or JADU that was legally created on or after January 1, 2017 shall be longer than 30 days.
2. Sale of units. The accessory dwelling unit may not be sold separately from the existing single-family home or multifamily dwelling.
3. Driveway. A new driveway approach or curb cut, if needed, for an ADU or JADU, may require a separate encroachment permit from the Engineering Dept.

G. F. Off-street parking requirements. At least one off-street paved parking space shall be provided for an accessory dwelling unit, ***and may be located within the required interior side or rear property setback areas, or as tandem parking in compliance with Chapter 17.34 (Off-Street Parking),*** unless one or more of the following conditions apply:

~~in addition to the parking required for the primary dwelling by Chapter 17.34 (Parking and Loading). The parking space shall comply with the location and design requirements of Chapter 17.34, except that off-street parking spaces designated for~~

~~residential second units may be located within the required interior side or rear property setback areas or in a tandem parking configuration in compliance with Chapter 17.34 (Off-Street Parking).~~

1. ADU is located within one-half mile walking distance of public transit.
2. The accessory dwelling unit is located within an architecturally and historically significant historic district.
3. The accessory dwelling unit is part of the proposed or existing primary residence or an accessory structure.
4. When on-street parking permits are required but not offered to the occupant of the accessory dwelling unit.
5. When there is a car share vehicle located within one block of the accessory dwelling unit.
6. When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an ADU, or converted to an ADU, those off- street parking spaces are not required to be replaced.

H. Processing. The City shall provide an approval or denial of ADU and/or JADU applications within (60) sixty-days from the date such application is deemed complete. The City shall deem ADU applications complete that include all of the information and materials required in the application submittal checklist, comply with the provisions of this chapter, and include full payment of applicable review fees. Complete applications shall be considered ministerial, without discretionary review or a hearing, unless:

1. The applicant requests a processing delay, in which case the (60) sixty-day time period is tolled for the period of the requested delay; or
2. The permit application for an ADU or JADU is submitted along with a permit application to create a new primary dwelling on the same parcel or lot, the City may delay acting on the ADU or JADU application until the City permits the new primary dwelling.

I. Contents of Applications. An ADU and/or JADU application shall include the following:

1. Completed Residential Building Permit Application;
2. Completed Monterey Peninsula Water Management District (MPWMD) residential water release form and permit application.
3. Plan Set - Signed and Dated (If Required). A Single PDF file containing all plan sheets, 24"x 36" minimum size, to include:
 - a. COVER SHEET: Project address; assessor parcel number; legal property owner's name, address, phone Number; plan preparer's title and license number (If Applicable), address, phone number; scope of work identifying all work proposed, clearly showing existing and proposed work and descriptions; applicable CA codes and regulations, California Building or Residential Code, Electrical, Mechanical, Plumbing, Energy, Fire, Green Building Codes and City of Seaside Municipal Code; project data, property type, type of construction, occupancy classification, square footage of existing/remodeled/new proposed structure(s) and addition(s), overall building height, fire sprinkler (Yes / No), number of stories; sheet index; deferred submittal list – trusses, sprinklers, etc. (If Applicable); special inspections noted (If Required);
 - b. SITE PLAN: North arrow; scale; setbacks; lot dimensions; property boundaries; street names; new and existing structures; building footprint and roofline with all projections dimensioned to property lines; gates; walls; fences; driveways; walks; easements; utilities; meter locations; Cal Green Mandatory Measures Checklist legibly reproduced on the plans; site improvements, including grading, drainage, and landscape irrigation;
 - c. DEMOLITION PLAN (if Applicable): Showing any existing structure(s), or portion(s) of a structure to be removed with floor plan(s) and framing details;
 - d. FLOOR PLAN (Existing/Proposed): Drawn to scale, dimensioned, rooms labeled, doors and window types, sizes, schedules; framing details;
 - e. EXTERIOR ELEVATIONS: All sides of the exterior of the building; existing & proposed exterior wall finishes and special finishes; roof materials and roof pitches; door, window, skylight, and other openings, locations, materials, and configurations; vertical dimensions showing the height of structure(s) and

heights of finished floors; locations and extent of shear walls, let-in bracing, or other methods of shear transfer;

f. FOUNDATION PLAN: Detailed and dimensioned, slabs and foundations for garages, patios, breezeways, driveways, walks; footings, piers, slabs, grade beams, retaining walls (sizes and locations); hold-downs, connections of new foundations to existing foundations; any special construction required by structure, site conditions, or expansive soils; required compressive strength of concrete; crawl access openings and screened vents under raised wood floors; North arrow;

g. ROOF FRAMING PLAN: Size and spacing of beams, rafters, headers, trusses, roof openings; layout of roof sheathing; nailing; North arrow;

h. STRUCTURAL CALCULATIONS: Signed and dated; CRC Braced Walls or CBC Shear Walls; schedule (If Modified); Soils Report (If Applicable), signed and dated;

i. PLUMBING, MECHANICAL, ELECTRICAL PLANS: Location of new or existing mechanical equipment serving the added or altered area; electrical plan with receptacles, lighting and panel schedule (If Modified); gas line diagram and calculations (If Modified); Energy Certificate of Compliance Forms reproduced on plan sheets; and

j. MPUSD (*Monterey Peninsula Unified School District*): Release for any payment of school district fees.

SECTION 3.

The City Manager is directed to execute all documents and to perform all other necessary City acts to implement effect this Ordinance.

SECTION 4. SEVERABILITY.

A. If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the Ordinance, including the application of such part or provision to other persons or circumstances, shall not be affected thereby and shall continue in full force and effect. To this end, provisions of this ordinance are severable.

B. The City Council hereby declares that it would have each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, paragraphs, sentences, clauses or phrases be held unconstitutional, invalid or unenforceable.

SECTION 5. EFFECTIVE DATE.

This Ordinance shall become effective thirty (30) days after its final passage and adoption.

INTRODUCED at a regular meeting of the City Council of the City of Seaside duly held on the__day of_____ 2022 and passed to print.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Seaside duly held on the____day of ____ 2022 by the following roll call vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:
ABSTAIN:	COUNCIL MEMBERS:

APPROVED:

Ian N. Oglesby, Mayor

ATTEST:

Dominique L. Davis, City Clerk

APPROVED AS TO FORM:

Sheri L. Damon,
City Attorney

**CITY OF SEASIDE
PLANNING COMMISSION
Meeting Minutes**

Regular Meeting
440 Harcourt Avenue
City Hall Council Chambers
Seaside, California

January 12, 2022 @ 7:00 PM

-
- 1. CALL TO ORDER – Acting** Chairperson Evans called the meeting to order at 7:02 pm.

2. ROLL CALL

Commissioners

☒ Dave Evans (Acting Chair)
☒ Keith Dodson
☒ Arly La Mica
☒ Will Silva

☐ John Owens (Excused)
☒ Danny Huynh (Arrived 7:05 pm)

Staff Present

☒ Beth Rocha, Senior Planner
☒ Rick Medina, Senior Planner
☒ David Little, Building Official
☒ Nisha Patel, City Engineer

3. REVIEW OF AGENDA

No items were introduced requiring placement on the Agenda after the publication and posting of the Agenda.

4. COMMENTS FROM THE PUBLIC

Public comment was opened. With no public comment received, Acting Chair Evans closed public comment.

5. APPROVAL OF MINUTES

- A. Regular Meeting of December 8, 2021:** On motion by La Mica-seconded by Silva, the Commission voted 4-0 to approve the minutes of the December 8, 2021 meeting.

Commissioner Huynh arrived after vote on the minutes.

6. BUSINESS ITEMS

- A. ELECTION OF OFFICERS 2022 CALENDAR YEAR:NOMINATE AND VOTE FOR CHAIR AND VICE-CHAIR**

The Commission nominated Commissioner Silva for Chair and Keith Dodson for Vice-Chair. No other nominations were received. The Commission voted 5-0 to certify Commissioner Silva as Chair and Commissioner Dodson as Vice-Chair for the 2022 calendar year.

- B. SEASIDE MUNICIPAL CODE AMENDMENT: THE CITY OF SEASIDE IS REQUESTING A RECOMMENDATION FROM THE PLANNING COMMISSION ON PROPOSED TEXT AMENDMENTS REPEALING AND AMENDING CHAPTER 17.52, SECTION 17.52.230 (RESIDENTIAL SECOND UNITS) OF THE SEASIDE MUNICIPAL CODE REGARDING ACCESSORY DWELLING UNITS. THIS PROJECT IS CATEGORICALLY EXEMPT SECTION 15061(B)(3) FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA).**

David Little provided the staff report.

The following discussion ensued amongst the Commission in review of the staff report and staff presentation:

Chair Silva expressed that a percentage limit on the maximum square footage of an ADU in relation to the main house would possibly result in the size of the ADU being so small that the City is effectively limiting the construction of ADU's. Chair Silva referred to Section 4 of the proposed Ordinance. Chair Silva presented example of a typical single-family dwelling ranging between 800-1,000 square feet as an example. He stated using a percentage ratio versus the maximum square footage limits of 1,200 sq. ft. and 1,000 sq. ft. as presubscribed by State law can too constraining. He stated further that limiting an ADU to 16 feet in height versus the current 24 foot height limit would indirectly reduce the floor area of an ADU. Chair Silva offered the following recommendations for the City Council consideration:

- Set the maximum square footage for an ADU at 60%-65% of main dwelling or 1,000sq. ft./800 sq. ft.; and

- When considering using a maximum square footage and a percentage to the main dwelling, include statement to allow whichever ratio is greater to prevail. State law currently uses this statement and provides the greatest flexibility design and overall cost effectiveness of the project.

Public Comment opened:

Timothy Randazzo concerned with the sustainability of ADU's and how the City could reduce the carbon footprint of this type of construction to reduce environmental impact.

No additional speakers were present.
Public comment was closed.

Chair Silva addressed the public comment in that ADU's are a type of infill development that would avoid sprawl and increase density.

Senior Planner Beth Rocha conformed the comment from Chair Silva and stated that ADU's also encourage the efficiency and repurposing of existing space for needed housing alternatives, particularly in light of the moratorium on water meters for other forms of traditional new housing stock. Discussed the possibility of a smaller primary unit not allowing for the establishment of a decently sized ADU, limiting the possibility of reclassifying a larger ADU from being established and classified as the primary unit and the existing structure as the ADU due to it's limited square footage.

In making a Motion on this Item, Chair Silva advised the Commission that they should consider making recommended text change on the size of ADUs based on the Commission's discussion of this issue. Commissioner Dodson noted that the proposed Ordinance language indicating whichever is less between the square footage limitation and percentage is confusing and would support revising the text to state whichever is greater.

On **Motion by Commissioner Evans and Seconded by La Mica**, the Commission voted 5-0 to recommend that the City Council adopt the ADU Ordinance Amendment with the following change:

PC Recommends the city council Adopt Ordinance with the last clause in Section 4a that specifies, "whichever is less" be stricken and that the City Council evaluate the 40% in section 4a and 50% in section 4b to make sure those numbers are not problematic or

exclusive: what percentage and/or maximum square footage limitations are appropriate for neighborhood compatibility.

- C. ARCHITECTURAL REVIEW APPLICATION NO. BAR-21-10 and USE PERMIT-21-05. JONATHAN LEE, PROPERTY OWNER, AND VILLAZZO GROUP LLC., APPLICANT, ARE REQUESTING ARCHITECTURAL REVIEW AND USE PERMIT APPROVAL FOR A 2,163 SQUARE FOOT ADDITION, INCLUDING A PROPOSED 150 SQUARE FOOT EXTERIOR STAIRCASE TO ACCESS THE PROPOSED SECOND STORY. THE EXISTING 976 SQUARE FOOT SINGLE STORY DUPLEX WOULD BE MODIFIED, RESULTING IN A NEW TWO-STORY DUPLEX WITH 1,500 SQUARE FEET FOR EACH UNIT FOR A TOTAL OF 3,150 SQUARE FEET. THE PROJECT IS LOCATED AT 987 HARCOURT AVENUE IN THE RM (MEDIUM DENSITY RESIDENTIAL) ZONING DISTRICT (APN 012-361-024). THE PROJECT IS CATEGORICALLY EXEMPT CLASS 1, SECTION 15301(E)(2) FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.

Senior Planner Beth Rocha presented the item.

The commissioners asked a series of questions about the project, from design elements to parking and open space requirements. Staff explained the nonconforming status of the existing duplex structure "locking" in the project site to it's current condition, due to the density not being increased although the square footage was being increased, that would otherwise be required for a new duplex development proposed today.

Senior Planner Rocha provided the design alternative preferred by the applicant to the commission.

The commission had concerns with the design alternative. Additionally, there was a discussion around the parking/garage conditions of approval that staff drafted for the resolution. Once an understanding of the conditions was discussed most concerns were alleviated regarding the phasing of the permits and garage-to-ADU conversion that was the basis for the conditions.

Applicant comment: Jonathan Lee addressed the commission, specified his reasons for preferring the design alternative, and provided some information regarding his long term plans with the property.

Public Comment: None

On **Motion by Commissioner Evans and Seconded by Dodson**, the Commission voted 5-0 to approve BAR-21-10 and UP-21-05 for approval of the plans, as originally proposed, and a condition be added to prohibit parking within the front setback. Unanimous approval.

7. REPORTS FROM COMMISSIONERS

None.

8. REPORTS FROM STAFF

None.

9. ADJOURNMENT

There being no further business, the Chair adjourned the meeting at **8:57PM**

Respectfully Submitted,

Dominique L. Davis, Secretary

Will Silva, Chair

RESOLUTION NO. 22-05 PC

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SEASIDE

RECOMMENDING ADOPTION OF AN ORDINANCE OF THE CITY OF SEASIDE, CALIFORNIA REPEALING AND AMENDING SECTION 17.52.230 OF THE SEASIDE MUNICIPAL CODE REGARDING ACCESSORY DWELLING UNITS

WHEREAS, on April 27, 1983, the City Council passed and adopted Ordinance No. 635 to set forth the requirements for Accessory Dwelling Units; and

WHEREAS, in October 2019, Governor Newsom signed into law Assembly Bill (AB) 881, and Senate Bill (SB) 13 amending California Government Code section 65852.2, related to ADUs; and

WHEREAS, due to changes in State law regarding Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs), the City's ADU ordinance, Section 17.52.230 (Residential Second Units) of the Seaside Municipal Code (SMC), has been rendered invalid; and

WHEREAS, in response to staff's evaluation and consideration of the proposed provision, the City Council desires to repeal and reenact Section 17.52.230 of the Seaside Municipal Code regarding Accessory Dwelling Units; and

WHEREAS, on January 12, 2022, the Planning Commission held a public hearing to review the Accessory Dwelling Units Ordinance (Chapter 17.52.230), at which the Commission received, reviewed, and considered the staff report, written and oral testimony from the public; and

WHEREAS, on January 12, 2022, the Planning Commission unanimously recommended the City Council adopt the draft ordinance with the last clause in Section 4a that specifies, "whichever is less" stricken and that the City Council evaluate the 40% in section 4a and 50% in section 4b to make sure those numbers are not problematic or exclusive: what percentage and/or maximum square footage limitations are appropriate for neighborhood compatibility.

NOW, THEREFORE, BE IT RESOLVED, THAT THE PLANNING COMMISSION HEREBY FINDS, DETERMINES, AND RESOLVES AS FOLLOWS:

1. Findings. The Planning Commission finds that: a) the facts set forth in the recitals in this Resolution are true and correct and incorporated by reference; b) the recitals constitute findings in this matter and, together with the staff report, other written reports, public testimony and other information contained in the record, are an adequate and appropriate evidentiary basis for the action taken in

this Resolution; c) the provisions in this Resolution and the proposed permanent Ordinance (Chapter 17.52.230) are consistent with the General Plan, Seaside Municipal Code and applicable federal and state law; and d) neither this Resolution nor the Ordinance and associated fee schedule amendments will be detrimental to the public interest, health, safety, convenience or welfare.

2. Environmental Review. The Planning Commission finds that, pursuant to CEQA Guidelines Section 15061(b)(3), there is no possibility that this project will have a significant impact on the physical environment. This Resolution recommends approval of the Accessory Dwelling Units Ordinance (Chapter 17.52.230). This Resolution does not directly or indirectly authorize any actual changes in the physical environment. Accordingly, the Planning Commission finds that this Resolution is not subject to CEQA or, in the alternative, is exempt from CEQA under the general rule.

PASSED AND ADOPTED at a special meeting of the Planning Commission of the City of Seaside, State of California, on the 9th day of March, 2022, by the following vote:

AYES: Dodson, Evans, Huynh, La Mica, Silva

NOES: None

ABSENT: Owens

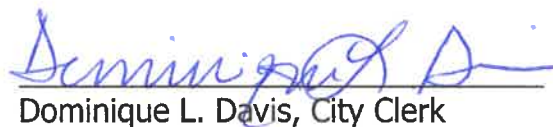
ABSTAIN: None

APPROVED:



Will Silva, Chairperson

ATTEST:



Dominique L. Davis, City Clerk



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 9.B.

TO: City Council

FROM: Roberta Greathouse, Acting City Manager

BY: Haroon Noori, Administrative Analyst II

DATE: March 17, 2022

**SUBJECT: CONSIDER FUNDING RECOMMENDATIONS FOR THE
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
FOR FISCAL YEAR 2022-2023 AND FISCAL YEAR 2023-2024**

RECOMMENDATION

1. Consider funding recommendations for the Community Development Block Grant (CDBG) for fiscal year 2022-2023 and fiscal year 2023-2024 as recommended by CDAC; and
2. Approve CDBG funding allocations for fiscal year 2022-2023 and fiscal year 2023-2024 and authorize staff to draft the Fiscal Year 2022-2023 Annual Action Plan and make it available for public review and comment for a period of 30 days.

BACKGROUND

The CDBG program is authorized under Title I of the Housing and Community Development Act of 1974, as amended. As an entitlement jurisdiction under the CDBG program, The City of Seaside receives funds annually on a formula grant basis. The City of Seaside has historically expended its CDBG funds on projects benefiting low- and moderate-income (LMI) Seaside residents through a wide range of public service programming as well as improvement of public facilities and infrastructure.

HUD regulations require all CDBG funded activities to meet one of the three national objectives:

- Benefit low-and moderate-income (LMI) persons or households;
- Aid in the prevention or elimination of slums or blight; or
- Meet an urgent community need.

HUD regulations also require the City to meet its goals and serve target groups as identified in its

2020-2024 Consolidated Plan which are outlined below:

2020-2024 Consolidated Plan goals

- Access to community and social services
- Improve accessibility to persons with disabilities
- Provide quality facilities and infrastructure
- Promote beautification
- Assist microbusinesses
- Prevent, prepare for, and respond to the coronavirus pandemic

2020-2024 Consolidated Plan Target Groups

- Extremely low-income and very low-income households
- Seniors
- Youth, primarily ages 6–17
- Persons with disabilities

The Consolidated Plan is available on the City website: www.ci.seaside.ca.us/CDBG

FY22-FY24 NOFA:

The CDBG program operates under a two-year funding request cycle. This funding cycle represents the City's third and fourth operating year of the 2020-24 Consolidated Plan. A [Notice of Funding Availability \(NOFA\)](#) was issued on December 1, 2021, to solicit applications for awards of CDBG funds for fiscal years 2022-2023 and 2023-2024. The NOFA was also published in the Monterey County Weekly on November 25, 2021. A mandatory pre-proposal conference was also conducted on December 10, 2021, to assist applicants with program regulations and project eligibility questions.

FUNDING AVAILABILITY:

The City anticipates receiving approximately \$375,000 per fiscal year in CDBG funds from the U.S. Department of Housing and Urban Development (HUD). This allocation amount is estimated based on the prior year CDBG allocation. The City also anticipates receiving approximately \$105,000 in program income per fiscal year, which will be available for allocation to CDBG activities. Of these funds, the City can allocate up to 20% to CDBG program planning and administration, 15% to public services, and the remaining 65% to public facilities and infrastructure projects. A summary of the City's estimated annual allocation and program is shown in the table below.

	FY2022-23	FY2023-24
Estimated Funds Available for Public Service Grants (15% Cap)	\$72,000	\$72,000
Estimated Funds Available for CDBG Planning/Admin (20%)	\$96,000	\$96,000

Cap)		
Estimated Funds Available for Public Facilities and Infrastructure	\$312,000	\$312,000
TOTAL	\$480,000	\$480,000

HUD will announce initial allocation amounts in or about April 2022. HUD provides the CDBG funds in September; therefore, funded capital projects will be issued Notices to Proceed after the funds are received by the City.

Applicants awarded CDBG allocations for programs beginning July 1, 2022 are required to enter into a one-year agreement for Fiscal Year 2022-23 (Year 1) with consideration for second year renewal in Fiscal Year 2023-24 (Year 2). An increase or decrease in the City's total CDBG allocation from HUD can result in an equivalent proportional change for sub recipients.

CDBG APPLICATIONS

In response to the 2022-24 NOFA, the City received 6 public service and 6 public facilities and infrastructure project applications. Of the 6 public service applications, one application (for Girls Inc of the Central Coast) was submitted outside the application window – agency letter of explanation for late submission of their application was submitted to CDAC for consideration. Additionally, the City did not receive applications from the following three current CDBG subrecipients: Community Partnership for Youth, Village Project, and Palenke Arts.

A summary of the applications received is provided in the table below:

	FY2020-2022 Funding Cycle Awards			FY2022-2024 Funding Cycle Requests		
Agency Name	Year 1	Year 2	TOTAL	Year 1	Year 2	TOTAL
Public Services (15% CAP)						
Greater Victory Temple	10,486	10,518	21,004	15,000	15,000	30,000
Legal Services for Seniors	10,486	10,518	21,004	15,000	15,000	30,000
Meals on Wheels Monterey Peninsula	6,990	7,012	14,002	20,000	20,000	40,000
Eden Council for Hope and Opportunity	5,592	6,640	12,232	9,390	9,390	18,780
Gathering for Women - Monterey	--	--	--	10,000	10,000	20,000
Girls Inc of the Central	5,592	5,609	11,201	15,000	15,000	30,000

Coastal						
Public Services Subtotal				84,390	84,390	168,780
Public Facilities and Infrastructure						
City of Seaside Engineering Department, Cutino Park improvements	112,484	266,045	378,532	250,000	250,000	500,000
Community Human Services, Genesis House facility improvements	30,000	30,000	60,000	40,000	40,000	80,000
Boys & Girls Clubs of Monterey County, Seaside Clubhouse improvements	70,000	20,000	90,000	50,000	50,000	100,000
MPUSD, Monterey Adult School - Portable Rehab Phase II	42,786	--	42,786	55,000	--	55,000
Monterey Peninsula Unified School District, Community Mural	20,000	--	20,000	58,000	--	58,000
Meals on Wheels Monterey Peninsula, Inc., Automatic Flow Wrapping Machine	--	--	--	80,000	--	80,000
Public Facilities/Infrastructure Subtotal	275,270	316,045	591,315	533,000	340,000	873,000

STAFF REVIEW OF APPLICATIONS

CDBG program staff screened each application for the following eligibility and project readiness criteria:

1. Meets a HUD CDBG National Objective

- The proposed project is a CDBG qualifying eligible activity
- Proposed project costs are eligible and allocable under CDBG regulations

2. Meets a City Consolidated Plan Priority

3. HUD has not listed the organization on its excluded parties list

4. Met performance goals and outcomes, and was compliant with CDBG regulations and reporting

requirements (applicants funded with CDBG in recent prior years)

Staff provided its funding recommendations to the Community Development Advisory Committee (CDAC) at two public hearings on February 10, 2022 and February 24, 2022. In consultation with HUD, staff recommended to CDAC all projects for funding except the following:

Agency/Project	Requested Amount	Reason
Monterey Peninsula Unified School District - Portable Rehab II	\$55,000	Applicant's proposed project was submitted under CDBG matrix code - "05h Employment Training" - 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2). The focus of activities under this matrix code is to provide assistance to increase self-sufficiency, including literacy, independent living skills, and job training. Activities proposed under this matrix code are considered public service activities and do not qualify for Public Facilities and Infrastructure funding. The agency's presentation indicated that they intend to procure consumable and non-consumable supplies and contract services - these do not qualify as a public facility and infrastructure project.
Monterey Peninsula Unified School District - Community Mural	\$58,000	Applicant's proposed project was submitted under CDBG National Objective - "Aid in the prevention or elimination of slums or blight." The focus of activities under this national objective is a change in the physical environment of a deteriorating area, for example: • Rehabilitation of substandard housing located in a designated blighted area when the housing is brought to standard condition; or • Public improvements throughout the area are in a general state of deterioration. CDBG regulations allow "aesthetic amenities on public property such as trees, sculptures, pools of water and fountains, and other works of art" if they are part of a larger improvement activity.
Meals on Wheels of Monterey Peninsula - Purchase of Automatic	\$80,000	Pursuant to 24 CFR § 570.207(b)(ii) - Furnishings and personal property, the purchase of equipment, fixtures, motor vehicles, furnishings, or other personal

Flow Wrapping Machine		property not an integral structural fixture is generally ineligible. CDBG funds may be used, however, to purchase or to pay depreciation in accordance with 2 CFR part 200, subpart E, for such items when necessary for use by a recipient or its subrecipients in the administration of activities assisted with CDBG funds, or when eligible as fire fighting equipment, or when such items constitute all or part of a public service pursuant to § 570.201(e).
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COMMUNITY DEVELOPMENT ADVISORY COMMITTEE (CDAC) REVIEW OF APPLICATIONS

CDAC convened four (4) separate meetings to receive staff reports and agency presentations, and deliberate on funding recommendations to the City Council. Below is a timeline of CDAC meetings:

- **02/10/2022:** CDAC held its first public hearing and received a staff report along with all submitted applications.
- **02/16/2022:** CDAC received public service agency presentations as well as from the City of Seaside Engineering department regarding their proposed Cutino Park Improvement project.
- **02/17/2022:** CDAC received presentations from the remaining public facilities and infrastructure project applicants.
- **02/18/2022 to 02/24/2022:** CDAC members individually evaluated and scored each application using the City's online CDBG application evaluation tool on www.citydataservices.net. A minimum of 70% score was required to be considered for funding. The following table includes CDAC evaluation summary:

Agency	Program	Average Score
Public Service		
Legal Services for Seniors, Monterey County	Legal Services for Seniors	87%
Eden Council for Hope and Opportunity	Fair Housing and Tenant/Landlord Services	85%
Gathering for Women - Monterey	Case Management - Casa de Noche Buena	85%
Greater Victory Temple	Afternoon Community Program	84%
Meals on Wheels Monterey	Home Delivered Meals	83%

Peninsula, Inc.		
Girls Inc. of the Central Coast	After School Program	73%
Public Facilities and Infrastructure		
Boys & Girls Clubs of Monterey County	Seaside Clubhouse Improvements	85%
City Seaside Engineering	Cutino Park Improvements	84%
Community Human Services	Genesis House Facility Improvements	83%
Meals on Wheels Monterey Peninsula, Inc.	Meals on Wheels Community Kitchen	68%
Monterey Peninsula Unified School District	Portable Rehab Phase II	58%
Monterey Peninsula Unified School District	Community Mural	43%

- **02/24/2022:** CDAC met to discuss staff recommendations. After careful consideration and thoughtful deliberation, CDAC concurred with the following staff recommendation and directed staff to forward the following funding recommendations to the City Council for consideration and approval.

Funding Recommendations by CDAC						
	FY2022-2024 Funding Request			FY2022-2024 Funding Recommendation		
Agency Name	Year 1	Year 2	TOTAL	Year 1	Year 2	TOTAL
Planning and Administration (20% CAP)						
CDBG Program Planning and Admin.	\$96,000	\$96,000	\$192,000	\$96,000	\$96,000	\$192,000
Public Services (15% CAP)						
Greater Victory Temple	15,000	15,000	30,000	13,152	13,152	26,304
Legal Services for Seniors	15,000	15,000	30,000	13,152	13,152	26,304
Meals on Wheels Monterey Peninsula	20,000	20,000	40,000	13,152	13,152	26,304

Eden Council for Hope and Opportunity	9,390	9,390	18,780	9,390	9,390	18,780
Gathering for Women - Monterey	10,000	10,000	20,000	10,000	10,000	20,000
Girls Inc of the Central Coastal	15,000	15,000	30,000	13,152	13,152	26,304
Public Services Subtotal	84,390	84,390	168,780	71,998	71,998	143,996
Public Facilities and Infrastructure						
City of Seaside Engineering Department, Cutino Park improvements	250,000	250,000	500,000	247,000	247,000	494,000
Community Human Services, Genesis House facility improvements	40,000	40,000	80,000	30,000	30,000	60,000
Boys & Girls Clubs of Monterey County, Seaside Clubhouse improvements	50,000	50,000	100,000	35,000	35,000	70,000
Public Facilities/Infrastructure Subtotal	340,000	340,000	680,000	312,000	312,000	624,000
GRAND TOTAL	520,390	520,390	1,040,780	479,998	479,998	959,996

TIMELINE AND NEXT STEPS

Depending on City Council direction, City staff will prepare a draft Annual Action Plan (AAP) and make it available for public review and comment for a period of 30 days as required by the City's Citizen Participation Plan (CPP). Following the 30-day public comment period, City staff will return the AAP to the City Council for final adoption at the April 21st City Council meeting. All public comments received during the 30-day public review period or at the public hearing will be incorporated into the FY2022-23 Annual Action Plan and submitted to HUD.

The Annual Action Plan represents the City's formal annual grant application to HUD pursuant to receipt of CDBG funds. HUD requires submittal of AAP no later than 45 days prior to the start of the program year, or May 15th of every year.

ENVIRONMENTAL REVIEW

For purposes of the National Environmental Policy Act (NEPA) and the California Environmental Quality Act (CEQA), budgeting in itself is not a project. Prior to commitment or release of funds for

each of the proposed projects, staff will carry out the required environmental reviews or assessments and certify that the review procedures under CEQA, HUD and NEPA regulations have been satisfied for each particular project.

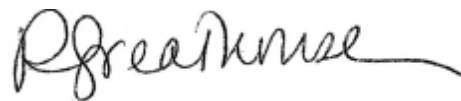
FISCAL IMPACT

There is no fiscal impact to the General Fund.

ATTACHMENTS

1. PS - ECHO
2. PS - Gathering for Women - Case Management - Casa de Noche Buena
3. PS - Girls Inc of Central Coast
4. PS - Greater Victory Temple
5. PS - Legal Services for Seniors
6. PS - MOWMP
7. PF&I - Community Human Services - Genesis House Improvements
8. PF&I - Meals on Wheels Community Kitchen
9. PF&I - Monterey Adult School - Portable Rehab Phase II
10. PF&I - MPUSD Community Mural
11. PF&I - Boys and Girls Club Seaside Clubhouse Kitchen & Exterior Door Improvements
12. PF&I - City of Seaside Cutino Park Improvements
13. Girls Inc Letter of Explanation for Late Application Submittal
14. Selection Checklist and Evaluation Form

Reviewed for Submission to the City Council by:



Roberta Greathouse, Acting City Manager

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information

Legal Name of Organization	Eden Council for Hope and Opportunity		
Submitting Proposal:			
Program/Project Name:	Fair Housing and Tenant/Landlord Services		
Person Completing Application:	Marjorie A. Rocha	Title:	Executive Director
Direct Telephone:	510-581-9380		
Email Address:	margie@echofairhousing.org		
Authorized Official: (e.g. Exec. Dir.):	Marjorie A. Rocha	Title:	Executive Director
Direct Telephone:	510-581-9380		
Email Address:	margie@echofairhousing.org		
Program/Project Contact:	Marjorie A. Rocha	Title:	Executive Director
Direct Telephone:	510-581-9380		
Email Address:	margie@echofairhousing.org		
Authorized Contact:	Marjorie A. Rocha	Title:	Executive Director
Direct Telephone:	510-581-9380		
Email Address:	margie@echofairhousing.org		
Finance Contact:	Oscar Gonzalez	Title:	Senior Bookkeeper
Direct Telephone:	510-581-9380		
Email Address:	oscar@echofairhousing.org		
Organization Mailing Address:	22551 Second St Ste 200	City:	Hayward Zip: 94541
Organization's Website Address:	www.echofairhousing.org		
Organization Telephone:	510-581-9380		
Organization Fax:	510-537-4793		
Tax ID Number:	94-6124081 9 digits, format xx-xxxxxxx		
Organization DUNS Number:	08-139-5120 9 digits, format xx-xxx-xxxx		
Seaside Customer/Vender Number:	9038		
Type of Organization (check all that apply):	☒ Non-Profit ☐ CHDO ☐ CBDO ☐ Faith-Based		
What is your agency's fiscal year?	July 1 - June 30		
Date of your organization's most recently completed audit. (Month/Year)	June 2021		
Was this audit conducted in compliance with the Single Audit Act?	Yes		
Are there any outstanding audit findings which remain unresolved?	No		
Are you a Legal Services provider?	No		

Select type of Funding Requested and Type of Activity, then click to Update Application

We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☒ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$9,390
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide. 05J - Fair Housing Activities-Subj.to Pub.Serv.Cap

3. Mark the box below that indicates the national objective met:

Activities Benefiting Low and Moderate-Income Persons. 570.208(a)
 LMC-Limited Clientele. 570.208(a)(2)
 Low/Mod Clientele. 570.208(a)(2)(i)
 Income Certification. 570.208(a)(2)(i)(C)

4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.

ECHO's Fair Housing and Tenant/Landlord Services will assist City of Seaside tenants and landlords who require information regarding fair housing and discrimination, or complainants who allege discrimination based on federal, state, and local protected classes. Protected classes are the following: race, color, ancestry, national origin, religion, mental or physical disability, gender, sexual orientation, gender identity, marital status, familial status, source of income, or any other arbitrary class. Tenant/Landlord Services will provide counseling, mediation, and renters' rights and responsibilities services to low income persons, racial and ethnic minorities, single and female heads of households, the disabled, and seniors; and housing providers.

ECHO's prompt response to discrimination complaints may result in mediation and amicable resolution, and

prevents a complainant from filing with the State Department of Fair Employment and Housing or the Department of Housing and Urban Development for further processing at public expense. Legal fees are saved by providing information on their rights and responsibilities and by ECHO's intervention and mediation when appropriate.

In the investigative work that we do, positive results will force a change in discriminatory behavior, a most desirable outcome, either through education or legal enforcement. We are privileged to witness this in most cases. If not, the attorneys and government agencies apprise us of the outcome of enforcement measures.

Our purpose for providing tenant/landlord counseling and education is to empower renters to become self-sufficient and make educated decisions regarding their housing choices. In the provision of mediation services we are able to see the results of the service. A successful outcome, in this instance, is accomplished when both parties come to a mutually agreeable solution.

ECHO attempts to mediate nearly every eviction due to its drain on financial and emotional resources of the client. The number of Unlawful Detainers (eviction actions) filed and litigated consists of inestimable costs that are difficult to breakdown specifically. However, ECHO's intervention prior to eviction proceedings prevents this cost from escalating further, may allow the tenants to remain housed, and spares them relocation costs. Successful intervention prevents costly institutionalization, and the landlord is spared the expense of court costs and fees.

5. How will people or conditions in the community change as a result of what you do?

ECHO's mission is to promote equal access in housing and provide support services which will aid in the prevention of homelessness and promote permanent housing conditions. The methods and techniques used to assist clients and change conditions in the community have been developed and streamlined over a half century of service provision.

FAIR HOUSING SERVICES assist clients by:

- o Providing necessary counseling regarding renter and property owner issues;
- o Identifying groups that are at risk of being discriminated against and informing them of their rights;
- o Investigating and analyzing suspected cases of discrimination;
- o Allowing us to bring, when appropriate, the parties to the negotiating table to achieve mutually agreeable solutions to problems;
- o Conducting fair housing audits; and
- o Offering education regarding fair housing laws to housing providers and other members of the housing industry.

TENANT/LANDLORD SERVICES assist clients by:

- o Providing information and counseling regarding evictions, deposits, harassment, retaliation, illegal entry, repairs, rent increases, and leases and rental agreements;
- o Informing low-income households about HUD subsidies such as the Housing Choice Voucher Program;
- o Providing referrals to Public Housing Authorities and to HUD subsidized housing complexes;
- o Providing conciliation between renters and their housing providers to prevent evictions, effect repairs, and address habitability issues.

Check if the proposed activity will:

- ☒ Help prevent homelessness?
- ☒ Help those with HIV or AIDS?
- ☐ Help the homeless?
- ☒ Help the disabled?

6. Outcome Performance Measurement

1. Please choose the most appropriate performance measurement objective

[Provide Decent Affordable Housing](#)

2. Please choose the most appropriate performance measurement outcome.

[Availability/Accessibility](#)

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.

ECHO proposes to provide fair housing information and education to renters and housing providers, investigate suspected cases of housing discrimination, conduct a systemic audit to uncover housing discrimination, and provide counseling and conciliation to renters and housing providers regarding their rights and responsibilities in rental housing. Additionally, ECHO will conduct presentations and conduct mass media advertising (social media ads, TV/radio interviews, electronic flyers) throughout the City of Seaside.

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
5 households	Counseling Sessions
5 households	Investigations
5 sites	Audits
20 households	Counseling Sessions
5 households	Successful mediation

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	Provide Fair Housing Counseling to 5 households
Activity #2	Provide Fair Housing Investigation to 5 households
Activity #3	Conduct a 5-site Fair Housing Audit
Activity #4	Provide Tenant/Landlord Counseling to 20 households

Activity #5 | Facilitate 5 Tenant/Landlord Conciliations/Mediations

4. Provide any additional relevant description of proposed activity or project.

OUTREACH & EDUCATION

In addition to the above activities, ECHO will provide training to the general public on fair housing and tenant/landlord laws and how they are observed. Efforts will be targeted to property owners and managers to insure their awareness of and compliance with the laws. ECHO will also identify groups who are at risk of being discriminated against and inform them of their rights. See below:

- 1) Provide City of Seaside renters, housing providers, and service providers with 4 presentations on housing rights;
- 2) Distribute annual mass media ads (Facebook and Twitter ads, educational material and participate in TV/radio interview).

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
Provide Fair Housing Counseling to 5 households	June 30, 2023
Provide Fair Housing Investigation to 5 households	June 30, 2023
Conduct a 5-site Fair Housing Audit	June 30, 2023
Provide Tenant/Landlord Counseling to 20 households	June 30, 2023
Facilitate 5 Tenant/Landlord Conciliations/Mediations	June 30, 2023
Outreach: 4 presentations and distribute 6 annual mass media ads.	June 30, 2023

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

The ECHO Housing outreach plan for Fair Housing and Tenant/Landlord Services consists of the following:

1. List of renters, local service providers, and landlords to schedule presentations;
2. List of Community-Based Organizations for flyer outreach;
3. List of local television or radio stations for interviews leading to mass outreach;
4. List of local mass media outlets for mass outreach.

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

We measure the impact of our programs by following up with our clients upon completion of counseling to determine if needs have been met. This follow-up is in the form of phone interviews or a written request for evaluation of the services provided to help us better meet client needs.

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

ECHO Housing provided fair housing and tenant/landlord services for 29 households in fiscal year 2019-2020. Because of unemployment issues leading to non-payment rent, prohibitive rent increases and illegal harassment by landlords, in fiscal year 2020-2021, the demand for housing counseling services and mediation increased to 38 households, a 31% increase.

We anticipate a further increase in the number of households requiring fair housing counseling based on disability, reasonable accommodation, or reasonable modification due to effects of COVID. Likewise, the need for counseling and mediation will increase regarding just cause evictions, rent increase caps, and protections for Housing Voucher certificate holders, all state laws which went into effect at the onset of the COVID pandemic, and are designed to stabilize housing for low income tenants.

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for, and/or response.

- For example, Agency B expanded their Senior food delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

ECHO is educating the community regarding the protections available to them regarding COVID-19. In response to the Coronavirus pandemic, and included in the fair housing and tenant landlord services, ECHO will provide education to the general public on fair housing and rental laws and how they are observed, and to insure awareness of and compliance with the laws.

Since the pandemic began, we have been working remotely. In order to assist persons while remaining protected from the virus, we are continuing to contact them by phone, email, and, since the shelter-in-place mandate, video conferencing. Fair Housing and Tenant/Landlord presentations have been converted to live webinars that are broadcast on a monthly basis to eliminate the need for in-person gatherings.

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

The federal Fair Housing Act (FHA) prohibits discrimination in rental housing based on disability. A landlord cannot:

- o Refuse to rent to people with disabilities;
- o Ask prospective tenants if they have a disability;
- o Charge higher rent to people with disabilities;
- o Refuse to make reasonable accommodations that are necessary for a disabled tenant to use the premises;
- o Refuse to allow disabled tenants to make reasonable changes to their unit that are necessary for them to fully enjoy the property;
- o Harass or retaliate against tenants with disabilities.

A tenant with COVID-19 is protected against disability discrimination. It is illegal for a landlord to discriminate against a tenant based on an actual or perceived disability. Under certain circumstances a tenant with the virus or

impairments as a result of COVID, is also entitled to reasonable accommodations or reasonable modifications. A tenant with a history of COVID-19 that limits a major life activity is protected from discrimination and entitled to reasonable accommodation. Examples follow:

- o Scheduling the payment of rent to coincide with benefit payments;
- o Flexibility or additional time with scheduling;
- o A closer parking spot and/or an accessible parking spot;
- o Moving to a more accessible vacant unit;
- o A video inspection rather than an in-person inspection;
- o Communicating by email or telephone, and signing lease documents digitally;
- o Permission to have an animal needed for disability, including an emotional support animal;
- o Permission to have delivery items brought up directly to the unit, rather than collected in the lobby.

ECHO provides information and investigation regarding disability, which includes COVID-19, and how to protect oneself against discrimination based on this disability, how to secure reasonable accommodations or reasonable modifications to assist the disabled tenant with essential life functions, and how to make their living space accessible for their individual needs.

ECHO responds to rental housing inquiries, particularly regarding COVID-19 safeguards, for tenants and landlords, the California Protections Act of 2019 (rent caps and just cause evictions), leases and month-to-month rental agreements, landlord harassment, security deposits, and other rental housing rights and responsibilities. As trained mediators, one of our most important tools is to assist the disputants to reach a resolution, settlement, or other understanding which would prevent homelessness, and resolve other housing issues. This is especially important during this COVID-19 crisis, with the potential of a wave of evictions resulting from non-payment of rent and foreclosures of multi-family dwellings.

11. Explain how your organization will avoid duplication of benefits?

ECHO Housing's services are unique in Monterey County, and more particularly in the City of Seaside. ECHO Housing is the only Qualified Fair Housing Enforcement Organization in Monterey County. Additionally, as a HUD-approved comprehensive housing counseling agency, we specialize in tenant/landlord counseling and provide free mediation services regarding housing rights and responsibilities.

Legal Services for Seniors offers services to low income seniors, which precludes anyone under 60 years of age; and California Rural Legal Assistance provides services to a limited number of tenants. We have referred several clients with actionable cases to CRLA and they have all returned to tell us they couldn't be helped. Neither Legal Services for Seniors nor California Rural Legal Assistance provide mediation.

When counseling clients, ECHO's Counselor asks if the client has been served by other agencies within the jurisdiction. We do not want to duplicate services or usurp the authority of another service provider. The ECHO Counselor will provide counseling only if the client has not received help, was referred to us by the aforementioned agencies, or if the client was not satisfied with the assistance provided.

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

If this application is not fully funded, we will be unable to provide the services at the level stated in the proposal until we find sufficient funding to fully staff it. Without CDBG funds we would be unable to provide any services.

Funding from the City allows us to attract and leverage other funding sources. More importantly, continued funding allows us to affirmatively further fair housing and provide necessary tenant/landlord services to everyone who requires them, as follows:

- 1) Responding to fair housing inquiries;
- 2) Investigating and analyzing suspected cases of discrimination;
- 3) Conducting fair housing audits as a means of proactively identifying evidence of discrimination;
- 4) Offering education regarding fair housing laws to property owners and other members of the housing industry;
- 5) Responding to rental housing inquiries;
- 6) Providing information and counseling regarding evictions, deposits, harassment, retaliation, illegal entry, repairs, rent increases, and leases and rental agreements; and
- 7) Allowing us to bring, when appropriate, the parties to the negotiating table to achieve mutually agreeable solutions to problems.

The Counselors are committed to provide service to every Seaside resident that comes to ECHO. Our counselors do not turn anyone away, and are able to determine what type of assistance our clients need in order to refer them to additional services from a department within ECHO or to resources outside our agency.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

The U.S. Department of Housing and Urban Development (HUD) has a long-standing commitment to the elimination of illegal discrimination in housing. HUD's mission boldly sets forth 'affirmatively furthering fair housing as a top priority. HUD has strongly encouraged the adoption and enforcement of state and local fair housing laws and the elimination of separation by race, ethnicity or disability status in all of its housing and community development programs. Through the community development programs, HUD seeks to further its goals of increasing equal and free access to residential housing in order to achieve equality of opportunity for all persons regardless of race, color, religion, sex, national origin, disability or familial status (Executive Order 12892, 1994).

The priority needs identified by the City of Seaside in its Housing Element includes reducing housing

discrimination, increasing and expanding activities designed to prevent those currently housed from becoming homeless, and enhancement of accessibility for individuals with physical disabilities. The Monterey County Analysis of Impediments to Fair Housing Choice 2019 (AI) indicates that 58.6% of Seaside residents are renters, who comprise the focus areas for CDBG Public Services funding, including the improvement of access to rental housing, reducing housing discrimination, landlord/tenant counseling and mediation and assistance for seniors and disabled individuals to sustain housing in the City.

The Analysis of Impediments also indicates a need for fair housing services. Discrimination continues to be a problem particularly among ethnic minorities, the disabled, the economically disadvantaged, and female-headed households. Cases filed with the Department of Fair Employment and Housing and the Department of Housing and Urban Development show a trend of discrimination based on disability and sex.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

- ☒ Access to community services (youth and senior services are priority services)
- ☐ Provide quality infrastructure (includes construct/upgrade public facilities)
- ☒ Improve accessibility for persons with disabilities
- ☐ Promote beautification (CDAC preferred not to use the term "blight")
- ☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

ECHO's services assist: extremely low to moderate, families with children, elderly, single headed households, veterans, persons with HIV/AIDS, victims of domestic violence, emancipated youth, persons with mental disabilities, and persons with developmental disabilities. ECHO's primary reason for existence is to prevent homelessness by providing services to this segment of our community. This is in our mission statement.

This need will be met by 'affirmatively furthering fair housing' , creating accessibility in housing and providing fair housing choice. It is illegal to discriminate based on race, color, religion, familial status, ancestry, marital status, national origin, gender, sexual orientation, mental or physical disability, source of income, or any other arbitrary reason. ECHO achieves furthering fair housing by holding landlords accountable to fair housing laws through education, investigation, mediation, and enforcement.

ECHO will also provide information to tenants on how to protect themselves against illegal evictions, deposit withholding, retaliation, illegal entry, harassment, predatory habitability, and lease violations. We provide education to landlords, and provide mediation between the parties in order to preserve housing. If the landlord remains non-compliant, the tenant may be referred to any number of entities (e.g., Legal Assistance for Seniors, California Rural Legal Assistance, Small Claims Court, Code Enforcement, Vector Control, private attorneys, etc.) to stabilize their housing.

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

Enhanced Neighborhood Conditions

5. Describe how you will meet the goal identified above.

As stated in #3, above, ECHO's services assist: extremely low to moderate, families with children, elderly, single headed households, veterans, persons with HIV/AIDS, victims of domestic violence, emancipated youth, persons with mental disabilities, and persons with developmental disabilities. ECHO's primary reason for existence is to prevent homelessness by providing services to this segment of our community.

This need will be met by 'affirmatively furthering fair housing' , creating accessibility in housing and providing fair housing choice. It is illegal to discriminate based on race, color, religion, familial status, ancestry, marital status, national origin, gender, sexual orientation, mental or physical disability, source of income, or any other arbitrary reason. In a 2018 trends report by the National Fair Housing Alliance, discrimination against persons with disabilities (51%) was the most prevalent form of discrimination.

ECHO achieves furthering fair housing by holding landlords accountable to fair housing laws through education, investigation, mediation, and enforcement.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.
- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted Use?	Total	Amount On-Hand(A)	Amount Committed (B)	Amount Pledged (C)	On-Hand Plus Committed	% On-Hand Plus Committed	
City of	Yes	\$20,000		\$0	\$20,000	\$0	0%	Other

Alameda FH CDBG								Federal Funds
City of Berkeley FH CDBG	Yes	\$35,000		35000	\$0	\$35,000	100%	Other Federal Funds
City of Hayward FH/TL CDBG	Yes	\$45,000		\$0	45000	\$0	0%	Other Federal Funds
City of Monterey FH/TL CDBG	Yes	\$13,600		\$0	13600	\$0	0%	Other Federal Funds
City of Oakland FH CDBG	Yes	\$86,250		\$0	86250	\$0	0%	Other Federal Funds
City of San Leandro FH CDBG	Yes	\$10,000		\$0	10000	\$0	0%	Other Federal Funds
City of San Leandro TL GF	Yes	\$21,600		\$0	21600	\$0	0%	State/Local Funds
City of Union City FH CDBG	Yes	\$10,000		10000	\$0	\$10,000	100%	Other Federal Funds
City of Union City TL GF	Yes	\$25,000		25000	\$0	\$25,000	100%	State/Local Funds
Alameda County FH/TL CDBG	Yes	\$85,000		85000	\$0	\$85,000	100%	Other Federal Funds
Contra Costa Co. Consortium FH/TL CDBG	Yes	\$237,660		\$0	237660	\$0	0%	Other Federal Funds
Monterey County FH/TL CDBG	Yes	\$25,000		\$0	25000	\$0	0%	Other Federal Funds
Concord TL CV3	Yes	\$122,500		\$122,500	\$0	\$122,500	100%	Other Federal Funds
Contra Costa Co. TL CV3	Yes	\$300,000		\$300,000	\$0	\$300,000	100%	Other Federal Funds
Walnut Creek TL CV3	Yes	\$39,463		\$39,463	\$0	\$39,463	100%	Other Federal Funds
TOTAL		\$1,085,463		\$0	\$616,963	\$468,500	\$616,963	57%

Leveraging Ratio

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources, collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

ECHO's Executive Director seeks out and applies for foundation and corporate funding in order to maintain current funding levels and to leverage the funding currently received. In recent years, various jurisdictions have been unable to fully fund ECHO. In those instances and instances where funders require a match, ECHO will use its discretionary funding as a match.

We have applied to and received funding from HUD and several foundations in order to provide those services, which would have ordinarily been funded by the CDBG program. Although funding is restricted to the individual funding sources, the economy of scale permits savings in administrative costs. The following jurisdictions will benefit the City of Seaside by funding approximately 99% of administrative salaries, benefits, and operating costs for this program: Cities of Alameda, Antioch, Berkeley, Concord, Hayward, Monterey, Oakland, Salinas, San Leandro, Union City, Walnut Creek, the Contra Costa County Consortium, and the Counties of Alameda, Contra Costa, and Monterey.

We will continue to diversify and seek out alternative sources of funding. We seek out in-kind services, such as volunteers for clerical assistance, and donations of supplies. Currently, we have a volunteer mediator who provides mediation services along side our certified mediators. ECHO also collaborates with the Department of Fair Employment and Housing, the Department of Housing and Development, and private attorneys for their assistance with enforcement.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative

partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

ECHO is developing collaborative partners that provide services in Seaside. We have developed partnerships with Housing Resource Center, Housing Choices, the Salvation Army, the Non-profit Alliance of Monterey County, Legal Services for Senior, and make referrals to Central Coast Center for Independent Living.

We work very closely with the Department of Fair Employment and Housing and the Department of Housing and Urban Development to assist clients to stabilize their housing. As we continue to work in Seaside, we will continue to develop and enhance local collaborative relationships.

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

The Eden Council for Hope and Opportunity (ECHO Housing) was founded in 1964 and incorporated in 1965 by community volunteers dedicated to equal housing opportunities and the prevention and elimination of homelessness. Established as a fair housing agency, ECHO provided counseling and investigation from the Castro Valley home of one of the founders.

Since then, ECHO has expanded to a full service housing counseling organization providing services to very low and moderate income clients. ECHO received its first jurisdictional funding for discrimination investigation from the City of Hayward in 1973. ECHO now receives funding to provide services in Alameda, Contra Costa, and Monterey Counties.

ECHO is a HUD-approved Housing Counseling Agency, and satisfies the HUD definition of Qualified Fair Housing Enforcement Organization (QFHO). ECHO's services reach over 3,000 clients per year with information, referrals, and housing assistance. More recent services have been directed to intervention and prevention of homelessness through rental and deposit assistance. However, ECHO's primary service component continues to be equal housing access.

Current service programs include:

- o Fair Housing Services, serving unincorporated and urban Alameda, Contra Costa, and Monterey Counties (except for the Cities of Fremont and Pittsburg);
- o Tenant/Landlord Counseling Programs, serving unincorporated and urban Alameda, Contra Costa, and Monterey Counties (except for the Cities of Berkeley, Fremont, Oakland, and Oakland);
- o Homeseeking Program serving the Cities of Livermore and Pleasanton;
- o Shared Housing and Placement serving the Cities of Livermore and Pleasanton;
- o HUD Pre-Purchase Counseling serving Alameda, Contra Costa, and Monterey Counties;
- o HUD First-Time Homeownership Program serving Alameda, Contra Costa, and Monterey Counties;
- o Rental Assistance Program serving Alameda County.

Additionally, ECHO Housing is program administrator for the Alameda County Rent Review Ordinance, City of Albany Rent Review Ordinance, the City of Concord Rent Review Ordinance, the City of Union City Rent Review and Eviction Harassment Ordinances, and the City of Emeryville Eviction Harassment Ordinance. ECHO is also responsible for providing counseling on the Tenant Protection Act of 2019, the various 'just cause' ordinances enacted locally since Governor Newsom signed AB1482, AB1110; and SB329, which provides fair housing protections for households in possession of Housing Choice Vouchers.

ECHO's ultimate goal is to promote equal access in housing and provide support services which would aid in the prevention of homelessness and promote permanent housing conditions.

2. List the locations of all facilities, and days and hours of operation.

ECHO Housing's hours of operation are 9AM to 5PM, Monday through Friday. Counselors can be reached at 831-566-0824 or, toll free, 855-ASK-ECHO. We are operating remotely due to COVID restrictions. However, locations are as follows:

Monterey Office (City Hall)
580 Pacific Street
Monterey, CA 93940
Tuesday, Thursday

Hayward Office (Administrative Office)
22551 Second Street #200
Hayward, CA 94541
510-581-9380
Monday through Friday

Livermore Office
141 N. Livermore Avenue
Livermore, CA 94550
925-449-7340
Monday through Friday

Oakland Office
1305 Franklin Street #305
Oakland, CA 94612
510-496-0496
Monday through Friday

Antioch Office
301 W. Tenth Street
Antioch, CA 94509
925-732-3919
Monday through Friday

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

ECHO adheres to generally accepted accounting procedures. Our records are kept on a fund basis with the fiscal year running from July 1 through June 30th. Cash receipts, cash disbursements, payroll and general ledgers are maintained on an accrual basis. For cash disbursements, ECHO uses a computerized check writing system with two (2) signatures for each check. One signature must be a Board member. ECHO utilizes a computerized system for reimbursables, financial statements, and general ledgers.

ECHO Housing utilizes the services of an outside auditor on an annual basis. The audit is conducted in accordance with Government Auditing Standard by a small, local, minority-owned auditing firm.

ECHO Housing pays payroll taxes and workers' compensation as required by Federal and State law. ECHO utilizes State Compensation Insurance Fund - Workers' Compensation - \$1,000,000; the company of DeManouel Insurance Group for the following coverage with Non-Profits Insurance Alliance of California/Philadelphia Insurance: Bodily Injury - \$1,000,000 Each Occurrence, \$3,000,000 Aggregate Limit, Property Damage - Single Limit - \$1,000,000, Employee Dishonesty (commercial blanket) Coverage - \$50,000, D & O Liability - \$1,000,000. See attached Accounting Manual. See attached Accounting Manual.

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

ECHO has a procurement policy that limits the amount of purchases unless the Board of Directors provides authorization. See attached procurement policy.

5. Describe the record-keeping system to be used to maintain program data.

ECHO utilizes the Salesforce database, designed to interface with HUD. We use intake logs to maintain program data and track outputs and outcomes. Salesforce and the intake logs track demographic information and record actual accomplishments, and allow us to clearly measure the services delivered and any monthly deficits. The Counselor is instantly aware of any deficits. The Executive Director addresses the deficit with the Counselor, and determines a course of action appropriate to meet the goal. Often, it is a matter of not enough outreach to the target population, and the Executive Director adjusts the marketing plan.

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

When completing an intake on a client having a complaint in Seaside, we ask for the address of the unit in question, to ensure we are serving clients living in, or attempting to move to or out of, the City. The intakes and case files will be presented to the City for its review of our program.

Because illegal housing discrimination is not limited to low-income persons, HUD does not have income requirements for the fair housing program. However, we do ask for income levels from all clients, and they are self reported by clients. The clients are asked for the amount of income from all sources. Unless necessary to assist the client in his/her fair housing complaint, ECHO does not require verification of a client's income. See attached intake forms.

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

Since 1973, when ECHO received its first Community Development Block Grant, it has developed policies and procedures to ensure compliance with federal regulations both in dealing with internal issues and the public at-large. In 1980, ECHO became a HUD-approved housing counseling agency, and began to apply directly to HUD for funding to conduct mortgage counseling, home equity conversion, and homebuyer education. We have participated in and passed every HUD biennial review since 1980.

ECHO's administration prides itself on having the highest ethical standards for compliance with federal regulations, particularly non-discrimination, equal employment opportunities, conflict of interest and self-dealing policies.

Please see attached bylaws, conflict of interest policies, employee handbook, and letters in fiscal audits.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

ECHO's ultimate goal is to promote equal access in housing and provide support services which would aid in the prevention of homelessness and promote permanent housing conditions. The methods and techniques used to assist clients have been developed and streamlined over a half century of service provision:

EDUCATION: ECHO provides tenants with information on their rights and responsibilities empowering them to make educated decisions regarding housing issues. This further empowers them to address issues with their landlords, and if negotiation fails, they may contact us to mediate or they can attempt litigation.

INTERVENTION: ECHO attempts to intervene as appropriate in order to prevent evictions as a retaliatory measure for tenants exercising their rights under the law. We also contact non-compliant landlords on behalf of tenants to address discrimination complaints in order to provide tenants with fair housing choice and educate them as a result of discrimination evidence in ECHO's fair housing audit. We also speak with landlords regarding habitability issues before the problem worsens and major repairs have to be made.

STABILIZATION: ECHO's mission statement addresses prevention of homelessness and promoting permanent housing conditions. This is achieved by securing or maintaining housing. ECHO also assists households to stabilize their housing when threatened with eviction by negotiating for more time or rescission of the notice to vacate. Addressing discrimination complaints and providing landlords with fair housing education often provides fair housing choice for prospective tenants or prevents eviction for tenants who are in place.

The Executive Director and the Housing Programs Coordinator will monitor progress toward achieving program objectives through review of monthly, quarterly, annual progress reports, and client surveys and evaluations.

With the COVID restrictions in place, program evaluations by funders have been spotty. However, the most recent HUD evaluation of our programs has been included. We recently completed a desk audit by the City of Berkeley, and are waiting for the results.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

ECHO Housing serves a population base of 3.25 million persons. Current service programs include:

- o Fair Housing Services, serving unincorporated and urban Alameda, Contra Costa and Monterey Counties (except for the City of Fremont and Pittsburg);
- o Tenant/Landlord Counseling Programs, serving unincorporated and urban Alameda, Contra Costa, and Monterey Counties (except for the Cities of Berkeley, Fremont, Oakland, and Pittsburg);
- o Homeseeking Program serving the Cities of Livermore and Pleasanton;
- o HUD Pre-Purchase Counseling serving Alameda, Contra Costa, and Monterey Counties;
- o HUD First-Time Homeownership Program serving Alameda, Contra Costa, Monterey Counties;
- o Rental Assistance Program serving Alameda County.

ECHO Housing is a pioneer in providing housing counseling services in the Bay Area. We developed our housing counseling model over 55 years ago, and have been active as the premier comprehensive housing counseling service provider in the Bay Area. Over the decades our counseling model has been streamlined and informed to provide state-of-the-art service provision. We have extensive experience with federal grants, specifically Community Development Block Grants since 1973, and Department of Housing and Urban Development grants since 1980.

The Executive Director provides administrative oversight, and monitors progress toward achieving program objectives through review of monthly progress reports, and client evaluations. She is responsible for developing and directing ECHO's marketing plan. The Senior Bookkeeper has 20+ years in non-profit accounting and bookkeeping.

ECHO's counselors are provided with training at least once a year to keep up with current legal and legislative issues. We access renters and housing providers by developing and disseminating appropriate outreach materials for distribution, distributing social media, making radio or television appearances, and conducting presentations and workshops.

ECHO provides housing information, counseling, investigation, referral, and conciliation in response to client needs. If our clients require outside or complementary services, we maintain a resource directory comprising services necessary for direct complaint referral and comprehensive listings of ancillary benefits, and appropriate private and public sector services.

ECHO has one counselor providing services to Seaside residents. All inquiries are triaged to determine order of urgency. Three-day Notices to Vacate are given immediate attention, and discrimination complaints receive assessment and investigation within 24 hours. Clients are able to access us at 831-566-0824 or, toll free, at 855-ASK-ECHO, Monday through Friday, 9am to 5pm or by email at contact@echofairhousing.org.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application	\$5,528	\$61		\$3,801		\$9,390
Alameda, Berkeley, Oakland	\$105,696	\$1,163		\$34,391		\$141,250
Hayward, San Leandro, Union City	\$86,283	\$934		\$24,383		\$111,600
Livermore, Pleasanton	\$61,959	\$678		\$23,363		\$86,000
Antioch, Concord, Pittsburg, Walnut Creek	\$77,117	\$848		\$201,658		\$279,623
Monterey	\$7,739	\$85		\$5,776		\$13,600
Alameda County	\$68,477	\$751		\$15,772		\$85,000
Contra Costa County	\$91,496	\$1,006		\$327,498		\$420,000
Monterey County	\$14,372	\$157		\$10,471		\$25,000
TOTAL	\$518,667	\$5,683	\$0	\$647,113	\$0	\$1,171,463

Total Budget less capital improvements **\$1,171,463**
 Application program percent **1%**

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount Funded City of Seaside
FY 2020-2021	Fair Housing and Tenant/Landlord Services	\$6,640
FY 2019-2020	Fair Housing and Tenant/Landlord Services	\$5,000
FY 2018-2019	Fair Housing and Tenant/Landlord Services	\$6,013
FY 2017-2018	N/A	\$0
FY 2016-2017	N/A	\$0

12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them

ECHO Housing has three full years of experience with City of Seaside grants. We began our contract with Seaside

in July 2018, and did not achieve goal due to the newness of our agency in the Seaside community for the first 3 years. However, as we receive more exposure, we are able to provide services to more low income households in Seaside. We will continue to carry out our outreach plan, and make adjustments, if necessary, until we meet our goals.

Part 8 - For CDBG Funds

12. Our proposal is for a [City of Seaside](#) project.

2. Select the type of assistance you provide: [05J - Fair Housing Activities-Subj.to Pub.Serv.Cap](#)

3. This program provides assistance of the following type: [LMC - Income Self-Certification](#)

4. Number of Unduplicated Beneficiaries previously served by the project.

City of Seaside		
Period	Actual	Monthly Average
July 1, 2020 - June 30, 2021	38	3
July 1, 2021 - December 31, 2021	16	3

5. Number of Unduplicated Beneficiaries projected to be served by the project.

Outcome Measure	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total
	# Served	%	# Served	%	# Served	%	# Served	%	
Provide Fair Housing Counseling to 5 households	2	40%	1	20%	1	20%	1	20%	5
Provide Fair Housing Investigation to 5 households	1	20%	2	40%	1	20%	1	20%	5
Conduct a 5-site Fair Housing Audit	0	0%	0	0%	1	20%	4	80%	5
Provide Tenant/Landlord Counseling to 20 households	4	20%	5	25%	6	30%	5	25%	20
Facilitate 5 Tenant/Landlord Conciliations/Mediations	2	40%	1	20%	1	20%	1	20%	5
TOTAL	9	23%	9	23%	10	25%	12	30%	40

6. Number of Low/Mod Unduplicated Beneficiaries to be served by the project

City of Seaside			
Period	Total Number of Beneficiaries Estimated to be Served FY22/23	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY22/23	Overall Percent of Low/Mod Income Persons Served
July 1, 2022 - June 30, 2023	40	35	88%

7. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

City of Seaside		
CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$9,390	40	\$234.75

8. Indicate the funding set-aside the activity belongs to: [Fair Housing Activities](#)

9. Please justify the cost per person served. If you believe there are compelling reasons or extenuating circumstances for a relatively high cost please explain.

ECHO's service to the City of Seaside costs \$234.75 per client. In exchange for this unit of cost, we provide 2.7 hours per client of housing counseling, discrimination investigation and training, outreach, and a comprehensive fair housing audit. Moreover, once we have achieved the contracted goal, we continue to assist clients. We believe these costs are very low for the number of services provided.

10. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

ECHO's service to the City of Seaside costs \$86.94 per hour. In exchange for this unit of cost, we provide 108 hours of housing counseling, discrimination investigation and training, outreach for renters, housing providers, service providers, and the community at-large; and a 5-site comprehensive fair housing audit. If the City were to take on the responsibility of providing all these same services or hire a for-profit agency, the cost would be excessive.

Worksheet # 1 - Positions to be Funded

Please list each position for the activity for which funding is requested. Complete all columns with entry boxes.

Job Title	% of FTE	Requested CDBG Personnel Funding, City of Seaside
Executive Director	1%	\$794
Executive Assistant	1%	\$362

Senior Bookkeeper	1%	\$427
Assistant Bookkeeper	1%	\$375
Office Manager	1%	\$506
Housing Programs Coordinator	1%	\$362
Housing Counselor	20%	\$2,702
Grand Total		\$5,528

Worksheet # 2 - Operational Budget

Budget Category	Actual Budget for July 1, 2021 to June 30, 2022	Projected Budget for July 1, 2022 to June 30, 2023	% Increase or Decrease	CDBG Funds Request, City of Seaside
Executive Director	\$70,465	\$74,494	6%	\$794
Executive Assistant	\$32,132	\$33,969	6%	\$362
Senior Bookkeeper	\$63,066	\$40,003	-37%	\$427
Assistant Bookkeeper	\$0	\$35,109		\$375
Office Manager	\$44,854	\$47,419	6%	\$506
Housing Programs Coordinator	\$32,132	\$33,969	6%	\$362
Housing Counselor	\$64,931	\$13,512	-79%	\$2,702
Other Staff	\$319,731	\$240,192	-25%	-----
Supplies and Materials				
Consumable Supplies	\$5,685	\$5,685	0%	\$61
Non-Consumable Supplies	\$9,619	\$9,165	-5%	\$273
Outside Services				
Telephone	\$23,844	\$23,844	0%	\$345
Utilities	\$0	\$0		\$0
Maintenance	\$0	\$0		\$0
Contract/Consultant Services	\$0	\$0		\$0
Other Charges				
Rent	\$68,844	\$68,844	0%	\$2,282
Travel (Mileage)	\$2,990	\$2,074	-31%	\$100
Insurance	\$0	\$0		\$0
Capital Outlay				
Equipment/Furniture	\$0	\$0		\$0
Other - # of lines needed: 4				
Fair Housing Audit	\$26,335	\$9,050	-66%	\$250
Tester Stipend	\$14,728	\$15,562	6%	\$250
Legal Services	\$922,008	\$490,360	-47%	\$0
Indirect Costs	\$28,212	\$28,212	0%	\$301
Total	\$1,729,576	\$1,171,463	-32%	\$9,390
Total Funding Requested from Part 1				\$9,390

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	agencycert2022.pdf
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	501c3.pdf CA.SOI.08192021.pdf
3 ☒ Articles of Incorporation/Bylaws	Art_of_Inc.pdf ECHO_Bylaws.pdf
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	Certificate_of_Status2021.pdf
5 ☒ Organizational Chart	orgchart12_21v2.pdf
6 ☒ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	Bd.Roster08-2021.pdf
7 ☒ Resumes of Program Administrator and Fiscal Officer	M.RochaResume.pdf GonzalezResume.pdf
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	Seaside_COIs_FY_21_22.pdf Seaside_Work_Comp_COI_FY_21_22.pdf
9 ☒ Audited Annual Financial Statements covering 2 Years	Fiscal_Audit_June_30_2020.pdf Fiscal_Audit_June_30_2021.pdf
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	AuthLtr22_23_signed.pdf
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	DesigRes22_23-1.pdf
12 ☒ Conflict of Interest Policy	conflictofinterest2019.pdf
13 ☒ Project Team Experience and Qualifications	TeamExperience22_23.pdf
14 ☒ Project/Activity Timeline	Timeline22_23.pdf
15 ☒ Financial Policies	Accounting_Manual_Jan_1_2017.pdf
16 ☒ Procurement Policies	ProcurementPolicy.pdf
17 ☒ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	IntakeDataForms.pdf
18 ☒ Project/Activity Support Letters	BayLegal-ECHO_Housing_MOU_2021-22_FULLY_EXECUTED.pdf
19 ☒ Program Evaluations	HUDcertificate_80139.pdf

		Eden Council for Hope and Opportunity - Performance Review After Correction of Findings.pdf
20	☒ Outreach Materials	FHTrainingHandout102221.pdf FH_flyer_MoCo.Sp2.pdf FH_flyer_MoCo.v2.pdf TestersWanted2021.pdf MoCo_TL_flyers.pdf MoCo_TL_flyers_sp_.pdf TPA2019.pdf TPA2019_sp_.pdf
21	☒ Evidence of Project Support/Community Outreach (written endorsements, when available)	ClientSupportLtrs2.pdf
22	☒ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	LEP-504.pdf
23	☒ Employee Handbook	2016_ECHO_Employee_Handbook_1.pdf
24	☒ Record Retention Policies	RecordsRetention.pdf
25	☒ Federal Tax Form 990	990_FY20_21.pdf
26	☒ State Tax Form 199	199-2020.pdf
27	☒ Rental/Lease Agreement (if applicable)	Echo_Lease_Fully_Executed.pdf
28	☒ Cost Allocation Plan	CostAlloc2018.pdf
29	☒ Other Needs Assessment: Housin	Housing_Element_PDF.pdf Midterm_Update_5_Housing_March_2020.pdf
30	☒ Other Needs Assessment: Monter	FINAL_Monterey_County_AI_Report.pdf Final_Monterey_County_AI_Public_Outreach_Appendix.pdf
31	☒ Other Funding Commitment	AlamedaCo.LeverageLetter22_23.pdf BerkelySupportProof2019_23.pdf UnionCityLeverageLetter22_23.pdf ConcordLeverageLetterCV22_23.pdf ContraCostaCo.LeverageLetterCV22_23.pdf WalnutCreekLeverageLetterCV22_23.pdf CONCORD_TL_ECHO_CDBG_20-23-A.pdf 20-06-CDBG-CV-1.pdf WC-CV_Tenant-Landlord_Counseling_and_Dispute_Resolution_Services-WAL45_signed.pdf

Program Manager Signature

Marjorie A. Rocha

Date Signed

01/09/2022

Approved By:

Haroon Noori

Date Signed

01/15/2022

Initially submitted: Jan 9, 2022 - 19:19:15

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information

Legal Name of Organization	Gathering for Women - Monterey		
Submitting Proposal:			
Program/Project Name:	Case Management - Casa de Noche Buena		
Person Completing Application:	Staci M Alziebler-Perkins	Title:	Executive Director
Direct Telephone:	831-241-6154 x 11		
Email Address:	ed@gatheringforwomen.org		
Authorized Official: (e.g. Exec. Dir.):	Staci M Alziebler-Perkins	Title:	Executive Director
Direct Telephone:	831-241-6154 x 11		
Email Address:	ed@gatheringforwomen.org		
Program/Project Contact:	Mary Snyder	Title:	Program Coordinator
Direct Telephone:	8312416154 ext 6		
Email Address:	Mary@gatheringforwomen.org		
Authorized Contact:	Mary Snyder	Title:	Program Coordinator
Direct Telephone:	8312416154 ext 6		
Email Address:	Mary@gatheringforwomen.org		
Finance Contact:	Rebecca Blacklock	Title:	Controller
Direct Telephone:	831-821-0333		
Email Address:	Rebecca@gatheringforwomen.org		
Organization Mailing Address:	147 El Dorado Street	City:	Monterey Zip: 93940
Organization's Website Address:	www.gatheringforwomen.org		
Organization Telephone:	8312416154		
Organization Fax:	831-3022222		
Tax ID Number:	47-4275163 9 digits, format xx-xxxxxxx		
Organization DUNS Number:	089539958 9 digits, format xx-xxx-xxxx		
Seaside Customer/Vender Number:			
Type of Organization (check all that apply):	☒ Non-Profit ☐ CHDO ☐ CBDO ☐ Faith-Based		
What is your agency's fiscal year?	12/31		
Date of your organization's most recently completed audit. (Month/Year)	05/21		
Was this audit conducted in compliance with the Single Audit Act?	No		
Are there any outstanding audit findings which remain unresolved?	No		
Are you a Legal Services provider?	No		

Select type of Funding Requested and Type of Activity, then click to Update Application

We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☒ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$10,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide. 05X - Housing Information and Referral Services

3. Mark the box below that indicates the national objective met:
 Activities Benefiting Low and Moderate-Income Persons. 570.208(a)
 LMC-Limited Clientele. 570.208(a)(2)

4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.

The Casa de Noche Buena shelter is a 'housing first' shelter for homeless single women and families with children. The shelter opened in January of 2021 and has served sixty guests including children so far. Of this number, thirty found temporary or permanent housing. Guests can stay for ninety to one hundred and eighty days while searching for permanent housing.

5. How will people or conditions in the community change as a result of what you do?

We envision the need for existing City services decreasing. This underserved population is now off the street and in the shelter finding the assistance and resources necessary to improve their quality of life.

Check if the proposed activity will:

- ☐ Help prevent homelessness?
☐ Help those with HIV or AIDS?
☒ Help the homeless?
☐ Help the disabled?

6. Outcome Performance Measurement

1. Please choose the most appropriate performance measurement objective

[Create Suitable Living Environments](#)

2. Please choose the most appropriate performance measurement outcome.

[Availability/Accessibility](#)

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.

[Casa de Noche Buena provides guests with a warm, safe place to stay while receiving intensive case management and supportive services, including linkages to employment and housing and mental health and substance abuse services based upon their individual needs. Our Case Manager connects guests to resources that increase their access to income and affordable housing.](#)

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
16	Case management

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	Case management for single women in the shelter

4. Provide any additional relevant description of proposed activity or project.

[The goal of our Case Management Program is to move homeless women toward improved physical and mental health, safety, financial independence and secure housing. Case managers navigate the services and resources available to our guests so that they can successfully meet their basic needs. A Case Manager's initial meeting with a guest is a comprehensive intake interview. We assess her living situation, her health and wellness needs, and any threats to her immediate safety. The Case Manager takes whatever time is needed to establish each guests needs and to help her build a plan for her future. An initial intake meeting takes anywhere from 30 minutes to two hours. Then, the Case Manager and the guest begin the process of creating a plan to obtain affordable housing.](#)

[Guests also receive nutritious meals, help with job searches, and have easier access to community and government opportunities, as well as mental and physical health checks through our partners. Throughout the pandemic, guests will also receive clean clothes, soap, masks, hand sanitizers, and other necessities to help them be safe and healthy.](#)

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
Case Management for 16 single women	Annually

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

[This is a continuing project.](#)

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

[All services are tracked in case management software. We would track the following:](#)

- [*Income level of persons assisted](#)
- [*Number of persons/households assisted](#)
- [*Number of seniors/disabled assisted](#)
- [*Number entering temporary or permanent housing](#)

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

[More women are homeless or on the brink of homelessness due to the pandemic, economic downturn, and lack of affordable housing on the Peninsula. The pandemic has exacerbated existing economic inequalities, and disproportionately affected women. In September 2020, women represented 80% of those who exited the workforce due to their caregiving roles and professional occupations. For every one woman housed, one more needs our services.](#)

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for, and/or response.

- For example, Agency B expanded their Senior food delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

[All guests are tested and quarantined upon their first entry to the shelter. Masks are worn in congregate areas when not eating and temperatures are tested. Guests are encouraged to get vaccinated though it is not currently required. All of these steps are aimed at preventing COVID in infections and decrease the likelihood of transmission.](#)

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

The shelter provides a safe space for single women and families with children to stay for up to 90 continuous nights. All guests are tested upon entry to the program and are strongly encouraged to get COVID-19 vaccinations. Many of the guests at the shelter would otherwise be outside in the elements or in would be staying in encampments where outbreaks would be deadly. The shelter also increases the likelihood of guests finding temporary or permanent housing.

11. Explain how your organization will avoid duplication of benefits?

Guests are allowed to stay 90 continuous nights with a possible extension of 90 nights if they are showing progress toward their goals. Each guest is assigned a Case Manager to oversee progress, to recommend resources, and to help navigate roadblocks.

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

If CDNB does not receive CDBG funding, we will need to increase our efforts at grant applications and public contributions or cut the number of guests that we are able to serve. The provision of CDBG funds means a dedicated case worker for single women so that they can navigate the resources available to them and are more likely to enter temporary or permanent housing.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

According to the 2019 Monterey County Point-in-Time Homeless Census & Survey there are 2,422 homeless individuals in Monterey County of which 35 percent were identified as female. Under the current economic climate with thousands unemployed or underemployed, many are on the edge of homelessness. Already we have seen an increase in numbers on the waiting list - as one is housed, another is onboarded. Casa de Noche Buena provides a roof over homeless women's head while they find their way out of homelessness.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

- ☒ Access to community services (youth and senior services are priority services)
- ☐ Provide quality infrastructure (includes construct/upgrade public facilities)
- ☐ Improve accessibility for persons with disabilities
- ☐ Promote beautification (CDAC preferred not to use the term "blight")
- ☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

Casa de Noche Buena is a low barrier emergency shelter for single women and families with children. Case Managers work with guests to set and achieve their personal goals for housing, income, employment, education, and other areas that support a successful exit from homelessness. Amenities include meals, full baths, laundry, mail service, computer and internet access. Guests are assigned a room for the duration of their stay and may leave their belongings in the room.

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

Increased Decent and Affordable Housing

5. Describe how you will meet the goal identified above.

Case Managers meet with each guest on a weekly basis and provide housing navigation, employment assistance, life skills education, referral to ancillary services and other assistance.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.
- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted	Total	Amount	Amount	Amount	On-Hand	% On-Hand
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	Use?		On- Hand(A)	Committed (B)	Pledged (C)	Plus Committed	Plus Committed
	TOTAL	\$10,000	\$0	\$0	\$10,000	\$0	0%

Leveraging Ratio

100%

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources, collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

The majority of our funding comes from private individuals. We leverage funding through our partnerships with other essential service providers including Interim, Central Coast Center for Independent Living, Monterey County Whole Person Care, Sun Street Centers, and the Monterey County Rape Crisis Center. We also provide referrals to iHelp, One Starfish, Safe Place, Monterey County Behavior Health, RotaCare Clinic, the Housing Authority, CHISPA, Mangold Properties, Lenscrafters and other service providers.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

In January 2021, we partnered with Community Human Services to open Casa de Noche Buena, the first 'housing first' 90 day shelter on the Monterey Peninsula. The program leverages CHS's 50+ years of experience in shelter management and our seven years of experience providing food and wrap around services to homeless women.

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

Our purpose is to provide vital health and safety services to keep single women and women with children who are experiencing homelessness safe, healthy and connected to community services including housing services. We have been in operation since April 2014, beginning as a once-weekly service in Monterey and growing to five days a week. Our mission is to provide the homeless and housing insecure women on the Monterey Peninsula supportive resources in a caring community. We have joined forces with Community Human Services which has over 50 years of experience in shelter oversight and maintains the Casa de Noche Buena shelter.

2. List the locations of all facilities, and days and hours of operation.

Casa de Noche Buena is located at 1292 Olympia Avenue, Seaside, CA 93955. The shelter is open 24 hours, 7 days a week, however case management is from 8 to 4 Monday through Friday. Guests are entitled to stay from 90 to 180 days.

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

Our financial records are maintained by our Controller, Rebecca Blacklock. Rebecca holds a Business Administration degree from San Jose State University, with a concentration in Accounting. She began her accounting career in agriculture but switched to the non-profit industry in 2016. Gathering for Women has established written policies and procedures for managing its finances. Our financial records are tracked in Quickbooks. Financial reports are reviewed by our Finance Committee and subsequently the Board of Directors monthly. In addition, we are audited by an independent CPA firm each year.

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

We adhere to the HUD procurement policies. Our procurement policies are attached.

5. Describe the record-keeping system to be used to maintain program data.

Our client records are stored on Penelope Case Management software. Penelope is a widely used case management system favored by nonprofit organizations. Our Case Managers also enter data in to HMIS and CARS as required.

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

Potential guests are first vetted through a thorough phone screening process to determine eligibility and then they are added to the waiting list. Once a spot is available, the next woman or family on the list comes for an intake which includes a self-sufficiency matrix. All information is kept on file. Copies of the phone screening process and the program handbook are included in this application.

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

We have a strong non-discrimination policy and we are an equal opportunity employer. We have included a copy of our policies in this application packet.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

Guests meet weekly with Case Managers to discuss the goals they have set for themselves and monitor progress. Data collected is kept in the Case Management database. Copies of the intake process and exit questionnaire are attached. Elsa Guillen, CHS Program Officer, and Mary Snyder, GFW Program Coordinator jointly monitor progress.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

The shelter opened in January of 2021 and has served sixty unique individuals including 25 single women. GFW opened in 2014 as a one day a week drop-in Center where one could receive a meal and clothing and now have grown to five days a week providing case management and wrap around services.

Our client records are stored on Penelope Case Management software. Penelope is a widely used case management system favored by nonprofit organizations. We are able to use this data to quantify and measure results. Additionally, we use CARS and HMIS.

While we have not received CDBG funding from the City of Seaside previously, we have been funded with CDBG funds from Monterey multiple times over the past 5 years. We also receive County Funding through the MCCAP program.

Our financial records are maintained by our Controller, Rebecca Blacklock. Rebecca holds a Business Administration degree from San Jose State University, with a concentration in Accounting. She began her accounting career in agriculture but switched to the non-profit industry in 2016. Gathering for Women has established written policies and procedures for managing its finances. Our financial records are tracked in Quickbooks. Financial reports are reviewed by our Finance Committee and subsequently the Board of Directors monthly. In addition, we are audited by an independent CPA firm each year.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application	\$10,000	\$0	\$0	\$0	\$0	\$10,000
TOTAL	\$10,000	\$0	\$0	\$0	\$0	\$10,000

Total Budget less capital improvements	\$10,000
Application program percent	100%

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount Funded City of Seaside
FY 2020-2021	Not applicable	\$0
FY 2019-2020		
FY 2018-2019		
FY 2017-2018		
FY 2016-2017		

12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them

We have yet to be funded by the City of Seaside, however we have had multiple years of funding from the City of Monterey without any performance issues.

Part 8 - For CDBG Funds

12. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide: 05X - Housing Information and Referral Services

3. This program provides assistance of the following type:

4. Number of Unduplicated Beneficiaries previously served by the project.

City of Seaside		
Period	Actual	Monthly Average
July 1, 2020 - June 30, 2021	0	0
July 1, 2021 - December 31, 2021	60	10

5. Number of Unduplicated Beneficiaries projected to be served by the project.

Outcome Measure	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total
	# Served	%	# Served	%	# Served	%	# Served	%	
Case management for single women in the shelter	4	25%	4	25%	4	25%	4	25%	16
TOTAL	4	25%	4	25%	4	25%	4	25%	16

6. Number of Low/Mod Unduplicated Beneficiaries to be served by the project

City of Seaside			
Period	Total Number of Beneficiaries Estimated to be Served FY22/23	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY22/23	Overall Percent of Low/Mod Income Persons Served

July 1, 2022 - June 30, 2023	16	16	100%
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7. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

City of Seaside		
CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$10,000	16	\$625.00

8. Indicate the funding set-aside the activity belongs to: [None of the above](#)

9. Please justify the cost per person served. If you believe there are compelling reasons or extenuating circumstances for a relatively high cost please explain.

[The cost per person is very low considering the number of hours of case management that each guest receives.](#)

10. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

[In calendar year 2021, 18 single women entered transition or permanent housing at an average of \\$613 per person based on the overall project budget. This is very reasonable for the anticipated results.](#)**Worksheet # 1 - Positions to be Funded**Please list each position for the activity for which funding is requested.
Complete all columns with entry boxes.

Job Title	% of FTE	Requested CDBG Personnel Funding, City of Seaside
CDNB shelter Case Manager	50%	\$10,000
Grand Total		\$10,000

Worksheet # 2 - Operational Budget

Budget Category	Actual Budget for July 1, 2021 to June 30, 2022	Projected Budget for July 1, 2022 to June 30, 2023	% Increase or Decrease	CDBG Funds Request, City of Seaside
CDNB shelter Case Manager	\$29,078	\$30,532	5%	\$10,000
Other Staff	\$35,202	\$36,962	5%	-----
Supplies and Materials				
Consumable Supplies				
Non-Consumable Supplies	\$2,000	\$2,100	5%	
Outside Services				
Telephone				
Utilities				
Maintenance				
Contract/Consultant Services				
Other Charges				
Rent				
Travel (Mileage)	\$750	\$788	5%	
Insurance				
Capital Outlay				
Equipment/Furniture				
Other - # of lines needed: 2				
Food Service	\$32,000	\$33,600	5%	
Indirect Costs	\$11,000	\$11,550	5%	
Total	\$110,030	\$115,532	5%	\$10,000
Total Funding Requested from Part 1				\$10,000

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	HUD_Agency_Certification.pdf
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	Federal_Tax_Exemption_Determination_Letter.pdf State_Tax_Exemption_Determination_Letter.pdf
3 ☒ Articles of Incorporation/Bylaws	Bylaws_Amended_2_3_16.pdf Change_to_Bylaws_2020.pdf
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	CA_Certificate_of_Status_2021.pdf
5 ☒ Organizational Chart	Organizational_Chart_2022.pdf
6 ☒ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	Board_List_with_contacts_Winter_2021.pdf
7 ☒ Resumes of Program Administrator and Fiscal Officer	Mary_Snyder_-_Program_Coordinator.pdf Rebecca_Blacklock_-_Controller.pdf
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	GFW_COI_Liability_2021-2022.pdf GFW_Workers_Comp_2021.2022.pdf
9 ☒ Audited Annual Financial Statements covering 2 Years	GFW_Audited_financial_statements_2019.pdf GFW_Audited_Financial_Statements_2020.pdf

10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	GFW_authorization.pdf
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	Designation_of_Authorized_Officials.pdf
12 ☒ Conflict of Interest Policy	Conflict_of_Interest_Policy.pdf
13 ☒ Project Team Experience and Qualifications	Project_Team_-_CDNB_shelter.docx
14 ☒ Project/Activity Timeline	Timeline is ongoing.
15 ☒ Financial Policies	Financial_Policies_Manual_12.17.2018.pdf
16 ☒ Procurement Policies	GFW_Procurement_Policy.pdf.docx
17 ☒ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	Intake_Form.pdf
18 ☒ Project/Activity Support Letters	The Support Letters will be forthcoming following the end of the first year.
19 ☒ Program Evaluations	CDNB_Exit_Survey.pdf
20 ☒ Outreach Materials	CDNB-Admissions-Flier.pdf
21 ☒ Evidence of Project Support/Community Outreach (written endorsements, when available)	Project_Support-Community_Outreach.pdf
22 ☒ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	Limited_English_Proficiency_Plan_Response.pdf
23 ☒ Employee Handbook	Employee_Handbook_1.2019.pdf
24 ☒ Record Retention Policies	Record_Retention_Policies.pdf
25 ☒ Federal Tax Form 990	Gathering_for_Women_-_Monterey_2020_Form_990_for_Public_Disclosure.pdf
26 ☒ State Tax Form 199	CA_199_2020.pdf
27 ☒ Rental/Lease Agreement (if applicable)	N/A
28 ☒ Cost Allocation Plan	N/A
29 ☒ Other Phone Screen and Program	CDNB_Phone_Screen.pdf CDNB_Program_Handbook.pdf CDNB_Self-sufficiency_matrix.pdf
30 ☒ Other Self-sufficiency matrix	
31 ☐ Other	

Program Manager Signature

Staci M Alziebler-Perkins

Date Signed

01/08/2022

Approved By:

Haroon Noori

Date Signed

01/15/2022

Initially submitted: Jan 8, 2022 - 11:16:21

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information			
Legal Name of Organization	Girls Inc. of the Central Coast		
Submitting Proposal:			
Program/Project Name:	After School Program		
Person Completing Application:	Patty Fernandez	Title:	Executive Director
Direct Telephone:	(831) 772-0882		
Email Address:	pfernandez@girlsinccc.org		
Authorized Official: (e.g. Exec. Dir.):	Patty Fernandez	Title:	Executive Director
Direct Telephone:	(831) 772-0882		
Email Address:	pfernandez@girlsinccc.org		
Program/Project Contact:	Patty Fernandez	Title:	Executive Director
Direct Telephone:	(831) 772-0882		
Email Address:	pfernandez@girlsinccc.org		
Authorized Contact:	Patty Fernandez	Title:	Executive Director
Direct Telephone:	(831) 772-0882		
Email Address:	pfernandez@girlsinccc.org		
Finance Contact:	N/A	Title:	
Direct Telephone:	N/A		
Email Address:	N/A		
Organization Mailing Address:	318 Cayuga St. Suite 206	City:	Salinas Zip: 93901
Organization's Website Address:	www.girlsinccc.org		
Organization Telephone:	(831) 772-0882		
Organization Fax:	(831) 772-0773		
Tax ID Number:	20-5040398 9 digits, format xx-xxxxxxx		
Organization DUNS Number:	80-232-8455 9 digits, format xx-xxx-xxxx		
Seaside Customer/Vender Number:	09055		
Type of Organization (check all that apply):	☒ Non-Profit ☐ CHDO ☐ CBDO ☐ Faith-Based		
What is your agency's fiscal year?	July 1, 2021 to June 30, 2022		
Date of your organization's most recently completed audit. (Month/Year)	December 2020		
Was this audit conducted in compliance with the Single Audit Act?	Yes		
Are there any outstanding audit findings which remain unresolved?	No		
Are you a Legal Services provider?	No		

Select type of Funding Requested and Type of Activity, then click to Update Application	
We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☒ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$15,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide. 05D - Youth Services

3. Mark the box below that indicates the national objective met:
Activities Benefiting Low and Moderate-Income Persons. 570.208(a)

4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.
Girls Inc. will serve girls and young women, ages 9 – 13 attending elementary and middle schools in Seaside. In our Growing Together program, we will also serve the mothers (or guardians) of girls entering puberty. The majority of those we serve are low income: 80% of families have incomes below \$30,000/year; 86% are Latina.

As a result of their participation: Middle school girls participating in (1) Will Power/Won't Power and (2) Friendly PEERsuasion will acquire the information, knowledge, and skills to avoid risky behaviors, such as early sexual experimentation, drug and alcohol abuse, giving in to peer and media pressures, and getting involved in unhealthy relationships. They will learn how to identify and handle bullying, and how to manage stress in healthy ways. They will also learn much-needed factual and accurate information on health and sexuality, and understand how personal values and relationships impact their behavioral choices. Girls will acquire the tools to resist pressures to act unwisely and the ability to defend their positions under stress. Participants learn to value themselves enough to say no to these temptations, even if their friends are encouraging them to do otherwise. (3) Through Growing Together, elementary age girls and their moms learn factual information on health, hygiene and puberty, develop positive communication and problem-solving skills, learn pathways to better understand each other allowing them to discuss female health and sexuality without embarrassment. Girls also develop values to create healthy

relationships, postpone intercourses and other risky behaviors. Families will gain practical information on how to access available health information and seek appropriate health care when needed.

5. How will people or conditions in the community change as a result of what you do?

Staying in school, setting goals, making decisions, taking the necessary steps to be successful, and avoiding behaviors that interfere with accomplishing their goals are of tremendous benefit to the individual girls, their families and their communities. Many girls are at risk of dropping out of school, engaging in risky behaviors that could result in teen pregnancy, alcohol or substance abuse, and gang participation. These behaviors, without meaningful guidance, could result in young women entering the criminal justice system, living in an on-going cycle of poverty, homelessness, or ill-health. Youth development and prevention strategies are far less costly and significantly more effective than treatment or government intervention programs. Our programs result in fewer residents on public assistance due to lack of education, early pregnancy, drug and alcohol addiction, homelessness – and increased economic self-sufficiency. The health-related programs, offered in Seaside middle and elementary schools, inspire girls to value themselves and resist peer pressure to engage in risky behaviors, by identifying and avoiding those activities that would short circuit their progress toward achieving their goals.

Increasing positive relationships between mothers and daughters establishes mutual trust that will last long after they have completed the program. Often mothers were not comfortable initiating conversations with their daughters about puberty and sexuality, and stated that the program helped them to do this and that their daughters now come to them for talks and information. The increased trust and communication make it more likely that daughters will seek out their moms for guidance on difficult decisions, helping them to avoid behaviors that are detrimental and unhealthy – rather than going to a peer for advice. The program also provides information on healthcare and encourages them to access care when needed, which promotes health and wellness for themselves and, by extension, to the community.

In addition, younger girls benefit from the mentorship and guidance of the Youth Leaders, viewing them as role models who are just a few years older. This modeling of positive attitudes and behaviors results in girls seeking to follow in the footsteps of the Youth Leaders: focusing on excelling in school, pursuing health and wellness, avoiding unhealthy behaviors and relationships, graduating from high school, going to college, and providing valuable contributions to their communities.

Check if the proposed activity will:

- ☐ Help prevent homelessness?
- ☐ Help those with HIV or AIDS?
- ☐ Help the homeless?
- ☐ Help the disabled?

6. Outcome Performance Measurement
1. Please choose the most appropriate performance measurement objective Create Suitable Living Environments
2. Please choose the most appropriate performance measurement outcome. Availability/Accessibility

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.
We will provide developmentally appropriate after-school programming addressing: (a) teen pregnancy, substance abuse, bullying, and other risky behaviors; (b) school dropout rates, particularly among minority and low-income students and (c) limited services and resources for youth. All programs focus on goal setting, decision-making, identifying and avoiding risky behaviors, values clarification, and developing resiliency skills that will enable them to successfully live healthy lifestyles and achieve economic self-sufficiency.

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
18	Workshops Participants
18	Workshops Participants
22	Workshops Participants
32	Workshops Participants

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	Will Power/Won't Power: Workshop topics include learning age-appropriate information about their bodies and how to stay healthy, identifying sexual pressures and how to resist them, exploring personal values and their importance in decision-making, defending your decisions, identifying values about sexual behavior and abstinence, combating bullying, and avoiding risks
Activity #2	Friendly PEERsuasion, phase 1: Workshop topics include communication, healthy stress management, recognizing and resisting peer and media pressures, harmful and illegal substances, combating bullying, and developing leadership skills.
Activity #3	Friendly PEERsuasion, phase 2: Similar topics as in Activity 2, without the focus on developing leadership skills
Activity #4	Growing Together: Workshops help establish mutual trust, create a safe space for bonding, and allow mothers and daughters to spend quality time together while learning about open communication, decision-making and physical life changes (i.e.; puberty).

4. Provide any additional relevant description of proposed activity or project.

Girls Inc. actively engage girls to see themselves as educated, self-confident, healthy and productive citizens. Our programs promote and support safe and livable communities for girls and their families. We encourage girls to make smart choices regarding their academic futures, promote post-secondary education, provide them accurate information on health and sexuality, and equip them with the tools to avoid risky situations. We focus on leadership and self-empowerment through after-school programming offered at Seaside Middle School, Ord Terrace and Martin Luther King Elementary Schools. Programs assist with developing skills in decision-making, goal setting,

public speaking, and provide support to their parents. We inspire girls to serve their communities and acquire the ability and wisdom to lead healthy lifestyles. Youth Leaders facilitate programs and mentor their younger peers. As a result, younger girls look up to the Youth Leaders, who may be just a few years ahead of them in school, and want to move through all the programs so that they, too, will have the opportunity to become leaders. This strategy provides girls with a clear and visible path to a successful future that includes graduating from high school and pursuing college and a career. To date, 98% of our youth leaders have gone to college, so they are great role models for the participants.

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
Will Power/Won't Power is a series of 10 interactive assertive communication workshops for girls ages 12-14, whose topics include: learning age-appropriate information about their bodies and how to stay healthy, identifying sexual pressures and how to resist them, exploring personal values and their importance in decision-making, defending your decisions, identifying values about sexual behavior and abstinence, and avoiding risks.	September -December
Friendly PEERsuasion is a unique response to girls' needs because it approaches drug-abuse prevention as a peer issue, using the positive influence of young people modeling healthy behavior. In Part 1, 7th grade girls participate in a series of 12 workshops on communication, stress management, recognizing and resisting peer and media pressures, harmful and illegal substances, and combating bullying. They practice walking away from situations where they feel pressured to use alcohol or drugs. They are also trained as facilitators to provide programming to younger girls.	December-March
Friendly PEERsuasion Part II: The newly trained Phase 1 graduates plan and deliver 7 substance-abuse prevention workshops for girls in 4th & 5th grades. . The girls learn effective communication skills and techniques, and practice refusing invitations to use drugs and alcohol in an assertive but friendly manner. Looked up to as leaders, the older girls' commitment to stay drug and alcohol free is reinforced.	March -June
Growing Together Offered in English and Spanish, the 5 workshops increase positive communication between mothers and their 9 -12 year old daughters, and helps them discuss questions about sexual behavior and puberty without embarrassment, establish mutual trust, and allows them to spend quality time together while learning about open communication, decision-making and physical life changes.	October, Nov, March

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

This is not a new project: participants have always been recruited through their schools.

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

Program participants will be evaluated to determine their participation and the effectiveness of program activities as follows:

- Attendance and retention of all participants will be recorded. An analysis will be conducted to determine why participants are not attending or if they dropped out of the program.
- A Pre and Post Survey will be conducted to determine any changes of participant knowledge, attitudes, and behaviors.
- After each session, participants will complete an evaluation to determine the effectiveness of the materials. After each session, program facilitators will complete a self-evaluation to comment on the effectiveness of the materials.
- Program site coordinators attend program workshops to observe and assist facilitators if needed.
- Girls Inc. staff will follow-up to determine if the girls will be attending more Girls Inc. programs as they progress through school grades.

The following outcomes will be achieved:

80% of Will Power/Won't Power girls will:
Distinguish between safe and harmful relationships
Demonstrate skills in resisting sexual pressures
Learn facts on health and reproductive health
Understand/identify bullying

80% of Friendly PEERsuasion girls will:
Identify the effects of drugs, alcohol, tobacco
Identify skills for refusing peer pressure
Recognize/manage stress
Understand/identify bullying

85% of moms & daughters will:
Demonstrate positive communication and problem-solving/conflict resolution skills
Identify risky behaviors that lead to unhealthy results
Understand female reproductive system, menstrual cycle, and importance of hygiene

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

We will continue to offer services to the girls in Seaside, following school protocols for in-person or remote learning. We are currently working at the school sites, but if schools close, we will make a smooth transition to virtual learning, using the skills learned in the previous 15 months. The programs we offer are health-related, providing us the opportunity to discuss COVID safety procedures (including wearing masks, social distancing, hand washing), and ensuring those protocols are followed during our workshops session. We will also discuss the value of getting tested being vaccinated to limit the impact of COVID if contracted, and encourage girls to discuss these safety precautions with their families.

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for, and/or response.

- For example, Agency B expanded their Senior food program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

Youth Leaders will act as guides for the younger girls, modeling behaviors that relate directly to COVID as well as other healthy behaviors that are integral to our programs' goals. Girls learn to avoid risky situations, unhealthy behaviors, and unhealthy relationships. They learn to take personal responsibility for their behaviors, resist pressure from peers to engage in behaviors that could lead to unhealthy results, and stand up for their personal values even if it means disagreeing with their friends or the "in" group. Mothers and daughters in Growing also will understand the importance of assuming personal responsibility for one's health, including accessing available health information and seeking appropriate health care when needed. This includes learned appropriate COVID safety procedures and ensuring their families – adults and children are tested and vaccinated.

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

Based on requests from girls participating on our virtual programs, we revised programs to be more responsive to the needs of girls dealing with fear and depression, and with the help of mental health professionals, responded to their desire to interact on a social level by providing activities to help relieve the stress and anxiety of isolation caused by the pandemic. Although we did not increase the number of activities, we enhanced the quality of the services we provided to ensure we were meeting the needs of the girls.

11. Explain how your organization will avoid duplication of benefits?

Girls Inc. offers unique, youth-led programming not offered by other organizations in Seaside. Youth Leaders, who are graduates of our ECHO program in other cities, are mentors and guides to the girls. An individual girls may participate of Girls Inc. programs beginning at 9 years of age in Growing Together and/or Friendly PEERsuasion Phase 2, while attending elementary school. In 7th grade they can join Friendly PEERsuasion and in 8th grade, Will Power/Won't Power. Each of these programs are age-appropriate and designed to meet the needs of girls at that specific time in their lives.

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

All programs would continue with a reduced funding commitment. In such a case, we would search for funds from other sources before denying access to our programs to any girl. If such funds could not be garnered, then a reduction in award amount would mean a reduction in the number of girls served in each program. Because our programs are facilitated by Youth Leaders (program graduates), staffing level will remain the same regardless of numbers served (hence, this cost will not change). However, the costs associated with program materials, workshop supplies and travel expenses depend on the number of girls in each program. Less money would impact our ability to provide the materials and supplies needed to adequately support the girls in these programs. Thus, we would be obligated to limit the number of girls accepted into each program. We would have to calculate the impact of reduced funding – dependent upon the amount – and cut costs accordingly. CDBG funding will allow us to serve more girls, and augment existing curricula with additional activities.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

At Seaside Middle School, 80% of the population is low income, 71% are Hispanic, 31% are English learners - and all fall far below the state average on standardized tests regardless of income, race or ethnicity. At Ord Terrace Elementary School, 87% of students are Hispanic and 95% are low income. Again, test scores are about half the state average, except for the small percentage that is not considered low-income. The demographics for Martin Luther King, Jr. Elementary School are analogous to Ord Terrace; however, at this school even the students not classified as low income fall well below the state average. These statistics are very concerning, and indicate the critical need for enrichment programs for these children that stimulate learning and enhance critical thinking skills.

Activities outlined in the Monterey County Health Department's 2018-2020 Strategic Plan include working with community agencies to provide evidence-based teen pregnancy and STI prevention programs, including a focus on healthy relationships, bullying and violence prevention, obesity prevention, wellness education, teen dating violence, substance abuse prevention, and comprehensive sex education. The plan also advocates the efficacy of using peer educators as a method of reaching a wider audience, particularly among youth. The plan specifically names youth leadership development, and the partnership of which Girls Inc. is a founding member, Girls Health in Girls Hands, as a means of addressing the health issues faced by girls in our communities.

These activities are clearly described as a part of the methodology for the county health department working with organizations to address county health priorities; by inference the issues impacting county residents are inherent in the document: substance abuse, teen pregnancy, unhealthy and violent relationships, bullying, obesity, and sexually transmitted infections. Further, the current plan advocates the utilization of teens as leaders and educators as an effective means of addressing the issues—the central tenet of Girls Inc.

Key risk periods for drug abuse occur during major transitions in children's lives, such as early adolescence, when children are likely to encounter drugs for the first time. Peer pressure to fit in is intense in middle school and the pressure to fit in by experimenting with drugs is widely prevalent. According to the California Healthy Kids Survey, by the 9th grade, 50% of Monterey County students have indulged in alcohol; 36% have used marijuana. The prevalence of gangs in the county, whose members often use drugs and alcohol, is a strong indicator of the need for this prevention.

Finally, both after school programming and opportunities for community involvement by youth are lacking in Seaside and unengaged youth often participate in risky behaviors.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

☒ Access to community services (youth and senior services are priority services)

☐ Provide quality infrastructure (includes construct/upgrade public facilities)

☐ Improve accessibility for persons with disabilities

☐ Promote beautification (CDAC preferred not to use the term "blight")

☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

Our programs serve populations listed in the Consolidated Plan under the high priority level need of Public Services. We work with families with children, individuals (youth), low and extremely low-income residents. Although we do not track these specific issues, girls we serve may be homeless, in foster care, victims of domestic violence or from families with histories of drug or alcohol abuse. All girls at a particular school site (specifically chosen based on low income level students) are eligible to participate.

Our after-school enrichment programs address substance abuse prevention, family dynamics and communication, conflict resolution, the importance of making personal choices that lead to good health and the avoidance of risky behaviors – all activities described in the plan that benefit low-income youth and their families.

Will Power/Won't Power: Will Power/Won't Power is a pregnancy prevention program that offers girls the opportunity to develop and improve their critical thinking and communications skills – which will continue to serve them throughout their lives. They learn how to identify and stand up for their values, and develop the confidence to do so in the face of pressure. The program also teaches them health basics and begins the practice of taking personal responsibility for healthy behaviors and health outcomes. Workshop topics include: learning age-appropriate information about their bodies and how to stay healthy, identifying sexual pressures and how to resist them, exploring personal values and their importance in decision-making, defending your decisions, identifying values about sexual behavior and abstinence, and avoiding risks.

Friendly PEERsuasion: Phase One, will be offered to 7th grade girls. They will participate in activities and discussions on communications, stress management, peer and media pressures, harmful and illegal substances, and leadership skills. Youth Leaders deliver this part of the program. In Phase Two, the middle schoolers plan and deliver activities on these same topics to 4th and 5th grade girls. Youth Leaders, during this phase, provide support to the 7th graders to help them improve their facilitation skills and prepare for their sessions.

Growing Together: Offered in English and Spanish, the program is designed to increase positive communication between mothers and their 10 -12 year old daughters, and help them to discuss questions about sexual behavior and puberty without embarrassment. This program helps establish mutual trust, and allows mothers and daughters to spend quality time together while learning about open communication, decision-making and physical life changes. Growing Together promotes the importance of assuming personal responsibility for one's health, including the ability to differentiate between healthy and risky behaviors – and to act accordingly. Participation encourages families to access available health information and seek appropriate health

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

Increased Decent and Affordable Housing

5. Describe how you will meet the goal identified above.

Many girls are at risk of dropping out of school, engaging in risky behaviors that could result in teen pregnancy, alcohol or substance abuse, and gang participation. These behaviors, without meaningful guidance, could result in young women entering the criminal justice system, living in an on-going cycle of poverty, homelessness, or ill-health.

Will Power/Won't Power and Friendly PEERsuasion both focus on providing girls with the information, knowledge, and skills to avoid risky behaviors: engaging in early sexual experimentation, drug and alcohol abuse, giving in to peer and media pressures, and getting involved in unhealthy relationships. These programs, and Growing Together, provide much-needed factual and accurate information, and explore how personal values impact their behavioral choices. The girls develop tools to resist pressures to act unwisely and the ability to defend their positions under stress. The programs are offered to middle school students – a time in a young person's life when the desire to fit in, regardless of the consequences, is paramount. These programs have demonstrably helped our participants value themselves enough to say no to these temptations. Growing Together, also develops positive communication and understanding between mothers and daughters, allowing them to discuss female health and sexuality without embarrassment.

Girls Inc. has offered these programs in Seaside for more than 18 years, resulting in higher outcomes for girls than anticipated every year. We have documented evaluations that demonstrate that at least 85% of Will Power/Won't Power graduates can distinguish between safe and risky behaviors, demonstrate refusal skills and how to resist sexual pressures, know the importance of assuming responsibility for personal health behaviors, and have learned factual knowledge on women's health. At least 90% of Girls in Friendly PEERsuasion can identify safe and unsafe practices for using over-the-counter drugs and supplements, and the effects of drugs on the body. They know how to identify and resist the influence of the media and their peers to use drugs and alcohol, and have learned how to recognize stress and healthy tools for managing stress. These newly learned behaviors provide a foundation for future health and well-being, maintaining their personal power and the confidence to stand by their beliefs and decisions. Both mothers and daughters value the lessons learned in Growing Together. They expressed appreciation for how the program "opened a window to communication" and deepened their understanding of how the other thinks and feels. Learning where and when to access medical professionals is vital to maintaining good health throughout their lives. These programs have a strong impact on the participants, many of whom continue to participate in Girls Inc. programs as they age.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.

- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted Use?	Total	Amount On-Hand(A)	Amount Committed (B)	Amount Pledged (C)	On-Hand Plus Committed	% On-Hand Plus Committed	
Packard Foundation	Yes	\$2,735	\$0	\$2,735		\$2,735	100%	Private Funds
Harden Foundation	Yes	\$3,125	\$0	\$3,125		\$3,125	100%	Private Funds
Program fees	Yes	\$900			\$900	\$0	0%	Private Funds
Events	No	\$3,275		\$0	\$3,275	\$0	0%	Private Funds
Donations	No	\$3,500			\$3,500	\$0	0%	Private Funds
Investments	No	\$550	\$550		\$0	\$550	100%	Private Funds
Carry-Over funds	Yes	\$3,500	\$3,500			\$3,500	100%	Private Funds
TOTAL		\$32,585	\$4,050	\$5,860	\$22,675	\$9,910	30%	

Leveraging Ratio

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources, collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

We have secured multi-year funding from the Packard Foundation, \$80,000 for organizational support in Monterey County and \$25,000 from the Harden Foundation for 8 school sites in Monterey County for Will Power/Won't Power. The Monterey Peninsula Foundation has granted funds to us, since our inception, both annual and multi-year awards. We will apply again to them for organizational support in our tri-county service areas in June for \$90,000, allocating \$2,300 for Seaside programs and anticipate funding as in every previous year. By January 31, we will submit our annual \$20,000 application to The William McCaskey Chapman and Adaline Dinsmore Chapman Foundation for programs in Monterey and Seaside. We will allocate \$3,600 for the middle school programs in Seaside. We will apply again for funding from the Barnet Segal Charitable Trust (\$20,000) in February and the Nancy Buck Ransom Foundation (\$30,000) in June, both for Monterey County programs only, with \$3,400 allocated to Seaside. As with the other local organizations listed, these foundations have funded us every year for over a decade or longer; thus, we anticipate renewed funding. We also receive funding from many sources that supports our high school program, ECHO, which is the source of our Youth Leaders who facilitate all programs. Since Youth Leaders are critical to the implementation of both our high school and middle school programs, we will continue to raise funds for their work through all grants for which we apply. Of the grants listed above, all are restricted except Packard and Barnet Segal. We also anticipate carry-over funds received in the current year that will be allocated to FY 2022-23. In addition, we raise funds through donations and special events, allocating a portion of that income to programs in Seaside.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

Schools are significant partners in implementing our projects. We work with them to make presentations in classrooms and at lunchtime, refer participants, and set up a schedule for the workshops to be implemented. This process was implemented several years ago and continues today with annual formal approval given by administration officials. We also collaborate the Monterey County Health Department (Reproductive Health), Monterey County Rape Crisis Center (Relationships), Food Bank (snacks for workshops), and community guests (workshops on careers/goals and dreams).

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

The mission of Girls Inc. is to inspire all girls to be strong, smart and bold, to respect themselves and the world around them. Our commitment is to ensure that participating girls and young women are active partners in program design and service delivery. Our vision is to create a community of girls and women who have the strength and experience to become a leader and agent of change. Our role is to cultivate and grow those qualities. Our organization was founded in 2001 and became an affiliate of National Girls Inc. in 2006. Girls Inc. was intentionally designed to result in youth-led programming. Peer mentoring is a core value and operational strategy, offering girls opportunities to move beyond economic barriers and racial/ethnic stereotypes, as leaders for others. As a result of their participation, girls report increased self-confidence to defend their beliefs, combat bullying, resist peer pressure, advocate with state legislators, and speak in public.

We continue to work on our approved business plan goals:

- Girls Inc. will be a stable, sustainable organization, with sufficient financial, personnel, and infrastructure resources to for future strategic growth and impact.
- The board of directors will have the skills, expertise, resources, and representation needed to lead the organization and grow its impact.
- Girls Inc. will have systems in place that support high performance and satisfaction among staff, retention of qualified staff, and smooth staff transitions.

2. List the locations of all facilities, and days and hours of operation.

Administration Office: Girls Inc. of the Central Coast, 318 Cayuga St, Suite 206, Salinas, CA 93901, Days:

Monday-Friday Time: 9:00am-5:00pm.

All programs are conducted at school sites.

• ECHO Leadership program (August to March) at 10 high schools: Alisal (E. Salinas), Salinas, Alvarez (N. Salinas)

- Monterey County, Monterey, Soledad, Greenfield, King City; San Benito (Hollister); and Pajaro Valley High School. ECHO meets once every other week, after school on school grounds (5:30pm-7:00pm)
- Will Power/Wont Power (September to December). Offered in 10 middle schools: El Sausal and Washington in Salinas, Main Street in Soledad, Vista Verde in Greenfield, North Monterey County Middle School in Castroville, Seaside Middle School in Seaside, Walter Colton in Monterey, and Chalone Peaks in King City Middle Schools; San Justo in Hollister; Cesar Chavez in Watsonville. Meets once a week, after school on school grounds (3:30pm-5:30pm).
- Friendly PEERsuasion 1st phase (December to April). Offered at 10 middle schools working with 7th grade girls: El Sausal and Washington in Salinas, Main Street in Soledad, Vista Verde in Greenfield, North Monterey County Middle School in Castroville, Seaside Middle School in Seaside, Walter Colton in Monterey, and Chalone Peaks in King City Middle Schools; San Justo in Hollister; Cesar Chavez in Watsonville. Meets once a week, after school on school grounds (3:30pm-5:30pm).
- Friendly PEERsuasion 2nd phase (April to May). Offered at 10 elementary schools working with 4th & 5th grade girls: Los Padres and Mission Park in Salinas, Gabilan in Soledad, Oak Avenue in Greenfield, Castroville in Castroville, Ord Terrace in Seaside, Monte Vista, and Del Rey in King City; Ladd Lane Elementary School in Hollister; and H.A. Hyde in Watsonville. Meets once a week, after school on school grounds (3:30pm-5:30pm).
- Growing Together (Oct - May) Offered at Martin Luther King, Jr. in Seaside, Monte Vista in Monterey, Castroville Elementary School, Mary Chapa in Greenfield, Cesar Chavez and Mission Park in Salinas, Santa Lucia in King City, Jack Francioni in Soledad, Freedom in Watsonville, Calaveras school in Hollister. Once/week for 5 weeks. (6:00pm-8:00pm)
- Smart Choices (June). We offer this 5 day program at UC Santa Cruz. We serve girls from: King City, Greenfield, Soledad, East Salinas, Castroville, Marina, Seaside, and South Salinas; and in multiple cities in San Benito and Santa Cruz Counties. (9am-8pm)
- Strong, Smart & Bold Summer Camp (July). Two week program offered at McKinnon Elementary School in Salinas for girls recruited from all of Salinas and South Monterey County. (9am-5pm)

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

Financial Policies Manual, reviewed by finance committee and approved by Executive Committee/Board of Directors. The manual describes internal procedures and controls for all transactions. The accounting function consists of three staff members who manage and process financial information for Girls Inc. of the Central Coast. The positions comprising the accounting department of Girls Inc. of the Central Coast are the Executive Director, Office Manager and the Deputy Director. In addition to the board of directors, other officers who have financial responsibilities are the President, Vice President, Secretary and Treasurer. The organization has an annual financial audit. All grants submitted are voted upon by the board and signed by the executive director. The director is responsible for managing all grants, monitoring the budget, overseeing all programs and operations of the organization. All requests for funding are authorized and signed by the executive director. She is the official spokesperson for Girls Inc. The deputy director is directly responsible for program and participant record-keeping, recruiting volunteers, participants and youth leaders and developing strong working relationships with school officials. She reports directly to the executive director on all aspects of the program, including outcomes and budgetary needs. Monthly financial and program reports are reviewed by the board of directors. Financial Policies attached.

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

We provide all of our constituents with information that we adhere to the procurement provisions under 24 CFR Part 85 or 84.

Minority Business Enterprise Reporting for HUD/CDBG we don't subcontract for any of our activities. All activities were conducted in house by the Girls Inc. staff.

5. Describe the record-keeping system to be used to maintain program data.

Girls Inc. of the Central Coast keeps all records: program evaluations, pre-post surveys, alumni records and participant records in our locked file cabinets and keeps a database with all information.

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

All girls are required to fill out an application form that includes their family income (attached please find the application), which must be signed by a parent or guardian. The school verifies the income of the student.

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

The Girls Inc. of the Central Coast personnel policies state the following: We maintain a strong policy of equal employment opportunity and uphold EEOC regulations for all staff members. Girls Inc. of the Central Coast actively seeks to recruit individuals without regard to race, religion, color, gender, sexual orientation, gender identity, age, disability, marital status, veteran status, national origin, ancestry, political belief, medical condition, or other non-job related factors. We cultivate a work environment that encourages fairness, teamwork and respect among all employees. We are firmly committed to maintaining a work atmosphere in which people of diverse backgrounds and lifestyles may grow personally and professionally. Our equal employment opportunity policy applies to all aspects of employment, including recruitment, training, promotion, transfer, job benefits, pay and dismissal. Girls Incorporated programs are open to all girls, ages 8-18, attending school sites where programs are held, according to the standards adhered to in our personnel policies. Youth leader positions are open to all graduates of the ECHO programs and decisions for hiring are made through an interview process in accordance with our personnel policies.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

Attached please find the copies of all intake forms and data collections tools. The Deputy Director and Program Coordinators are responsible for monitoring progress.

1. Recording the attendance/retention of all participants
2. Conducting a Pre- and Post-Program survey with participants and Youth Leaders to determine changes in knowledge, attitudes and behavior, and if outcomes have been met
3. Participants anonymously evaluate each session to see if we are accomplishing our objectives for each session. If we are not, we will change the session and/or activities for the next year.
4. Youth Leaders self-evaluate each session to measure their own perceived growth, and to seek their opinions on

- the program curriculum
- Youth Leaders meet monthly with staff to evaluate progress/improve skills
- Conducting focus groups with ECHO participants to find out if the program has accomplished its objectives, evaluate contributions of Youth Leaders and mentors
- Program coordinators observing and visiting of each site, assisting Youth Leaders when needed
- Girls Inc. staff will follow-up to determine if the girls will be attending more Girls Inc. programs as they progress through school grades.
- Compiling statistical research for up to 5 years on the continuing education and pregnancy rates of Youth Leaders/GICC participants compared to all County youth.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

Girls Inc. has received grant awards from Seaside CDBG funds and the Seaside Mayor's Youth Fund since 2015. We also received funding from Salinas and Monterey County CDBG funds for the past several years. We have a specific methodology in place for quantifying and measuring results that we have used for the past 19 years and have demonstrated success in achieving and often, surpassing the outcomes predicted. We utilize pre- and post-surveys to measure progress, evaluations after each workshop session, observations from program facilitators and program coordinators, all under the oversight of our Deputy Director, who has been with Girls Inc. since 2002. Each staff person has been trained in evaluation protocols and we diligently follow the criteria for every program offered.

We have reported both the anticipated and actual outcomes to all grant sources, including CDBG grant sources and continue to receive funding from based on our performance outcomes and our ability to successfully carry out the proposed programs. We have never been denied funding because we failed to complete a specified program or, in any way, mismanaged funds granted to us.

Furthermore, we have successfully implemented the proposed programs in the Seaside community for more than 18 years. Our track record is excellent, and 99% of the girls who attend our programs graduate from high school. Over 65% pursue higher education. Over the past 18 years, at least 98% of our youth leaders have gone to college.

We continue to enhance our capacity with board skills trainings, diversifying revenue streams, creating a detailed donor development plan, hiring a skilled donor relations officer to work with the board, and revising our programs to more effectively meet the needs of our participants. Our treasurer is a CPA and a former CEO of a nonprofit rural lending organization with several years' experience on other nonprofit boards. Our office manager, trained by our former treasurer, is now skilled at accounting procedures, bringing these skills in-house. We have board-approved financial policies and procedures in place.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application	\$15,000					\$15,000
Rent	\$0					\$0
TOTAL	\$15,000	\$0	\$0	\$0	\$0	\$15,000

Total Budget less capital improvements	\$15,000
Application progam percent	100%

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount Funded City of Seaside
FY 2020-2021	Girls Inc. of the Central Coast	\$6,804
FY 2019-2020	Girls Inc. of the Central Coast	\$7,814
FY 2018-2019	Girls Inc. of the Central Coast	\$10,126
FY 2017-2018	Girls Inc. of the Central Coast	\$9,177
FY 2016-2017	Girls Inc. of the Central Coast	\$6,261

12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them

We have received funds from the City of Seaside for 7 years implementing our programs and achieving anticipated outcomes. However, in the spring of FY 2020, we had to cancel Friendly PEERsuasion, phase 2 due to school closures and the difficulty in establishing online programming for elementary school programs. We were able, however, to offer Growing Together prior to the closures. During the last fiscal year (2020-21), we were able to offer all programs virtually using Zoom. This current year, we are offering all programs in-person, but can smoothly transition to virtual programming if school must close.

Part 8 - For CDBG Funds

12. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide: 05D - Youth Services

3. This program provides assistance of the following type:

4. Number of Unduplicated Beneficiaries previously served by the project.

City of Seaside		
Period	Actual	Monthly Average

July 1, 2020 - June 30, 2021	36	3
July 1, 2021 - December 31, 2021	12	2

5. Number of Unduplicated Beneficiaries projected to be served by the project.

Outcome Measure	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total
	# Served	%	# Served	%	# Served	%	# Served	%	
Will Power/Won't Power: Workshop topics include learning age-appropriate information about their bodies and how to stay healthy, identifying sexual pressures and how to resist them, exploring personal values and their importance in decision-making, defending your decisions, identifying values about sexual behavior and abstinence, combating bullying, and avoiding risks	18	100%	0	0%	0	0%	0	0%	18
Friendly PEERsuasion, phase 1: Workshop topics include communication, healthy stress management, recognizing and resisting peer and media pressures, harmful and illegal substances, combating bullying, and developing leadership skills.	0	0%	18	100%	0	0%	0	0%	18
Friendly PEERsuasion, phase 2: Similar topics as in Activity 2, without the focus on developing leadership skills	0	0%	0	0%	22	100%	0	0%	22
Growing Together: Workshops help establish mutual trust, create a safe space for bonding, and allow mothers and daughters to spend quality time together while learning about open communication, decision-making and physical life changes (i.e.; puberty).	0	0%	0	0%	0	0%	32	100%	32
TOTAL	18	20%	18	20%	22	24%	32	36%	90

6. Number of Low/Mod Unduplicated Beneficiaries to be served by the project

City of Seaside			
Period	Total Number of Beneficiaries Estimated to be Served FY22/23	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY22/23	Overall Percent of Low/Mod Income Persons Served
July 1, 2022 - June 30, 2023	90	80	89%

7. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

City of Seaside		
CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$15,000	90	\$166.67

8. Indicate the funding set-aside the activity belongs to: Youth Services

9. Please justify the cost per person served. If you believe there are compelling reasons or extenuating circumstances for a relatively high cost please explain.

We do not believe the cost per beneficiary is high: our programs are comprehensive and have resulted in positive outcomes for our participants over the past 18 years. Friendly PEERsuasion is offered first to 7th graders for 12 sessions and then to 4th graders for 7 sessions. Given the intensity of the programs, the low cost per participant of \$166.67 is very well justified. Youth Leaders plan, facilitate and evaluate Will Power/Won't Power and Friendly PEERsuasion for between 90-145 hours during the fiscal year, depending on the program(s) they deliver. Each Youth Leader earns \$15.00/hour as interns, while also developing their public speaking, planning, leadership and mentoring skills. This operational strategy not only provides the teens with these useful skills; it allows Girls Inc. to keep staff costs at a reasonable level – thereby reducing the cost-per-beneficiary even further.

10. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

This project is cost-effective because of the demonstrable positive results of those who participate.

1. Our middle and elementary school girls will learn how to avoid risky behaviors, say “no” to peer pressure to

- engage in such activities, and understand the health issues involved in substance abuse and unsafe sexual activity.
- All participants will understand the importance of continuing their education beyond high school and to understand - and accomplish - the steps needed to do so.
- Mothers and daughters will develop trust and positive open communication with each other, establishing a strong pattern of mutual respect that will last.
- Teens will look to parents as a valuable resource of support and information, rather than as antagonists. They will also gain skills in conflict resolution.
- Growing Together families will understand the importance of assuming personal responsibility for one's health, including accessing available health information and seeking appropriate health care when needed – increasing the health and well-being of these families.

Our programming is cost-effective because we achieve these results with regularity. We designed school-based programming to overcome transportation challenges and avoid the need to secure and maintain a large facility. We rely on volunteer support and our youth leaders to minimize the need for a large staff and operating costs. By utilizing teens, who are also program participants, as program staff, we are not only offering them the opportunity for paid work at a professional level, but are able to deliver these programs for far less than the cost of hiring adult staff. It is a win-win-win situation: we keep our costs low, provide training and support for teen leaders, and deliver high-quality, innovative programs to the community. These results promote communities that are healthier places to live, free from unwanted pregnancies, violence, substance abuse and apathy. Thus, it is not only the girls who participate who benefit from our programs but the greater community as well.

Worksheet # 1 - Positions to be Funded

Please list each position for the activity for which funding is requested.
Complete all columns with entry boxes.

Job Title	% of FTE	Requested CDBG Personnel Funding, City of Seaside
Middle School Program Coordinator	100%	\$7,000
Growing Together Program Facilitator	100%	\$3,000
Youth Leaders	100%	\$5,000
Grand Total		\$15,000

Worksheet # 2 - Operational Budget

Budget Category	Actual Budget for July 1, 2021 to June 30, 2022	Projected Budget for July 1, 2022 to June 30, 2023	% Increase or Decrease	CDBG Funds Request, City of Seaside
Middle School Program Coordinator	\$8,000	\$7,020	-12%	\$7,000
Growing Together Program Facilitator	\$3,200	\$2,190	-32%	\$3,000
Youth Leaders	\$9,220	\$9,540	3%	\$5,000
Other Staff	\$4,680	\$5,200	11%	-----
Supplies and Materials				
Consumable Supplies	\$3,490	\$2,620	-25%	
Non-Consumable Supplies				
Outside Services				
Telephone	\$130	\$285	119%	
Utilities	\$155	\$795	413%	
Maintenance				
Contract/Consultant Services	\$720	\$1,140	58%	
Other Charges				
Rent	\$1,380	\$2,380	72%	\$0
Travel (Mileage)	\$570	\$590	4%	
Insurance	\$235	\$290	23%	
Capital Outlay				
Equipment/Furniture				
Other - # of lines needed: 3				
Training: Staff/Youth Leaders	\$145	\$145	0%	\$0
Fees to Girls Inc.	\$405	\$405	0%	
Admin. Expenses	\$225	\$240	7%	
Total	\$32,555	\$32,840	1%	\$15,000
Total Funding Requested from Part 1				\$15,000

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	HUD_Certificate_Girls_Inc._of_the_Central_Coast.pdf
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	Girls_Inc.of_the_Central_Coast_501_c_3_status.pdf
3 ☒ Articles of Incorporation/Bylaws	Articles_of_Incorporation_Girls_Inc._of_the_Central_Coast.pdf
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	Girls_Inc._Certificate_of_Good_Standing.pdf
5 ☒ Organizational Chart	Organizational_Chart_FY_2021-22.pdf
6 ☒ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	Board_of_Directors_Roster_and_Calendar_2021-22_1.pdf
	N/A

7 ☐ Resumes of Program Administrator and Fiscal Officer	
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	21-22_Workers_Comp_Certificate.pdf ERISA Fidelity Bond Girls Inc. of the Central Coast.pdf 21-22_General_Liability_Certificate.pdf
9 ☒ Audited Annual Financial Statements covering 2 Years	Girls_Inc_2020-2021_Financial_Statements.pdf Girls_Inc_2019-2010_Financial_Statements.pdf
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	Signed_Authorization_to_Request_Funds_.pdf
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	Designation_of_Autorized_officials.pdf
12 ☒ Conflict of Interest Policy	Conflict_of_Interest.pdf
13 ☒ Project Team Experience and Qualifications	Staff_Roster_2021-22_MG_Updated.pdf
14 ☒ Project/Activity Timeline	CDBG_Project_Activity_Time_line_City_of_Seaside.pdf
15 ☒ Financial Policies	Accounting_Policies_Manual-Final_JUNE_2019_MG.pdf
16 ☒ Procurement Policies	Procurement_Policies.pdf
17 ☒ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	Girls_Inc._Program_Application.pdf
18 ☐ Project/Activity Support Letters	N/A
19 ☒ Program Evaluations	WPWP_program_survey.pdf Friendly_PEERSuasion_Evaluation.pdf Friendly_PEERSuasion_Phase_2_PEERSuade_Me_Evaluation.pdf Growing_Together_Evaluations_-English.pdf
20 ☒ Outreach Materials	Will_Power_Wont_Power_Flyer.pdf Friendly_PEERSuasion_Phase_1_Flyer.pdf Friendly_PEERSuasion_Phase_2_Flyer.pdf Growing_Together_Flyer.pdf
21 ☐ Evidence of Project Support/Community Outreach (written endorsements, when available)	N/A
22 ☒ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	LEP_Plan.pdf Posting_notice_Section_504.pdf
23 ☒ Employee Handbook	Girls_Inc._of_the_Central_Coast_Employee_Handbook.pdf
24 ☒ Record Retention Policies	Record_Retention_Policies_2019.pdf
25 ☒ Federal Tax Form 990	Girls_Inc._of_the_Central_Coast_2020_990.pdf
26 ☒ State Tax Form 199	Girls_Inc._State_Tax_Form_199.pdf
27 ☒ Rental/Lease Agreement (if applicable)	Lease_2017-24.pdf
28 ☐ Cost Allocation Plan	N/A
29 ☐ Other	
30 ☐ Other	
31 ☒ Other xyz	

Program Manager Signature Patty Fernandez
Date Signed 01/18/2022

Approved By: Haroon Noori
Date Signed 01/30/2022

Initially submitted: Jan 18, 2022 - 16:23:03

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information

Legal Name of Organization	Greater Victory Temple		
Submitting Proposal:			
Program/Project Name:	Afternoon Community Program		
Person Completing Application:	Angelia Britt	Title:	Executive Director
Direct Telephone:	831-277-2506		
Email Address:	asbritt05@yahoo.com		
Authorized Official: (e.g. Exec. Dir.):	Angelia Britt	Title:	Executive Director
Direct Telephone:	831-277-2506		
Email Address:	asbritt05@yahoo.com		
Program/Project Contact:	Maratha Curves	Title:	Program Manager
Direct Telephone:	831-394-2774		
Email Address:	gvteducation1@yahoo.com		
Authorized Contact:	Angelia Britt	Title:	Executive Director
Direct Telephone:	831-394-2774		
Email Address:	gvteducation1@yahoo.com		
Finance Contact:	Patricia Webb	Title:	CFO
Direct Telephone:	831-394-2774		
Email Address:	gvteducation1@yahoo.com		
Organization Mailing Address:	P. O. Box 1070	City:	Seaside Zip: 93955
Organization's Website Address:			
Organization Telephone:	831-394-2774		
Organization Fax:			
Tax ID Number:	77-0333113 9 digits, format xx-xxxxxxx		
Organization DUNS Number:	82-737-3044 9 digits, format xx-xxx-xxxx		
Seaside Customer/Vender Number:			
Type of Organization (check all that apply):	☒ Non-Profit ☐ CHDO ☐ CBDO ☒ Faith-Based		
What is your agency's fiscal year?	January		
Date of your organization's most recently completed audit. (Month/Year)			
Was this audit conducted in compliance with the Single Audit Act?	No		
Are there any outstanding audit findings which remain unresolved?	No		
Are you a Legal Services provider?	No		

Select type of Funding Requested and Type of Activity, then click to Update Application

We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☒ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$30,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide. 05L - Child Care Services

3. Mark the box below that indicates the national objective met:
 Activities Benefiting Low and Moderate-Income Persons. 570.208(a)

4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.

The purpose of the program is to provide opportunities to extend a students learning time outside the regular classroom day. Research shows this will increase academic achievement and provide safe alternatives for youth.

5. How will people or conditions in the community change as a result of what you do?

Children in quality after school programs are more likely to come to school and stay in school, more likely to hand in their homework and get better grades. It also helps children succeed in higher level schools and develop professional skills that will help them in the workforce. Providing snacks and evening meals to low to moderate income children who are at-risk for hunger and failure to thrive.

Check if the proposed activity will:

- ☒ Help prevent homelessness?
☐ Help those with HIV or AIDS?
☒ Help the homeless?
☐ Help the disabled?

6. Outcome Performance Measurement

1. Please choose the most appropriate performance measurement objective

[Create Suitable Living Environments](#)

2. Please choose the most appropriate performance measurement outcome.

[Availability/Accessibility](#)

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.

The program will provide an after school tutoring program for the children of Seaside and surrounding area. Snacks and meals will be provided to the students. Staff is needed to provide these services. The Tutor, Executive Director, Program Director, Site Director will assist and instruct students on a daily bases.

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
100	Enrolled in new educational programs

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	After school to low to moderate low income students and families and providing meals and snacks to students.

4. Provide any additional relevant description of proposed activity or project.

The program will focus on humanitarian services by providing an effective program that will provide an educational basis for the children of Seaside as well as reading and homework assistance. Students learn about positive relationships, bullying prevention, etiquette and S.T.E.M. activities. This program will also provide snacks and meals to students who are at risk for hunger and failure to thrive. Family members are also invited to share meals with students.

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
Provide after school tutoring to students who need additional help outside the classroom. Also, provide snacks and meals to students who are at risk of hunger and failure to thrive.	June 30

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

[N/A](#)

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

[Indicators to make outcome measurable will consist of assisting with understanding the need of the community through the program to gather data to decide where the program improvement might be necessary and collaborating with community partners to fulfill this goal.](#)

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

[The program has complied with shelter in place and will continue to meet the needs of the students of very low and moderate incomes families. Services will be offered via zoom, face time to assist with studies. We will provide groceries and school supplies to these families while sheltered-in.](#)

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for, and/or response.

- For example, Agency B expanded their Senior food delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

[Program adjustment will be made to accommodate the students to meet the objectives as needed. Air purifiers have been placed in the building and social distancing will be adhered to. Temperatures will be checked up on entering, masks and hand sanitizers will be available to all students and family members. We will also redirect funds to provide groceries to students and their families every month if sheltered in.](#)

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

[Proactive measures are in place to decrease exposure and the spread of the coronavirus. Service will be continue to be provided according to county, state and national guidelines.](#)

11. Explain how your organization will avoid duplication of benefits?

[NA](#)

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

The funding would allow us to continue to provide tutoring four (4) days a week to the very low to moderate income families. This program is at no cost to families. With funds we would not be able to provide the services needed in this low income area. The program meals and snacks for the students who are at risk for hunger and failure to thrive.

Greater Victory Temple provides rent free space, equipment, materials, supplies, telephone, utilities, masks, hand sanitizers and help maintain a clean and sanitary environment. All of this is in-kind donations by Greater Victory Temple.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

The Monterey County Census Report 2018 for Seaside was used to determine the need for the program. Approximately 40% of house incomes are under \$50K, 14.7% under the poverty line with children under the age of 18. Providing access to after school tutoring program which provide snacks and meals will decrease at risk for hunger and failure to thrive. COVID -19 and sheltering in place has caused family incomes to decrease and misplace many families. Our program will provide additional help to families not only tutoring the students but providing food.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

- ☒ Access to community services (youth and senior services are priority services)
- ☐ Provide quality infrastructure (includes construct/upgrade public facilities)
- ☐ Improve accessibility for persons with disabilities
- ☐ Promote beautification (CDAC preferred not to use the term "blight")
- ☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

This program will provide a safe learning environment for all students to increase their knowledge and skills to enhance their learning ability. The program will provide meals and two snacks to students and families at no cost. We will collaborate with teachers and family members to identify the needs of the students. We will continue to advertise to the community the services that are available.

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

[Increased Decent and Affordable Housing](#)

5. Describe how you will meet the goal identified above.

The program is in place and serves the community providing a healthy, safe alternative to potential juvenile delinquency. Instead, students focus on academic achievement with personalized tutoring and homework assistance. Also, children learn computer skills and participate in S.T.E.M. activities learning Science, Technology, Engineering, and Math. Discuss with Monterey Peninsula School District teachers the individual needs of students.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.
- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted Use?	Total	Amount On-Hand(A)	Amount Committed (B)	Amount Pledged (C)	On-Hand Plus Committed	% On-Hand Plus Committed
TOTAL		\$30,000	\$0	\$0	\$30,000	\$0	0%

Leveraging Ratio

[100%](#)

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources,

collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

We are requesting funds of \$30,000 for a two year program. All funds will be used to hire staff: Executive Director, Program Director, Site Director, and Tutor. CDBG is our only funding source for staff. In-kind donations will be provided by Greater Victory Temple: rent, telephone, utilities, supplies for participants, instructional materials, setting facility up, insurance and transportation, aside from donations. We have collaborated with The Village Project, Martin Luther Jr. School of the Arts, and M.P.U.S.D. to prioritize children most in need. There are no other funding sources. There are planned funders.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

As mentioned above, we enroll students based on a greatest need. We collaborate with M.P.U.S.D. and specifically M.L.K. School of the Arts, as well as The Village Project to identify at-risk youth in need. There are waiting lists for children to be accepted at various after school programs in the community. Again, we will collaborate with our partner to provide services to these at-risk children.

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

The purpose of the after school program is to provide educational opportunities for moderate to low income students and families. The program has been in operation for 7 years.

Mission Statement: To provide educational opportunities to youth and to offer humanitarian services to low to moderate income families to improve self-reliance and self-worth.

2. List the locations of all facilities, and days and hours of operation.

The location of the after school program will be held at Greater Victory Temple Church. The program will be for four (4) days a week: Monday, Tuesday, and Thursday for four (4) hours per day and five (5) hours a day on Wednesdays.

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

Executive Director maintains records documenting attendance, academic achievement, timesheets, sign-in sheets, and financial expenditures of funds according to policy and procedure, state, and federal regulations.

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

N/A

5. Describe the record-keeping system to be used to maintain program data.

Written records have been maintained since the initiation of the after school program data and successes as stated in policy and procedures.

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

Application process and intake forms attached.

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

We adhere to all federal regulations including non-discrimination and equal employment opportunities.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

The Executive Director is responsible for monitoring progress. The Site Director meets with M.L.K. principal /teachers for pre/post assessments to determine academic growth.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

We have experience administering Technology Educational Services, Summer Math Program, and an After School Program targeting very low to moderate low income families and students. This includes State and Federal grant administration over five years.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application	\$30,000	\$0	\$0	\$0	\$0	\$30,000
TOTAL	\$30,000	\$0	\$0	\$0	\$0	\$30,000

Total Budget less capital improvements

\$30,000

Application program percent

100%

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount
--------------	---------	--------

		Funded City of Seaside
FY 2020-2021	After School Tutoring Program	\$10,486
FY 2019-2020	After School Tutoring Program	\$9,812
FY 2018-2019	After School Tutoring Program	\$11,181
FY 2017-2018		
FY 2016-2017		

12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them

All our experiences have been positive.

Part 8 - For CDBG Funds

12. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide: 05L - Child Care Services

3. This program provides assistance of the following type:

4. Number of Unduplicated Beneficiaries previously served by the project.

City of Seaside		
Period	Actual	Monthly Average
July 1, 2020 - June 30, 2021	82	7
July 1, 2021 - December 31, 2021	45	8

5. Number of Unduplicated Beneficiaries projected to be served by the project.

Outcome Measure	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total
	# Served	%	# Served	%	# Served	%	# Served	%	
After school to low to moderate low income students and families and providing meals and snacks to students.	25	25%	25	25%	25	25%	25	25%	100
TOTAL	25	25%	25	25%	25	25%	25	25%	100

6. Number of Low/Mod Unduplicated Beneficiaries to be served by the project

City of Seaside			
Period	Total Number of Beneficiaries Estimated to be Served FY22/23	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY22/23	Overall Percent of Low/Mod Income Persons Served
July 1, 2022 - June 30, 2023	100	100	100%

7. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

City of Seaside		
CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$30,000	100	\$300.00

8. Indicate the funding set-aside the activity belongs to: None of the above

9. Please justify the cost per person served. If you believe there are compelling reasons or extenuating circumstances for a relatively high cost please explain.

At-risk students receive benefits unavailable in the community as other after school programs are full. Research demonstrates that the key risk period for Juvenile delinquency and crime increase is due to a lack of after school programs for these students.

10. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

Costs are kept to a minimum, providing small group and individualized personal tutoring to improve academic achievement for at risk youth. Also, providing meals to students who are at risk for hunger and failure to thrive. This program is at no cost to families. Without the funds we would not have staff for this program.

Worksheet # 1 - Positions to be Funded

Please list each position for the activity for which funding is requested.
Complete all columns with entry boxes.

Job Title	% of FTE	Requested CDBG Personnel Funding, City of Seaside
Executive Director		\$7,000
Program Director		\$7,000

Site Director		\$7,000
Tutor		\$5,000
cook		\$4,000
Grand Total		\$30,000

Worksheet # 2 - Operational Budget

Budget Category	Actual Budget for July 1, 2021 to June 30, 2022	Projected Budget for July 1, 2022 to June 30, 2023	% Increase or Decrease	CDBG Funds Request, City of Seaside
Executive Director	\$3,574	\$3,600	1%	\$7,000
Program Director	\$0	\$3,500	-100%	\$7,000
Site Director	\$3,028	\$3,500	16%	\$7,000
Tutor	\$2,056	\$2,500	22%	\$5,000
cook	\$1,859	\$2,000	8%	\$4,000
Other Staff				-----
Supplies and Materials				
Consumable Supplies				
Non-Consumable Supplies				
Outside Services				
Telephone	\$0			
Utilities				
Maintenance				
Contract/Consultant Services				
Other Charges				
Rent				
Travel (Mileage)				
Insurance				
Capital Outlay				
Equipment/Furniture				
Other - # of lines needed: 0				
Total	\$10,517	\$15,100		\$30,000
Total Funding Requested from Part 1				\$30,000

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	HUD_certification.PDF
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	Tax_Exemption_Letter.PDF
3 ☒ Articles of Incorporation/Bylaws	Final_2017_By-Laws_2.doc
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	Letter_of_Good_Standing.PDF
5 ☒ Organizational Chart	organization_Chart.docx
6 ☒ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	Board_members_addresses.PDF
7 ☒ Resumes of Program Administrator and Fiscal Officer	Executive_Director_Resume.PDF Fiscal_Officer_Resume_PW.docx
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	Liability_Insurance.PDF
9 ☐ Audited Annual Financial Statements covering 2 Years	NA
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	Authority_to_act.PDF
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	Authorization_to_apply_for_grants.PDF
12 ☒ Conflict of Interest Policy	Conflict_of_Intrest.PDF
13 ☒ Project Team Experience and Qualifications	M_Cuevas_Resume.pdf
14 ☒ Project/Activity Timeline	Activity_Timeline.docx
15 ☒ Financial Policies	Financial_Policy.PDF
16 ☐ Procurement Policies	NA
17 ☒ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	Intake-application.PDF
18 ☒ Project/Activity Support Letters	Support_Letter.PDF
19 ☒ Program Evaluations	program_evaluation_1.docx
20 ☒ Outreach Materials	Outreach_Material_2.PDF
21 ☒ Evidence of Project Support/Community Outreach (written endorsements, when available)	community_award.PDF
22 ☒ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	language_access_policy_t.doc Equal_access_policy.docx
23 ☒ Employee Handbook	Employee_Handbook.PDF

24	☒ Record Retention Policies	Record_Retention_Policy.doc
25	☐ Federal Tax Form 990	Exempt 501(c)(3) Religious Organization
26	☐ State Tax Form 199	Exempt 501(c)(3) Religious Organization
27	☐ Rental/Lease Agreement (if applicable)	N/A
28	☐ Cost Allocation Plan	N/A
29	☐ Other	
30	☐ Other	
31	☐ Other	

Program Manager Signature

Angelia Britt

Date Signed

01/07/2022

Approved By:

Haroon Noori

Date Signed

01/15/2022

Initially submitted: Jan 7, 2022 - 12:21:32

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information

Legal Name of Organization	Legal Services for Seniors, Monterey County		
Submitting Proposal:	Legal Services for Seniors		
Program/Project Name:	Legal Services for Seniors		
Person Completing Application:	Creighton Mendivil	Title:	Executive Director
Direct Telephone:	831-899-0492		
Email Address:	creighton@lssmc.net		
Authorized Official: (e.g. Exec. Dir.):	Creighton Mendivil	Title:	Executive Director
Direct Telephone:	831-899-0492		
Email Address:	creighton@lssmc.net		
Program/Project Contact:	Creighton Mendivil	Title:	Executive Director
Direct Telephone:	831-899-0492		
Email Address:	creighton@lssmc.net		
Authorized Contact:	Creighton Mendivil	Title:	Executive Director
Direct Telephone:	831-899-0492		
Email Address:	creighton@lssmc.net		
Finance Contact:	Nancy Miccoli	Title:	Office Administrator
Direct Telephone:	831-899-0492		
Email Address:	nmiccoli@legalservicesforseniors.org		
Organization Mailing Address:	915 Hilby Avenue, Suite 2	City:	Seaside Zip: 93955
Organization's Website Address:	www.lssmc.net		
Organization Telephone:	831-899-0492		
Organization Fax:	831-401-3185		
Tax ID Number:	77-0073127 9 digits, format xx-xxxxxxx		
Organization DUNS Number:	19-770-9090 9 digits, format xx-xxx-xxxx		
Seaside Customer/Vender Number:			
Type of Organization (check all that apply):	☒ Non-Profit ☐ CHDO ☐ CBDO ☐ Faith-Based		
What is your agency's fiscal year?	July 1 2021 - June 30 2022		
Date of your organization's most recently completed audit. (Month/Year)	10/2021		
Was this audit conducted in compliance with the Single Audit Act?	Yes		
Are there any outstanding audit findings which remain unresolved?	No		
Are you a Legal Services provider?	Yes		

Select type of Funding Requested and Type of Activity, then click to Update Application	
We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☒ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$15,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide. 05C - Legal Services

3. Mark the box below that indicates the national objective met:

Activities Benefiting Low and Moderate-Income Persons. 570.208(a)
 LMC-Limited Clientele. 570.208(a)(2)
 Low/Mod Clientele. 570.208(a)(2)(i)
 Presumed Benefit. 570.208(a)(2)(i)(A)
 Elderly Persons (62 years of age or older)

4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.

LSS will provide 300 Seaside residents in crisis, age 62+, each year, with direct, confidential, no-cost legal representation. Services will range from direct representation in court (40+ hours) far more complex cases to legal support to resolve bureaucratic processes such as Medicare and Medi-cal issues, landlord tenant disputes (approximately 5 hours) to brief service and counsel (one hour).

LSS will provide four educational workshops each year that will teach approximately 50 Seaside residents to recognize and prevent the kinds of senior abuse that lead to homelessness.

5. How will people or conditions in the community change as a result of what you do?

Frail, frightened and confused low-income seniors represent some of Monterey County's most vulnerable residents. They are often preyed upon by greedy or abusive family members, contractor, landlord and scam artists, or they are unsophisticated so they cannot untangle the bureaucratic nightmares of Medicare and Medi-cal, or Social Security. These seniors cannot afford private legal help and still pay for basic necessities.

LSS fills the 'justice gap' by providing qualified, competent legal services to seniors by licenses California attorneys at no cost, so that low-income seniors have the same access to justice as those who can afford to pay private attorneys.

Last year, LSS helped more than 300 Seaside seniors remain stable in their own homes by making sure they had the medical and financial benefits they earned and didn't become victims of abuse. The City suffers from elder abuse, too, because seniors who can't care for themselves are at risk of homelessness or becoming financial burdens to the City. Countywide LSS helps seniors retain more than \$1 million dollars in benefits, money that was returned to our communities to build our economic base.

Our Seaside office attorneys and legal advocates send a clear message to the community that elder abuse and neglect (physical, financial or emotional) won't be tolerated in Seaside.

Check if the proposed activity will:

- ☒ Help prevent homelessness?
☐ Help those with HIV or AIDS?
☒ Help the homeless?
☒ Help the disabled?

6. Outcome Performance Measurement

1. Please choose the most appropriate performance measurement objective

[Create Suitable Living Environments](#)

2. Please choose the most appropriate performance measurement outcome.

[Sustainability](#)

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.

Legal Services for Seniors requests \$1w5,000 each year for two years to help pay for our legal staff's salaries to provide no-cost legal representation to Seaside seniors ages 62+ who are in crisis and to provide 4 workshops in Seaside each year to help caregivers, family members and elder care professionals recognize and prevent mortgage fraud, consumer fraud, landlord abuses and elder abuse.

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
300	Advocacy
50	Workshops Participants

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	Provision of Legal Services
Activity #2	Provision of educational workshops

4. Provide any additional relevant description of proposed activity or project.

Legal Services for Seniors will provide full range of legal services to City of Seaside seniors, along with educational workshops.

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
Provision of Legal Services	June 30, 2024
Provision of educational workshop	June 30, 2024

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

[This is an ongoing activity.](#)

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

Legal Services for Seniors provides direct, confidential no-cost legal representation to over 2,200 Monterey County seniors ranging from full legal representation in court to simple advice and counsel. 300 of those seniors live in Seaside.

Health Care & Insurance - when a senior faces Medicare and Medi-Cal and private insurance denials of coverage we are able to restore benefits. Seniors who receive health care maintain independence and avoid living in institutionalized settings.

Housing - we assist in protecting seniors' eligibility for affordable public housing; protect and defend them from unlawful evictions and substandard living situations and other related issues. We protect homeowners from dishonest contractors and from losing their homes to unscrupulous individuals.

Public benefits - When Social Security / other pensions are denied, LSS advocates get those benefits returned, mainly through Administrative Law Hearings.

Financial & Physical Elder Abuse Prevention / Consumer Protection - Financial Abuse: Seniors are frequent targets of home equity scams, telemarketing fraud, contest schemes and overselling of services and home repairs. Senior scam victims' feelings of independence are damaged in these situations. When seniors realize they have been scammed, they hesitate to report the abuse, afraid others will question their ability to make their own independent decisions. When they fail to seek help, seniors live with severely restricted funds - forcing them to forego paying bills or buying food and life-saving medicine. Our attorney-client privilege of privacy and confidentiality allows seniors to be comfortable talking with us, knowing their secrets are never shared with anyone.

Physical abuse - seniors are embarrassed to disclose physical abuse they suffer from the hands of a spouse, child, or other family member. LSS helps seniors obtain restraining orders to protect them from physical harm through the Superior Court Domestic Violence Restraining Order hearing process.

Advance Health Care Directives (AHCD) & Wills - A senior's well-being encompasses the peace of mind they experience knowing their health care wishes will be followed when they no longer can speak for themselves. An AHCD allows a senior to name a person whom they trust to make health care decisions for them. AHCD also provide notifications to health care professionals of a senior's desired level and extent of care, organ donation preferences and funeral arrangements. A will gives a senior a sense of autonomy knowing their last wishes will be acknowledged when they pass away.

We employ California-licensed attorneys and legal advocates to address and correct all types of legal harm done to seniors.

We educate more than 3,500 seniors, family members, caregivers, community members and professionals each year providing vital legal information about preventing financial and physical elder abuse at workshops and seni

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

First, legal services are being provided virtually when ever possible to reduce potential for spreading COVID 19 and the variants.

Second, all workshops are being provided virtually when no safe alternative is possible. Outreach workshops are being done in person in smaller settings for seniors who have limited ability to attend computer based workshops because of lack of technology, lack of safe navigating the virtual workshop process, or internet access. This is a change from the previous 100% in person workshops presented by LSS before COVID 19.

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for, and/or response.

- For example, Agency B expanded their Senior food delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

LSS virtual legal aid and workshops satisfy the prevention objective. LSS is continuing to protect the legal rights of seniors while; protecting seniors. LSS is helping to normalize the COVID-19 safety protocols for the senior population.

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

Dozens of clients who were not vaccinated who could only be helped virtually, went out and received vaccinations to allow these seniors to participate in limited meetings in the LSS offices in Seaside. These limited meetings include signing complaints, signing Advance Health Care Directives, signing wills, and coming to the LSS offices to use our technology to participate in appeals processes (Social Security, SSI, and labor board hearings).

11. Explain how your organization will avoid duplication of benefits?

LSS is the only nonprofit providing legal aid to seniors in Monterey County. LSS works with other legal aid organizations that serve MONTEREY COUNTY often to be sure of referrals and non duplication of services.

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

LSS relies on many grants including this CDBG grant to serve as many seniors as we have the adequate staff to support. If we do not receive funding, that will reduce our ability to serve as many seniors as who need our help.

If our proposal is funded, we will be able to provide more low-income seniors with no-cost confidential legal representation.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

In 2018 85,236 seniors (60 years+) lived in Monterey County. In 30 years it is estimated there will be over 150,000 seniors, which is almost an 80% increase. The need for free legal services is growing exponentially. To our

knowledge, LSS is the only organization in Monterey County providing free legal services to seniors. Every year LSS helps over 2,200 low-income seniors in Monterey County who otherwise would not be able to afford the services of a private attorney. If LSS did not help with those seniors' services, their legal problems would escalate, run unchecked and eventually result in a senior's deteriorating health and homelessness.

California State courts, including Monterey County, have seen an almost unmanageable increase in unrepresented litigants in the past 10 years. Although the court provides some assistance in court-based self-help centers, the outcomes for 'in pro per' (self-represented) litigants is marked less favorable than for individuals those who can afford to pay a private attorney.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

- ☒ Access to community services (youth and senior services are priority services)
- ☐ Provide quality infrastructure (includes construct/upgrade public facilities)
- ☐ Improve accessibility for persons with disabilities
- ☐ Promote beautification (CDAC preferred not to use the term "blight")
- ☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

LSS serves only seniors in Monterey County with legal aid services.

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

Increased Decent and Affordable Housing

5. Describe how you will meet the goal identified above.

LSS provides services to low-income seniors who many times are in danger of losing their housing because of the bad acts of landlords or property managers. LSS provides free legal representation to these seniors to advocate for their rights, and fight to keep them housed. Without our services these seniors would not be able to afford a private attorney to represent them, and would ultimately end up homeless.

Providing funding will allow LSS to continue to serving Seaside seniors with housing issues along with many other civil legal issues like physical and financial abuse, income maintenance, end-of-life planning, and more.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.
- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted Use?	Total	Amount On-Hand (A)	Amount Committed (B)	Amount Pledged (C)	On-Hand Plus Committed	% On-Hand Plus Committed
TOTAL		\$15,000	\$0	\$0	\$15,000	\$0	0%

Leveraging Ratio

100%

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources, collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

Strong support from this grant also stimulates donations from private citizens in the form of in-kind or non-cash contributions. Our FY 2020-21 audit reports LSS received more than \$375,000 in in-kind legal services last year. In-kind services are defined as 'those services (a) (which) create or enhance non-financial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Organization.

We are fortunate to have volunteers providing office and fundraising services as well. We receive in-kind hours from students interested in law (from our local law school - Monterey College of Law and pre-law California State University of Monterey Bay students) and local private attorneys. Private Attorneys provide legal expertise in their field as pro bono attorney services. These services are not included in the totals above because they do not meet the criteria for reporting.

To develop as secure and diverse a financial base as possible, LSS continues to search for new sources of funds and to develop our donor base and fundraising activities.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative

partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

Seniors who come to us with legal issues are always first assisted by our advocates.

When a senior needs non-legal assistance, such as home meal service, health insurance assistance or other non-legal problems, our advocates know which agencies to contact. Because of our good working relationship with these agencies, seniors who seek legal help by first contacting a social services agency are directed to LSS for our legal representation. Client confidentiality regulations prohibit us from contracting with collaborative partners.

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

Protecting seniors from physical and financial abuse, unscrupulous business practices and income-threatening bureaucracy has been LSS' mission since its inception in 1985.

In 37 years, LSS has represented over 110,000 Monterey County low-income and very low-income seniors facing life crises including financial or physical elder abuse, landlord-tenant conflicts, Medicare, Medi-cal and private insurance issues. Every year LSS helps clients recover more than \$1 million lost in financial scams, unreturned security deposits and more, which benefits Monterey County commerce. We provide our services at no cost to our seniors.

2. List the locations of all facilities, and days and hours of operation.

The following is the list of hours once COVID-19 restrictions are lifted. Currently LSS is closed to walk in clients.

Seaside office: 915 Hilby Avenue, Suite 2, Seaside, CA 93955
Monday through Friday 9am - 5pm

Periodic workshop presentations:
Oldemeyer center, 986 Hilby Ave, Seaside, CA 93955

Salinas office:
Alliance on Aging, 247 Main St, Salinas, CA 93901
Tuesday & Thursdays, 9am - 4pm

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

Financial records are maintained by our bookkeeper and office administrator using QuickBooks.

The Board's Budget & Finance subcommittee reviews financial reports each month and presents its findings to the Board as a whole, which assures complete organizational transparency.

Expenses are tracked by line item, office and program. All checks require signatures by two authorized individuals. Bank accounts are reconciled each month.

LSS is audited annually. In addition to the Board of Directors internal fiscal oversight, outside oversight is maintained through monitoring by the Area Agency on Aging and the California State Bar's Legal Services Trust Fund.

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

Legal Services for Seniors' solely provides legal services, an intellectual property that requires no procurement of goods. Our Employee Handbook and By-laws contain a written code of standards of conduct governing employee performance in providing legal representation to our clients.

No employees or officers may participate in any representation or create any form of relationship involving a conflict of interest, real or apparent. See LSS Procurement Policy, attached.

5. Describe the record-keeping system to be used to maintain program data.

LSS maintains its confidential client data in an industry-standard, secure legal database program called "PIKA." PIKA follows the legal services-wide standard for compilation and maintenance of confidential client data. Our data is backed up nightly on our local server as well as maintained on removable data by the Executive Director. Clients are tracked by age, gender, ethnicity, race, city of residence, legal problem, case resolution, financial information and other statistical data. The Board reviews monthly reports summarizing cases by office, geographic area, advocate, legal problem and results.

To measure the success of our services, we will:

- 1) Track the number of seniors we serve in a 12-month period
- 2) Track the type of legal issue for each case
- 3) Track the number of office visits to our outreach sites
- 4) Track client demographic data
- 5) Track the number of elder abuse prevention sessions conducted

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

Legal Services for Seniors clients are all presumed benefit limited clientele (elderly persons). As required by HUD, we maintain documentation showing that our services are designed for exclusive use of seniors (age 62+) presumed to be LMI individuals. Clients self-report age and income level. Documentation is retained for four years.

Our client intake sheet (using the PIKA client tracking database) is attached.

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

Legal Services for Seniors' Board of Directors and administrative staff are committed to equal opportunity and

nondiscrimination in the office and for their clients. LSS' personnel policy, employee handbook, by-laws and Board resolutions specify this commitment and requirement. Minority and physically disabled individuals are encouraged to apply for employment and for volunteer positions, as available. See By-Laws and Handbook, attached.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

Obtaining 'performance reviews' in the context of legal proceedings is particularly difficult. Vulnerable clients may be too intimidated to respond effectively to client satisfaction surveys. Additionally, the imperfect nature of the justice system may mean the 'best' outcome was not the client's 'desired' outcome.

We do know we serve approximately 2,200 clients each year at NO COST, providing legal services to solve problems only attorneys can address. These seniors' issues, if dealt with in the private-pay legal community, would cost low-income seniors approximately \$2 million in attorneys' fees.

We do know that last year we helped Monterey County seniors recoup almost \$1 million in misappropriated funds, negotiating the return of their homes, resolving fraudulent annuity sales, recovering Social Security and Disability benefits wrongfully or mistakenly denied.

This money, when returned to our seniors, allows them to reinvest in our local communities. Each time we return a senior's home, we ensure that a senior remains independent and secure in his or her own home and continues to be a resourceful, helpful member of the community.

Executive Director Creighton Mendivil will be responsible for monitoring progress. He oversees the compilation of monthly caseload statistics for submission to the Board of Directors. These detailed monthly reports reflect demographics and describe the types of legal problems faced by individual seniors.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

LSS has provided legal representation to Monterey County seniors for 37 years with no break in service. Our legal staff has numbered from 7 at its lowest to 12 at its highest. We actively recruit and cultivate talented, motivated attorneys and legal advocates to provide direct services to Monterey County seniors. Because of their intense experience, they are often more skilled in senior legal issues than private practice attorneys paid significantly more than non-profit agencies can afford to pay.

As part of their California Bar certification, our attorneys must maintain continuing education credits and staff participates regularly in continuing education with organizations such as Asian Pacific American Legal Center, California Indian Legal Services, Immigrant Legal Resource Center, Mexican American Legal Defense and Education Fund (MALDEF), National Legal Aid and Defender Association (NLADA) and National Immigration Law Center.

We maintain bilingual and bicultural staff to serve our seniors and regularly connect staff to cultural competency training. Five of our eight client services staff members are bilingual in Spanish; one is bilingual in Tagalog; and one is bilingual in French. We are able to communicate complex legal terminology and services in English, Spanish and Tagalog. When other languages are required, we refer clients to a language line service for nonprofit organizations at their own cost. Our outreach materials are provided in both English and Spanish.

Along with offices in Salinas and Seaside, LSS holds outreach office hours in a 8 senior-accessible locations in Monterey County each Tuesday (COVID-19 permitting).

With approximately 8 years' experience with government funding and contract management at the federal, state, county, and city levels, as well as private grant funding, we have extensive experience and systems to track the services we deliver and report accurately how the funds have been expended.

As previously described, LSS maintains its confidential client data in an industry-standard secure legal database program called "PIKA." PIKA follows the legal services-wide standard for compilation and maintenance of confidential client data and supports LSS' commitment to provide timely and accurate reporting on all grant funding.

Our Office Manager/Grant Manager has more than 10 years' experience preparing quarterly and annual reports for federal funding agencies that track both expenditures and outcomes.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application	\$15,000					\$15,000
TOTAL	\$15,000	\$0	\$0	\$0	\$0	\$15,000

Total Budget less capital improvements \$15,000
Application program percent 100%

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount Funded City of Seaside
FY 2020-2021	Legal Service for Seniors	\$10,518
FY 2019-2020	Legal Services for Seniors	\$11,181
FY 2018-2019	Legal Services for Seniors	\$17,126
FY 2017-2018	Legal Services for Seniors	\$10,000

FY 2016-2017	Legal Services for Seniors	\$11,400
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12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them
 Legal Services for Seniors has received City of Seaside CDBG funds for the past few grant cycles. Our experience has been extremely beneficial for our low-income seniors.

Legal Services for Seniors' office is located in the City of Seaside (915 Hilby Avenue, Suite 2). We have also made extensive use of the Oldemeyer Center for our 'Education is Endowment' series of workshops. We have a good relationship with the City's new activities at the Oldemeyer Center and already have plans (and reservations) for many more legal educational events at the Oldemeyer Center.
 ///

Part 8 - For CDBG Funds

12. Our proposal is for a [City of Seaside](#) project.

2. Select the type of assistance you provide: [05C - Legal Services](#)

3. This program provides assistance of the following type: [Presumed Benefit - Elderly persons \(62+\)](#)

4. Number of Unduplicated Beneficiaries previously served by the project.

City of Seaside		
Period	Actual	Monthly Average
July 1, 2020 - June 30, 2021	169	14
July 1, 2021 - December 31, 2021	93	16

5. Number of Unduplicated Beneficiaries projected to be served by the project.

Outcome Measure	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total
	# Served	%	# Served	%	# Served	%	# Served	%	
Provision of Legal Services	75	25%	75	25%	75	25%	75	25%	300
Provision of educational workshops	1	33%	1	33%	0	0%	1	33%	3
TOTAL	76	25%	76	25%	75	25%	76	25%	303

6. Number of Low/Mod Unduplicated Beneficiaries to be served by the project

City of Seaside			
Period	Total Number of Beneficiaries Estimated to be Served FY22/23	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY22/23	Overall Percent of Low/Mod Income Persons Served
July 1, 2022 - June 30, 2023	303	303	100%

7. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

City of Seaside		
CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$15,000	303	\$49.50

8. Indicate the funding set-aside the activity belongs to: [Senior Services](#)

9. Please justify the cost per person served. If you believe there are compelling reasons or extenuating circumstances for a relatively high cost please explain.

For approximately \$50 per senior served, Legal Services for Seniors provides no-cost full legal representation to every client seeking legal assistance. Our services range from full representation in court (4-6 hours per client) to consultation (1-2 hours per client) to brief advice (less than 1 hour per client). Individual cases may require more time, depending on the complexity of the case.

A private pay attorney in Monterey County would charge a minimum of \$2,100 for 6 hours of legal service. Our clients, living on \$900-\$1,500 per month, face a daily financial challenge to meet their basic needs of food, clothing, shelter and medical care. These financial challenges preclude them from seeking a private attorney when they need help even though state statistics indicate that self-representation yields less favorable outcomes for seniors in court and in hearings.

Not factored into this calculation, LSS actually works to increase client income: Last year, we were able to recoup almost \$1 million in misappropriated funds to area seniors, negotiating return of their homes, resolving fraudulent annuity sales, recouping Social Security and Disability benefits wrongfully or mistakenly denied. This was money those seniors then reinvested in our local communities.

///

10. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

LSS is a small, lean organization whose mission and budget are focused on the provision of direct representation to

our clients. We have no superfluous costs: 76% of LSS' budget is directly allocated to staff salaries (including education, continuing education licensing and health care). The remaining 24% supports our staff in rent, organizational insurance and other administrative costs. We have progressed into a virtually paperless office to save

office supply and document storage costs. LSS understands our responsibility of using funds from all our funders in the most efficient way so we can reach as many seniors as we can.

Our thrifty and conscientious use of funds ensures we continue to provide no-cost legal representation to seniors facing devastating and life-threatening legal circumstances who otherwise could never afford a private attorney.

Our staff and board understand the responsibility placed upon us to use the funds we receive from the City of Salinas

and other funders to the greatest efficiency possible - ensuring we continue to provide no-cost legal services to seniors who otherwise will never be able to afford the services of a private attorney in the face of devastating legal problems.

Worksheet # 1 - Positions to be Funded

Please list each position for the activity for which funding is requested.

Complete all columns with entry boxes.

Job Title	% of FTE	Requested CDBG Personnel Funding, City of Seaside
Attorney	7%	\$4,350
Legal Advocate	14%	\$5,325
Legal Advocate	14%	\$5,325
Grand Total		\$15,000

Worksheet # 2 - Operational Budget

Budget Category	Actual Budget for July 1, 2021 to June 30, 2022	Projected Budget for July 1, 2022 to June 30, 2023	% Increase or Decrease	CDBG Funds Request, City of Seaside
Attorney	\$60,000	\$68,000	13%	\$4,350
Legal Advocate	\$37,310	\$40,560	9%	\$5,325
Legal Advocate	\$37,310	\$40,560	9%	\$5,325
Other Staff	\$540,380	\$540,380	0%	-----
Supplies and Materials				
Consumable Supplies	\$4,000	\$5,000	25%	
Non-Consumable Supplies	\$30,160	\$32,000	6%	
Outside Services				
Telephone	\$15,000	\$15,000	0%	
Utilities	\$0	\$0		
Maintenance	\$13,000	\$13,000	0%	
Contract/Consultant Services	\$28,758	\$32,000	11%	
Other Charges				
Rent	\$59,100	\$62,000	5%	
Travel (Mileage)	\$10,000	\$10,000	0%	
Insurance	\$17,300	\$17,300	0%	
Capital Outlay				
Equipment/Furniture	\$25,000	\$50,000	100%	
Other - # of lines needed: 5				
Printing and reproductions	\$5,000	\$5,000	0%	
postage	\$2,000	\$2,000	0%	
development	\$25,000	\$25,000	0%	
Law	\$14,200	\$14,200	0%	
Library/training/memberships				
other	\$300	\$300	0%	
Total	\$923,818	\$972,300	5%	\$15,000
Total Funding Requested from Part 1				\$15,000

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	2020.01.08_City_of_Seaside_HUD_signed_2020.01.08_.pdf
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	updated_5013_tax-exempt_status.pdf 1987_non-profit_certification.pdf
3 ☒ Articles of Incorporation/Bylaws	2003-09-18_LSS_By-Laws_bylaws_adopted.20030918.pdf
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	Certificate_of_Status.pdf
5 ☒ Organizational Chart	LSS_Staff_Organizational_Chart_2022-1-1.pdf

6 ☒ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	LSS_2021-22_Board_Roster_with_committees_01163151-4.docx
7 ☒ Resumes of Program Administrator and Fiscal Officer	1-2-2018_Nancy_Miccoli_Synopsis_of_Resume_of.pdf Resume_Creighton_Mendivil_2020-12.pdf
8 ☐ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	Our new certificate is coming, will submit as soon as it is received.
9 ☒ Audited Annual Financial Statements covering 2 Years	Legal_Services_for_Seniors_Audit_7.1.2021.pdf
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	2020.01.08_City_of_Seaside_Letter_of_Approval_CDBG_2020_application_signed.pdf
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	2020.01.08_City_of_Seaside_Letter_of_Approval_CDBG_2020_application_signed.pdf
12 ☒ Conflict of Interest Policy	conflict_and_procurement.pdf
13 ☒ Project Team Experience and Qualifications	Staff_Experience_and_Qualifications.pdf
14 ☐ Project/Activity Timeline	Our services are year-long with no end to the program.
15 ☒ Financial Policies	financial_policies.pdf
16 ☒ Procurement Policies	conflict_and_procurement.pdf
17 ☒ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	pika_data_collection.pdf
18 ☒ Project/Activity Support Letters	mcle.pdf
19 ☒ Program Evaluations	program_evaluations.pdf
20 ☒ Outreach Materials	outreach_materials.pdf
21 ☒ Evidence of Project Support/Community Outreach (written endorsements, when available)	elc_2019_morgantini_presentation_Kellie_Morgantinis_conflicted_copy.key 2019.12.30_Flyer_Jan_8_2020-1.pdf Oldemeyer_Facility_Request.pdf
22 ☒ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	LEP.pdf
23 ☒ Employee Handbook	17_LSS_Employee_Handbook_July_2015.pdf
24 ☒ Record Retention Policies	Records_Retention_Policy.pdf
25 ☒ Federal Tax Form 990	2019-20_LSS_8879-EO_990.pdf
26 ☒ State Tax Form 199	2019-2020_LSS_8453-EO.pdf
27 ☒ Rental/Lease Agreement (if applicable)	Seaside_Lease_2_fully_executed.pdf 2019-2020_1_Signed_Seaside_Lease_Suite_18_.pdf
28 ☐ Cost Allocation Plan	n/a
29 ☐ Other n/a	
30 ☐ Other n/a	
31 ☐ Other n/a	

Program Manager Signature

Creighton Mendivil

Date Signed

01/10/2022

Approved By:

Haroon Noori

Date Signed

01/15/2022

Initially submitted: Jan 10, 2022 - 13:45:52

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information

Legal Name of Organization	Meals on Wheels Monterey Peninsula, Inc.		
Submitting Proposal:			
Program/Project Name:	Home Delivered Meals		
Person Completing Application:	Esther Hobbs	Title:	Development Manager
Direct Telephone:	831-375-4454		
Email Address:	ehobbs@mowmp.org		
Authorized Official: (e.g. Exec. Dir.):	Christine Winge	Title:	Executive Director
Direct Telephone:	831-375-4454		
Email Address:	cwinge@mowmp.org		
Program/Project Contact:	Jacob Shafer	Title:	Development Director
Direct Telephone:	831-375-4454		
Email Address:	jshafer@mowmp.org		
Authorized Contact:	Jacob Shafer	Title:	Development Director
Direct Telephone:	831-375-4454		
Email Address:	jshafer@mowmp.org		
Finance Contact:	Jacob Shafer	Title:	Development Director
Direct Telephone:	831-375-4454		
Email Address:	jshafer@mowmp.org		
Organization Mailing Address:	700 Jewell Avenue	City:	Pacific Grove 93950 Zip:
Organization's Website Address:	https://www.mowmp.org/		
Organization Telephone:	831-375-4454		
Organization Fax:	831-375-9887		
Tax ID Number:	94-2157521 9 digits, format xx-xxxxxxx		
Organization DUNS Number:	123590747 9 digits, format xx-xxx-xxxx		
Seaside Customer/Vender Number:			
Type of Organization (check all that apply):	☒ Non-Profit ☐ CHDO ☐ CBDO ☐ Faith-Based		
What is your agency's fiscal year?	7-1-2021 to 6-30-2022		
Date of your organization's most recently completed audit. (Month/Year)	2-11-2021		
Was this audit conducted in compliance with the Single Audit Act?	Yes		
Are there any outstanding audit findings which remain unresolved?	No		
Are you a Legal Services provider?	No		

Select type of Funding Requested and Type of Activity, then click to Update Application

We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☒ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$20,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide. 05A - Senior Services

3. Mark the box below that indicates the national objective met:

Activities Benefiting Low and Moderate-Income Persons. 570.208(a)
 LMC-Limited Clientele. 570.208(a)(2)
 Low/Mod Clientele. 570.208(a)(2)(i)
 Presumed Benefit. 570.208(a)(2)(i)(A)
 Elderly Persons (62 years of age or older)

4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.

MOWMP will serve 230+ frail, elderly and disabled homebound clients who reside in the City of Seaside. In 2021, the last year for which complete figures are available, MOWMP made 23,524 deliveries of 2.5 meals (58,809 individual meals) to 233 frail elderly and disabled Seaside clients. Of those clients, 67% of clients served were women and 33% men. 74% lived alone. Ethnicity/Race: 44% - Caucasian; 26% - African American; 11% Hispanic, and 19% other/mixed race. Of all clients of any group, 5% if clients were disabled. Of all homebound clients in the City of Seaside, 94% were low income and 59% lived at or below the federal poverty level of \$12,060. 12% were 60-74; 49% were 75-84 years of age; and 29% were 85 or older.

5. How will people or conditions in the community change as a result of what you do?

The Home Delivered Meals program addresses food insecurity among seniors in Monterey County, 73% of whom cite food as their number one need. The program benefits frail, elderly and disabled low-income clients who cannot shop or cook for themselves and who have no full-time caregiver in the home to prepare meals. The vast majority of clients are low-income, living on fixed or limited income. 94% of clients will be low-income and will not have the requisite income to meet their basic needs, much less cook and/or purchase meals that meet federal standards for senior nutrition. Not only will clients receive daily meals, designed in tandem with a nutritionist from the Area Agency on Aging, those meals will meet the rigorous federal nutritional benchmarks for senior nutrition. The program offers additional ancillary benefits. MOWMP volunteer drivers/driver teams provide clients with a daily wellness check, social interaction, and information. The Home Delivered Meals program also enables seniors and the disabled to remain in their own homes with a high quality of life for as long as possible.

Check if the proposed activity will:

- ☒ Help prevent homelessness?
☐ Help those with HIV or AIDS?
☐ Help the homeless?
☒ Help the disabled?

6. Outcome Performance Measurement

1. Please choose the most appropriate performance measurement objective

[Create Suitable Living Environments](#)

2. Please choose the most appropriate performance measurement outcome.

[Availability/Accessibility](#)

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.

To help support Home Delivered Meals program services for low-income frail elderly and disabled adults in the City of Seaside, Meals on Wheels of the Monterey Peninsula respectfully seeks a CDBG grant at the \$20,000 level. MOWMP anticipates that it will provide 2.5 meals per day to approximately 230+ eligible Seaside homebound residents in all areas of Seaside. The program also includes a daily wellness check from a caring volunteer and daily socialization with that volunteer.

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
60000	Meals Distributed

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	MOWMP anticipates that it will provide 2.5 meals per day to approximately 230+ eligible Seaside homebound residents.

4. Provide any additional relevant description of proposed activity or project.

Our mission is to empower seniors, disabled adults, and veterans to remain independent by nourishing their bodies, minds, and spirits, and drive out hunger and isolation in Monterey County.

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
MOWMP anticipates that it will provide 2.5 meals per day to approximately 230+ eligible Seaside homebound residents.	6-30-2022

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

MOWMP will evaluate the number of clients and meals served by Home Delivered Meals program in the City of Seaside and report its findings to the City. Because MOWMP receives Administration on Aging pass through funds of the Monterey County Area Agency on Aging, it is required by its federal grant to maintain detailed records on the number of clients and meals served, as well as information regarding the nutritional health and activities of daily living of its clients.

Upon entry into the program, the MOWMP staff conducts an intake assessment of nutritional risk and activities of daily living, as required by the Older Americans Act Nutritional program. Data is entered into the Area Agency on Aging GetCare database from which reports are drawn. This data helps to ascertain the degree to which federal benchmarks for healthy nutrition are met. Volunteers contact clients either in person or by phone and update individual client assessments. MOWMP is additionally required to conduct two HDM client surveys per year, one in November/December and one in May/June. Responses to survey questions are entered into a database and shared with funding entities and with the Area Agency on Aging.

The client survey measures outcomes, as self-reported by clients, to the following federal benchmarks for healthy nutrition: 1) Eating healthy nutrition daily; 2) Eating fruits, vegetables and dairy daily; 3) Eating 2 meals per day daily. MOWMP also asks the impact on the program on 1) Client ability to remain at home and 2) Client sense of health and well-being as a consequence of participation in the program. Qualitative queries regarding quality of food, service, volunteers are also included.

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

MOWMP has partnered with United Way Monterey County to provide meals for COVID-quarantining clients in Seaside, and across the Monterey Peninsula. This partnership aims to facilitate quarantining and isolation for residents who test positive for COVID-19 by ensuring the delivery of freshly prepared meals five days a week.

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for, and/or response.

- For example, Agency B expanded their Senior food delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

MOWMP has increased its food production capacity to help address the challenges faced by local seniors, one of the most impacted communities amid the COVID-19 pandemic. Shelter-in-place orders designed to keep high-risk members of the community safe have led to a steady increase in the number of local seniors who rely on the agency's Home Delivered Meals program. MOWMP is uniquely positioned to reach vulnerable individuals and has developed creative solutions to ramp-up food delivery.

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

Through the addition of on-site storage, a new, large-capacity tilt skillet and walk-in freezer, more staff to prepare meals, and strong community partnerships with the Food Bank for Monterey County and Meals on Wheels of the Salinas Valley, the agency is now producing meals to meet a 93% increase in total demand.

11. Explain how your organization will avoid duplication of benefits?

MOWMP is currently the only program on the Monterey Peninsula to deliver 2.5 nutritious meals five days per week to the homebound. Where once the home delivered meals program acted as supplemental nutrition for homebound adults, it has now become the chief source of nutrition for a population significantly impacted by health challenges and a volatile economy.

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

Seaside CDBG funds will be used to cover the costs of food only. We estimate food costs to be to be approximately \$9.20 per delivery. We estimate that we will make 25,000 deliveries. At \$9.20 per delivery for 25,000 deliveries, food costs alone will be \$230,000 for the Seaside program. A grant of \$20,000 will cover 9% of food costs. Total Seaside program costs are estimated to be \$375,000. A Seaside contribution of \$20,000 would equal 5% of total program costs.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

Upon entry into the program, the MOWMP staff conducts an intake assessment of nutritional risk and activities of daily living, as required by the Older Americans Act Nutritional program. Data is entered into the Area Agency on Aging GetCare database from which reports are drawn. This data helps to ascertain the degree to which federal benchmarks for healthy nutrition are met. Volunteers contact clients either in person or by phone and update individual client assessments. MOWMP is additionally required to conduct two HDM client surveys per year, one in November/December and one in May/June. Responses to survey questions are shared with funding entities and with the Area Agency on Aging.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

- ☒ Access to community services (youth and senior services are priority services)
- ☐ Provide quality infrastructure (includes construct/upgrade public facilities)
- ☒ Improve accessibility for persons with disabilities
- ☐ Promote beautification (CDAC preferred not to use the term "blight")
- ☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

Founded in 1972, MOWMP's Home Delivered Meals program has developed over the past 49 years to meet the complex nutritional health needs of frail, elderly and disabled homebound adults who cannot shop or cook for themselves and have no adult caregiver in the home. Meals on Wheels of the Monterey Peninsula's program has been in continuous operation since that date and provided uninterrupted services in the face of a 94% increase in demand since the onset of COVID-19.

MOWMP serves daily meals that included milk, cereal, juice, fresh fruit, a freshly prepared hot entrée, soup or salad, a sandwich, and a dessert. The hot entrée includes one protein, one vegetable and at least 600 calories. On Friday, MOWMP offers a double meal that provides food for one day of the weekend. Per federal contract, MOWMP meals meet rigorous national guidelines for healthy senior nutrition.

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

Increased Decent and Affordable Housing

5. Describe how you will meet the goal identified above.

Meals on Wheels is one of only 10% of Home Delivered Meals programs nationwide that still serves a freshly prepared hot meal daily. Clients who received home-delivered meals had greater improvements in self-rated health and had reduced rates of hospitalization compared to homebound clients who received frozen meals several times per week. This group was also significantly more likely to have improvements in feelings of isolation and loneliness and worries about aging in place compared to homebound adults who received frozen meals or adults who did not receive home delivered meals.

MOWMP's Home Delivered Meals program also offers ancillary benefits to clients. As outlined by the Administration on Aging, Meals on Wheels programs present opportunities for social engagement, which contribute to overall health and well-being.

Volunteer drivers provide clients with daily social interaction and information. Drivers also monitor client well-being and look for signs of elder abuse or self-neglect. In such instances, the program manager informs family members, emergency services and county adult protective services as appropriate. The program has literally saved lives, as attested by numerous testimonials.

To ensure that families have the information they need to address issues facing an elderly, disabled parent or relative, MOWMP partners with Monterey County Adult Protective Services, the Monterey County Area Agency on Aging, and nonprofits such as the Alliance on Aging, United Way Monterey County, and Legal Services for Seniors.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.
- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted Use?	Total	Amount On-Hand(A)	Amount Committed (B)	Amount Pledged (C)	On-Hand Plus Committed	% On-Hand Plus Committed	
City of Monterey CDBG	Yes	\$20,000			\$20,000	\$0	0%	State/Local Funds
CHOMP Foundation	Yes	\$10,000	\$10,000			\$10,000	100%	Private Funds
Community Foundation Monterey County	Yes	\$30,000			\$30,000	\$0	0%	Private Funds
Monterey Peninsula Foundation	Yes	\$50,000			\$50,000	\$0	0%	Private Funds
Monterey County CDBG	Yes	\$20,000			\$20,000	\$0	0%	State/Local Funds
TOTAL		\$150,000	\$10,000	\$0	\$140,000	\$10,000	7%	

Leveraging Ratio

13%

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources, collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

Seaside CDBG funds will be used to cover the costs of food only. We estimate food costs to be to be approximately \$9.20 per delivery. We estimate that we will make 25,000 deliveries. At \$9.20 per delivery, food costs alone are estimated to be \$230,000 for the City of Seaside home delivered meals program. A grant of \$20,000 will cover 9% of food costs. Total Seaside program costs are estimated to be \$15.00 per delivery for 25,000 deliveries or \$375,000 per year. A Seaside contribution of \$20,000 would equal 5% of total program costs.

Through the generous support of other local organizations and through the use of MOWMP's endowment fund, the agency is able to zero-balance costs for the Home Delivered Meals program. All contributions, including local/state/federal, are not enough to cover the total program costs and this is why MOWMP uses its own endowed funds to zero-balance costs.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

The Home Delivered Meals program is run by MOWMP's small kitchen and administrative staff and corps of 200+ volunteer drivers. Without the support of volunteers, the program would simply not be sustainable.

Increasingly, home delivered meals clients are at risk and low-income. The economy continues to have a significant impact on seniors, many of whom are aging up and out of their savings. More than half of our clients cannot afford to make any donation or can only make a small donation to their daily delivery. Increasingly, Meals on Wheels is becoming a significant source of healthy nutrition for homebound seniors. Seaside client donations have fallen again from \$2.49 per delivery last fiscal year to \$1.51 per delivery on average. Continued efforts at cost containment by kitchen management and an ongoing partnership with the Food Bank of Monterey County has helped MOWMP to hold the line on food/supply costs.

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

Our mission is to empower seniors, disabled adults, and veterans to remain independent by nourishing their bodies, minds, and spirits, and drive out hunger and isolation in Monterey County. MOWMP has been operational since 1972. Our programs are dedicated to promoting the physical, social, and personal well-being and independence of seniors, homebound frail elderly, and disabled adults on the Monterey Peninsula. Programs and services enable people to enjoy good health and the highest quality of living as long as possible.

2. List the locations of all facilities, and days and hours of operation.

Meals on Wheels of the Monterey Peninsula is located at the MOW Community Center in Pacific Grove. The Center, and MOWMP, is operational from 8-5pm M-F and supplies all of the food for group dining sites in Pacific Grove, Monterey, Marina, and Seaside.

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

Meals on Wheels of the Monterey Peninsula's internal controls are policies and procedures it follows in its operations. Administrative controls include determining the segregation of duties among departments and employees, deciding which departments are authorized to conduct particular activities and developing independent verification systems. The latter means that the departments oversee one another's activities, providing a system of checks and balances.

Administrative departments handle major planning activities, often in collaboration with other departments. Other administrative responsibilities include ensuring Meals on Wheels of the Monterey Peninsula complies with laws and contracts and making sure it has appropriate insurance. Administrative departments frequently handle much of the correspondence with clients as well. Administrative departments ensure the agency complies with safety standards and schedule facilities inspections as needed.

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

Procurement of goods and services for Meals on Wheels of the Monterey Peninsula must be conducted in an open and competitive environment to ensure that prices paid are fair and reasonable. Purchasing activities are conducted in the Operations department. Purchasing activities include obligations for proper transaction documentation, fiscal responsibility, ethical behavior, adherence to federal and state government regulations, and compliance with agency by-laws and policies.

Procurement Services provides support to Meals on Wheels of the Monterey Peninsula in the selection, acquisition, use and disposal of goods and services by:

- A. Maximizing the agency's purchasing power by focusing on strategic sourcing and obtaining the best value.
- B. Leveraging its expertise in contract negotiations and supplier management to advantage the agency.
- C. Streamlining processes and investing in new technologies to provide administrative efficiencies.
- D. Ensuring that purchases are made in accordance with all applicable agency bylaws, laws, regulations, codes, and ordinances.

5. Describe the record-keeping system to be used to maintain program data.

Upon entry into the program, the MOWMP staff conducts an intake assessment of nutritional risk and activities of daily living, as required by the Older Americans Act Nutritional program. Data is entered into the Area Agency on Aging GetCare database from which reports are drawn. This data helps to ascertain the degree to which federal benchmarks for healthy nutrition are met. Volunteers contact clients either in person or by phone and update individual client assessments. MOWMP is additionally required to conduct two HDM client surveys per year, one in November/December and one in May/June. Responses to survey questions are entered into an Excel spreadsheet and shared with funding entities and with the Area Agency on Aging.

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

Our Home Delivered Meal Program serves seniors aged 60 and older who are homebound and have limited access to shopping and preparing meals on a consistent basis.

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

Meals on Wheels of the Monterey Peninsula does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients. Meals on Wheels of the Monterey Peninsula is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

HUD requires the City to assess and report the productivity and impact of CDBG funds. CDBG recipients must be able to establish clearly defined outcomes and quantify the effectiveness of activities. All applicants must

demonstrate how they will measure the short-term and long-term success of their activities.

MOWMP will evaluate the number of clients and meals served by Home Delivered Meals program in the City of Seaside and report its findings to the City. Because MOWMP receives Administration on Aging pass through funds of the Monterey County Area Agency on Aging, it is required by its federal grant to maintain detailed records on the number of clients and meals served, as well as information regarding the nutritional health and activities of daily living of its clients.

The client survey measures outcomes, as self-reported by clients, to the following federal benchmarks for healthy nutrition: 1) Eating healthy nutrition daily; 2) Eating fruits, vegetables and dairy daily; 3) Eating 2 meals per day daily. MOWMP also asks the impact on the program on 1) Client ability to remain at home and 2) Client sense of health and well-being as a consequence of participation in the program. Qualitative queries regarding quality of food, service, volunteers are also included.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

Meals on Wheels is also one of only 10% of home delivered meals programs nationwide that still serves a freshly prepared hot meal daily. Receiving a fresh meal delivered daily by a caring volunteer impacted the well-being of the homebound. Clients who received home-delivered meals had greater improvements in self-rated health and had reduced rates of hospitalization compared to homebound clients who received frozen meals several times per week. This group was also significantly more likely to have improvements in feelings of isolation and loneliness and worries about aging in place compared to homebound adults who received frozen meals or adults who did not receive home delivered meals. Although a small pilot study, the data suggests that receiving freshly prepared home delivered meals daily makes clients feel safer, results in more social contact and less loneliness than clients receiving frozen meals.

The Home Delivered Meals program also offers ancillary benefits to clients. As outlined by the Administration on Aging, Meals on Wheels programs present opportunities for social engagement, which contribute to overall health and well-being.

Volunteer drivers provide clients with daily social interaction and information. Drivers also monitor client well-being and look for signs of elder abuse or self-neglect. In such instances, the program manager informs family members, emergency services and county adult protective services as appropriate. The program has literally saved lives, as attested by numerous testimonials.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application		\$0				\$0
Staff	\$724,087					\$724,087
Supplies		\$288,600				\$288,600
Capital					\$71,400	\$71,400
Insurance				\$15,187		\$15,187
Misc.			\$10,200			\$10,200
TOTAL	\$724,087	\$288,600	\$10,200	\$15,187	\$71,400	\$1,109,474

Total Budget less capital improvements \$1,038,074
Application program percent 0%

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount Funded City of Seaside
FY 2020-2021	Home Delivered Meals	\$7,012
FY 2019-2020	Home Delivered Meals	\$7,817
FY 2018-2019	Home Delivered Meals	\$7,187
FY 2017-2018	Home Delivered Meals	\$10,000
FY 2016-2017	Home Delivered Meals	\$10,000

12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them

MOWMP values its relationship with the City of Seaside. The past CDBG, COVID-specific, and Social Service grant funds awarded by the City of Seaside to MOWMP has helped to provide warm meals and daily wellness checks to homebound seniors across the Monterey Peninsula.

Part 8 - For CDBG Funds

12. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide: 05A - Senior Services

3. This program provides assistance of the following type: Presumed Benefit - Elderly persons (62+)

4. Number of Unduplicated Beneficiaries previously served by the project.

City of Seaside		
Period	Actual	Monthly Average

July 1, 2020 - June 30, 2021	169	14
July 1, 2021 - December 31, 2021	230	38

5. Number of Unduplicated Beneficiaries projected to be served by the project.

Outcome Measure	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total
	# Served	%	# Served	%	# Served	%	# Served	%	
MOWMP anticipates that it will provide 2.5 meals per day to approximately 230+ eligible Seaside homebound residents.	58	25%	58	25%	58	25%	58	25%	232
TOTAL	58	25%	58	25%	58	25%	58	25%	232

6. Number of Low/Mod Unduplicated Beneficiaries to be served by the project

City of Seaside			
Period	Total Number of Beneficiaries Estimated to be Served FY22/23	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY22/23	Overall Percent of Low/Mod Income Persons Served
July 1, 2022 - June 30, 2023	232	232	100%

7. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

City of Seaside		
CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$20,000	232	\$86.21

8. Indicate the funding set-aside the activity belongs to: [Senior Services](#)

9. Please justify the cost per person served. If you believe there are compelling reasons or extenuating circumstances for a relatively high cost please explain.

Seaside CDBG funds will be used to cover the costs of food only. We estimate food costs to be to be approximately \$9.20 per delivery. We estimate that we will make 25,000 deliveries. At \$9.20 per delivery for 25,000, food costs alone will be \$230,000 for the Seaside program. A grant of \$20,000 will cover 9% of food costs. Total Seaside program costs are estimated to be \$375,000. A Seaside contribution of \$20,000 would equal 5% of total program costs.

10. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

The Home Delivered Meals program enhances the quality of life for a diverse community of frail, elderly, and disabled Seaside residents. It is a cost effective, fiscally-sound program that addresses the needs of Seaside families by offering daily wellness checks, socialization, and healthy nutrition five days a week for homebound elders and disabled adults. The home delivered meals program supports not only the health of senior residents, it supports community and family needs. The program offers nutritional resources, respite, and assurance to families that the nutritional health and well-being of a homebound family member is being addressed and monitored daily by a leading social service agency, by agency staff and by trained and caring agency volunteers. Daily wellness checks apprise family members, medical teams, emergency service personnel, and in some cases, Adult Protective Service administrators of the health and well-being of vulnerable community residents. Socialization with an MOWMP volunteer ensures that homebound residents have access to nutritional and agency information and are less isolated within their communities.

Worksheet # 1 - Positions to be Funded

Please list each position for the activity for which funding is requested.
Complete all columns with entry boxes.

Job Title	% of FTE	Requested CDBG Personnel Funding, City of Seaside
Grand Total		\$0

Worksheet # 2 - Operational Budget

Budget Category	Actual Budget for July 1, 2021 to June 30, 2022	Projected Budget for July 1, 2022 to June 30, 2023	% Increase or Decrease	CDBG Funds Request, City of Seaside
Other Staff	\$1,206,812	\$1,206,812	0%	-----
Supplies and Materials				
Consumable Supplies	\$288,600	\$288,600	0%	\$20,000
Non-Consumable Supplies	\$71,400	\$71,400	0%	
Outside Services				
Telephone	\$17,550	\$17,550	0%	
Utilities	\$17,550	\$17,550	0%	
Maintenance	\$17,550	\$17,550	0%	
Contract/Consultant Services	\$17,550	\$17,550	0%	
Other Charges				
Rent	\$116,400	\$116,400	0%	

Travel (Mileage)	\$0	\$0	
Insurance	\$15,187	\$15,187	0%
Capital Outlay			
Equipment/Furniture	\$100,000	\$100,000	0%
Other - # of lines needed:			
Total	\$1,868,599	\$1,868,599	\$20,000
Total Funding Requested from Part 1			\$20,000

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	MOWMP_HUD_Cert_2022.pdf
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	MOWMP_501c3.pdf
3 ☒ Articles of Incorporation/Bylaws	MOWMP_Articles_of_Incorporation.pdf
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	MOWMP_Entity_Status_2022.pdf
5 ☒ Organizational Chart	MOWMP_Org_Chart_Seaside_CDBG.pdf
6 ☒ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	MOWMP_BOD_List_12-17-21.pdf
7 ☐ Resumes of Program Administrator and Fiscal Officer	NA
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	MOWMP_Insurance_Seaside.pdf
9 ☒ Audited Annual Financial Statements covering 2 Years	MOWMP_Audited_FS_2020.pdf
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	MOWMP_Request_for_Funds_2022.pdf
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	MOWMP_Designation_of_Authorized_Officials_2022.pdf
12 ☒ Conflict of Interest Policy	MOWMP_Conflict_of_Interest_Policy.pdf
13 ☐ Project Team Experience and Qualifications	NA
14 ☐ Project/Activity Timeline	NA
15 ☒ Financial Policies	MOWMP_Internal_Financial_Controls.pdf
16 ☒ Procurement Policies	MOWMP_Procurement_Policy.pdf
17 ☒ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	MOWMP_New_Client_Intake_Form.pdf
18 ☐ Project/Activity Support Letters	https://www.mowmp.org/testimonials/
19 ☒ Program Evaluations	HDM_Survey_Spreadsheet_Jan-Jun_21.pdf
20 ☒ Outreach Materials	Home_Delivered_Meals_Program_Materials.pdf
21 ☒ Evidence of Project Support/Community Outreach (written endorsements, when available)	Griffin_Gazette_Dec_2021.pdf
22 ☐ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	NA
23 ☒ Employee Handbook	202104_MOWMP_Employee_Handbook_FINAL_APPROVED.pdf
24 ☒ Record Retention Policies	MOWMP_Record_Retention_and_Document_Control_Policy_2022.pdf
25 ☒ Federal Tax Form 990	MOWMP_Federal_990.pdf
26 ☐ State Tax Form 199	NA
27 ☐ Rental/Lease Agreement (if applicable)	NA
28 ☐ Cost Allocation Plan	NA
29 ☐ Other	
30 ☐ Other	
31 ☐ Other	

Program Manager Signature
Date Signed

Esther Hobbs
12/28/2021

Approved By:
Date Signed

Haroon Noori
01/15/2022

Initially submitted: Dec 28, 2021 - 11:34:18

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information			
Legal Name of Organization Submitting Proposal:		Community Human Services	
Program/Project Name:		Seaside - Genesis House Facility Improvements 2022-23	
Person Completing Application:		Robin McCrae	Title: Chief Executive Officer
Direct Telephone:		831-658-3811	
Email Address:		rmccrae@chservices.org	
Authorized Official: (e.g. Exec. Dir.):		Robin McCrae	Title: Chief Executive Officer
Direct Telephone:		831-658-3811	
Email Address:		rmccrae@chservices.org	
Program/Project Contact:		Marta Sullivan	Title: Senior Program Officer
Direct Telephone:		831-899-2436	
Email Address:		msullivan@chservices.org	
Authorized Contact:		Robin McCrae	Title: Chief Executive Officer
Direct Telephone:		831-658-3811	
Email Address:		rmccrae@chservices.org	
Finance Contact:		Sharon Lagana	Title: Chief Financial Officer
Direct Telephone:		831-658-3811	
Email Address:		slagana@chservices.org	
Organization Mailing Address:		P.O. Box 3076	City: Monterey Zip: 93942-3076
Organization's Website Address:		www.chservices.org	
Organization Telephone:		831-658-3811	
Organization Fax:		831-658-3815	
Tax ID Number:		94-6367167 9 digits, format xx-xxxxxxx	
Organization DUNS Number:		102098357 9 digits, format xx-xxx-xxxx	
Seaside Customer/Vender Number:			
Type of Organization (check all that apply):		☒ Non-Profit ☐ CHDO ☐ CBDO ☐ Faith-Based	
What is your agency's fiscal year?		July 1 - June 30	
Date of your organization's most recently completed audit. (Month/Year)		06/2021	
Was this audit conducted in compliance with the Single Audit Act?		Yes	
Are there any outstanding audit findings which remain unresolved?		No	
Are you a Legal Services provider?		No	

Select type of Funding Requested and Type of Activity, then click to Update Application	
We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☐ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$40,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a [City of Seaside](#) project.

2. Select the type of assistance you provide. [03 - Public Facilities & Improvements](#)

3. Mark the box below that indicates the national objective met:

[Activities Benefiting Low and Moderate-Income Persons. 570.208\(a\)](#)

[LMC-Limited Clientele. 570.208\(a\)\(2\)](#)

[Low/Mod Clientele. 570.208\(a\)\(2\)\(i\)](#)

[Client Document Review. 570.208\(a\)\(2\)\(i\)\(B\)](#)

4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.

The population/target group that the Genesis House program serves is low- and very low-income Monterey County adults suffering from substance use disorder. Individuals served by Genesis House are often unemployed or unemployable due to their addiction and unable to pay for services. In addition, socioeconomic factors such as unemployment and poverty increase the likelihood of substance abuse, making it vital that affordable treatment services are offered to low-income individuals. We anticipate serving 130 residents in Seaside during FY2022-23 and an additional 130 residents in FY2022-23. In addition the Perinatal Program allows mothers to bring their young children into treatment with them, eliminating what for some mothers is a barrier to treatment. Genesis House accepts Medi-Cal. It charges its non-Medi-Cal eligible clients on a sliding-fee scale based on ability to pay, and payment can be delayed until after graduation from the program. No one is turned away from the program due to inability to pay, so it is a wonderful option for substance abusers who have hit "rock bottom," have no resources left, and are truly ready to go into treatment.

Each successful graduate of Genesis House is transformed from a drain on their friends, family, and community to a productive member of society. This change can last a lifetime; it is hard to fully comprehend the long-term benefits individuals reap as a result of this program. It is clear, however, that Genesis House fundamentally changes the individual lives of our clients and of the Seaside community as a whole.

5. How will people or conditions in the community change as a result of what you do?

The treatment of addiction will reduce the burden on local law enforcement by reducing crime, violence and homelessness and by increasing public safety. It will also increase employment, resulting in a reduced need for financial outlay by the city to provide funding towards jobless residents. The impact of addiction is felt strongly by the community. The economic cost of alcohol abuse in the United States is estimated to be approximately \$185 billion annually. Alcohol use is responsible for increased violence and crime, decreased worker productivity, higher health insurance premiums, and increased death and injury from drinking-driving crashes. Untreated addictive disorders also contribute to homelessness. "For those with below-living wage incomes and who are just one-step away from homelessness, the onset or exacerbation of an addictive disorder may provide just the catalyst to plunge them into residential instability," according to the National Coalition for the Homeless.

Check if the proposed activity will:

- ☒ Help prevent homelessness?
- ☒ Help those with HIV or AIDS?
- ☒ Help the homeless?
- ☒ Help the disabled?

6. Outcome Performance Measurement
1. Please choose the most appropriate performance measurement objective Create Suitable Living Environments
2. Please choose the most appropriate performance measurement outcome. Availability/Accessibility

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.
Genesis House is a 36-bed state-licensed, residential substance abuse treatment program for adults 18 years of age and older. This grant will be used to paint the exterior of the three buildings that comprise the treatment facility.

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
200 clients	Rehabilitated

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	Paint the exterior of the facility

4. Provide any additional relevant description of proposed activity or project.
Genesis House is located in three adjacent buildings at 1152 Sonoma Avenue in Seaside, CA 93955. It is located on the border of Census Block Group 1, 0136 and Census Block Group 2, 0137. It has a 36-bed capacity for men and women. The co-ed program has a capacity of 28. In addition, up to six children ages 0-5 may reside with their mothers in treatment. Genesis House is a residential facility and open 24 hours a day, seven days a week. This project is pretty straightforward. We will repair siding as needed, wash and prep surfaces and paint the exterior of the buildings.

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
Paint exterior of the facility (3 buildings)	June 30, 2023

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.
NA. This is not a new project. We conduct extensive marketing and outreach in the community (community events and resource fairs, traditional and social media, CHS website, street outreach to homeless, etc.). We typically have a waiting list at Genesis House.

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?
Genesis House addresses unmet community needs for Seaside's low-income population by providing access to a local residential substance abuse treatment and recovery program. We receive referrals from and coordinate services with the Department of Social and Employment Services, the Probation Department, and the Behavioral Health Department, as well as other nonprofit organizations such as Salvation Army, Community Homeless Solutions, Turning Point, Door to Hope, Sun Street Centers, Interim, Village Project and many other community-based and faith-based organizations. CHS has also participated in gang awareness and community resource fairs sponsored by the City of Seaside's Chief of Police. We also have formal partnerships with other agencies in several collaborative projects, including Seaside's Youth Violence Prevention Taskforce, the Parent Education Partnership, the Community Action Partnership, and the Pathways to Safety Partnership. The collaborative work of CHS enriches all of its programs and ensures a high level of service coordination for our clients.

Community Human Services uses a Self-Sufficiency Matrix evaluation tool (adapted from the Arizona Self-Sufficiency Scale) agency-wide to measure the progress of all clients. Our clients will progress from a state of "In Crisis" or "Vulnerable" through "Safe" and "Stable," toward a state of "Thriving," as they are supported in reducing their substance use, improving their emotional and mental health, improving their living situation and increasing their self-sufficiency. In order to measure these outcomes, counselors will complete pre- and post-treatment evaluations of client's mental health, drug use, or living situation and self-sufficiency status using the Self-Sufficiency Matrix. Clients will be rated on a scale from 1 (In Crisis) to 5 (Thriving) in several domains. Domains

measured will vary by program and may include mental health, substance abuse, support systems, life skills, housing, employment, food, legal, health care, education and parenting skills.

While the Self-Sufficiency matrix monitors short-term success, we monitor long-term success by following up with clients at regular intervals after they leave the program and by providing a complete aftercare program for graduates.

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

We have COVID safety protocols in place at Genesis, which includes cleaning and disinfecting protocols, masking and social distancing, testing or isolation for new admissions, isolation for clients experiencing COVID symptoms and quarantine for clients who test positive. All combined, the new protocols have an overall effect of slightly reducing maximum capacity from 36 licensed beds to about 30 beds. In addition, all staff at Genesis are required by the State to be vaccinated and boosted unless granted an exemption for medical or religious reasons. If granted an exemption, staff must wear a mask at all times without exception.

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for, and/or response.

- For example, Agency B expanded their Senior food delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

Genesis House staff provides its clients with COVID prevention and education, hand sanitizers, face covering, and access to vaccinations and testing. We have remained open to the public the entire time during COVID-19 with appropriate program modifications.

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

As explained above, our capacity was slightly diminished as a result of implementing safety protocols for COVID. However, due to successful pivoting we were able to maintain operations of this valuable community resource during these difficult times.

11. Explain how your organization will avoid duplication of benefits?

Genesis House provides the only residential drug treatment beds on the Monterey Peninsula. Other residential providers (Door to Hope and Sun Street) are located in Salinas. All 3 program typically have waiting lists, so there really is NO duplication of services. The County would benefit from MORE residential services.

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

Community Human Services as an organization is working to continually move toward higher levels of community support and greater independence from finite funding sources. The ultimate goal of these activities is to cultivate donors toward major giving and planned giving in order to establish an endowment to provide for long-term financial stability of the organization as a whole. In order to fill any funding gaps while the agency's donor database is being expanded, we will appeal to other public and private funding sources, some of which are already supporters of the program at smaller levels.

We would try to make up the difference through grants and donations. If we were unable to raise enough through these methods we could scale back the project by only replacing the flooring in client rooms and replacing the common area flooring at a later date.

The provision of CDBG funds would probably not have a huge impact on our ability to increase the level of service above and beyond what would be possible without the use of CDBG funds - at least in terms of number of clients served. However, it is possible we would have to dip into other funding categories that could have a negative effect on clients. We try to help clients with medication costs for example. We could conceivably have to discontinue that practice if we are forced to pay for these upgrades without CDBG help.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

Substance Abuse Treatment programs have a high utilization rate and maintain long waiting lists, which supports the on-going high need for such services. The need for residential substance abuse treatment was determined by the Monterey County Health Department in a comprehensive needs assessment in the early 1970's. The 36 beds of residential treatment at Genesis represent about one-third of the County's publicly-assisted treatment beds.

The impact of addiction is felt strongly by the community. The treatment of addiction will reduce the burden on local law enforcement by reducing crime, violence and homelessness and by increasing public safety. It will also increase employment, resulting in a reduced need for financial outlay by the city to provide funding towards jobless residents.

The economic costs of alcohol abuse in the United States are estimated to be approximately \$185 billion annually. Alcohol use is responsible for increased violence and crime, decreased worker productivity, higher health insurance premiums, and deaths and injuries from drinking-driving crashes. Untreated addictive disorders also contribute to homelessness. "For those with below-living wage incomes and who are just one-step away from homelessness, the onset or exacerbation of an addictive disorder may provide just the catalyst to plunge them into residential

instability,” according to the National Coalition for the Homeless. In the 2017 Monterey County Homeless Census and Survey, thirty-eight percent (38%) of all respondents reported drugs or alcohol as the primary cause of their homelessness, much higher than 23% reported in 2015. Over half (58%) of chronically homeless survey respondents identified alcohol or drug use as the primary cause of their homelessness, a significant increase compared to 32% in 2015. Also, the most frequently reported health condition among all homeless was drug or alcohol abuse at 34%.

One of the most important indicators of a community’s economic well-being, the unemployment rate, paints an even clearer picture. In its 2007 Key Indicator Report, the Monterey County Department of Social and Employment Services lists the “Challenges to Employment” faced by CalWorks customers. Substance abuse was impacting more of them than mental health or domestic abuse. According to Sperling’s Best Places website, the unemployment rate for Seaside is 6.4% compared to 5.2% nationally.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

- ☒ Access to community services (youth and senior services are priority services)
- ☐ Provide quality infrastructure (includes construct/upgrade public facilities)
- ☐ Improve accessibility for persons with disabilities
- ☐ Promote beautification (CDAC preferred not to use the term "blight")
- ☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

Genesis House is a residential substance abuse treatment and recovery program serving Monterey County adults 18 years of age and older. It consists of two programs based on the needs of its clients:

- The Co-ed Program offers 28 beds and lasts approximately 3 to 6 months.
- The Perinatal Program offers 8 beds for pregnant and parenting women, with additional capacity for 6 children ages 0-5 to stay with their mothers while in treatment, and lasts approximately 7 to 10 months.

Residents of both programs receive a comprehensive assessment and individualized treatment plan; initial and ongoing medical services; medically supervised detoxification; individual and group counseling; HIV/AIDS, Hepatitis C and TB education, testing and counseling; relapse prevention; interactive parenting education; child care, transportation to medical/legal appointments; links to education, training, employment, housing and other community resources; 12 Step meetings on- and off-site; case management; discharge planning and aftercare. There is a family program to educate family members about addiction and recovery and how to best support an individual in recovery. In our most recently completed fiscal year, Genesis House served 119 co-ed clients with 7,694 bed days of service and 28 perinatal clients with 2,402 bed days of service. Clients contacted six months post-treatment consistently report sobriety rates of over 80%. We decided to pursue this project because the need is great and the funding sources to keep it active are minimal.

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

Enhanced Homeless Facilities and Services

5. Describe how you will meet the goal identified above.

Exterior paint will improve the appearance/façade of the facilities, upgrade the facility, protect the structure from the elements and keep our services viable (accessible) for the community.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.
- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted Use?	Total	Amount On-Hand(A)	Amount Committed (B)	Amount Pledged (C)	On-Hand Plus Committed	% On-Hand Plus Committed	
Behavioral Health Contracts	Yes	\$143,383,300	\$0	\$0	\$143,383,300	\$0	0%	State/Local Funds
TOTAL		\$143,423,300	\$0	\$0	\$143,423,300	\$0	0%	

Leveraging Ratio 0%

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources, collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

CHS as an organization is working to continually move toward higher levels of community support and greater

dependence from finite and government funding sources. The ultimate goal of these activities is to cultivate major donors and planned giving in order to establish an endowment to provide for the long-term financial stability of the organization as a whole. While current donation levels will not be sufficient to support Genesis House improvements exclusively, fundraising goals are increased each year. In order to fill any funding gap while the agency's donor database is being expanded, we will appeal to private funding sources, some of which already support the program at smaller levels, including Community Foundation for Monterey County, Nancy Buck Ransom Foundation, City of Monterey, In-N-Out Burger Foundation, Safeway Foundation, XL Catlin, Talbott Foundation, Edna McConnell Clark Foundation, Best Buy Foundation and others. Another somewhat unique funding stream for CHS is provided through our Joint Powers Authority (JPA) status. Fifteen cities and school districts comprise the membership of the nonprofit JPA. Each member entity appoints a representative and an alternate to the governing policy-making board and makes a financial contribution to the agency annually. In this way, JPA members are directly invested in the agency's success. This unique organizational structure gives CHS the ability to pool local resources and leverage State and Federal funding for maximum impact, and respond rapidly to emerging community needs. CHS also partners with a number of local organizations and businesses including; Goodwill Industries, Good Samaritan Center (Salvation Army), 2-1-1 Information (United Way), Shelter Outreach Plus, Monterey Rape Crisis Center, Food Bank for Monterey County, Planned Parenthood, Social Services, Community Hospital of the Monterey Peninsula, Monterey Adult School, Job Corps, California Conservation Corps, Military Recruitment Offices, Monterey-Salinas Transit, Monterey County Behavioral Health, Dorothy's Kitchen/Franciscan Workers, and the area's free clinics. Genesis House is also the beneficiary of many in-kind donations as well. Several local churches are consistent donors of food, hygiene items, and clothing.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

CHS is proud of the collaborations we have built in the city and county of Monterey; our ability to refer clients to other programs strengthens the impact we have on this vulnerable population. We work with and refer clients to organizations including but not limited to Goodwill Industries for clothing and household goods, Good Samaritan Center (Salvation Army), 2-1-1 Information (United Way), Community Homeless Solutions for shelter and housing, Monterey Rape Crisis Center for counseling and support, Food Bank for Monterey County for food, Planned Parenthood for reproductive and health care, Social Services for benefits enrollment, Community Hospital of the Monterey Peninsula for emergency medical care, Monterey Adult School for classes and GED, Job Corps for employment opportunities, California Conservation Corps for employment opportunities, Military Recruitment Offices, Monterey-Salinas Transit, Monterey County Behavioral Health for psychiatric care, Dorothy's Kitchen/Franciscan Workers for shelter, medical care and meals, the area's free clinics for medical care and several continuation high schools for classes and GED.

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

Mission: Community Human Services is a nonprofit agency dedicated to providing high quality mental health, substance abuse and homeless services to Monterey County residents to help them reach their full potential.
Vision: A community free of substance abuse, mental health challenges and housing instability.

Community Human Services recently celebrated its 50th anniversary, having been in operation since 1969. Our services address the underlying issues that keep individuals and families from realizing their full potential. We want our work to be effective, responsive, cost-efficient and collaborative.

In 2011, CHS completed its first formal five year strategic and business plan which includes goals for program enhancements and expansion, succession planning, facilities rehabilitation and income generation and diversification. Shelter operations is part of that plan. (Prior to that, we had developed one year action plans.) These plans periodically for progress and make adjustments as needed. The plan is then updated annually to include another year, making it a perpetual 5-year plan.

2. List the locations of all facilities, and days and hours of operation.

CHS operates the following facilities in Monterey County.

FAMILY SERVICE CENTERS

433 Salinas Street, Salinas, CA 93901, M-F, 8am to 5pm, Evenings & Weekends by appt.
1178 Broadway, Seaside, CA 93955, M-F, 8am to 5pm, Evenings & Weekends by appt.

OFF MAIN CLINIC

1083 South Main Street, Salinas, CA 93901, M-F 5am to 3pm, Weekends & Holidays 7am to 9:30am.

SAFE PLACE

590 Pearl Street, Monterey, 93940, M-F 8:30 am to 5:30pm, Evenings & Weekends by appt. Street outreach Mon.-Sat.

SAFE PASSAGE

544 Pearl Street, Monterey, CA 93940, Residential facility open 24/7 every day of the year. Business hours M-F, 8:30am to 5pm

GENESIS HOUSE

1152 Sonoma Avenue, Seaside, CA 93955, Residential facility open 24/7 every day of the year. Business hours M-F, 8am to 4:30pm

ELM HOUSE

1001 Elm Avenue, Seaside, CA 93955, Residential facility open 24/7 every day of the year. Business hours M-F, 8:30am to 5pm

OUTPATIENT DRUG TREATMENT

1083 South Main Street, Salinas, CA 93901, M-F 9am to 5pm
2560 Garden Rd., Monterey, CA 93940, M-F 9am to 5pm

CASA DE NOCHE BUENA

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

Our attached Fiscal Manual adheres to all relevant procurement provisions and financial record keeping procedures. The Chief Executive Officer, Chief Financial Officer and Senior Program Officer conduct monthly reviews of service records to maximize service levels and ensure proper documentation of services in a program audit. The board of directors reviews this data monthly. In addition, the programs conduct monthly quality assurance reviews to comply with county and state standards. The agency has a fiscal policy manual and its administrative and fiscal controls have been reviewed and accepted by its accounting firm, which conducts the agency's annual audit. The board finance committee reviews agency financials monthly, including income statements and balance sheet, and reviews and accepts the fiscal audit annually. There have been no findings in the annual audit for over ten years. The annual audit is also reviewed and accepted by the State Controllers Office.

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

We will adhere to all associated procurement provisions under 24 CFR Part 85 or 84. The agency has a fiscal policy manual and its administrative and fiscal controls have been reviewed and accepted by its accounting firm, which conducts the agency's annual audit. The board finance committee reviews agency financials monthly, including income statements and balance sheet, and reviews and accepts the fiscal audit annually. There have been no findings in the annual audit for over ten years. The annual audit is also reviewed and accepted by the State Controllers Office.

5. Describe the record-keeping system to be used to maintain program data.

The Chief Executive Officer, Chief Financial Officer and Senior Program Officer conduct monthly reviews of service records to maximize service levels and ensure proper documentation of services in a program audit. The board of directors reviews this data monthly. In addition, the programs conduct monthly quality assurance reviews to comply with county and state standards

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

The clients served at Genesis House are primarily low or very low income individuals. We do collect various demographic data (race, age, income level, etc.) via our attached intake forms. Beneficiary eligibility is then verified via tax documents, pay stubs, etc. If clients do not have this information we ask them to self certify. Our intake forms are attached. Also, we utilize the Avatar system for intakes which also captures relevant client information.

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

Community Human Services is fully committed to nondiscrimination and equal employment opportunities. The personnel policies and practices of Community Human Services are to promote, recruit, hire and retain without discrimination on the basis of race, color, religious creed, age, sex, economic background, national origin/ancestry, political opinion or affiliation, sexual orientation, physical/mental disability, medical condition (including HIV/AIDS), marital status, pregnancy, familial status or military/veteran status. In addition, staff and board are involved in ongoing diversity training to examine and mediate potential bias as individuals, staff, board members, and as an organization. CHS's two housing programs are compliant with the Fair Employment and Housing Act. CHS is a Drug-Free Workplace, as well.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

Genesis House uses standard data entry and reporting tools as mandated by funding sources. Client outcomes are tracked via a Self-Sufficiency Matrix tool that measures clients at intake and discharge in seven different domains, rating them on a scale from 1 to 5, where 1 equals "In Crisis" and 5 equals "Thriving." The domains include Substance Abuse, Support Systems, Housing, Income, Employment, Legal, and Parenting Skills. Marta Sullivan, Senior Program Officer, is responsible for monitoring progress and she reports monthly to the Chief Executive Officer. All of our intake and data collection tools, including the Matrix tool are attached.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

CHS has a long history of successful federal grant management experience. We have received HHS and HUD grants for over 20 years. For over 30 years we have received various Community Development Block Grants which emanate from HUD and are passed through cities and the State. As both a 501(c) 3 and JPA, CHS meets generally accepted accounting standards for both non-profits and government agencies with regard to documentation of income and expenses. Duties are separated per agency Fiscal Manual; e.g. requisitions are initiated by staff and approved by the supervisor, CEO, and CFO, checks are disbursed by a Bookkeeper, Office Manager opens mail, stamps checks & gives them to the Bookkeeper to prepare the deposit. The Bookkeeper reconciles bank statements and fees collected are receipted at the programs and forwarded to Administration for processing and deposit. Management, Finance Committee and Board review monthly financials. All payables, receivables and deposits are substantiated by a requisition, receipt, invoice, timesheet, record of deposit, etc. and approved by a manager. CHS contracts an independent financial audit by a certified public accounting firm annually. There have been no negative findings for the past 20-plus years. Peachtree accounting software is used for invoicing, billing, and accounts payable. Our CEO reports to the Board of Directors, which meets monthly, and is the immediate supervisor to CFO, SPO's, Development Director and Administrative Services Manager. The SPO's supervise Program Officers who, in-turn, supervise their program staff. CHS has an 87 page Personnel Policies Handbook given to all employees, volunteers, and subcontractors prior to hire/work.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application	\$0	\$0	\$0	\$0	\$40,000	\$40,000
Administration	\$926,940	\$39,681	\$7,653	\$296,108	\$0	\$1,270,382
Casa de Noche Buena	\$358,136	\$107,489	\$2,716	\$309,135	\$0	\$777,476

DV/SV/PE/P2S	\$339,501	\$5,479	\$1,344	\$70,322	\$0	\$416,646
Mental Health	\$590,030	\$4,387	\$2,696	\$105,379	\$0	\$702,492
Outpatient Treatment Centers	\$371,487	\$6,057	\$4,151	\$118,805	\$0	\$500,500
Genesis House	\$744,267	\$96,088	\$4,122	\$367,144	\$0	\$1,211,621
Elm House/Sonoma House	\$0	\$252	\$0	\$77,193	\$0	\$77,445
DAISY/SUPP	\$632,260	\$7,711	\$100	\$21,448	\$0	\$661,519
Off Main Clinic	\$829,974	\$25,754	\$7,114	\$348,823	\$0	\$1,211,665
Runaway/Homeless Youth Prgms	\$765,005	\$61,868	\$5,640	\$226,865	\$0	\$1,059,378
TOTAL	\$5,557,600	\$354,766	\$35,536	\$1,941,222	\$40,000	\$7,929,124

Total Budget less capital improvements	\$7,889,124
Application program percent	1%

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount Funded City of Seaside
FY 2020-2021	Electrical Improvements	\$30,000
FY 2019-2020	Plumbing improvements	\$30,000
FY 2018-2019	Window replacements	\$43,757
FY 2017-2018	Kitchen improvements	\$30,000
FY 2016-2017	Asphalt improvements	\$30,000

12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them

CHS has over 11 years of experience managing grants from the City of Seaside CDBG program. For the past 6 years we have received funding for facility improvement projects at Genesis House. We have never had any issues or de-obligations and the projects have always run smoothly. The City has monitored Genesis House in the past with no significant findings. Our various programs are monitored by many federal, state, city and private funding sources. For example, Genesis House is monitored annually by the State Department of Health Care Services and Monterey County Behavioral Health Department; any findings are typically minor and addressed within 30 days with a Corrective Action Plan. In addition, Genesis House, Off Main Clinic, and our Family Service Centers are also accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) certified and undergo intensive site visits every three years for compliance monitoring and re-accreditation.

Part 8 - For CDBG Funds

12. Our proposal is for a [City of Seaside](#) project.

1A. Please identify the types of facilities:

[Other Facilities \(please specify, e.g., streetlights\)](#)

If you selected Infrastructure or Other, please explain: [Substance Abuse Treatment Facility \(public facility\)](#)

1B. Please identify the types of Improvements

[Rehabilitation/Improvement](#)

If you selected Other, please explain: [Exterior Paint](#)

2. Complete applicable items for all public facility and infrastructure projects (including acquisition, rehabilitation and demolition).

a. Who is the legal owner of the property?

Owner Name:	Community Human Services
Owner Address:	P.O. Box 3076, Monterey, CA 93942-3076
Phone Number:	831-658-3811
Email Address, if applicable:	

b. If your organization is pursuing site control, please upload a Timeline that demonstrates when firm site control will be obtained and include all documents issued by your organization pursuing site control.

Indicate the final owner of the property.

Owner Name:	
Owner Address:	
Phone Number:	
Email Address, if applicable:	

c. Indicate if there are structures on the property	Yes
If Yes, will the structures be demolished?	No
If Yes, are the structures currently occupied?	Yes
d. If there are occupied structures on the property and the proposed project involves temporary or permanent relocation of residents or businesses a Relocation Plan is required. Has a Relocation Plan been prepared?	No

Comments or Explanations

d. [N/A - relocation is unnecessary](#)

e. Square footage of existing building, proposed building or building addition?

[9,810 sf](#)

f. Square footage of construction site parcel?

[17,500 sf](#)

g. Service capacity of the existing facility?

[36](#)

h. Improved capacity of the existing facility after completion of proposed improvements?

[36](#)

i. Has a Capital Needs Assessment been prepared? **No**

j. If a Capital Needs Assessment has not been prepared, please explain why:
Exterior paint is worn and faded, approximately 10 years old, and in obvious need of repainting both for appearance and to protect the siding and structure from the elements.

j. Age of Structure? (Please cite data source used to determine age of structure.) **58 years, based on 2003 loan appraisal**

k. Historic Status of Structure?

☐ Listed in the National Register of Historic Places

If this box was selected, please provide accurate title of listed structure: **NA**

☐ Listed as a California Historic Landmark

If this box was selected, please provide accurate title of listed structure: **NA**

☐ Listed as a local Historic and Architectural Resource

If this box was selected, please provide accurate title of listed structure: **NA**

☐ Other, please explain:

☒ None of the above

3. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$40,000	200	\$200.00

4. If proposed project involves construction work over \$2,000 or rehabilitation of 8+ units (applies to rehab. of residential property if such property is designed for residential use for 8 or more families), explain how your organization will meet the Davis-Bacon Labor Standards in the space below. Provide names of prior developments subject to Davis-Bacon and upload supporting documents demonstrating how compliance will be achieved(e.g., construction contracts, existing agency administrative policies).

The project bid will specific clearly that this is a prevailing wage project, as will the contract. Project Manager Tom Sullivan will ensure that project contractor pays prevailing wages and certify payroll on a regular basis. CHS has had a number of prior projects requiring Davis-Bacon wages, including several City of Seaside CDBG grants that were successfully completed. Others include City of Monterey CDBG grants for facilities improvements at Safe Place, and major rehabilitation at Elm House and Safe Passage funded by California Housing and Community Development grants.

a. List name of person who will administer your Davis-Bacon compliance:

Name/Title:	Tom Sullivan
Phone Number:	(831) 600-6688
Email Address:	
Previous Experience with Davis-Bacon:	Yes

b. Provide prior related experience (e.g., list other developments, projects, trainings)

Tom Sullivan Consulting has over 35 years of building, project management, damage remediation and consulting experience.

5. Has proposed project undergone any form of environmental review process? Please review HUD's Environmental Review information and the California Office of Historic Preservation website.

Yes

All HUD funded activities/projects will require an environmental review record.

6. Lead-Based Paint Compliance. Describe how your organization will address hazards that may be associated with the proposed project.

CHS will comply with Title X requirements for the Notification, Evaluation, and Reduction of Lead-Based Paint Hazards in Federally Owned Residential Property and Housing Receiving Federal Assistance. Tom Sullivan Consulting has extensive experience in this area of construction and damage remediation.

7. Have preliminary design sketches been completed for the proposed project? If yes, please attach copies (must be to scale, preferably copied on 8 ½ x 11 sheet) in the attachments section.

No

8. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

The project cost is effective and reasonable because it is based on Davis-Bacon prevailing wages. We will go out to bid on the work to be done and accept the lowest acceptable bid. We have received unofficial estimates for this work (taking into account Davis-Bacon) and believe the project will cost close to the budget. It is a relatively simple project that is straightforward as far as costs are concerned, and unlikely to have change orders and cost overruns.

Use one of the "Other" boxes in the Attachment section to upload this worksheet.

NOTE: If you upload a spreadsheet, you must ALSO enter HUD Funds Requested in this table.

Worksheet # - Development Budget (This worksheet should reflect HUD funds requested)					
	HUD Funds Requested	Federal	State	Other	Private
General Development Costs					
Construction Loan Interest	\$0				
Real Estate Taxes During Construction					
Builders Insurance Liability					
Financing Fees					
Legal Fees					
Title & Recording Expenses					
Organization Expenses					
Rent-up & Marketing					
Other - # of lines needed:					
Total General Development Costs	\$0	\$0	\$0	\$0	\$0
Construction Costs					
Structure					
Project Amenities					
Site Preparation					
Off-Site Improvements					
Other - # of lines needed: 1					
Exterior Paint	\$40,000				
Total Construction Costs	\$40,000	\$0	\$0	\$0	\$0
Construction Fees					
Impact Fees, Permits, School Fees (attach schedule identifying costs by type & amount)					
Bond Premium					
Architectural/Engineering					
Developer Fees					
Other - # of lines needed:					
Total Construction Fees	\$0	\$0	\$0	\$0	\$0
Equity / Financing					
Up Front Land Payment					
Total General Development Costs	\$0	\$0	\$0	\$0	\$0
Total Construction Costs	\$40,000	\$0	\$0	\$0	\$0
Total Construction Fees	\$0	\$0	\$0	\$0	\$0
Developer Equity/Fee					
Total To Be Financed					
First Mortgage Amount					
Total Equity/Financing Fees					
TOTAL DEVELOPMENT COST	\$40,000	\$0	\$0	\$0	\$0
Total Project Financing	\$40,000				

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	AGENCY_CERTIFICATIONS_HUD.pdf
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	Proof_of_Non-Profit_Status.pdf
3 ☒ Articles of Incorporation/Bylaws	Articles_of_Incorporation_-_Joint_Powers_Agreement.pdf Bylaws_-_Community_Human_Services.pdf
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	CERTIFICATE_OF_GOOD_STANDING_EXPLANATION.pdf
5 ☒ Organizational Chart	Org_Chart_2020_revised_7.14.20.pdf
6 ☒ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	BOARD_ROSTER_REVISED_09.21.2021.pdf
7 ☒ Resumes of Program Administrator and Fiscal Officer	Robin_Resume.pdf Sharon_Resume.pdf Marta_Resume.pdf
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	21-22_City_of_Seaside_COI.pdf
9 ☒ Audited Annual Financial Statements covering 2 Years	CHS_Audit_Report_FYE_063021.pdf 2020_Audit.pdf
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	Authorizing_Letter_GH_2022-23.pdf
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	Designation_of_Authorized_Officials.pdf
12 ☒ Conflict of Interest Policy	CHS_Personnel_Policies_Revised_11.18.21.pdf
13 ☒ Project Team Experience and Qualifications	Sharon_Lagana_Resume_2014.doc Marta_Ann_Sullivan_Resume_2015.doc Genesis_House_Job_Descriptions.pdf GENESIS_HOUSE_PROJECT_TIMELINE.pdf
14 ☒ Project/Activity Timeline	CHS_Financial_Policies.pdf
15 ☒ Financial Policies	CHS_Financial_Policies.pdf
16 ☒ Procurement Policies	Cal_Oms_Intake_Demographics_Form_.pdf

17 ☒ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	Genesis_House_Intake_Forms.pdf
18 ☐ Project/Activity Support Letters	NA
19 ☒ Program Evaluations	Matrix_Eval_Report_2020-2021.xlsx.pdf Q4_20-21_Progress_Report.pdf GH_MATRIX.doc Q4_20-21_CER.pdf CDBG_Year_End_Narrative.doc
20 ☒ Outreach Materials	Genesis_House_ROUND_18.pdf SubstanceAbuse_TriFold_English.pdf Substance_Abuse_Trifold_Spanish.pdf CHS_OUTREACH_FLYER_BILINGUAL.pdf
21 ☐ Evidence of Project Support/Community Outreach (written endorsements, when available)	NA
22 ☒ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	LEP_Plan.pdf
23 ☒ Employee Handbook	CHS_Personnel_Policies_Revised_11.18.21.pdf
24 ☒ Record Retention Policies	Record_Retention_Policy_09.2021.docx Record_Retention_Schedule_11.12.21.docx
25 ☒ Federal Tax Form 990	CHS_2019_Form_990.pdf
26 ☒ State Tax Form 199	CHS_2019_Form_199_002.pdf
27 ☐ Rental/Lease Agreement (if applicable)	NA
28 ☐ Cost Allocation Plan	NA
29 ☒ Other Environmental Review	ENVIRONMENT_REVIEW_FORM.doc
30 ☒ Other Genesis House Site Plan	GH_Site_Plan.pdf
31 ☒ Other Capital Contract	

Program Manager Signature Robin McCrae
Date Signed 01/10/2022

Approved By: Haroon Noori
Date Signed 01/15/2022

Initially submitted: Jan 10, 2022 - 12:20:46

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information

Legal Name of Organization	Meals on Wheels Monterey Peninsula, Inc.		
Submitting Proposal:			
Program/Project Name:	Meals on Wheels Community Kitchen		
Person Completing Application:	Esther Hobbs	Title:	Development Manager
Direct Telephone:	831-375-4454		
Email Address:	ehobbs@mowmp.org		
Authorized Official: (e.g. Exec. Dir.):	Christine Winge	Title:	Executive Director
Direct Telephone:	831-375-3097		
Email Address:	cwinge@mowmp.org		
Program/Project Contact:	Jacob Shafer	Title:	Development Director
Direct Telephone:	831-375-4454		
Email Address:	jshafer@mowmp.org		
Authorized Contact:	Jacob Shafer	Title:	Development Director
Direct Telephone:	831-375-4454		
Email Address:	jshafer@mowmp.org		
Finance Contact:	Jacob Shafer	Title:	Development Director
Direct Telephone:	831-375-4454		
Email Address:	jshafer@mowmp.org		
Organization Mailing Address:	700 Jewell Avenue	City:	Pacific Grove 93950 Zip:
Organization's Website Address:	www.mowmp.org		
Organization Telephone:	831-375-4454		
Organization Fax:	831-375-9887		
Tax ID Number:	94-2157521 9 digits, format xx-xxxxxxx		
Organization DUNS Number:	123590747 9 digits, format xx-xxx-xxxx		
Seaside Customer/Vender Number:			
Type of Organization (check all that apply):	☒ Non-Profit ☐ CHDO ☐ CBDO ☐ Faith-Based		
What is your agency's fiscal year?	July 1-June 30		
Date of your organization's most recently completed audit. (Month/Year)	2.11.2021		
Was this audit conducted in compliance with the Single Audit Act?	Yes		
Are there any outstanding audit findings which remain unresolved?	No		
Are you a Legal Services provider?	No		

Select type of Funding Requested and Type of Activity, then click to Update Application

We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☐ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$80,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide. 03A - Senior Centers

3. Mark the box below that indicates the national objective met:

- ☒ Activities Benefiting Low and Moderate-Income Persons. 570.208(a)
☐ LMC-Limited Clientele. 570.208(a)(2)
☐ Low/Mod Clientele. 570.208(a)(2)(i)
☐ Presumed Benefit. 570.208(a)(2)(i)(A)
☐ Elderly Persons (62 years of age or older)

4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.

The Community Kitchen, located at the site previously occupied by the VA Clinic – on the campus of CSUMB in the City of Seaside – will address challenges around food for Seaside residents and seniors, disabled adults, and veterans and all of Monterey County and help MOWMP meet the growing need brought on by an aging population, the pandemic that has brought with it a 94% increase in demand for MOWMP's Home Delivered Meals program, and serve as a beacon partnership between some of the County's most respected and strongly-rooted nonprofit organizations.

5. How will people or conditions in the community change as a result of what you do?

MOWMP's Community Kitchen will:

- Improve the quality of life of seniors, disabled adults, veterans, homeless, and low income families in Seaside
- Improve access to nutritious food for the community's most impacted at-risk constituent groups
- Help people remain in their homes, living healthily, for as long as possible
- Demonstrate the power of community partnerships working towards the goal of ending hunger
- Provide daily wellness checks by caring volunteers for hundreds of local residents each year

Check if the proposed activity will:

- ☒ Help prevent homelessness?
- ☐ Help those with HIV or AIDS?
- ☒ Help the homeless?
- ☒ Help the disabled?

6. Outcome Performance Measurement

1. Please choose the most appropriate performance measurement objective

[Create Suitable Living Environments](#)

2. Please choose the most appropriate performance measurement outcome.

[Availability/Accessibility](#)

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.

CDBG grant funds will help support Meals on Wheels of the Monterey Peninsula's new Community Kitchen, in partnership with the Veteran's Transition Center and Food Bank for Monterey County specifically through the purchase of an automatic flow wrapping machine that will be used daily in the production of hot meals. The Community Kitchen, located at the site previously occupied by the VA Clinic – on the campus of CSUMB in the City of Seaside – will address challenges around food for all of Seaside and Monterey County and help MOWMP meet the growing need brought on by an aging population.

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
10,000	Hard Costs

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	Equipment to help produce 10,000+ meals per day.

4. Provide any additional relevant description of proposed activity or project.

With the purchase of an automatic flow wrapping machine - among other equipment - MOWMP's Community Kitchen will increase the organizations meal production capacity from 1,500 meals per day to over 10,000. In partnership with the VTC and the Food Bank, MOWMP will expand its mission to not only serve a homebound senior and disabled population that is steadily on the rise, but also include other constituent groups facing food insecurity such as veterans, homeless, children, those impacted by the pandemic, and more.

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
Begin construction of Community Kitchen	Q2-2022
Purchase and installation of food production equipment	Q3-2022
Launch expanded meal delivery services	Q2-2023

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

Although this is a new kitchen, Meals on Wheels of the Monterey Peninsula Home Delivered Meals Program has been in operation for 50 years. The organization will continue robust marketing efforts in the community of its services to homebound seniors and expand its offerings to a variety of new constituent groups who face food insecurity.

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

Upon entry into the program, the MOWMP staff conducts an intake assessment of nutritional risk and activities of daily living, as required by the Older Americans Act Nutritional program. Data is entered into the Area Agency on Aging GetCare database from which reports are drawn. This data helps to ascertain the degree to which federal benchmarks for healthy nutrition are met. Volunteers contact clients either in person or by phone and update individual client assessments. MOWMP is additionally required to conduct two HDM client surveys per year, one in November/December and one in May/June. Responses to survey questions are entered into a database and shared with funding entities and with the Area Agency on Aging.

The client survey measures outcomes, as self-reported by clients, to the following federal benchmarks for healthy nutrition: 1) Eating healthy nutrition daily; 2) Eating fruits, vegetables and dairy daily; 3) Eating 2 meals per day daily. MOWMP also asks the impact on the program on 1) Client ability to remain at home and 2) Client sense of health and well-being as a consequence of participation in the program. Qualitative queries regarding quality of food, service, volunteers are also included.

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

To help support City of Seaside residents impacted by COVID-19, MOWMP anticipates that it will provide 2.5 meals per day to eligible Seaside homebound residents. One way to qualify for the program, is for a client to be COVID-19 positive, self-quarantining, or impacted in ancillary ways by the pandemic. For clients with COVID-19, there are no program restrictions related to age or income. MOWMP will serve frail, elderly and disabled homebound and homeless clients who reside in the City of Seaside who have been directly impacted by the effects of COVID-19. In large part, due to the Corona virus pandemic, MOWMP has seen a 94% increase in demand for services since the beginning of March 2020. Over the past year, MOWMP has served more meals to more clients than ever before in its 50 year history.

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for, and/or response.

- For example, Agency B expanded their Senior food delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

MOWMP has purchased new kitchen equipment, a refrigerated truck, and hired additional staff to help meet the increased demand for its services. The agency has expanded its service across the Monterey Peninsula and have opened its Home Delivered Meals programs to Covid-impacted constituent groups beyond just homebound seniors. In the City of Seaside, MOWMP is currently delivering freshly prepared meals to homebound seniors, disabled adults, veterans, and families impacted by the pandemic.

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

MOWMP has met the more than 94% increased demand for Home Delivered Meals and has supported families quarantining in the city of Seaside. As of this proposal date, 87% of Seaside clients served by the Home Delivered Meals program are low income. Of those clients, 94% are living at or below the Federal Poverty Level. Of all clients served in Seaside, 76% live alone.

11. Explain how your organization will avoid duplication of benefits?

MOWMP continues to serve vulnerable seniors across the Monterey Peninsula. Meals on Wheels' Home Delivered Meals program has developed over the past 50 years to meet the complex nutritional health needs of frail, elderly and disabled homebound adults who cannot shop or cook for themselves and have no adult caregiver in the home. It is currently the only program on the Monterey Peninsula to deliver 2.5 nutritious meals five days per week to the homebound. Where once the Home Delivered Meals program acted as supplemental nutrition for homebound adults, it has now become the chief source of nutrition for a population significantly impacted by health challenges and a volatile economy.

Through MOWMP's partnership with the VTC and the Food Bank for Monterey County, benefits for homebound residents of Seaside will be streamlined through a singular program to avoid any possible duplication.

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

Seaside CDBG capital funds will only be used to cover the costs of an automatic flow wrapping machine and its installation at the new Community Kitchen in the City of Seaside. We estimate the Community Kitchen build-out costs to be approximately \$3,956,535. We estimate that MOWMP will offer more than 10,000 freshly prepared, per day. A Seaside contribution of \$80,000 would equal 2% of total kitchen build-out costs.

MOWMP's current commercial kitchen serving residents of Seaside has a production capacity of 1,500 meals per day. The Community Kitchen will have the capacity to produce 10,000+ meals per day, allowing the organization to offer meals services to more Seaside residents facing food insecurity.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

The number of people aged 60 years and older in Monterey County is projected to increase by more than 60% by the year 2030. In real numbers this population is forecasted to increase from 69,850 in 2010 to 112,768 in 2030. Over 80% of the senior population in Monterey County lives on the Monterey Peninsula.

By 2035, the senior population will double in Monterey County. In a recent survey, 73% of seniors cited food as an important need. Some seniors find it hard to make ends meet and must choose between food and other needs.

Across the U.S., over the next 20 years, 80 million people will retire. Seniors 85+ are the fastest growing group. By 2050, there will be more seniors 85+ than kids under 14.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

- ☒ Access to community services (youth and senior services are priority services)
- ☐ Provide quality infrastructure (includes construct/upgrade public facilities)
- ☐ Improve accessibility for persons with disabilities
- ☐ Promote beautification (CDAC preferred not to use the term "blight")
- ☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

Since 1972, Meals on Wheels of the Monterey Peninsula has been delivering freshly prepared, nutritious home delivered meals to meet the complex nutritional needs of frail, elderly and disabled homebound adults who cannot shop or cook for themselves and have no adult caregiver in the home. This program enables seniors to remain in their own homes with a high quality of life for as long as possible. In its current commercial kitchen located in Pacific Grove, MOWMP produces a maximum of 1,500 meals per day and is at its limit with the increase in demand over the course of the Covid-19 pandemic. Without a second commercial kitchen with greater capacity, MOWMP will have to begin a waitlist for its services, something it has never done in its 50 year history.

The Home Delivered Meals program is the only program on the Monterey Peninsula to deliver nutritious meals every day, five days per week, with an extra Friday meal for the weekend. Per federal contract, MOWMP's meals meet rigorous national guidelines for healthy senior nutrition.

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

Increased Decent and Affordable Housing

5. Describe how you will meet the goal identified above.

Since 1972, Meals on Wheels of the Monterey Peninsula has been delivering freshly prepared, nutritious home delivered meals to meet the complex nutritional needs of frail, elderly and disabled homebound adults who cannot shop or cook for themselves and have no adult caregiver in the home. This program enables seniors to remain in their own homes with a high quality of life for as long as possible. In its current commercial kitchen located in Pacific Grove, MOWMP produces a maximum of 1,500 meals per day and is at its limit with the increase in demand over the course of the Covid-19 pandemic. Without a second commercial kitchen with greater capacity, MOWMP will have to begin a waitlist for its services, something it has never done in its 50 year history.

The Home Delivered Meals program is the only program on the Monterey Peninsula to deliver nutritious meals every day, five days per week, with an extra Friday meal for the weekend. Per federal contract, MOWMP's meals meet rigorous national guidelines for healthy senior nutrition.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.
- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted Use?	Total	Amount On-Hand(A)	Amount Committed (B)	Amount Pledged (C)	On-Hand Plus Committed	% On-Hand Plus Committed	
Monterey Peninsula Foundation	Yes	\$100,000			\$100,000	\$0	0%	Private Funds
Community Foundation for MoCo	Yes	\$30,000	\$30,000			\$30,000	100%	Private Funds
CHOMP Foundation	Yes	\$10,000	\$10,000			\$10,000	100%	Private Funds
United Way Monterey County	Yes	\$40,000	\$40,000			\$40,000	100%	State/Local Funds
City of Monterey CDBG	Yes	\$46,000	\$46,000			\$46,000	100%	Other Federal Funds
TOTAL		\$306,000	\$126,000	\$0	\$180,000	\$126,000	41%	

Leveraging Ratio

26%

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources, collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

Seaside CDBG capital funds will only be used to cover the costs of an automatic flow wrapping machine and its installation at the new Community Kitchen in the City of Seaside. We estimate the Community Kitchen build-out costs to be approximately \$3,956,535. We estimate that MOWMP will offer more than 10,000 freshly prepared, per day. A Seaside contribution of \$80,000 would equal 2% of total kitchen build-out costs.

Through the generous support of other local organizations and through the use of MOWMP's endowment fund, the agency is able to zero-balance costs for the Community Kitchen. All contributions, including local/state/federal, are

not enough to cover the total project costs and this is why MOWMP uses its own endowed funds to zero-balance costs.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

The Community Kitchen, located at the site previously occupied by the VA Clinic – on the campus of CSUMB in the City of Seaside – will address challenges around food for Seaside residents and seniors, disabled adults, and veterans and all of Monterey County and help MOWMP meet the growing need brought on by an aging population, the pandemic that has brought with it a 94% increase in demand for MOWMP's Home Delivered Meals program, and serve as a beacon partnership between some of the County's most respected and strongly-rooted nonprofit organizations.

The VTC will provide the building and Community Kitchen space for MOWMP to launch this project. The rental agreement will be on an in-kind basis as MOWMP will provide meal services for veterans across Monterey County. The Food Bank for Monterey County has identified MOWMP as a Premier Partner and will provide enough food at cost for MOWMP to produce 10,000+ meals per day.

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

Our mission is to empower seniors, disabled adults, and veterans to remain independent by nourishing their bodies, minds, and spirits, and drive out hunger and isolation in Monterey County. MOWMP has been operational since 1972. Our programs are dedicated to promoting the physical, social, and personal well-being and independence of seniors, homebound frail elderly, and disabled adults on the Monterey Peninsula. Programs and services enable people to enjoy good health and the highest quality of living as long as possible.

2. List the locations of all facilities, and days and hours of operation.

Meals on Wheels of the Monterey Peninsula is located at the MOW Community Center in Pacific Grove. The Center, and MOWMP, is operational from 8-5pm M-F and supplies all of the food for group dining sites in Pacific Grove, Monterey, Marina, and Seaside.

Our second commercial kitchen, located in Seaside, will begin construction and plans for operations in FY 2022.

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

Meals on Wheels of the Monterey Peninsula's internal controls are policies and procedures it follows in its operations. Administrative controls include determining the segregation of duties among departments and employees, deciding which departments are authorized to conduct particular activities and developing independent verification systems. The latter means that the departments oversee one another's activities, providing a system of checks and balances.

Administrative departments handle major planning activities, often in collaboration with other departments. Other administrative responsibilities include ensuring Meals on Wheels of the Monterey Peninsula complies with laws and contracts and making sure it has appropriate insurance. Administrative departments frequently handle much of the correspondence with clients as well. Administrative departments ensure the agency complies with safety standards and schedule facilities inspections as needed.

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

Procurement of goods and services for Meals on Wheels of the Monterey Peninsula must be conducted in an open and competitive environment to ensure that prices paid are fair and reasonable. Purchasing activities are conducted in the Operations department. Purchasing activities include obligations for proper transaction documentation, fiscal responsibility, ethical behavior, adherence to federal and state government regulations, and compliance with agency by-laws and policies. Procurement Services provides support to Meals on Wheels of the Monterey Peninsula in the selection, acquisition, use and disposal of goods and services by:

- A. Maximizing the agency's purchasing power by focusing on strategic sourcing and obtaining the best value.
- B. Leveraging its expertise in contract negotiations and supplier management to advantage the agency.
- C. Streamlining processes and investing in new technologies to provide administrative efficiencies.
- D. Ensuring that purchases are made in accordance with all applicable agency bylaws, laws, regulations, codes, and ordinances.
- E. Minimizing risk exposure while maintaining flexibility in procurement activity.

5. Describe the record-keeping system to be used to maintain program data.

Upon entry into the program, the MOWMP staff conducts an intake assessment of nutritional risk and activities of daily living, as required by the Older Americans Act Nutritional program. Data is entered into the Area Agency on Aging GetCare database from which reports are drawn. This data helps to ascertain the degree to which federal benchmarks for healthy nutrition are met. Volunteers contact clients either in person or by phone and update individual client assessments. MOWMP is additionally required to conduct two HDM client surveys per year, one in November/December and one in May/June. Responses to survey questions are entered into an Excel spreadsheet and shared with funding entities and with the Area Agency on Aging.

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

Our Home Delivered Meal Program serves seniors aged 60 and older, disabled adults, and veterans who are homebound and have limited access to shopping and preparing meals on a consistent basis. Additionally, MOWMP provides meals for families who are isolating due to COVID.

MOWMP has met the more than 94% increased demand for Home Delivered Meals and has supported families quarantining in the city of Seaside. As of this proposal date, 87% of Seaside clients served by the Home Delivered Meals program are low income. Of those clients, 94% are living at or below the Federal Poverty Level. Of all clients served in Seaside, 76% live alone.

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

Meals on Wheels of the Monterey Peninsula does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Meals on Wheels of the Monterey Peninsula is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

HUD requires the City to assess and report the productivity and impact of CDBG funds. CDBG recipients must be able to establish clearly defined outcomes and quantify the effectiveness of activities. All applicants must demonstrate how they will measure the short-term and long-term success of their activities.

MOWMP will evaluate the number of clients and meals served by Home Delivered Meals program in the City of Seaside and report its findings to the City. Because MOWMP receives Administration on Aging pass through funds of the Monterey County Area Agency on Aging, it is required by its federal grant to maintain detailed records on the number of clients and meals served, as well as information regarding the nutritional health and activities of daily living of its clients.

The client survey measures outcomes, as self-reported by clients, to the following federal benchmarks for healthy nutrition: 1) Eating healthy nutrition daily; 2) Eating fruits, vegetables and dairy daily; 3) Eating 2 meals per day daily. MOWMP also asks the impact on the program on 1) Client ability to remain at home and 2) Client sense of health and well-being as a consequence of participation in the program. Qualitative queries regarding quality of food, service, volunteers are also included.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

Meals on Wheels is also one of only 10% of home delivered meals programs nationwide that still serves a freshly prepared hot meal daily. Receiving a fresh meal delivered daily by a caring volunteer impacted the well-being of the homebound. Clients who received home-delivered meals had greater improvements in self-rated health and had reduced rates of hospitalization compared to homebound clients who received frozen meals several times per week. This group was also significantly more likely to have improvements in feelings of isolation and loneliness and worries about aging in place compared to homebound adults who received frozen meals or adults who did not receive home delivered meals. Although a small pilot study, the data suggests that receiving freshly prepared home delivered meals daily makes clients feel safer, results in more social contact and less loneliness than clients receiving frozen meals.

The Home Delivered Meals program also offers ancillary benefits to clients. As outlined by the Administration on Aging, Meals on Wheels programs present opportunities for social engagement, which contribute to overall health and well-being.

Volunteer drivers provide clients with daily social interaction and information. Drivers also monitor client well-being and look for signs of elder abuse or self-neglect. In such instances, the program manager informs family members, emergency services and county adult protective services as appropriate. The program has literally saved lives, as attested by numerous testimonials.

We are uniquely positioned to reach vulnerable individuals and have developed creative solutions to ramp-up food delivery. We also launched a major expansion of our Home Delivered Meals program. The expansion includes delivery service to Cachagua and surrounding communities in deep Carmel Valley and Big Sur. Collectively, the nutritious meal, friendly visit, and routine check-in address three of the most substantial challenges to successful aging: hunger, isolation, and loss of independence.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application		\$0	\$80,000			\$80,000
Staff	\$1,206,812					\$1,206,812
Supplies	\$0	\$481,000				\$481,000
Capital	\$0				\$495,000	\$495,000
Insurance	\$0			\$25,312		\$25,312
Misc.	\$0			\$17,000		\$17,000
TOTAL	\$1,206,812	\$481,000	\$80,000	\$42,312	\$495,000	\$2,305,124

Total Budget less capital improvements **\$1,810,124**

Application program percent **4%**

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount Funded
--------------	---------	---------------

		City of Seaside
FY 2020-2021	Home Delivered Meals	\$7,012
FY 2019-2020	Home Delivered Meals	\$7,817
FY 2018-2019	Home Delivered Meals	\$7,187
FY 2017-2018	Home Delivered Meals	\$10,000
FY 2016-2017	Home Delivered Meals	\$10,000

12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them

[MOWMP values its relationship with the City of Seaside. The past CDBG, COVID-specific, and Social Service grant funds awarded by the City of Seaside to MOWMP has helped to provide warm meals and daily wellness checks to homebound seniors across the Monterey Peninsula.](#)

Part 8 - For CDBG Funds

12. Our proposal is for a [City of Seaside](#) project.

1A. Please identify the types of facilities:

[Other Facilities \(please specify, e.g., streetlights\)](#)

If you selected Infrastructure or Other, please explain: [Community Kitchen](#)

1B. Please identify the types of Improvements

[Other Improvements, explain](#)

If you selected Other, please explain: [Community Kitchen](#)

2. Complete applicable items for all public facility and infrastructure projects (including acquisition, rehabilitation and demolition).

a. Who is the legal owner of the property?

Owner Name:	Veterans Transition Center
Owner Address:	3401 Engineer Lane, Seaside CA 93955
Phone Number:	(831) 883-8387
Email Address, if applicable:	info@vtcmonterey.org

b. If your organization is pursuing site control, please upload a Timeline that demonstrates when firm site control will be obtained and include all documents issued by your organization pursuing site control.

Indicate the final owner of the property.

Owner Name:	
Owner Address:	
Phone Number:	
Email Address, if applicable:	

c. Indicate if there are structures on the property	Yes
If Yes, will the structures be demolished?	No
If Yes, are the structures currently occupied?	No
d. If there are occupied structures on the property and the proposed project involves temporary or permanent relocation of residents or businesses a Relocation Plan is required. Has a Relocation Plan been prepared?	No

Comments or Explanations

[Please see attached site plan for MOWMP's Community Kitchen in the City of Seaside.](#)

e. Square footage of existing building, proposed building or building addition?

[35,000](#)

f. Square footage of construction site parcel?

[10,000](#)

g. Service capacity of the existing facility?

[0 Meals](#)

h. Improved capacity of the existing facility after completion of proposed improvements?

[Capacity](#)

i. Has a Capital Needs Assessment been prepared? [Yes](#)

j. If a Capital Needs Assessment has not been prepared, please explain why:

j. Age of Structure? (Please cite data source used to determine age of structure.) [51 years old - \(https://www.vtcmonterey.org/vtc-selected-to-develop-former-va-clinic-into-veteran-housing-in-seaside/\)](#)

k. Historic Status of Structure?

☐ Listed in the National Register of Historic Places

If this box was selected, please provide accurate title of listed structure:

☐ Listed as a California Historic Landmark

If this box was selected, please provide accurate title of listed structure:

☐ Listed as a local Historic and Architectural Resource

If this box was selected, please provide accurate title of listed structure:

☐ Other, please explain:

☒ None of the above

3. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$80,000	280	\$285.71

4. If proposed project involves construction work over \$2,000 or rehabilitation of 8+ units (applies to rehab. of residential property if such property is designed for residential use for 8 or more families), explain how your organization will meet the Davis-Bacon Labor Standards in the space below. Provide names of prior developments subject to Davis-Bacon and upload supporting documents demonstrating how compliance will be achieved(e.g., construction contracts, existing agency administrative policies).

MOWMP will comply with the Department of Labor's established and published prevailing wage rates for different labor classifications in Monterey County. Note that different types of labor classifications may have different rates (i.e. electricians vs. plumbers).

MOWMP will keep payroll records (i.e. worker name, labor type, social security number, wages) documenting DBRA compliance for three years.

a. List name of person who will administer your Davis-Bacon compliance:

Name/Title:	Jason Colangelo, Operations Director
Phone Number:	831-375-4454
Email Address:	jcolangelo@mowmp.org
Previous Experience with Davis-Bacon:	Yes

b. Provide prior related experience (e.g., list other developments, projects, trainings)

Various other capital improvement projects around Monterey County.

5. Has proposed project undergone any form of environmental review process? Please review HUD's Environmental Review information and the California Office of Historic Preservation website.

N/A

All HUD funded activities/projects will require an environmental review record.

6. Lead-Based Paint Compliance. Describe how your organization will address hazards that may be associated with the proposed project.

NA

7. Have preliminary design sketches been completed for the proposed project? If yes, please attach copies (must be to scale, preferably copied on 8 1/2 x 11 sheet) in the attachments section.

Yes

8. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

MOWMP and the Home Delivered Meals program enhances the quality of life for a diverse community of frail, elderly and disabled Seaside residents. It is a cost effective, fiscally-sound program that addresses the needs of Seaside families by offering freshly prepared meals and daily socialization five days a week. The Home Delivered Meals program is powered by over 100 local volunteers, helping to keep per-meal and transportation costs as low as possible.

For Housing and Facilities programs, enter below your requested Project funding below for the 2 year period including FY 2022 & FY 2023. Include in the Timeline and Milestones section of this application the time frame when you will be spending the requested funds. Projects should be "Shovel-Ready", and amounts funded **must** be used before the end of the period applied for.

Please complete the Development Budget, or an excel spreadsheet can be uploaded in lieu of completing Worksheet No. 3. Use one of the "Other" boxes in the Attachment section to upload this worksheet.

NOTE: If you upload a spreadsheet, you must ALSO enter HUD Funds Requested in this table.

Worksheet # - Development Budget (This worksheet should reflect HUD funds requested)					
	HUD Funds Requested	Federal	State	Other	Private
General Development Costs					
Construction Loan Interest					
Real Estate Taxes During Construction					
Builders Insurance Liability					
Financing Fees					
Legal Fees					
Title & Recording Expenses					
Organizationl Expenses					
Rent-up & Marketing					

Other - # of lines needed:

Total General Development Costs	\$0	\$0	\$0	\$0	\$0
Construction Costs					
Structure					
Project Amenities	\$80,000				
Site Preparation					
Off-Site Improvements					
Other - # of lines needed:					
Total Construction Costs	\$80,000	\$0	\$0	\$0	\$0
Construction Fees					
Impact Fees, Permits, School Fees (attach schedule identifying costs by type & amount)					
Bond Premium					
Architectural/Engineering					
Developer Fees					
Other - # of lines needed:					
Total Construction Fees	\$0	\$0	\$0	\$0	\$0
Equity / Financing					
Up Front Land Payment					
Total General Development Costs	\$0	\$0	\$0	\$0	\$0
Total Construction Costs	\$80,000	\$0	\$0	\$0	\$0
Total Construction Fees	\$0	\$0	\$0	\$0	\$0
Developer Equity/Fee					
Total To Be Financed					
First Mortgage Amount					
Total Equity/Financing Fees					
TOTAL DEVELOPMENT COST	\$80,000	\$0	\$0	\$0	\$0
Total Project Financing	\$80,000				

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	MOWMP_HUD_Agency_Certification.pdf
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	MOWMP_501c3.pdf
3 ☒ Articles of Incorporation/Bylaws	MOWMP_Articles_of_Incorporation.pdf
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	MOWMP_Entity_Status_2022.pdf
5 ☒ Organizational Chart	MOWMP_Org_Chart_CDBG.pdf
6 ☒ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	MOWMP_BOD_List_7-1-21.pdf
7 ☒ Resumes of Program Administrator and Fiscal Officer	MOWMP_Blank.pdf
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	MOWMP_Insurance_Seaside.pdf
9 ☒ Audited Annual Financial Statements covering 2 Years	MOWMP_Audited_FS_2020.pdf
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	MOWMP_Request_for_Funds_2022.pdf
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	MOWMP_Designation_of_Authorized_Officials_2022.pdf
12 ☒ Conflict of Interest Policy	MOWMP_Conflict_of_Interest_Policy.pdf
13 ☒ Project Team Experience and Qualifications	MOWMP_Blank.pdf
14 ☒ Project/Activity Timeline	Within Application
15 ☒ Financial Policies	MOWMP_Internal_Financial_Controls.pdf
16 ☒ Procurement Policies	MOWMP_Procurement_Policy.pdf
17 ☒ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	MOWMP_New_Client_Intake_Form.pdf
18 ☒ Project/Activity Support Letters	MOWMP_VTC_Community_Support_Letter_Signed.pdf
19 ☒ Program Evaluations	MOWMP_Client_Evaluation_2022.pdf
20 ☒ Outreach Materials	January-2022-Griffin-Gazette-1.pdf
21 ☒ Evidence of Project Support/Community Outreach (written endorsements, when available)	MOWMP_Blank.pdf
22 ☒ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	MOWMP_Blank.pdf
23 ☒ Employee Handbook	202104_MOWMP_Employee_Handbook_FINAL_APPROVED.pdf
24 ☒ Record Retention Policies	MOWMP_Record_Retention_and_Document_Control_Policy_2022.pdf
25 ☒ Federal Tax Form 990	MOWMP_990_2019.PDF
26 ☒ State Tax Form 199	MOWMP_State_199.pdf
27 ☒ Rental/Lease Agreement (if applicable)	MOWMP_Blank.pdf
28 ☒ Cost Allocation Plan	MOWMP_Blank.pdf

29	☒	Other	Site Plan	MOWMP_Community_Kitchen_Site_Plan.pdf
30	☒	Other	Community Kitchen Needs	MOWMP_Community_Kitchen_Needs_Assessment.pdf
31	☒	Other	MOWMP Plan	MOWMP_123.pdf

Program Manager Signature	Esther Hobbs
Date Signed	01/10/2022

Approved By:	Haroon Noori
Date Signed	01/15/2022

Initially submitted: Jan 10, 2022 - 12:30:53

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information

Legal Name of Organization	Monterey Peninsula Unified School District		
Submitting Proposal:			
Program/Project Name:	Monterey Adult School - Portable Rehab Phase II		
Person Completing Application:	Serina Eichelberger	Title:	Administrator
Direct Telephone:	831-392-3565		
Email Address:	seichelberger@mpusd.net		
Authorized Official: (e.g. Exec. Dir.):	Daniel PK Dikkenbaugh	Title:	Superintendent
Direct Telephone:	(831) 645-1200		
Email Address:	pkdiffenbaugh@mpusd.k12.ca.us		
Program/Project Contact:	Serina Eichelberger	Title:	Administrator
Direct Telephone:	831-392-3565		
Email Address:	seichelberger@mpusd.net		
Authorized Contact:	Serina Eichelberger	Title:	Administrator
Direct Telephone:	831-392-3565		
Email Address:	seichelberger@mpusd.net		
Finance Contact:	Jazelle Johnson	Title:	Accountant
Direct Telephone:	(831) 645-1200		
Email Address:	jazjohnson@mpusd.k12.ca.us		
Organization Mailing Address:	1295 La Salle Ave	City:	Seaside Zip: 93955
Organization's Website Address:	mas.mpusd.net		
Organization Telephone:	831-392-3565		
Organization Fax:			
Tax ID Number:	77-0320712 9 digits, format xx-xxxxxxx		
Organization DUNS Number:	07-718-6302 9 digits, format xx-xxx-xxxx		
Seaside Customer/Vender Number:			
Type of Organization (check all that apply):	☒ Public Agency ☐ CHDO ☐ CBDO ☐ Faith-Based		
What is your agency's fiscal year?	July-June		
Date of your organization's most recently completed audit. (Month/Year)	June 2020		
Was this audit conducted in compliance with the Single Audit Act?	Yes		
Are there any outstanding audit findings which remain unresolved?	No		
Are you a Legal Services provider?	No		

Select type of Funding Requested and Type of Activity, then click to Update Application

We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☒ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$55,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide. 05H - Employment Training

3. Mark the box below that indicates the national objective met:
 Activities Benefiting Low and Moderate-Income Persons. 570.208(a)

4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.

The rehabilitation of the construction classroom portable will allow Monterey Adult School to provide classes/programs for low and moderate-income persons to enter the construction trades. It will allow for partnerships with the construction union to create pre-apprenticeship and apprenticeship opportunities, along with stackable certifications and/or adult basic education in different construction trades that allow an individual to receive training and increase economic mobility within a shorter timeline. Additional work is needed to repair ceiling tiles, flooring, and window replacement

5. How will people or conditions in the community change as a result of what you do?

The people of the Seaside community will have the opportunity to advance their career options through project based learning, certifications and pre-apprenticeships. With the Workforce Development Board's America Job

Center of California onsite, it will allow the people of Seaside the opportunity to access increased economic mobility.

The conditions in the City of Seaside would change by having training and available employees who are able to rehabilitate blights, and be able to fill gaps in needed construction industry. There would be local, training personnel available for building more housing and rehabilitation.

Check if the proposed activity will:

- ☒ Help prevent homelessness?
☐ Help those with HIV or AIDS?
☒ Help the homeless?
☐ Help the disabled?

6. Outcome Performance Measurement

1. Please choose the most appropriate performance measurement objective

[Create Economic Opportunities](#)

2. Please choose the most appropriate performance measurement outcome.

[Availability/Accessibility](#)

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.

[Additional rehabilitation of the former construction classroom portable, which will include window replacement, ceiling repair, flooring repair, ventilation, and patchwork, will provide a more conducive learning environment in the construction classroom.](#)

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
60 per school year	Training sessions

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	Further improvement of the construction portable classroom to provide a better learning environment for the construction trades career technical education classroom

4. Provide any additional relevant description of proposed activity or project.

[Monterey Adult School formerly partnered with the Construction Trades union to provide pre-apprenticeship training for students to enter the industry. The portable Construction classroom needs additional minor repairs to ceiling, windows, flooring and gutter to meet basic classroom needs that will allow students to build industry skills through training and certification](#)

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
Collect bids and choose providers	Jul 2023
Purchase materials needed	Dec 2023
Install/repair ceiling tile/windows/flooring	Mar 2024
Repair gutter	Mar 2024
Minor repairs	Jun 2024
Finalize project	Jun 2024

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

[For this project we will be providing outreach and marketing through multiple avenues. We will be advertising on the radio, online through social media and our website, with printed brochures and flyers. We will also market through targeted in person outreach to our current students \(over 800 total per year\), through our Workforce Development Board Partners at the AJCC onsite, and at our local faith based organizations, laundromats and other community centers.](#)

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

- 1) [Completion of Workforce Preparation Milestones \(stackable certifications, pre apprenticeship programs, etc\)](#)
- 2) [Reported Earnings prior to the program and 2/4 quarters after exit.](#)
- 3) [Level gains for students who need adult basic skills such as math and literacy for career advancement](#)

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

[This project provides job training opportunities to those who have lost their jobs or had to shift industry sectors.](#)

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for, and/or response.

- For example, Agency B expanded their Senior food delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

N/A

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

The project will continue to advertise and provide opportunities for job skill acquisition.

11. Explain how your organization will avoid duplication of benefits?

Our program provides opportunities for students to acquire skills in the construction trade industry to prepare students to enter into a pre-apprenticeship program.

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

Without the use of CDBG funds we would not be able to complete the rehabilitation of the classroom for the Construction Trades Training Program and may deter interested students. We would need to look for other grants and partnerships, which would delay completion of the classroom. If we were partially funded, we would focus our efforts on the minimum repairs needed to rehabilitate the building.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

Over the last few years, several agencies have expressed the need for skilled labor so that jobs are not outsourced when housing projects or other construction projects are needed. Monterey Adult School has been approached by the Trades Union, the Monterey County Workforce Development board and by a Seaside Council Member about the need for a construction trades program to train needed skilled employees. For many, the need to build and/or rehabilitate affordable housing has been a priority. As such, we turned our focus to this project.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

- ☒ Access to community services (youth and senior services are priority services)
- ☐ Provide quality infrastructure (includes construct/upgrade public facilities)
- ☐ Improve accessibility for persons with disabilities
- ☐ Promote beautification (CDAC preferred not to use the term "blight")
- ☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

Neighborhood conditions will be enhanced both directly and indirectly. Directly, an aging portable will be renovated into a usable classroom. Also, Seaside community members will be able to access more educational and vocational services through an additional classroom space. Indirectly, a pipeline of skills trades people from the community of Seaside will increase skilled labor force for construction projects in the local region.

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

Increased Decent and Affordable Housing

5. Describe how you will meet the goal identified above.

Neighborhood conditions will be enhanced both directly and indirectly. Directly, an aging portable will be renovated into a usable classroom. Also, Seaside community members will be able to access more educational and vocational services through an additional classroom space. Indirectly, a pipeline of skills trades people from the community of Seaside will increase skilled labor force for construction projects in the local region.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.
- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted Use?	Total	Amount On-Hand (A)	Amount Committed (B)	Amount Pledged (C)	On-Hand Plus Committed	% On-Hand Plus Committed	
Adult Education	Yes	\$15,000		\$0	\$15,000	\$0	0%	State/Local

Program							Funds
TOTAL	\$70,000	\$0	\$0	\$70,000	\$0	0%	

Leveraging Ratio 79%

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources, collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

We will be collaborating with the Monterey County Workforce Development Board, local trades unions, and other education providers in the tri county area to leverage funds for a two year grant. This grant would provide much support needed to bring an MC3 construction trades program to the peninsula.

The Adult Education program funds can help pay for teachers to teach adult basic education and pre-vocational skill building.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

Monterey County Workforce Development Board/AJCC - we are WIOA partners, we co-locate we are a service provider for the WDB, and are collaboratively applying for a grant to serve the trades
Construction Trades Union - we are in collaboration with President Ron Chesshire, the president of the construction trades, to bring tools, materials and teachers to the program and we are collaboratively applying for a grant to serve the trades

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

The Monterey Adult School, since 1941, is a place for people to come for a chance to acquire the skills and knowledge to be successful in today's world. This may mean becoming more employable, more able to successfully participate in community college or university, or trade school, and/or better able to assist their children in their academic progress. The staff recognizes and responds to each student as an individual with unique needs. In addition, the staff meets each student where he or she is now and helps him/her move forward to where he/she wants to go. Without this 'stepping stone' available to them, many would not have the resources to move forward in their life.

Mission: Monterey Adult School provides educational opportunities for individuals to meet their personal, academic, civic, and career goals in a safe and supportive environment which honors culture and diversity, while encouraging open, effective communication as a bridge to lifelong learning and success.

Vision: Unlocking Doors to Opportunity

2. List the locations of all facilities, and days and hours of operation.

Monterey Adult School (Main Site)
1295 La Salle Ave. Seaside, CA 93955
Monday-Thursday 8:30 am -8:30 pm.
Friday - 8:30am - 5:00pm

ESL Satellite
Marina Vista Elementary
390 Carmel Ave. Marina, CA 93933
Monday-Thursday 6:00-8:30 pm

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

Internal fiscal trackers including budget calculators, expenditure trackers and the ESCAPE program to maintain fiscal solvency. Every financial request must be initially approved by an administrator, then by the district accountant, then several more people in the business department to ensure funds are being used responsibly. The district fiscal department oversees all departments and programs, which includes an accountant for the adult school, a finance director, and finally, our Chief Business Officer.

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

See district board policy in attachments

5. Describe the record-keeping system to be used to maintain program data.

Every student registers through the front office where data is collected, including basic demographics and barriers to enrollment. The data is entered by the data clerk into ASAP, the attendance system. This data is then entered into TOPS Enterprise, which connects to the CDE for accountability purposes. All security measures are practiced and data is checked regularly for accuracy.

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

The only requirement for our program is to be over 18 years of age, which is verified via birthdate. Registration forms are attached.

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

The only requirement for eligibility is for students to be 18 years of age or older. The Monterey Peninsula Unified School District is committed to equal opportunity for all individuals in education and in employment. MPUSD prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived age, ancestry, color, physical or mental disability, ethnicity, gender, gender expression, gender identity, genetic information, immigration status, marital status, medical information, national origin, parental status, pregnancy status, race, religion, sex,

sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. If you believe you, or your student, have been subjected to discrimination, harassment, intimidation, or bullying you should contact your school site principal and/or the District's Chief Compliance and Title IX Officer, Dr. Manny Nunez, by phone at 831-645-1272, by email at mnunez@mpusd.net, or in person at 700 Pacific Street, Monterey, CA 93940. Visit <http://www.mpusd.net/titleix/> for more information.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

Our agency evaluates the effectiveness of our programs through the following 1) Level gain in reading or math based on CASAS standardized computer tests 2) Completion of a milestone (prevocational or vocational) 3) Earning and wage increases

These are measured at the state level through standardized test data and wage earning matches/surveys. Serina Eichelberger, the administrator, is responsible for monitoring progress, which can be found on the state Launchboard data <https://www.calpassplus.org/Launchboard/Adult-Education-Pipeline.aspx>
Internal tracking systems cannot be shared to due student data privacy.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

Monterey Adult School has been serving the community of Seaside since 1941 and has provided support to over a thousand students or more every year. In the 17/18 school year 53% of our students completed their high school diploma or equivalency and 65% gained one or more educational levels. These are strong numbers in adult education.

We have had a balanced budget for years, take pride in continuous school improvement through professional development and training, and have participated in an audit in 2018 and a recent site audit this past December with no findings either time.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application					\$55,000	\$55,000
Certificated Salaries - 1000	\$534,690					\$534,690
Classified Salaries - 2000	\$160,785					\$160,785
Employee Benefits - 3000	\$186,509					\$186,509
Supplies and Materials - 4000		\$103,125				\$103,125
Other Operating Expense and Services - 5000				\$50,524		\$50,524
Capital Outlay - 6000						\$0
Indirect Costs - 7000				\$52,000		\$52,000
TOTAL	\$881,984	\$103,125	\$0	\$102,524	\$55,000	\$1,142,633

Total Budget less capital improvements **\$1,087,633**
Application program percent **5%**

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount Funded City of Seaside
FY 2020-2021	Construction Portable Classroom Rehabilitation	\$42,786
FY 2019-2020	Outdoor Classroom/Community Gardeo	\$20,000
FY 2018-2019		
FY 2017-2018		
FY 2016-2017		

12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them

Our past experience wit grants from the City of Seaside have been successful despite pandemic related challenges, supply issues and personnel shifts. We were able to meet our goals by the deadline.

Part 8 - For CDBG Funds

12. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide: 05H - Employment Training

3. This program provides assistance of the following type:

4. Number of Unduplicated Beneficiaries previously served by the project.

City of Seaside		
Period	Actual	Monthly Average

July 1, 2020 - June 30, 2021	0	0
July 1, 2021 - December 31, 2021	60	10

5. Number of Unduplicated Beneficiaries projected to be served by the project.

Outcome Measure	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total
	# Served	%	# Served	%	# Served	%	# Served	%	
Further improvement of the construction portable classroom to provide a better learning environment for the construction trades career technical education classroom	10	13%	10	13%	30	38%	30	38%	80
TOTAL	10	13%	10	13%	30	38%	30	38%	80

6. Number of Low/Mod Unduplicated Beneficiaries to be served by the project

City of Seaside			
Period	Total Number of Beneficiaries Estimated to be Served FY22/23	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY22/23	Overall Percent of Low/Mod Income Persons Served
July 1, 2022 - June 30, 2023	80	60	75%

7. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

City of Seaside		
CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$55,000	80	\$687.50

8. Indicate the funding set-aside the activity belongs to: Choose

9. Please justify the cost per person served. If you believe there are compelling reasons or extenuating circumstances for a relatively high cost please explain.

The cost per persons is justified because this program allows access into the pre-apprenticeship program for those students who would not have had the prevocational skills to be successful. Students who are underskilled, will have the ability to move into a career that pays living wage. Also, these numbers are only for this particular school year and doesn't account for the number of students who will be served in the future years.

10. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

The funds would be used to serve at least 60 students or more per year. Over the course of many years, this is an extremely effective use of funds.

Worksheet # 1 - Positions to be Funded

Please list each position for the activity for which funding is requested.
Complete all columns with entry boxes.

Job Title	% of FTE	Requested CDBG Personnel Funding, City of Seaside
Grand Total		\$0

Worksheet # 2 - Operational Budget

Budget Category	Actual Budget for July 1, 2021 to June 30, 2022	Projected Budget for July 1, 2022 to June 30, 2023	% Increase or Decrease	CDBG Funds Request, City of Seaside
Other Staff				-----
Supplies and Materials				
Consumable Supplies				\$5,000
Non-Consumable Supplies				
Outside Services				
Telephone				
Utilities				
Maintenance				
Contract/Consultant Services				\$45,000
Other Charges				
Rent				
Travel (Mileage)				
Insurance				
Capital Outlay				
Equipment/Furniture				\$5,000
Other - # of lines needed: 0				
Total	\$0	\$0		\$55,000
Total Funding Requested from Part 1				\$55,000

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	Agency_Certification.pdf Agency_Certification_2020.pdf
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	Tax_Exempt_Letter_2018-19.pdf
3 ☐ Articles of Incorporation/Bylaws	https://www.mpusd.net/apps/pages/index.jsp?uREC_ID=1006438&type=d&pREC_ID=1320245
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	Entity_Status_Letter.pdf
5 ☒ Organizational Chart	AE_02_2019-20_MPUSD_Organizational_Chart_1.pdf
6 ☐ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	https://www.mpusd.net/apps/pages/index.jsp?uREC_ID=1006438&type=d&pREC_ID=1305115
7 ☒ Resumes of Program Administrator and Fiscal Officer	Serina_Eichelberger_Resume_for_Grant.pdf
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	Cert_of_Coverage_21-22.pdf
9 ☒ Audited Annual Financial Statements covering 2 Years	2018-19_FINAL_MPUSD_Audit_Report_12.11.19.pdf 2019-20_Fiscal_Audit.pdf
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	Letter_of_Authorization_and_Designation.pdf
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	Letter_of_Authorization_and_Designation.pdf
12 ☒ Conflict of Interest Policy	GAMUT Online Monterey Peninsula USD Conflict Of Interest BB 9270.pdf
13 ☐ Project Team Experience and Qualifications	https://mas.mpusd.net/apps/pages/index.jsp?uREC_ID=1395013&type=d&pREC_ID=1573118
14 ☐ Project/Activity Timeline	See part 3 # 5
15 ☒ Financial Policies	Financial_Reports_and_accountability Online Monterey Peninsula USD Financial Reports And Accountability_BP 3460_1.pdf
16 ☒ Procurement Policies	GAMUT Online Monterey Peninsula USD Contracts_BP 3312_Procurement.pdf
17 ☒ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	Registration_Forms.pdf
18 ☒ Project/Activity Support Letters	Letter_of_Support_CDBG.pdf
19 ☐ Program Evaluations	https://www.calpassplus.org/Launchboard/Adult-Education-Pipeline.aspx
20 ☐ Outreach Materials	https://mas.mpusd.net/apps/pages/index.jsp?uREC_ID=1394972&type=d&pREC_ID=1573084
21 ☒ Evidence of Project Support/Community Outreach (written endorsements, when available)	Letter_of_Support_CDBG.pdf
22 ☒ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	LEP_CDBG.pdf
23 ☐ Employee Handbook	https://4.files.edl.io/4f7c/12/16/19/192045-3e86376f-61bf-4292-91f8-7f142a9039e6.pdf
24 ☒ Record Retention Policies	Records Monterey Peninsula USD District Records_AR 3580.pdf
25 ☐ Federal Tax Form 990	N/A
26 ☐ State Tax Form 199	N/A
27 ☐ Rental/Lease Agreement (if applicable)	N/A
28 ☐ Cost Allocation Plan	N/A
29 ☒ Other Site Map	Copy_of_MAS-map_1.pdf
30 ☐ Other	

31 ☐ Other

Program Manager Signature	Serina Eichelberger
Date Signed	01/10/2022
Approved By:	Haroon Noori
Date Signed	01/15/2022

Initially submitted: Jan 10, 2022 - 10:36:14

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information

Legal Name of Organization	Monterey Peninsula Unified School District		
Submitting Proposal:			
Program/Project Name:	Community Mural		
Person Completing Application:	Serina Eichelberger	Title:	Assistant Principal
Direct Telephone:	831-392-3565		
Email Address:	seichelberger@mpusd.net		
Authorized Official: (e.g. Exec. Dir.):	Cris Perry	Title:	AE Fiscal Specialist
Direct Telephone:	831-392-3565		
Email Address:	cperry@mpusd.net		
Program/Project Contact:	Serina Eichelberger	Title:	
Direct Telephone:	831-392-3565		
Email Address:	seichelberger@mpusd.net		
Authorized Contact:	Serina Eichelberger	Title:	
Direct Telephone:	831-392-3565		
Email Address:	seichelberger@mpusd.net		
Finance Contact:	Jazelle Johnson	Title:	Accountant
Direct Telephone:	831-645-1200		
Email Address:	jazjohnson@mpusd.net		
Organization Mailing Address:	1295 La Salle Ave	City:	Seaside Zip: 93955
Organization's Website Address:	https://mas.mpusd.net/		
Organization Telephone:	831-392-3565		
Organization Fax:			
Tax ID Number:	77-0320712 9 digits, format xx-xxxxxxx		
Organization DUNS Number:	07-718-6302 9 digits, format xx-xxx-xxxx		
Seaside Customer/Vender Number:			
Type of Organization (check all that apply):	☒ Public Agency ☐ CHDO ☐ CBDO ☐ Faith-Based		
What is your agency's fiscal year?	July to June		
Date of your organization's most recently completed audit. (Month/Year)	06/2020		
Was this audit conducted in compliance with the Single Audit Act?	Yes		
Are there any outstanding audit findings which remain unresolved?	No		
Are you a Legal Services provider?	No		

Select type of Funding Requested and Type of Activity, then click to Update Application

We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☒ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$58,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide. 05V - Neighborhood Cleanups

3. Mark the box below that indicates the national objective met:
Slum and Blight. 570.208(b)

4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.

The Community Mural serves socio economically marginalized Seaside Community members, with a focus on Monterey Adult School students and local Seaside residents. The neighborhood will benefit by eliminating blank space on the wall that is frequently vandalized with gang affiliated tagging. It will also bring local art and beautification to the neighborhood in city of Seaside. Finally, the students at Monterey Adult School will work collaboratively to design the art piece showcasing resilience throughout the pandemic. Our students often have 4 or more barriers to education and employment. This project serves to empower through culture, relationships and hope for the future.

5. How will people or conditions in the community change as a result of what you do?

The community will be able to heal from pandemic trauma with a focus on aspirations, relationships and culture through the creation and implementation of a community mural. The Seaside neighborhood will be improved with

increased beautification and decreased gang affiliated tagging. Through the beautification of the streets of Seaside moral and living conditions improve.

Check if the proposed activity will:

- ☐ Help prevent homelessness?
☐ Help those with HIV or AIDS?
☐ Help the homeless?
☐ Help the disabled?

6. Outcome Performance Measurement

1. Please choose the most appropriate performance measurement objective

[Create Suitable Living Environments](#)

2. Please choose the most appropriate performance measurement outcome.

[Sustainability](#)

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.

Monterey Adult School, under the lead of a professional muralist, will collaborate with the Monterey Adult School student body to design and paint two large murals on the street facing sides of our school campus. The focus of the mural will be driven by the student community, under the theme of pandemic resistance. The large murals will span the lengths of the beige walls facing La Salle and Playa and will deter future gang related tagging. The project will provide an opportunity for our local community to showcase their assets and strengths and will focus on aspirations for our future.

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
65	Participants

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	Advertise and promote for community leaders amongst students and staff
Activity #2	Recruit and interview professional, local artists/muralists
Activity #3	Form a committee to provide input
Activity #4	Finalized designs
Activity #5	Implement multiple workshops where student community and local community participates in painting the mural
Activity #6	Murals will be finalized and weatherized
Activity #7	Community based mural unveiling event

4. Provide any additional relevant description of proposed activity or project.

The murals would be created and implemented by the community under the guidance of professional artists. The focus would be on community voice so that the assets and strengths of our community members can shine for years to come. There will also be an unveiling event to allow for the rich culture of the Seaside/Monterey Adult School community to celebrate our successes and accomplishments.

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
Advertise and promote for community leaders amongst students and staff	Sept 2022
Recruit and interview professional, local artists/muralists	Oct 2022
Form a committee to provide input	Oct 2022
Finalized designs	Nov 2022
Implement multiple workshops where student community and local community participates in painting the mural	Dec 2022 - Mar 2023
Murals will be finalized and weatherized	April 2023
Community based mural unveiling event	May 2023

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

With this project our plan is to advertise on our website, on social media and in person with our students. We will also be creating flyers to distribute door to door so neighbors can contribute to the process if desired.

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

We will measure the effectiveness of our impact with a survey given to our participants in the project and to our wider school community.

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

The murals will directly showcase how our community persevere and persistent throughout the the Corona Virus pandemic. It will pay homage to the resiliency of our community through one of the most challenging times in recent history.

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for,

and/or response.

- For example, Agency B expanded their Senior food delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

The murals will meet the objective of how to response to challenges in life by turning a barrier into an opportunity.

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

Not applicable.

11. Explain how your organization will avoid duplication of benefits?

We will avoid duplication of efforts through the personalization of the murals to our recent times and our community.

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

Without the CDBG funding, we would not be able to beautiful the campus with a tribute to the resiliency of our community throughout the pandemic. If we were partially funded, we would decrease the murals from two to one or decrease the size of the murals.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

The need for the mural project came from a student town hall where students expressed the need to beautify and paint the campus. The impact of the pandemic was also reflected in our annual Youthtruth survey where 65% of the student population indicated they were somewhat, moderately or significantly impacted by the covid-19 pandemic.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the Consolidated Plan.)

- ☐ Access to community services (youth and senior services are priority services)
- ☐ Provide quality infrastructure (includes construct/upgrade public facilities)
- ☐ Improve accessibility for persons with disabilities
- ☒ Promote beautification (CDAC preferred not to use the term "blight")
- ☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

The community murals will promote beautification by providing opportunity to tell the community's story, create a unique experience, engage citizens, increase foot traffic, increase appreciation for the arts and artists, and increase overall attractiveness of the space. The collaborative project also allows for culture, relationships and aspirations to be the focus our community for many years to come, thereby empowering our community and providing hope for the future.

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

Prevent, Prepare For, and Respond to Coronavirus

5. Describe how you will meet the goal identified above.

We will promote beautification by creating community based murals that highlight the communities resiliency throughout the pandemic. These murals will face outwards towards the street to encourage persistence and to discourage gang related tagging on the beige walls.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.
- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted	Total	Amount	Amount	Amount	On-Hand	% On-Hand
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	Use?		On-Hand(A)	Committed (B)	Pledged (C)	Plus Committed	Plus Committed	
California Adult Education Program	Yes	\$28,000	\$0	\$0	\$28,000	\$0	0%	Choose
MPUSD	Yes	\$10,000			\$10,000	\$0	0%	Choose
Volunteers	Choose	\$20,000			\$20,000	\$0	0%	Choose
TOTAL		\$116,000	\$0	\$0	\$116,000	\$0	0%	

Leveraging Ratio

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources, collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

We will be partnering with MPUSD to provide the wall space. Monterey Adult School, with funding from the California Adult Education Program will be providing the additional staff needing for coordinating, printing costs, and site storage. These funds are restricted to serve only students age 18 and older. Student volunteers will also be donating time for the painting of the mural, along with helping to provide ideas for resilience. We are also collaborating with The Center for Cultural Power on best practices for a community based mural.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

The Center for Cultural Power - advising on best practices for community mural
 MPUSD - providing wall space and storage space
 MAS - providing school community of volunteers
 Local artists/art organizations - advising on best practices

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

The Monterey Adult School, since 1941, is a place for people to come for a chance to acquire the skills and knowledge to be successful in today's world. This may mean becoming more employable, more able to successfully participate in community college or university, or trade school, and/or better able to assist their children in their academic progress. The staff recognizes and responds to each student as an individual with unique needs. In addition, the staff meets each student where he or she is now and helps him/her move forward to where he/she wants to go. Without this 'stepping stone' available to them, many would not have the resources to move forward in their life.

Mission: Monterey Adult School provides educational opportunities for individuals to meet their personal, academic, civic, and career goals in a safe and supportive environment which honors culture and diversity, while encouraging open, effective communication as a bridge to lifelong learning and success.

Vision: Unlocking Doors to Opportunity

2. List the locations of all facilities, and days and hours of operation.

Monterey Adult School (Main Site)
 1295 La Salle Ave. Seaside, CA 93955
 Monday-Thursday 8:30 am -8:30 pm.
 Friday - 8:30am - 5:00pm

ESL Satellite
 Marina Vista Elementary
 390 Carmel Ave. Marina, CA 93933
 Monday-Thursday 6:00-8:30 pm

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

Internal fiscal trackers including budget calculators, expenditure trackers and the ESCAPE program to maintain fiscal solvency. Every financial request must be initially approved by an administrator, then by the district accountant, then several more people in the business department to ensure funds are being used responsibly. The district fiscal department oversees all departments and programs, which includes an accountant for the adult school, a finance director, and finally, our Chief Business Officer.

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

See district board policy in attachments.

5. Describe the record-keeping system to be used to maintain program data.

Every student registers through the front office where data is collected, including basic demographics and barriers to enrollment. The data is entered by the data clerk into ASAP, the attendance system. This data is then entered into TOPS Enterprise, which connects to the CDE for accountability purposes. All security measures are practiced and data is checked regularly for accuracy.

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

The only requirement for our program is to be over 18 years of age, which is verified via birthdate. Registration forms are attached.

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

The only requirement for eligibility is for students to be 18 years of age or older. The Monterey Peninsula Unified School District is committed to equal opportunity for all individuals in education and in employment. MPUSD prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived age, ancestry, color, physical or mental disability, ethnicity, gender, gender expression, gender identity, genetic information, immigration status, marital status, medical information, national origin, parental status, pregnancy status, race, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. If you believe you, or your student, have been subjected to discrimination, harassment, intimidation, or bullying you should contact your school site principal and/or the District's Chief Compliance and Title IX Officer, Dr. Manny Nunez, by phone at 831-645-1272, by email at mnunez@mpusd.net, or in person at 700 Pacific Street, Monterey, CA 93940. Visit <http://www.mpusd.net/titleix/> for more information.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

Our agency evaluates the effectiveness of our programs through the following 1) Level gain in reading or math based on CASAS standardized computer tests 2) Completion of a milestone (prevocational or vocational) 3) Earning and wage increases

These are measured at the state level through standardized test data and wage earning matches/surveys. Serina Eichelberger, the administrator, is responsible for monitoring progress, which can be found on the state Launchboard data <https://www.calpassplus.org/Launchboard/Adult-Education-Pipeline.aspx>
Internal tracking systems cannot be shared to due student data privacy.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

Monterey Adult School has been serving the community of Seaside since 1941 and has provided support to over a thousand students or more every year. In the 17/18 school year 53% of our students completed their high school diploma or equivalency and 65% gained one or more educational levels. These are strong numbers in adult education.

We have had a balanced budget for years, take pride in continuous school improvement through professional development and training, and have participated in an audit in 2018 and a recent site audit this past December with no findings either time.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application	\$40,000	\$10,000	\$5,000	\$5,000		\$60,000
Certificated Salaries - 1000	\$534,690					\$534,690
Classified Salaries - 2000	\$160,785					\$160,785
Employee Benefits - 3000	\$186,509					\$186,509
Supplies and Materials - 4000		\$103,125				\$103,125
Other Operating Expense and Services				\$50,524		\$50,524
Indirect Costs - 7000				\$52,000		\$52,000
TOTAL	\$921,984	\$113,125	\$5,000	\$107,524	\$0	\$1,147,633

Total Budget less capital improvements **\$1,147,633**

Application program percent **5%**

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount Funded City of Seaside
FY 2020-2021	Construction Portable Rehab	\$42,786
FY 2019-2020	Outdoor Classroom/Community Garden	\$20,000
FY 2018-2019		
FY 2017-2018		
FY 2016-2017		

12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them

Our past experience with grants from the City of Seaside have been successful. Despite pandemic related challenges, supply issues and personnel shifts, Monterey Adult School was able to meet all grant deadlines and grant objectives.

Part 8 - For CDBG Funds

12. Our proposal is for a **City of Seaside** project.

2. Select the type of assistance you provide: **05V - Neighborhood Cleanups**

3. This program provides assistance of the following type: **Slum and Blight**

4. Number of Unduplicated Beneficiaries previously served by the project.

City of Seaside		
Period	Actual	Monthly Average
July 1, 2020 - June 30, 2021	14	1
July 1, 2021 - December 31, 2021	170	28

5. Number of Unduplicated Beneficiaries projected to be served by the project.

Outcome Measure	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total
	# Served	%	# Served	%	# Served	%	# Served	%	
Advertise and promote for community leaders amongst students and staff	2	100%		0%		0%		0%	2
Recruit and interview professional, local artists/muralists	2	100%		0%		0%		0%	2
Form a committee to provide input		0%	5	100%		0%		0%	5
Finalized designs		0%	5	100%		0%		0%	5
Implement multiple workshops where student community and local community participates in painting the mural		0%		0%	60	100%		0%	60
Murals will be finalized and weatherized		0%		0%	10	100%		0%	10
Community based mural unveiling event		0%		0%		0%	50	100%	50
TOTAL	4	3%	10	7%	70	52%	50	37%	134

6. Number of Low/Mod Unduplicated Beneficiaries to be served by the project

City of Seaside			
Period	Total Number of Beneficiaries Estimated to be Served FY22/23	Total Number of Low/Mod Income Beneficiaries Estimated to be Served FY22/23	Overall Percent of Low/Mod Income Persons Served
July 1, 2022 - June 30, 2023	134	85	63%

7. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

City of Seaside		
CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$58,000	134	\$432.84

8. Indicate the funding set-aside the activity belongs to: [None of the above](#)

9. Please justify the cost per person served. If you believe there are compelling reasons or extenuating circumstances for a relatively high cost please explain.

The cost per person served includes an estimate of how many students will participate in the directly in the implementation of mural, including directly painting the mural, or unveiling events. It does not include the hundreds of people positively impacted year after year that will appreciate the beautification of the streets.

10. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

The project budget is cost effective and reasonable because we are only calculating in our total cost-per-beneficiary numbers the estimated amount of students directly involved in the planning, painting or unveiling event. It does not include the number of local residents, the local businesses nor the persons who visit the neighborhood or campus who benefit from the beautification of the neighborhood, not only this year, but for many years to come. If we included and estimate of those positively impacted for years to come, the overall project budget cost is extremely effective and reasonable.

Worksheet # 1 - Positions to be Funded

Please list each position for the activity for which funding is requested.
Complete all columns with entry boxes.

Job Title	% of FTE	Requested CDBG Personnel Funding, City of Seaside
Grand Total		\$0

Worksheet # 2 - Operational Budget

Budget Category	Actual Budget for July 1, 2021	Projected Budget for July	% Increase or Decrease	CDBG Funds Request, City
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	to June 30, 2022	1, 2022 to June 30, 2023		of Seaside
Other Staff				
Supplies and Materials				
Consumable Supplies				\$15,000
Non-Consumable Supplies				\$3,000
Outside Services				
Telephone				
Utilities				
Maintenance				
Contract/Consultant Services				\$40,000
Other Charges				
Rent				
Travel (Mileage)				
Insurance				
Capital Outlay				
Equipment/Furniture				
Other - # of lines needed: 0				
Total	\$0	\$0		\$58,000
Total Funding Requested from Part 1				\$58,000

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	Agency_Certification_2020.pdf
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	Tax_Exempt_Letter_2018-19.pdf
3 ☐ Articles of Incorporation/Bylaws	https://www.mpusd.net/apps/pages/index.jsp?uREC_ID=1006438&type=d&pREC_ID=1320245
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	Entity_Status_Letter.pdf
5 ☒ Organizational Chart	AE_02_2019-20_MPUSD_Organizational_Chart_1.pdf
6 ☐ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	https://www.mpusd.net/apps/pages/index.jsp?uREC_ID=1006438&type=d&pREC_ID=1305115
7 ☒ Resumes of Program Administrator and Fiscal Officer	Serina_Eichelberger_Resume_for_Grant.pdf
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	Cert_of_Coverage_21-22.pdf
9 ☒ Audited Annual Financial Statements covering 2 Years	2018-19_FINAL_MPUSD_Audit_Report_12.11.19.pdf 2019-20_Fiscal_Audit.pdf
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	Letter_of_Authorization_and_Designation.pdf
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	Letter_of_Authorization_and_Designation.pdf
12 ☒ Conflict of Interest Policy	GAMUT_Online_Monterey_Peninsula_USD_Conflict_Of_Interest_BB_9270.pdf
13 ☐ Project Team Experience and Qualifications	https://mas.mpusd.net/apps/pages/index.jsp?uREC_ID=1395013&type=d&pREC_ID=1573118
14 ☐ Project/Activity Timeline	See Part 3 #5 above
15 ☒ Financial Policies	Financial_Reports_and_accountability_Online_Monterey_Peninsula_USD_Financial_Reports_And_Accountability_BP_3460_1.pdf
16 ☒ Procurement Policies	GAMUT_Online_Monterey_Peninsula_USD_Contracts_BP_3312_Procurement.pdf
17 ☒ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	Registration_Forms.pdf
18 ☒ Project/Activity Support Letters	Letter_of_Support_CDBG_2022.pdf
19 ☐ Program Evaluations	https://www.calpassplus.org/Launchboard/Adult-Education-Pipeline.aspx
20 ☐ Outreach Materials	https://mas.mpusd.net/apps/pages/index.jsp?uREC_ID=1394972&type=d&pREC_ID=1573084
21 ☒ Evidence of Project Support/Community Outreach	Letter_of_Support_CDBG_2022.pdf

(written endorsements, when available)	
22 ☒ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	LEP_CDBG.pdf
23 ☐ Employee Handbook	https://4.files.edl.io/4f7c/12/16/19/192045-3e86376f-61bf-4292-91f8-7f142a9039e6.pdf
24 ☒ Record Retention Policies	Records Monterey Peninsula USD District Records AR 3580.pdf
25 ☐ Federal Tax Form 990	Not applicable
26 ☐ State Tax Form 199	Not applicable
27 ☐ Rental/Lease Agreement (if applicable)	Not applicable
28 ☐ Cost Allocation Plan	Not applicable
29 ☒ Other Site Map	Copy of MAS-map_1.pdf
30 ☒ Other Evidence of Need	Screen_Shot_2022-01-06_at_6.50.01_PM.png
31 ☐ Other	

Program Manager Signature
Date Signed

Serina Eichelberger
01/10/2022

Approved By:
Date Signed

Haroon Noori
01/15/2022

Initially submitted: Jan 10, 2022 - 10:24:00

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information

Legal Name of Organization Submitting Proposal:	Boys & Girls Clubs of Monterey County		
Program/Project Name:	2022-23 & 2023-24 Seaside Clubhouse Kitchen & Exterior Door Project Improvements		
Person Completing Application:	Andrew Vie	Title:	Chief Operating Officer
Direct Telephone:	831-394-5171 x212		
Email Address:	avie@bgcmc.org		
Authorized Official: (e.g. Exec. Dir.):	Ron Johnson	Title:	President/CEO
Direct Telephone:	831-394-5171 x249		
Email Address:	rjohnson@bgcmc.org		
Program/Project Contact:	Andrew Vie	Title:	Chief Operating Officer
Direct Telephone:	831-394-5171 x212		
Email Address:	avie@bgcmc.org		
Authorized Contact:	Marlene Trotter-Murray	Title:	Seaside Director
Direct Telephone:	831-394-5171		
Email Address:	mtrotter		
Finance Contact:	Ann Hasselbach	Title:	Chief Financial Officer
Direct Telephone:	831-394-5171		
Email Address:	ahasselbach@bgcmc.org		
Organization Mailing Address:	1332 La Salle Ave	City:	Seaside Zip: 93955
Organization's Website Address:	www.bgcmc.org		
Organization Telephone:	831-394-5171		
Organization Fax:	831-394-4898		
Tax ID Number:	94-1702753 9 digits, format xx-xxxxxxx		
Organization DUNS Number:	613919968 9 digits, format xx-xxx-xxxx		
Seaside Customer/Vender Number:	0387		
Type of Organization (check all that apply):	☒ Non-Profit ☐ CHDO ☐ CBDO ☐ Faith-Based		
What is your agency's fiscal year?	July 1st - June 30th		
Date of your organization's most recently completed audit. (Month/Year)	06/20		
Was this audit conducted in compliance with the Single Audit Act?	Yes		
Are there any outstanding audit findings which remain unresolved?	No		
Are you a Legal Services provider?	No		

Select type of Funding Requested and Type of Activity, then click to Update Application

We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☐ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$100,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide. 03D - Youth Centers

3. Mark the box below that indicates the national objective met:

Activities Benefiting Low and Moderate-Income Persons. 570.208(a)
 LMC-Limited Clientele. 570.208(a)(2)
 Low/Mod Clientele. 570.208(a)(2)(i)
 Income Certification. 570.208(a)(2)(i)(C)

4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.

Our location is within walking distance for many Seaside inhabitants and the bus stop in front of our facility makes it accessible via public transit. BGCMC provides some free community events for Seaside inhabitants. We also offer a cost recovery rental rate for corporate and community partners who wish to rent the facility. Additionally, we provide afterschool and summer break programming for youth at an affordable rate. No youth is turned away due to financial circumstances. All services will be conducted at 1332 La Salle Ave, Seaside, CA. 93955 and program hours consist of 12pm – 6pm during the school year and 8am-6pm during summer break. Community Partners needing a meeting place will be able to utilize the Seaside Clubhouse as an affordable and state-of-the-art option. The facility is fully

accessible for the disabled. Collaborative partners such Seaside Raiders, Community Hospital of the Monterey Peninsula, Bethel Missionary Baptist Church, formally Del Monte Manor Housing, and local volleyball and sports clubs all utilizes the kitchen, gymnasium, and community room for program services and events. While facility usage decreased for some of the more traditional use due to the pandemic, the Club's usage as a vaccination site saw over 1,000 Seaside residents received a vaccination. Also over 100,000 meals were made and distributed over the past two years out of the Seaside Kitchen. Low and moderate-income persons benefit from quality youth development program, facility use (community groups/partners) and nutritional services.

5. How will people or conditions in the community change as a result of what you do?

Our project will take place at the Seaside Clubhouse which is located on 1332 La Salle Ave in the City of Seaside. Located within Census Tract 06053013800, the Seaside Clubhouse is a hub for activity for the Seaside community. The project will support a minimum of 325 youth and dozens of community organizations and partners. We anticipate that approximately 85% of the youth qualify as low to moderate income status (LMI). With many of the families in the neighborhoods surrounding the Clubhouse are socio-economically disadvantaged, the Kitchen and Exterior Door improvements will provide community change through improved recreational programming and nutritional services.

Check if the proposed activity will:

- ☐ Help prevent homelessness?
☐ Help those with HIV or AIDS?
☐ Help the homeless?
☐ Help the disabled?

6. Outcome Performance Measurement

1. Please choose the most appropriate performance measurement objective

[Create Suitable Living Environments](#)

2. Please choose the most appropriate performance measurement outcome.

[Availability/Accessibility](#)

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.

Capital improvements to the Kitchen include replacement of the grease trap, modernizing all waste receptacles, evaluating current lighting, and replacing the 30 year old flooring. Exterior door improvements include replacement of full doors and hardware at the east side of the facility and addressing all dated and worn mechanisms and handles, ensuring the Club is safe and exterior doors secure.

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
325	Hard Costs
325	Demo
325	Construction

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	FY22-23 Kitchen Improvement remove and replace 28 year old tile.
Activity #2	FY22-23 Kitchen Improvement remove and replace 80 gallon grease trap. Evaluate lighting and kitchen appliances.
Activity #3	FY23-24 Exterior Door Improvement remove and replace east exterior doors.
Activity #4	FY23-24 Exterior Door Improvement access and address locking mechanisms and hardware for north and west exterior doors.

4. Provide any additional relevant description of proposed activity or project.

With CDBG funding from the City of Seaside through 2023-2024, the Boys & Girls Clubs of Monterey County (BGCMC) working with a general contractor, would complete the following projects:

Boys & Girls Club Seaside –Kitchen Improvements - 2022-2023

Currently, The Kitchen at the Boys & Girls Club serves meals to meet the nutritional needs of 150 club members daily, ranging from 6 to 18 years of age. It is also available to the general public during non-program hours for private parties and community events throughout the year. Replacing the 28 year old flooring and updating commercial kitchen appliances and equipment improves food service efficiency. Total Cost: \$50,000.

Boys & Girls Club Seaside- Gymnasium Improvements - 2023-2024

Currently, the Gymnasium at the Boys & Girls Club is used on a daily basis to improve the academic success, physical fitness and health of over 325 youth annually, ranging from 6 to 18 years of age. It is also used as a practice and game facility by numerous public and city sports groups. To make the facilities safer and more user friendly BGCMC would like to replace the doors on the eastside and access and replace key hardware and mechanisms for the west and northsides. These improvements ensure the facility and be adequately locked, alarmed and secure. Total Cost: \$50,000.

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
Complete bid packet (Kitchen Project FY22-23)	10/18/2022
Submit public notice (Kitchen Project FY22-23)	10/24/2022
Hold pre-bid meeting (Kitchen Project FY22-23)	12/9/2022
Sealed bids due and opened (Kitchen Project FY22-23)	1/10/2023
Project awarded (Kitchen Project FY22-23)	1/15/2023

Project start date (Kitchen Project FY22-23)	2/1/2023
Project completion date (Kitchen Project FY22-23)	05/1/2023
Complete bid packet (Exterior Door Project FY23-24)	10/19/2023
Submit public notice (Exterior Door Project FY23-24)	10/25/2023
Hold pre-bid meeting (Exterior Door Project FY23-24)	12/10/2023
Sealed bids due and opened (Exterior Door Project FY23-24)	1/11/2024
Project awarded (Exterior Door Project FY23-24)	1/16/2024
Project start date (Exterior Door Project FY23-24)	2/1/2024
Project completion date (Exterior Door Project FY23-24)	5/1/2024

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

As this is a continued effort towards Clubhouse improvements and modernization, the outreach to proposed beneficiaries remain consistent. We will continue to offer nutrition services and programming in collaboration with organizations such as Seaside Raiders and Bethel Missionary Baptist Church. Additionally, our free Summer Food Service program will be posted and sent to media groups. Documents are attached in the intake, outreach and community outreach areas.

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

The following indicators will be used to measure impact of our project in meeting the need of persons assisted with HUD funds:

Utilizing BGCMC membership data and measuring outcomes, the Seaside Clubhouse will meet the following project accomplishments:

- Serve an estimated 325 persons in 2022-23 and 2023-24

- Approximately 275 persons of low-income

- Serve 50,000 meals and snacks in 2022-23 and 2023-24

BGCMC addresses the nutritional and wellness needs of Club Members and their families with a holistic, innovative approach. The proposed project supports the overall wellness of the Club Members and their families in order for all involved to live healthy lives and to build a stronger, healthier and educated community. This starts by providing the access to Club programs and nutritional services.

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

The proposed activity directly response to the Corona Virus Pandemic by improving food safety service and efficiency. In 2020-21 we experienced a 50% increase in meals served (151,000) and distributed over 10,000 food boxes (over 10,000 pounds of food) in response to emergency food assistance to Monterey County families.

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for, and/or response.

- For example, Agency B expanded their Senior food delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

Improvements to the Clubhouse Kitchen allows the USDA nutrition program to prepare meals more efficiently and safely. We provided meals to youth and families in Seaside and throughout Monterey County during shelter in place. This included delivery and 'grab and go' as to prevent exposure by congregating. Students served onsite are restricted to a single group or 'pod' of students to reduce exposure.

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

The biggest challenge in terms of reaching our goals and maximum reach capacity, involved maintaining the ratios and 'pods' required by the County and State. However, BGCMC was proud to comply and do everything possible to keep students and staff safe. Fortunately, we have had no transmission of COVID at the Clubhouse and limited cases have remained within single households. While the COVID-19 crisis has substantially increased the number of food insecure families, we have found inspiration in our newly formed partnerships. We continued to promote healthy lifestyles. For nine months of the grant period, BGCMC provided hundreds of food boxes weekly to underserved families. There were 7 distribution locations and partners who pick up food boxes and/or meals. BGCMC partners include housing developments Terrex. The residents from these housing communities are very low, low and moderate-income families, seniors, veterans, and people living with physical, mental, or developmentally disabled and the formerly homeless. BGCMC created an Online Club Experience where youth may access On-Demand activities, recorded sessions, and live programming with Clubhouse Staff. We are consistently reaching over 100 youth per week and the demand for services grows.

11. Explain how your organization will avoid duplication of benefits?

BGCMC works strategically and openly communicates with nonprofits and community based organizations. For example during the pandemic, we communicated with the Food Bank of Monterey County and agreed to distribute to families, but not to organizations. Thus, fellow organizations received food directly from the Food Bank and BGCMC acquired food and prepared meals went directly to constituents and end users. Additionally, we maintain registration and lists for services. For example the Monterey Peninsula Foundation provided (250) \$200 Costco Gift Cards for holiday support. We shared our list of families with other nonprofits to ensure that families did not received multiple benefits.

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on

funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

The Boys & Girls Clubs of Monterey County would adapt the proposed activity by securing additional unrestricted funds to support the project. A lower award could result in a modification or reduction to the goals and number of beneficiaries; however, BGCMC will make every effort to secure the necessary funding to ensure services continue as they have for the past 30 years. For example, BGCMC secured \$111,000 in grants beyond the CDBG contracts awarded in 2017-18 and 2018-19 as the project bids case in higher than projected. For FY18-19 and 19-20, BGCMC secured an additional \$25,000 to support the Community Room improvements. The provision of CDBG funds will assist BGCMC in meeting the continued demand experienced through the pandemic.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

Studies also show that out-of-school time is a vulnerable window for unsupervised teens. They are more likely to use alcohol, drugs, and tobacco; engage in criminal and other high-risk behaviors; receive poor grades; and drop out of school than those who have the opportunity to benefit from constructive, supervised activities. Over 52,000 children in Monterey County received school meals in 2014, but 87% did not have that safety net service over the summer putting them at higher risk of experiencing hunger for three months. With the support of the City of Seaside from Community Development Block Grants, Boys & Girls Club has addressed the urgent facility needs of a 28 year old building. Youth clients have benefited from the improvements made possible through funding from CDBG grant awards. During the past two years, BGCMC meals served increased 50%, due to grab and go meals. Additionally, we distributed over 100,000 pounds of food, as our Seaside Kitchen was a hub for support during the pandemic.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

- ☒ Access to community services (youth and senior services are priority services)
- ☐ Provide quality infrastructure (includes construct/upgrade public facilities)
- ☐ Improve accessibility for persons with disabilities
- ☐ Promote beautification (CDAC preferred not to use the term "blight")
- ☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

Our request for CDBG funding falls under the priority to enhance social services. We are a community based nonprofit organization and all capitol improvements to the Boys & Girls Club directly impact the before mentioned youth and their families by making the club a safer and healthier environment. The project will enhance access to social services benefitting priority populations of very low-income households, children and households with nutrition, recreation and after-school enrichment programs and services.

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

[Increased Decent and Affordable Housing](#)

5. Describe how you will meet the goal identified above.

By funding the proposed project, the Clubhouse infrastructure improvements directly benefit and target low-income neighborhoods most in need of assistance. While the Seaside Clubhouse focuses on direct services for youth 6-18, our facility hosted tax consultations for free to seniors, and hosted vaccination clinics for all ages. With access to after school homework support, nutrition, physical activity and pro social behaviors, this project greatly improves the public services offerings leading to access to community services.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.
- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted Use?	Total	Amount On-Hand (A)	Amount Committed (B)	Amount Pledged (C)	On-Hand Plus Committed	% On-Hand Plus Committed
TOTAL		\$100,000	\$0	\$0	\$100,000	\$0	0%

Leveraging Ratio

100%

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources, collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

BGCMC shared the importance of the proposed project core supporters, particularly Foundations that provide unrestricted funding and supporters that prioritize capital gifts and projects. BGCMC has strong relationships with business that provide in-kind services that can be utilized to supplement or offset any surprise costs or project preparation. For example Carmel Gives funded the installation of the Community Room partition, as CDBG funds covered the cost of the materials. During the past six years awarded CDBG funding, BGCMC has successfully leveraged an additional \$150,000 in funding and thousands more through in-kind. For the proposed project BGCMC has \$15,000 pending.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

BGCMC partners with Monterey Peninsula Unified School District, specifically Del Rey Woods Elementary, International School, MLK School of the Arts, Ord Terrace, and Seaside Middle school. Nearly 60% of youth are transported every day to ensure students have an opportunity to receive quality after school programming. Collaboration for recreational and nutritional services include: Cal State University of Monterey Bay, Harmony at Home, formerly Del Monte Manor Housing, Bethel Missionary Baptist Church, Community Hospital of the Monterey Peninsula, Seaside Raider Youth Football, Stroller Moms, Starlight Volleyball Club, and Taylor Farms. We coordinate County wide efforts, such as the Adopt-A-Family program to secure gift cards from local Foundations and distribute to high need families in Seaside.

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

The Boys & Girls Clubs of Monterey County (BGCMC) has been a leading youth development agency in Monterey County for 53 years, providing thousands of children, ages 6 to 18 years old, with a safe and affordable place to go afterschool and during school breaks. Our mission is to inspire and empower the youth of Monterey County to realize their full potential to become responsible, healthy, productive and successful citizens. BGCMC supports youth with innovative, impactful programs, services, and activities offered across five Core Areas of programming: Recreation, Sports & Fitness; Education & Career Development; The Arts; Character & Leadership Development; and Health & Life Skills. We strive to support the whole-child by achieving three core initiatives: 1) Academic Success: youth perform at grade level and graduate from high school with a plan for post-secondary success; 2) Healthy Lifestyles: youth demonstrate improvements in their physical fitness and emotional health, as well as the acquisition of life skills necessary for overall personal wellness; 3) Good Character & Citizenship: youth avoid high risk behaviors such as substance abuse and gang involvement; while developing a competencies and influence to improve their community.

2. List the locations of all facilities, and days and hours of operation.

Seaside Clubhouse, 1332 La Salle Ave, Seaside, CA. 93955

Hours: Monday – Friday, 12:00pm to 6:00pm during the school year, 8:00am to 6:00pm during school breaks

Salinas Clubhouse, 85 Maryal Drive, Salinas, CA. 93906

Monday – Friday, 12:00pm to 6:00pm during the school year, 8:00am to 6:00pm during school breaks

Fairview Middle School, 401 4th Street, Gonzales, CA. 93926

Various days during the school year

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

Ann Hasselbach serves as the Boys & Girls Clubs of Monterey Chief Financial Officer. Per the uploaded financial policies, Ms. Hasselbach works with BGCMC staff to ensure all procedures are followed. In addition to an annual external audit, governance comes from our Board of Directors and Finance Committee.

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

BGCMC will adhere to the procurement provisions under 24 CFR Part 85 or 84 as outlined by the attached Procurement policy. BGCMC has extensive controls among the Board of Directors, President/CEO, Chief Financial Officer, and Finance Committee to ensure that all procurement policies are met.

5. Describe the record-keeping system to be used to maintain program data.

Program data involving intake and demographics will be maintained using Kidtrax an in-house database used for membership information. All student performance data will be obtained through survey completion administered by key Seaside Clubhouse staff. Beneficiary files are stored in a locking file cabinet and electronic access to the membership database is fire walled and password protected. Please see the attached policies in accordance with record retention and storage.

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

The Boys & Girls Clubs of Monterey County membership application includes participant selection for free/reduced meal eligibility. This information is then recorded onto the program participation spreadsheet and with sufficient notice; student eligibility can be confirmed through each schools' respective administration and staff. BGCMC will utilize student free or reduced lunch data to document low income resident eligibility and will exceed 51% of the persons served are low-income. The eligibility determination is based on the California Department of Education's household income levels in alignment with Federal Poverty guidelines. Of the 325 beneficiaries the free or reduced lunch eligibility is approximately 85%.

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

Under the supervision of the Chief Financial Officer, BGCMC has a full-time Human Resources Director that ensures full compliance as it relates to all federal, state and local laws. Additionally, the Human Resources team manages the entire new hire training to ensure compliance. Applicable policies can be found in the attached employee handbook, LEP and 504 plans.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

Our programs are measured through evaluation, attendance, assessment, and project-based learning. Case management and individual plans for our 6th-12th grade students are key tools to ensure youth success. Our web-based intervention program, Read Naturally, includes internal diagnostic tests that allow staff to assess the members' proficiency in the subject and place them in the program where they need the most support. These programs occur throughout the year and members are assessed and evaluated throughout to progress through each level, ultimately graduating from the program when they achieve grade level. This continually allows more members to have the opportunity to be a part of these programs. All nutrition services are tracked through USDA daily meal counts and partner agreements account for tracking support received and ensuring families served are high need. Seaside Senior Impact Director Marlene Trotter-Murray will be responsible for monitoring progress. Chief Operating Officer, Andrew Vie, will be responsible for completing all CDBG related report. Attached includes impact reporting for BGCMC, as well as the final report for FY20-21 Seaside CDBG.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

BGCMC operates under the leadership of Ron Johnson and guidance of the BGCMC Board of Directors. The BGCMC Board of Directors has active and engaged leaders participating in a variety of subcommittees including finance, safety and recruitment. Ron Johnson heads a team of 9 Directors and two Officers to ensure that the advancement, finances, human resources and programs are in good standing with Boys & Girls Clubs of America, meet federal fund administration and non-profit guidelines. A recipient of federal OJP funding for over nine years, BGCMC is well practiced in monitoring federal funds to be in full compliance with all rules and guidelines. Under the leadership of President & CEO, Ron Johnson, BGCMC's Chief Financial Officer Ann Hasselbach closely monitors all contracts and works with BGCMC staff to ensure timekeeping, expenditures and financial reporting are compliant. We have completed multiple CDBG monitoring with the City of Seaside, City of Salinas and County of Monterey (FY18-19 Letter attached) as a Community Development Block Grant recipient and received positive feedback regarding participant record keeping, maintaining confidential information and following federal guidelines. Currently, BGCMC manages three successful CDBG grants for 2021-22 with the City of Seaside and County of Monterey for services in Gonzales.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application					\$100,000	\$100,000
Seaside Clubhouse	\$1,031,028	\$188,425	\$50,100	\$443,450	\$15,000	\$1,728,003
Salinas Clubhouse	\$1,199,695	\$207,625	\$49,100	\$611,350	\$0	\$2,067,770
Virtual Program	\$264,651	\$3,400	\$2,000	\$3,400	\$0	\$273,451
BGCMC Admin & Operations	\$439,265	\$8,410	\$7,500	\$160,750	\$0	\$615,925
BGCMC Development	\$468,746	\$6,640	\$5,500	\$154,700	\$0	\$635,586
TOTAL	\$3,403,385	\$414,500	\$114,200	\$1,373,650	\$115,000	\$5,420,735

Total Budget less capital improvements \$5,305,735
 Application program percent 2%

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount Funded City of Seaside
FY 2020-2021	FY2020-2021 Gymnasium & Kitchen Improvements	\$70,000
FY 2019-2020	FY 2019-2020 Community Room Upgrades - Operable Partition Wall, Wall Carpet Replacement, and Interior Painting	\$22,000
FY 2018-2019	FY 2018-2019 Flooring Renovation Project	\$71,507
FY 2017-2018	FY 2017-2018 Repair Roof & Install Skylights	\$63,757
FY 2016-2017	FY 2016-2017 Modernization of Clubhouse - Dome Skylights	\$21,000

12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them

As indicated by the attached evaluation our experience has been both positive and impactful to the Seaside community. As an eight year recipient of a CDBG grant we have consistently met CDBG guidelines and worked diligently to correct any impediments to our projects. We have successfully completed CDBG monitoring from the City of Seaside, City of Salinas and County of Monterey County. We appreciate the City of Seaside's assistance and guidance during the CDBG process and aspire to continue serving Seaside youth and families.

Part 8 - For CDBG Funds

12. Our proposal is for a City of Seaside project.

1A. Please identify the types of facilities:

[Parks and Recreation Facilities](#)

If you selected Infrastructure or Other, please explain:

1B. Please identify the types of Improvements

[Rehabilitation/Improvement](#)

If you selected Other, please explain:

2. Complete applicable items for all public facility and infrastructure projects (including acquisition, rehabilitation and demolition).

a. Who is the legal owner of the property?

Owner Name:	Boys & Girls Clubs of Monterey County
Owner Address:	1332 La Salle Ave., Seaside, CA. 93955
Phone Number:	831-394-5171
Email Address, if applicable:	grantsadministration@bgcmc.org

b. If your organization is pursuing site control, please upload a Timeline that demonstrates when firm site control will be obtained and include all documents issued by your organization pursuing site control.

Indicate the final owner of the property.

Owner Name:	
Owner Address:	
Phone Number:	
Email Address, if applicable:	

c. Indicate if there are structures on the property	Yes
If Yes, will the structures be demolished?	No
If Yes, are the structures currently occupied?	
d. If there are occupied structures on the property and the proposed project involves temporary or permanent relocation of residents or businesses a Relocation Plan is required. Has a Relocation Plan been prepared?	No

Comments or Explanations

[This does not apply to our proposed project.](#)

e. Square footage of existing building, proposed building or building addition?

[23870](#)

f. Square footage of construction site parcel?

[28000](#)

g. Service capacity of the existing facility?

[1052](#)

h. Improved capacity of the existing facility after completion of proposed improvements?

[No](#)i. Has a Capital Needs Assessment been prepared? [No](#)

j. If a Capital Needs Assessment has not been prepared, please explain why:

[The determination of project need is based on the end of life for Kitchen flooring and appliances and the wear/tear for the original doors and hardware from for the past 28 years. These are important projects to ensure that the Seaside community youth are served and families continue to have access to key nutrition and after/out of school services.](#)

j. Age of Structure? (Please cite data source used to determine age of structure.) [1994](#)

k. Historic Status of Structure?

☐ Listed in the National Register of Historic Places

If this box was selected, please provide accurate title of listed structure:

☐ Listed as a California Historic LandmarkIf this box was selected, please provide accurate title of listed structure: [0](#)☐ Listed as a local Historic and Architectural Resource

If this box was selected, please provide accurate title of listed structure:

☐ Other, please explain:☒ None of the above

3. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$100,000	325	\$307.69

4. If proposed project involves construction work over \$2,000 or rehabilitation of 8+ units (applies to rehab. of residential property if such property is designed for residential use for 8 or more families), explain how your organization will meet the Davis-Bacon Labor Standards in the space below. Provide names of prior developments subject to Davis-Bacon and upload supporting documents demonstrating how compliance will be achieved(e.g., construction contracts, existing agency administrative policies).

[All construction contracts are reviewed to make sure they meet Davis-Bacon Labor standards. Davis-Bacon poster displayed during duration of project. All General and Sub-contractor employees interviewed using HUD Form 11. Existing agency policies are attached, including the FY18-19 CDBG final report.](#)

a. List name of person who will administer your Davis-Bacon compliance:

Name/Title:	Stephen Murray
-------------	--------------------------------

Phone Number:	831-394-5171
Email Address:	smurray@bgcmc.org
Previous Experience with Davis-Bacon:	FY20-21 & FY21-22 CDBG

b. Provide prior related experience (e.g., list other developments, projects, trainings)

Under the leadership of President & CEO Ron Johnson, BGCMC has successfully administered seven prior fiscal year awards for CDBG projects. This includes seven years of experience with Davis-Bacon compliance, posting bids, contracts, and project execution. Additionally, BGCMC successfully completed over \$500,000 in capital improvements with the Seaside Teen Center.

5. Has proposed project undergone any form of environmental review process? Please review HUD's Environmental Review information and the California Office of Historic Preservation website.

N/A

All HUD funded activities/projects will require an environmental review record.

6. Lead-Based Paint Compliance. Describe how your organization will address hazards that may be associated with the proposed project.

Hazardous Material Studies are completed by a certified company on all materials involved prior to the start of construction.

7. Have preliminary design sketches been completed for the proposed project? If yes, please attach copies (must be to scale, preferably copied on 8 1/2 x 11 sheet) in the attachments section.

No

8. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

The overall project budget is cost effective and reasonable based on the requirements for procurement and BGCMC's leveraging ratio. With 325 youth impacted annually and thousands of meals and snacks served, the anticipated results are in alignment with City of Seaside's goals and objectives. The cost per participant is sensible to the long term impact and high number of LMI beneficiaries impacted.

For Housing and Facilities programs, enter below your requested Project funding below for the 2 year period including FY 2022 & FY 2023. Include in the Timeline and Milestones section of this application the time frame when you will be spending the requested funds. Projects should be "Shovel-Ready", and amounts funded **must** be used before the end of the period applied for.

Please complete the Development Budget, or an excel spreadsheet can be uploaded in lieu of completing Worksheet No. 3. Use one of the "Other" boxes in the Attachment section to upload this worksheet.

NOTE: If you upload a spreadsheet, you must ALSO enter HUD Funds Requested in this table.

Worksheet # - Development Budget (This worksheet should reflect HUD funds requested)					
	HUD Funds Requested	Federal	State	Other	Private
General Development Costs					
Construction Loan Interest					
Real Estate Taxes During Construction					
Builders Insurance Liability					
Financing Fees					
Legal Fees					
Title & Recording Expenses					
Organization Expenses				\$15,000	
Rent-up & Marketing					
Other - # of lines needed:					
Total General Development Costs	\$0	\$0	\$0	\$15,000	\$0
Construction Costs					
Structure					
Project Amenities	\$20,000				
Site Preparation	\$80,000				
Off-Site Improvements					
Other - # of lines needed:					
Total Construction Costs	\$100,000	\$0	\$0	\$0	\$0
Construction Fees					
Impact Fees, Permits, School Fees (attach schedule identifying costs by type & amount)					
Bond Premium					
Architectural/Engineering					
Developer Fees					
Other - # of lines needed:					
Total Construction Fees	\$0	\$0	\$0	\$0	\$0
Equity / Financing					
Up Front Land Payment					

Total General Development Costs	\$0	\$0	\$0	\$15,000	\$0
Total Construction Costs	\$100,000	\$0	\$0	\$0	\$0
Total Construction Fees	\$0	\$0	\$0	\$0	\$0
Developer Equity/Fee					
Total To Be Financed					
First Mortgage Amount					
Total Equity/Financing Fees					
TOTAL DEVELOPMENT COST	\$100,000	\$0	\$0	\$15,000	\$0
Total Project Financing	\$115,000				

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	1. BGCMC HUD Agency Certification 1-10-22.pdf
2 ☒ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	2. BGCMC Non_Profit Document IRS determination.pdf
3 ☒ Articles of Incorporation/Bylaws	3. BGCMC Bylaws 4-26-19.pdf
4 ☒ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	4. BGCMC Certificate of Good Standing 1-10-22.pdf
5 ☒ Organizational Chart	BGCMC Organization Chart 5-21.pdf
6 ☒ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	6. BGCMC Board Roster 2021-22.xlsx - Board Members.pdf
7 ☒ Resumes of Program Administrator and Fiscal Officer	7. BGCMC Resumes A Hasselbach and M Trotter Murray.pdf
8 ☒ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	8. BGCMC CDBG Certificate of Insurance.pdf
9 ☒ Audited Annual Financial Statements covering 2 Years	BGCMC Audited Financials FY19 FY20.pdf
10 ☒ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	10. BGCMC Authorization to Request Funds..pdf
11 ☒ Designation of Authorized Officials (usually Executive Director or Board of Directors)	11. BGCMC Designation of Authorized Officials.pdf
12 ☒ Conflict of Interest Policy	12. BGCMC Conflict of Interest Policy.pdf
13 ☒ Project Team Experience and Qualifications	13. BGCMC Project Team Experience and Qualifications.pdf
14 ☐ Project/Activity Timeline	Please see Part 3 Section 3. and 5.
15 ☒ Financial Policies	15. Financial Policies.pdf
16 ☒ Procurement Policies	16. BGCMC Procurement Policy.pdf
17 ☒ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	17. BGCMC Membership Intake ENG and SPAN.pdf
18 ☒ Project/Activity Support Letters	18. BGCMC SEA CDBG Letters of Support.pdf
19 ☒ Program Evaluations	19. BGCMC Evaluation.pdf
20 ☒ Outreach Materials	20. BGCMC Membership Outreach.pdf
21 ☒ Evidence of Project Support/Community Outreach (written endorsements, when available)	21. Evidence of Community Engagement.pdf
22 ☒ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	22. BGCMC LEP Section 504 Plans.pdf
23 ☒ Employee Handbook	23. BGCMC Employee Handbook.pdf
24 ☒ Record Retention Policies	24. BGCMC record retention policy.pdf
25 ☒ Federal Tax Form 990	25. BGCMC Form 990 - Public 6-30-20.pdf
26 ☒ State Tax Form 199	26. BGCMC Form 199 6-30-20.pdf
27 ☐ Rental/Lease Agreement (if applicable)	Not applicable
28 ☒ Cost Allocation Plan	28. BGCMC Cost Allocation Plan.pdf
29 ☒ Other Site Plan	29. Seaside Unit Floor Basic Plan 4-8-15.pdf
30 ☐ Other	
31 ☐ Other	

Program Manager Signature
Date Signed

Andrew Vie
01/10/2022

Approved By:
Date Signed

Haroon Noori
01/15/2022

Initially submitted: Jan 10, 2022 - 16:24:46

City of Seaside Application for Program Year 2022-2023

Part 1 - General Information

Legal Name of Organization	City Seaside Engineering		
Submitting Proposal:			
Program/Project Name:	FY 2022/2023 Cutino Park Improvements		
Person Completing Application:	Leslie Llantero	Title:	Assistant Engineer
Direct Telephone:	831-899-6832		
Email Address:	lllantero@ci.seaside.ca.us		
Authorized Official: (e.g. Exec. Dir.):	Nisha Patel	Title:	City Engineer/Public Works Director
Direct Telephone:	899-6884		
Email Address:	npatel@ci.seaside.ca.us		
Program/Project Contact:		Title:	
Direct Telephone:			
Email Address:			
Authorized Contact:	Leslie Llantero	Title:	Assistant Engineer
Direct Telephone:	831-899-6832		
Email Address:	lllantero@ci.seaside.ca.us		
Finance Contact:	Victor Damiani	Title:	Finance Director
Direct Telephone:	831-899-6818		
Email Address:	vdamiani@ci.seaside.ca.us		
Organization Mailing Address:	440 Harcourt Avenue	City:	Seaside Zip: 93955
Organization's Website Address:	www.ci.seaside.ca.us		
Organization Telephone:	831-899-6700		
Organization Fax:	831-899-178-8594		
Tax ID Number:	94-6022439 9 digits, format xx-xxxxxxx		
Organization DUNS Number:	09-261-8891 9 digits, format xx-xxx-xxxx		
Seaside Customer/Vender Number:			
Type of Organization (check all that apply):	☒ Public Agency ☐ CHDO ☐ CBDO ☐ Faith-Based		
What is your agency's fiscal year?	July 1st through June 30th		
Date of your organization's most recently completed audit. (Month/Year)	02/2021		
Was this audit conducted in compliance with the Single Audit Act?	Yes		
Are there any outstanding audit findings which remain unresolved?	No		
Are you a Legal Services provider?	No		

Select type of Funding Requested and Type of Activity, then click to Update Application

We are applying for funding from: ☒ City of Seaside	
Type of Funding Requested: CDBG	
Type of Activity:	☐ Public Service ☐ Other
Type of Program:	
Our proposal is for a City of Seaside project.	
Amount Requested	
City of Seaside CDBG	\$500,000
Is your organization submitting an application for multiple projects?	

PART 2 - PROJECT ELIGIBILITY

1. Our proposal is for a City of Seaside project.

2. Select the type of assistance you provide. 03F - Parks, Recreational Facilities

3. Mark the box below that indicates the national objective met:
 Activities Benefiting Low and Moderate-Income Persons. 570.208(a)
 LMA-Area Benefit. 570.208(a)(1)

4. Eligibility location. Describe the location of your project and the boundaries/service area of the proposed activity. Explain how the service area meets a CDBG National Objective and how low-moderate income persons will benefit from this project. Upload the map that correlates with the project eligibility description. Please limit your response to 500 words.

Although the Park is located within census track 138, it bordering census track 137 and 139. The percentage of combined low and moderate income persons for these census tracks are 54%, see attachment. The park is less than a quarter mile from residents within census tract 137 and 139. In addition Cutino Park is a public park and will provide access to all members of the community, including those within track 137,139, which some can travel less than a quarter mile to visit the proposed project location.

Use the HUD Mapping system at the link below to determine your census tract and block number.	
Census Tracts of Program/Activity	138,137,139

Block Group of Program/Activity	138 Group 2, 137 Group 1 & 3, 139 Group 2
Low/Mod Percent of Program/Activity (from Map)	54%

5. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.

Cutino Park is located on the corner of San Pablo and Noche Buena adjacent to the Boys and Girls Club. The park is centrally located and highly visible. The patrons will benefit through improved access and enhanced facilities. The improved ADA access and facility parking, new playground with accessible pathways will provide an outdoor recreation space to this demographic that previously was not accessible before.

6. How will people or conditions in the community change as a result of what you do?

By increasing accessibility to the playground and park, we are increasing participation from a larger group of the community. Those that attend the programs at the Boys and Girls Club and participate in the City's Recreational programs can incorporate play at the park in their activities and provide it to those with disabilities. The programs will offer greater diversity through these improvements. Members of the community who have difficulties with mobility will have a place to play, or a place for their children to play.

Check if the proposed activity will:

- ☐ Help prevent homelessness?
☐ Help those with HIV or AIDS?
☐ Help the homeless?
☒ Help the disabled?

7. Outcome Performance Measurement
1. Please choose the most appropriate performance measurement objective Create Suitable Living Environments
2. Please choose the most appropriate performance measurement outcome. Availability/Accessibility

PART 3 - SCOPE OF WORK

1. Short description of proposed project for which funding is requested.

The proposed improvements include installation of a parking lot with ADA accessible parking space, accessible pathway from the sidewalk to the playground, new playground structure including accessible play features at ground level, accessible bleachers, new lighting, and landscaping.

2. For each type of activity you provide, show the number served and the type of activity.

Number Served	Type of Activity
7060	Wheel chair accessibility
7060	Construction

3. Please list proposed activities for funding in one sentence for each activity.

	Description of Activity
Activity #1	The proposed upgrades include wheel chair accessible ramps, pathways, play features and access to the park facilities.
Activity #2	The proposed upgrades include construction and installation of a new parking lot, new structure/equipment, bleachers and accessible pathways.

4. Provide any additional relevant description of proposed activity or project.

5. Provide a timetable for accomplishing objectives. Upload Project Timetable or complete the table below.

Description of Activity/Milestone	Est. Completion Date
Planning & Design - Playground & Parking Lot	05/31/2022
Bid Period - Playground & Parking Lot	07/28/2022
Award Construction Contract - Playground & Parking Lot	08/15/2022
Begin Construction - Playground & Parking Lot	10/24/2022
Construction Complete - Playground & Parking Lot	02/28/2023
Planning & Design - Play Structure/Equipment	March 2023
Bid Period - Play Structure/Equipment	May 2023
Award Construction Contract - Play Structure/Equipment	July 2023
Begin Construction - Play Structure/Equipment	September 2023
Construction Complete - Play Structure/Equipment	November 2023

6. If this is a new project, describe how you will reach out to the proposed beneficiaries? Upload your outreach plan. If not available at time of application, the plan will be required to be submitted if your project is funded prior to disbursement of HUD funds.

The project approved by the Parks and Recreation Commission and Board of Architectural Review. Notice to bidders will be advertised in the Coast Weekly. Upon award of a construction contractor, social media out reach for ground breaking and grand opening of the park.

7. How will you measure the effectiveness or impact of your project in meeting the needs of the persons assisted with these HUD funds?

These improvements will expand the access that the community members have to the facility. Enhanced accessibility, new safer playground facility, additional seating for spectators, improved landscape and benches all

will benefit the community as a whole. The Recreation Department provide programs and services to the public, many of which include affordable programs and financial assistance, for those from disadvantaged communities throughout Seaside.

8. How will the proposed activity or project directly respond to the Corona Virus Pandemic?

- For example, Agency C may have provided emergency food assistance for x-persons in calendar 2019. Because of economic dislocation in 2020, demand for emergency food assistance increased to y-persons, a z-% change, in 2020.

NA

9. Explain how the proposed activity or project will meet the corona virus objectives of: prevention, preparation for, and/or response.

- For example, Agency B expanded their Senior food delivery program to deliver meals to seniors sheltering in place as a proactive measure to prevent exposure to the Coronavirus.

NA

10. Eligible services are those that are new or a quantifiable increase in the level of service precipitated by COVID-19. If the proposed activity or project relates to an existing program or activity prior to the Corona Virus Pandemic, explain the increase in the level of service or the new activities that meet coronavirus objectives.

NA

11. Explain how your organization will avoid duplication of benefits?

NA

PART 4 FUNDING AVAILABILITY

The right to fund the proposed project is at the funders' discretion. Be advised that your project may be based on funding availability and be partially funded. Please explain how your organization would be able to adapt the proposed activity should your organization receive less than requested funding. Please also explain how the provision of CDBG funds will serve to increase the level of service above and beyond what would be possible without the use of CDBG funds.

The project will provide a parking lot for the park with accessible parking and a accessible pathways from the sidewalk to the playground and to the field and skate park and an additional set of accessible bleachers. Replacement of the playground structure is critical as the existing features are reaching the end of their useful life and there is no accessible pathway to the playground. The additional set of accessible bleachers will allow accessible seating for opposing teams spectators. If project is not funded, staff will look for additional grants or request additional fund from the City Council general fund.

PART 5 CONFORMANCE WITH CONSOLIDATED PLAN

1. Describe how the need for the activity or project was determined? Attach a needs assessment, market study, or other documentation demonstrating project need.

An accessibility study was performed Citywide at the various parks and playgrounds within the City of Seaside's jurisdiction in Spring 2016 by Disability Access Consultants. As part of the inspection they reviewed the paths of travel to the park's features and amenities, as well as the playground structures themselves. Cutino Park conceptual plan was developed which addresses accessibility issued identified in the study, however due to funding limitations only a portion was addressed.

2. Identify which of the following City of Seaside Consolidated Plan Priority Needs will be met. (Please refer to page 83 of the [Consolidated Plan](#).)

- ☒ Access to community services (youth and senior services are priority services)
- ☒ Provide quality infrastructure (includes construct/upgrade public facilities)
- ☒ Improve accessibility for persons with disabilities
- ☒ Promote beautification (CDAC preferred not to use the term "blight")
- ☐ Assist microbusinesses

3. Describe how you will meet the need identified above.

The park was built in 1960's and has a large concrete water feature that no longer works and a picnic area with an above ground concrete outdoor grill that is no longer used. The project will remove the existing playground, concrete structures and grill and be replaced with a new parking lot, playground, accessible pathways, lighting, landscape and storm water retention system.

The project will beautify the park, removed old broken features, provide accessible parking and pathways to the field and skate park, and provide accessible seating for spectators of youth sports leagues.

4. Which one of the following City of Seaside Consolidated Plan Goals will you meet?

Enhanced Homeless Facilities and Services

5. Describe how you will meet the goal identified above.

A new parking lot will provide accessible parking and accessible pathways to the field and skate park in addition to a new playground and play features.

PART 6 RELATIONSHIP TO EXISTING PROGRAMS

1. **Leveraging:** Complete the table below, using one line for each funding source used in the program/project that you are applying for.

- Indicate the source of the funds.
- Indicate if the funds are restricted or may be used for any type of program/project cost.
- In column (A), enter the amount (all or part) that is on-hand at the time of application.
- In column (B), enter the amount (all or part) that has been committed (in writing) but not yet on-hand.
- In column (C), enter the amount (all or part) that has been pledged or awarded, but not yet formally awarded.
- Column (C) may also include planned amounts to be contributed from your agency's annual operating budget including fund-raising revenue.
- Your requested CDBG funds is copied from your entry in Part 1
- You must provide supporting documentation in the attachments section for all on-hand and committed funding.

Source	Restricted Use?	Total	Amount On-Hand(A)	Amount Committed (B)	Amount Pledged (C)	On-Hand Plus Committed	% On-Hand Plus Committed	
City of Seaside	No	\$763,600	\$763,600			\$763,600	100%	Other
TOTAL		\$1,263,600	\$763,600	\$0	\$500,000	\$763,600	60%	

Leveraging Ratio

40%

2. Describe how you will leverage the funds you are requesting. Specifically describe other funding sources, collaboration with other service providers, and in-kind services. Please note any restrictions on the use of other funds.

The City of Seaside used bond funds to design the improvements to the Park. Using bond funds in advance of construction allowed the City to become more competitive and able to start construction immediately upon receiving funds.

3. Describe your existing or proposed collaborative efforts for addressing Program/Project need. Please include names of all partnerships and define the roles and responsibilities of these partners. If you have no collaborative partners, explain how you propose to coordinate your services with other community agencies in order to leverage resources.

The City will look towards other Grant opportunities to fund the additional play features for FY 23/24.

PART 7 ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose. Include how long the organization has been in operation, mission statement and current business plan, if applicable.

The City of Seaside was founded in 1887 and incorporated in 1954. The vision statement is 'Seaside is a vibrant, proudly diverse, energetic and safe community, with extraordinary natural beauty, quality of life and economic opportunities'.

2. List the locations of all facilities, and days and hours of operation.

City Hall, 440 Harcourt Ave. Seaside, CA 93955. Various other locations such as parks, corporation yard, recreation centers, various lands and properties, and utility and service facilities all dispersed throughout the City. Facility hours vary based on the services provided to the public. Park facilities hours are dawn until dusk. Lighted sports field hours vary by permitted use.

3. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Upload copy of financial policies.

NA

4. Describe how your agency will adhere to the procurement provisions under 24 CFR Part 85 or 84. Upload copy of your procurement policies. See http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantee for more information.

The City has procurement policies in place and has resources to ensure it remains in compliance with 24 CFR Part 85 or 84, as applicable.

5. Describe the record-keeping system to be used to maintain program data.

The City utilizes City data services and will be using consulting services for construction management and inspection services and labor compliance for the the project.

6. Describe your agency's process for verifying beneficiary eligibility and attach copy of all intake forms.

NA

7. Describe the mechanisms to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment opportunities, and other local, state and other federal requirements). If applicable, provide copy of existing administrative and/or program policies.

The contract documents will have the requisite requirements provided in the contract specifications.

8. Describe how your agency evaluates the effectiveness of the activity to be funded. Please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

The City will inspect the progress of the construction and will have an inspector onsite during the construction. The inspector will be on hand to inspect concrete forms for proper placement and to ensure accessible features are constructed and installed properly.

9. Describe the capacity of your organization to carry out the proposed activity, including the ability to quantify and

measure results. You should include previous federal grants management, fiscal staff resources, skills and experience.

The City of Seaside's Engineering Division is the primary department for this application and will perform the Cutino Park Improvements administration activities. City staff has the resources and support to ensure project is completed efficiently. City Staff has experience with grant funded projects, including federal, state and local grants, and has experience in executing a project of this type and size.

10. Please complete the table below, which should encompass your full projected Agency FY22-23 budget.

Program	Staff (Personnel)	Supplies	Equipment	Overhead	Capital Improvements	Total
City of Seaside Application					\$500,000	\$500,000
City of Seaside Bond Funds					\$763,600	\$763,600
TOTAL	\$0	\$0	\$0	\$0	\$1,263,600	\$1,263,600

Total Budget less capital improvements

\$0

Application program percent

11. Please list previous grants/awards received from City of Seaside

Program Year	Project	Amount Funded City of Seaside
FY 2020-2021	Ellis Park Improvements	\$112,487
FY 2019-2020	FY 21/22 - Ellis Park	\$266,045
FY 2018-2019	Wanda Avenue Sidewalk Improv./Cutino Park Bleachers & Drinking Fountain	\$125,000
FY 2017-2018	Cutino Park ADA Improvements	\$200,000
FY 2016-2017		

12. Describe your past experience with grants from the City of Seaside. If there were performance issues, please describe the steps you have taken to correct them

On track to complete Cutino Park project by the end of Fiscal Year 22/23. Experienced delayed experienced for previous grant due to the COVID 19 Pandemic and pending approval of the per Prop 68 Per Capita Grant.

Part 8 - For CDBG Funds

12. Our proposal is for a City of Seaside project.

1A. Please identify the types of facilities:

Parks and Recreation Facilities

If you selected Infrastructure or Other, please explain:

1B. Please identify the types of Improvements

New Construction

If you selected Other, please explain:

2. Complete applicable items for all public facility and infrastructure projects (including acquisition, rehabilitation and demolition).

a. Who is the legal owner of the property?

Owner Name:	City of Seaside
Owner Address:	440 Harcourt Avenue
Phone Number:	831-899-6700
Email Address, if applicable:	

b. If your organization is pursuing site control, please upload a Timeline that demonstrates when firm site control will be obtained and include all documents issued by your organization pursuing site control.

Indicate the final owner of the property.

Owner Name:	City of Seaside
Owner Address:	440 Harcourt Avenue
Phone Number:	831-899-6700
Email Address, if applicable:	

c. Indicate if there are structures on the property	Yes
If Yes, will the structures be demolished?	No
If Yes, are the structures currently occupied?	No
d. If there are occupied structures on the property and the proposed project involves temporary or permanent relocation of residents or businesses a Relocation Plan is required. Has a Relocation Plan been prepared?	No

Comments or Explanations

There are restrooms, snack shack and communications building that will not be a part of the project.

e. Square footage of existing building, proposed building or building addition?	1,040
f. Square footage of construction site parcel?	3,700
g. Service capacity of the existing facility?	160
h. Improved capacity of the existing facility after completion of proposed improvements?	200

i. Has a Capital Needs Assessment been prepared? [Yes](#)

j. If a Capital Needs Assessment has not been prepared, please explain why:

An accessibility study was performed City wide at the various parks and playgrounds within the City of Seaside's jurisdiction in Spring of 2016 by Disability Access Consultants. As part of the inspection they reviewed the paths of travel to the park's features and amenities, as well as the playground structures themselves. The Cutino Park Assessment, dated March 26, 2016, identified various findings and recommendations to upgrade the park to provide accessibility improvements. These studies were the tools utilized to prepare the 6 Year Capital Improvement Plans included in each yearly Budget update.

j. Age of Structure? (Please cite data source used to determine age of structure.) [Built in 1960's](#)

k. Historic Status of Structure?

☐ Listed in the National Register of Historic Places

If this box was selected, please provide accurate title of listed structure:

☐ Listed as a California Historic Landmark

If this box was selected, please provide accurate title of listed structure: [0](#)

☐ Listed as a local Historic and Architectural Resource

If this box was selected, please provide accurate title of listed structure:

☐ Other, please explain:

☒ None of the above

3. Cost-per-Beneficiary for this project(CDBG Request/CDBG Beneficiaries)=\$

CDBG Request	CDBG Beneficiaries	Total Cost-per-Beneficiary
\$500,000	7,060	\$70.82

4. If proposed project involves construction work over \$2,000 or rehabilitation of 8+ units (applies to rehab. of residential property if such property is designed for residential use for 8 or more families), explain how your organization will meet the Davis-Bacon Labor Standards in the space below. Provide names of prior developments subject to Davis-Bacon and upload supporting documents demonstrating how compliance will be achieved(e.g., construction contracts, existing agency administrative policies).

[The City of Seaside regularly performs projects with prevailing wage rates, and has experience with federally funded projects subject to Davis-Bacon rates. A consultant will be performing labor compliance during the construction of this project.](#)

a. List name of person who will administer your Davis-Bacon compliance:

Name/Title:	City Engineer
Phone Number:	831.899.6825
Email Address:	pwinfo@ci.seaside.ca.us
Previous Experience with Davis-Bacon:	yes

b. Provide prior related experience (e.g., list other developments, projects, trainings)

[City staff has attended Davis-Bacon Labor Standards webinars and training conducted by HUD. City of Seaside with the assistance of a consultant will be monitoring labor compliance for this project.](#)

5. Has proposed project undergone any form of environmental review process? Please review HUD's Environmental Review information and the California Office of Historic Preservation website.

[Yes](#)

All HUD funded activities/projects will require an environmental review record.

6. Lead-Based Paint Compliance. Describe how your organization will address hazards that may be associated with the proposed project.

[NA](#)

7. Have preliminary design sketches been completed for the proposed project? If yes, please attach copies (must be to scale, preferably copied on 8 1/2 x 11 sheet) in the attachments section.

[Yes](#)

8. As required by the Federal Office of Management and Budget (OMB) and HUD, describe how the overall project budget is cost effective and reasonable for the anticipated result.

[The City has worked closely with design consultants to ensure that the needs of the community are met in the most cost effective way possible. Drought tolerant and hearty landscaping is proposed to reduce the cost associated with irrigation and maintenance. ADA wood fiber material has been selected as the playground surface versus the more costly poured in place rubber surfacing.](#)

For Housing and Facilities programs, enter below your requested Project funding below for the 2 year period including FY 2022 & FY 2023. Include in the Timeline and Milestones section of this application the time frame when you will be spending the requested funds. Projects should be "Shovel-Ready", and amounts funded **must** be used before the end of the period applied for.

Please complete the Development Budget, or an excel spreadsheet can be uploaded in lieu of completing Worksheet No. 3. Use one of the "Other" boxes in the Attachment section to upload this worksheet.

NOTE: If you upload a spreadsheet, you must ALSO enter HUD Funds Requested in this table.

Worksheet # - Development Budget (This worksheet should reflect HUD funds requested)					
	HUD Funds Requested	Federal	State	Other	Private
General Development Costs					
Construction Loan Interest					
Real Estate Taxes During Construction					
Builders Insurance Liability					
Financing Fees					
Legal Fees					
Title & Recording Expenses					
Organizational Expenses					
Rent-up & Marketing					
Other - # of lines needed:					
Total General Development Costs	\$0	\$0	\$0	\$0	\$0
Construction Costs					
Structure					
Project Amenities					
Site Preparation					
Off-Site Improvements					
Other - # of lines needed: 2					
Contractor Costs FY 22/23	\$250,000		\$0	\$723,600	
Contractor Costs FY 23/24	\$250,000		\$0	\$0	
Total Construction Costs	\$500,000	\$0	\$0	\$723,600	\$0
Construction Fees					
Impact Fees, Permits, School Fees (attach schedule identifying costs by type & amount)					
Bond Premium					
Architectural/Engineering			\$0	\$40,000	
Developer Fees					
Other - # of lines needed:					
Total Construction Fees	\$0	\$0	\$0	\$40,000	\$0
Equity / Financing					
Up Front Land Payment					
Total General Development Costs	\$0	\$0	\$0	\$0	\$0
Total Construction Costs	\$500,000	\$0	\$0	\$723,600	\$0
Total Construction Fees	\$0	\$0	\$0	\$40,000	\$0
Developer Equity/Fee					
Total To Be Financed					
First Mortgage Amount					
Total Equity/Financing Fees					
TOTAL DEVELOPMENT COST	\$500,000	\$0	\$0	\$763,600	\$0
Total Project Financing	\$1,263,600				

Attachment	Link or Explanation for Missing Attachments
1 ☒ HUD Agency Certification - Download this document , complete it, and upload to this item.	Agency_Certification.pdf
2 ☐ Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g., IRS 501C (3) Letter)	City of Seaside Project
3 ☐ Articles of Incorporation/Bylaws	https://www.codepublishing.com/CA/Seaside/
4 ☐ Certificate of Good Standing with the State (http://kepler.sos.ca.gov/)	City of Seaside Project
5 ☐ Organizational Chart	https://www.ci.seaside.ca.us/190/Budget-Financial-Statements
6 ☐ List of Current Board Members [with titles, contact data (i.e., telephone, email, address) and current terms]	https://www.ci.seaside.ca.us/149/Mayor-City-Council
7 ☐ Resumes of Program Administrator and Fiscal Officer	City of Seaside Project
8 ☐ Evidence of Insurance/Fidelity Bonding/Worker's Compensation	City of Seaside Project
9 ☐ Audited Annual Financial Statements covering 2 Years	https://www.ci.seaside.ca.us/190/Budget-Financial-Statements
10 ☐ Signed Authorization to Request Funds (usually Executive Director or Board of Directors)	City of Seaside Project
11 ☐ Designation of Authorized Officials (usually Executive Director or Board of Directors)	City of Seaside Project
12 ☐ Conflict of Interest Policy	City of Seaside Project
13 ☐ Project Team Experience and Qualifications	City of Seaside Project
14 ☐ Project/Activity Timeline	Timeline outlined above in Section Part 2, item #5
15 ☐ Financial Policies	City of Seaside Project
16 ☐ Procurement Policies	https://www.codepublishing.com/CA/Seaside/#!/Seaside03/Seaside0304.html

17 ☐ Eligibility Intake Forms or Data Collection Tools (which should include Race and Ethnicity data fields as required by The Federal Office of Management and Budget (OMB))	City of Seaside Project
18 ☐ Project/Activity Support Letters	Support at the Parks and Rec Commission Meeting see outreach materials
19 ☒ Program Evaluations	City Council Minutes October 26 2017PCBARjsm.pdf September 20 2021 MINUTES with Attachments.pdf
20 ☐ Outreach Materials	Publication for PC/BAR meeting for 1/12/2022
21 ☐ Evidence of Project Support/Community Outreach (written endorsements, when available)	Support of the public is outlined in attachments under program evaluation
22 ☐ Limited English Proficiency (LEP) plan and/or equal access (Section 504) plan. See HUD FAQs on LEP and HUD information on Section 504 for sub-grantees	City of Seaside Project
23 ☐ Employee Handbook	City of Seaside Project
24 ☒ Record Retention Policies	RECORDS_RETENTION_POLICY.PDF
25 ☐ Federal Tax Form 990	City of Seaside Project
26 ☐ State Tax Form 199	City of Seaside Project
27 ☐ Rental/Lease Agreement (if applicable)	No rental or lease required
28 ☒ Cost Allocation Plan	Seaside_Full_CAP_FY2020.pdf
29 ☒ Other Accessibility Study	Cutino_Park_Dual_2.pdf
30 ☒ Other Parcel Detail, Site Plan, LM.	SitePlan.pdf LMA_Map.JPG LMA_Population.xlsx ParcelDetail.pdf
31 ☒ Other Cutino Environmental Review	Signed_Cutino_Park_Notice_of_Exemption_112117.pdf

Program Manager Signature

Leslie Llantero

Date Signed

01/10/2022

Approved By:

Haroon Noori

Date Signed

01/15/2022

Initially submitted: Jan 10, 2022 - 16:16:33



Inspiring all girls
to be strong,
smart, and bold™

Board of Directors

Hetty Eddy
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Treasurer
Karl Zalazowski

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Krishna Patel
Gay Reimann
Linda Smith
Joanne Webster
Jennifer Williams

Patty Fernandez
Executive Director

Tax ID
#20-5040398

January 18, 2022

Seaside City Council
Community Development Advisory Committee
440 Harcourt Avenue
Seaside, CA 93955

Dear Advisory Committee Members:

On behalf of our board of directors and the staff of Girls Inc. of the Central Coast, I would like to offer our sincere apologies for the late submission of our Community Development Block Grant. Our Executive Director was out sick with Covid for the first two week of January.

We have been fortunate to receive CDBG funding for the past seven years offering youth-led programs that motivate the girls we serve to set goals, pursue health and wellness, avoid unhealthy behaviors, and follow their dreams. High school girls from the community, who have participated in our ECHO Leadership and Mentoring program, facilitate these programs. They are role models for the younger girls and inspire them to graduate from high school and understand the value of a college education.

Thank you, once again, for this opportunity. Our proposal for a grant of \$15,000 was submitted to support our work with low-income elementary and middle school girls in the Seaside community.

Sincerely,

Hetty Eddy

Hetty Eddy
Board President

Please rate this program in each of the areas below, using this scale:
 0 – Below Standard – Does not meet the basic requirements.
 1 – Poor – Somewhat meets the intent of the basic requirements, lacking vital information.
 2 – Fair – Meets some of the basic requirements, lacking vital information.
 3 – Okay – Meets some requirements.
 4 – Good – Meets all requirements.
 5 – Excellent – Exceeds all requirements.

Point totals for each program will be aggregated over the ratings of all the evaluators and available for review by the city program manager and by you.

1. COMMUNITY NEEDS AND PRIORITIES	0	1	2	3	4	5
1.1 The need is identified in the Consolidated Plan.	☐	☐	☐	☐	☐	☐
1.2 The proposal meets the most urgent needs (Senior & Youth for Public Services.)	☐	☐	☐	☐	☐	☐
1.3 The need for this service has been clearly identified.	☐	☐	☐	☐	☐	☐
1.4 The data or information supplied by applicant clearly shows how this service or activity will satisfactorily address the need.	☐	☐	☐	☐	☐	☐

2. BENEFITS TO TARGET POPULATION	0	1	2	3	4	5
2.1 Applicant has experience and ability to successfully carry out the proposed services or project (Includes past program performance, meeting goals and objectives, satisfactory monitoring results, contract compliance, quality of the application, review of resumes of key staff, community reputation, and communication with funders).	☐	☐	☐	☐	☐	☐
2.2 The service or activity benefits primarily lower income residents and agency shows understanding & ability to document eligibility.	☐	☐	☐	☐	☐	☐
2.3 Clear measurements of the effectiveness of the service have been outlined in application.	☐	☐	☐	☐	☐	☐
2.4 Outreach to clients and services are culturally and linguistically appropriate, and effective to clientele.	☐	☐	☐	☐	☐	☐
2.5 Services are physically accessible to persons with disabilities.	☐	☐	☐	☐	☐	☐

3. ORGANIZATIONAL / ADMIN CAPACITY	0	1	2	3	4	5
3.1 Applicant's Mission is consistent with this service or project.	☐	☐	☐	☐	☐	☐
3.2 Applicant has established ability to effectively administer grants - (Includes past performance includes timely submission of reports and invoices, satisfactory monitoring results and annual audits and internal financial controls. For new applicants, includes application, review of audit, proposed and current program budget, resumes of key staff, and communication with funders who may have experience with applicant).	☐	☐	☐	☐	☐	☐
3.3 Applicant has stable Executive Director, Program Manager and Financial Officer (tenure 1+ years).	☐	☐	☐	☐	☐	☐

4. FINANCIAL ANALYSIS	0	1	2	3	4	5
4.1 The cost per beneficiary is reasonable compared to services provided, and the activity is cost effective.	☐	☐	☐	☐	☐	☐
4.2 Applicant demonstrates balance & diversity of fund sources other than City/Consortium CDBG (other letters of funding commitment).	☐	☐	☐	☐	☐	☐
4.3 The percentage of funds requested to serve Seaside residents is proportional to the program budget and total persons served, and the agency demonstrates a need for Seaside funding.	☐	☐	☐	☐	☐	☐
4.4 The agency shows sound fiscal management ability (as reflected in the most recent audit.)	☐	☐	☐	☐	☐	☐
4.5 Applicant spends less than 20% of budget on administration.	☐	☐	☐	☐	☐	☐

Total:

0 of 85 possible Points

Completed:

0 of 17 questions answered

**Basic Elements of a Subrecipient Application for Funding
and Applicable Federal Regulations**

✓	Data	Description	Some Key Applicable Regulations
	1. Project Summary	A brief project description including: • Need or problem • Population to be served • Geographic service area • Description of work and how it addresses the problem • Schedule for completion • Proposed accomplishments • Eligibility/National Objective • Proposed budget • Intended staffing • Other sources of funding	24 CFR 570.200(a), 570.201–570.208, 507.503
	2. Agency Background	• Years in operation • Purpose • Type of services provided • Agency’s capabilities • Experience with Federal Programs • Number/characteristics of clients served • License to operate	24 CFR 570.506, 570.507, 570.610; 24 CFR Parts 84 or 85
	3. Personnel	Describe: • Staff positions and qualifications • Policy/procedures manual	24 CFR 570.506, 570.507, 570.601, 570.602, 570.607(b), 570.611
	4. Financial	Describe: • Operating budget • Commitments for ongoing funding • Fiscal management (reporting, records, accounting principles)	24 CFR 570.502–570.504, 570.506, 570.507, 570.610; 24 CFR Parts 84 or 85, and OMB Circulars A-87 or A-122; Treasury Circular 1075
	5. Audit Requirements	Organizations receiving \$300,000 or more in Federal financial assistance in a fiscal year must secure an audit.	OMB Circular A-133
	6. Insurance/Bonding/Worker’s Compensations	Indicate if agency: • Has liability insurance • Pays payroll taxes and worker’s compensation • Has fidelity bond coverage	24 CFR Parts 84 or 85
	7. Additional Information	Any other pertinent information	
	8. Standard Documents for Submission	• Articles of Incorporation/Bylaws • Non-profit determinations • List of Board of Directors • Authorization to Request Funds • Authorized official designation • Organization Chart • Resumes of Chief Program Admin. and Chief Fiscal Officer • Financial Statement and Audit • Conflict of Interest Questionnaire • Framework for Documenting Compliance with National Objectives	24 CFR 570.208, 570.500(c), 570.611 *Although these regulations do not require formal submission of all these documents at the point of application, the grantee can still request this information to obtain a better understanding of the organization, systems, and personnel of a potential subrecipient.

SUBRECIPIENT SELECTION CHECKLIST

This checklist provides useful criteria for selecting subrecipients and assessing risk. A grantee should use such criteria to determine whether a prospective subrecipient has the necessary systems in place for the Federal requirements that impact the type of activity being proposed. The grantee should “walk through” a hypothetical scenario involving the proposed activity to assess how the requirements on the checklist will be handled. This will allow the grantee to gauge the completeness of the prospective subrecipient’s systems and determine whether any technical assistance and/or close oversight will be necessary.

- ☐ Project is eligible and meets one of the three broad National Objectives:
 - Principally benefits low- and moderate-income persons;
 - Prevents or eliminates slum or blight;
 - Addresses an urgent need or problem in the community.
- ☐ Project fits into the community priorities set out by the Consolidated Plan.
- ☐ Project can be completed within a reasonable time frame.
- ☐ Prior experience with CDBG related activities, **and/or**
- ☐ Prior experience with other grant programs, and proven record carrying out similar projects in the community.
- ☐ Financial capacity as indicated by audited financial statements and banking/credit references.
- ☐ Financial stability (not total dependence on CDBG funds) as indicated by other funding sources and amounts, over time.
- ☐ Adequate staffing (number of staff and qualifications).
- ☐ Organizational strength, including:
 - record-keeping methods;
 - filing system;
 - financial systems;
 - existence of a written procedures manual for financial management and personnel.



CITY OF SEASIDE STAFF REPORT

Item No.: 10.A.

TO: City Council

FROM: Roberta Greathouse, Acting City Manager

BY: Mary Gutierrez, Fire Chief

DATE: March 17, 2022

**SUBJECT: RECEIVE AND APPROVE FIRE STATION 2 CONCEPTUAL
ARCHITECTURAL DESIGN, BUDGET AND SPACE NEEDS
ASSESSMENT CREATED BY RRM DESIGN GROUP**

RECOMMENDATION

Approve the conceptual architectural design drawings for a second fire station; to include a site plan, budget, and space needs assessment, direct staff to move forward with environmental review on the designated site located at Gigling Road and First Avenue, and begin RFP for full architectural design of Seaside's second fire station.

BACKGROUND

The City Council approved moving forward with a conceptual architectural design, budget and space needs assessment of a second fire station at Gigling Road and First Avenues in September 2021. The decision was made after an extensive fire station location study was conducted by City Gate Associates LLC.

The conceptual design, space needs assessment, and projected budget are the first step to realizing all of the elements needed for a second fire station and the site area needed to support this essential facility. The project also provides the City with the conceptual cost of full architectural design, environmental review, and construction.

Fire Stations are Essential Service Buildings, so the cost to build can be up to 30% higher than average construction.

The apparatus storage building to be located on the site does not have to meet essential service building standards, so the cost per sq. foot is lower.

The siting of the fire station on the parcel at Gigling Road and First Avenue is based on

efficiency of response and to lessen potential impact on residential homes located on Gigling Avenue.

City staff worked with RRM Design group to develop the following items:

Site Plan, Space Needs Assessment, Floor Plan, Project Budget, Equipment, and Furnishings List.

Fire station building: 12,668 sq ft

Fire station support building: 2,080 sq ft.

Fire station site area: 90,680 sq ft

Fire training site area: 58,806 sq ft

Adjacent landscape open space area around the fire station: 11,869 sq ft.

Total site area: 161,382 sq ft or 3.7 acres

Below are just a few of the highlights of the fire station:

The fire station will be built to industry standards to include designs to reduce firefighter exposure to cancer causing carcinogens and disease causing pathogens.

The fire station will have a 50-person community room. The room can also serve as a classroom or large conference room. There will be dedicated parking for the community with electric vehicle hook ups. The room could serve our community as a future vaccination site should the need arise.

The fire station will have a police department sub station for positive community interactions and report writing.

In order to reduce the size and foot-print of the apparatus bay and save a substantial amount of money, a pre-engineered building will be sited at the back of the fire station to house reserve fire apparatus. Reserve apparatus are currently housed at a site in the City of Marina.

On the northern portion of the site, the conceptual design indicates a large paved area that would be dedicated to training fire department personnel. Future goals would be to have a drafting pit, a National Fire Protection Agency (NFPA) driving course, conex containers for building fire training props and, as funds permit, a multi-story training tower.

Each firefighter will have their own sleeping quarters in order to create a sleeping space that reduces the spread of airborne pathogens, and provides adequate privacy for all personnel. The extra sleeping rooms are there for future growth of the City and the need to have an additional fire company to respond to an increase in call volume. They can also serve the department should a fire company need to move out of fire station 1

on a temporary basis and will provide sleeping quarters for emergency call back of personnel in the event of a major emergency.

The design and construction of the station is typically a two-year process. It can take up to one year to design and one year to construct the fire station.

FISCAL IMPACT

Fiscal Impact: Full Architectural Design Phase: \$2,040,325

Includes:

- Design Fees
- City Fees
- Projected Environmental Processing and Studies
- Geotechnical Reports
- Site Survey
- Design Phase Admin and Construction Management

Fiscal Impact: Construction Phase: \$14,754,724

Includes:

- Construction Cost
- Construction Phase, Admin and Construction Management
- Materials Testing and Inspection
- Market Escalation
- All other non-design costs

The average cost per square foot: \$940 (includes market escalation)

Conceptual Architectural and Construction Budget:

\$15,549,069.00

Market Escalation: 6.5% per year to mid-point of construction - 18 months

\$1,105,727.00

Total Conceptual Construction Budget:

\$16,795,049.00

Additional Cost For Carports: \$137,500.00

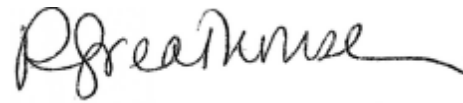
Additional Cost for Concrete Training Area: \$1,067,040.00

Solar Panels are not included in this budget and may be added at a later date.

ATTACHMENTS

1. Seaside Fire Station Conceptual Construction Budget
 2. Fire Station Architectural Design
 3. Fire Station 2 Program Report
-

Reviewed for Submission to the City Council by:

A handwritten signature in black ink, appearing to read "R Greathouse", with a long horizontal flourish extending to the right.

Roberta Greathouse, Acting City Manager

Seaside Fire Station
DRAFT - Conceptual Construction Budget

March 4, 2022

A. Building

Type A: Simple Finishes	QUANT	UNIT	BASE COST	TOTAL	SOURCE
Apparatus Bays - (2) 72' deep bays	2,880	SF			
Hose Rack Room	30	SF			
Shop	300	SF			
Wash Sink Alcove	12	SF			
Ice Machine Alcove	0	SF			
Response Alcove	24	SF			
Clean Up	110	SF			
T.O. Cleaning	95	SF			
Cache	150	SF			
Utility Room	100	SF			
Communications Room	100	SF			
Compressor	90	SF			
Turn Out Locker Room	540	SF			
Medical Supply	90	SF			
Jan/Mechanical	120	SF			
EMS Closet	60	SF			
Air Fill	153	SF			
Type A Total Area:	4,854		\$630	\$3,058,020	RRM/Saylor

38%

Type B: Standard Office Type Finishes	QUANT	UNIT	BASE COST	TOTAL	SOURCE
Dining	204	SF			
Dayroom	376	SF			
Exercise Room	400	SF			
DC Dorm Room	120	SF			
Firefighter Bunk Rooms (8)	960	SF			
Crew Office	198	SF			
PD Substation	110	SF			
Training Officer	110	SF			
Captain's Office (2)	220	SF			
Reception Area / Lobby	160	SF			
General Storage	84	SF			
Hospitality	20	SF			
Closet (2) - Community Room	75	SF			
Community Room	980	SF			
Type B Total Area:	4,017		\$640	\$2,570,880	RRM/Saylor

32%

Type C: Intense Finish Systems	QUANT	UNIT	BASE COST	TOTAL	SOURCE
App Bay Restroom (2)	176	SF			
Kitchen	255	SF			
Laundry Utility	98	SF			
Firefighter Restroom	288	SF			
Public Restrooms	384	SF			Assumess Unisex RR
Type C Total Area:	1,201	SF	\$650	\$780,650	RRM/Saylor

9%

Building Square Footage Subtotal	10,072	SF		\$6,409,550
Circulation and Structure 25.5%	2,596	SF	\$640	\$1,661,440
Building Square Footage Total:	12,668	SF		\$8,070,990

cost per square foot: \$637

A.1 Support Building

Type D: Ancillary	QUANT	UNIT	BASE COST	TOTAL	SOURCE
Storage App Bay 40' X 40'	1,600	SF			
Secondary Storage 12' X 40'	480	SF			
		SF			
		SF			
		SF			
Type C Total Area:	2,080	SF	\$270	\$561,600	RRM/Saylor

12%

Fire Station Area	12,743	SF		\$8,070,990
Support Building Area	2,080	SF	\$0	\$561,600
Building Square Footage Total:	16,903	SF		\$8,632,590

Seaside Fire Station
DRAFT - Conceptual Construction Budget

March 4, 2022

B. Equipment and Furnishings

	QUANT	UNIT	COST	TOTAL	SOURCE
Building and Site Equipment	1	LS	\$88,560	\$88,560	Budget
Building and Site Furnishings	1	LS	\$56,000	\$56,000	Budget
FF&E Design Contingency (10% of budget)	10%	%	\$144,560	\$14,456	%
Equipment and Furnishings Subtotal:				\$159,016	

C. On-Site Improvements

	QUANT	UNIT	COST	TOTAL	SOURCE
Site Paving - Drive Area	32,093	SF	\$27	\$866,511	Budget
Site Paving - Pedestrian	10,068	SF	\$21	\$211,428	Budget
Site Improvements Including:	48,500	SF	\$17	\$824,500	Budget
Site Final Grading and Pad Preparation					
Site Drainage					
Hose layout Area					
Fuel Refill area					
Utilities and Lighting					
Landscape and Irrigation					
Perimeter Site Walls - Masonry/Decorative Fencing					
Site Gate (two - automatic)					
Trash Enclosure					
Generator Enclosure					
Flag Pole	1	LS	\$5,500	\$5,500	RRM
Above Ground Fuel Tank - 1,000 Gallons	1	LS	\$41,000	\$41,000	RRM
Emergency Generator	1	LS	\$80,000	\$80,000	RRM
On-Site Design Contingency (10% of budget)	10%	%	\$1,902,439	\$190,244	%
\$857 On-Site Improvements Subtotal:				\$2,219,183	

D. Off-Site Improvements - Site Specific

	QUANT	UNIT	COST	TOTAL	SOURCE
Street Frontage Improvements -Curb and Gutter in front of Site Only	1	LS	\$300,000	\$300,000	Budget
Off-Site Contingency (10% of budget)	10%	%	\$300,000	\$30,000	%
Off-site Improvements Subtotal:				\$330,000	

E. Fees

	QUANT	UNIT	COST	TOTAL	SOURCE
Arch/Engineering	10%	%	\$10,620,173	\$1,062,017	Budget
LEED™ Design, Certification	0	LS	\$48,400	\$0	Not Selected
LEED™ Commissioning	0	LS	\$0	\$0	Not Selected
Commissioning Agent	1	LS	\$35,000	\$35,000	Req. if over 10,000 SF
Utility Hook-up Fees	1	LS	\$75,000	\$75,000	Utility Budget
Impact Fees:					
Storm Draining Dev. Fee - Estimate	1.0	LS	\$12,000	\$12,000	City To Confirm
Sewer Dev. Fee - Estimate	1	LS	\$26,000	\$26,000	City To Confirm
Water Dev. Fee - Estimate	1	LS	\$80,000	\$80,000	City To Confirm
Traffic Impact Fee - Estimate	12,743	SF	\$1,280	\$163,110	City To Confirm
Construction Management	8%	%	\$10,620,173	\$849,614	Budget, Anticipated
Geotechnical Investigation	1	LS	\$35,000	\$35,000	Budget
Site Survey	1	LS	\$15,000	\$15,000	Budget
Materials Testing and Special Inspection	1	LS	\$40,000	\$40,000	Budget
Fee Contingency (5%)	10%	%	\$2,392,742	\$239,274	%
Fees Subtotal:				\$2,632,016	

Seaside Fire Station
DRAFT - Conceptual Construction Budget

March 4, 2022

F. Owner Systems, Administration and Contingency

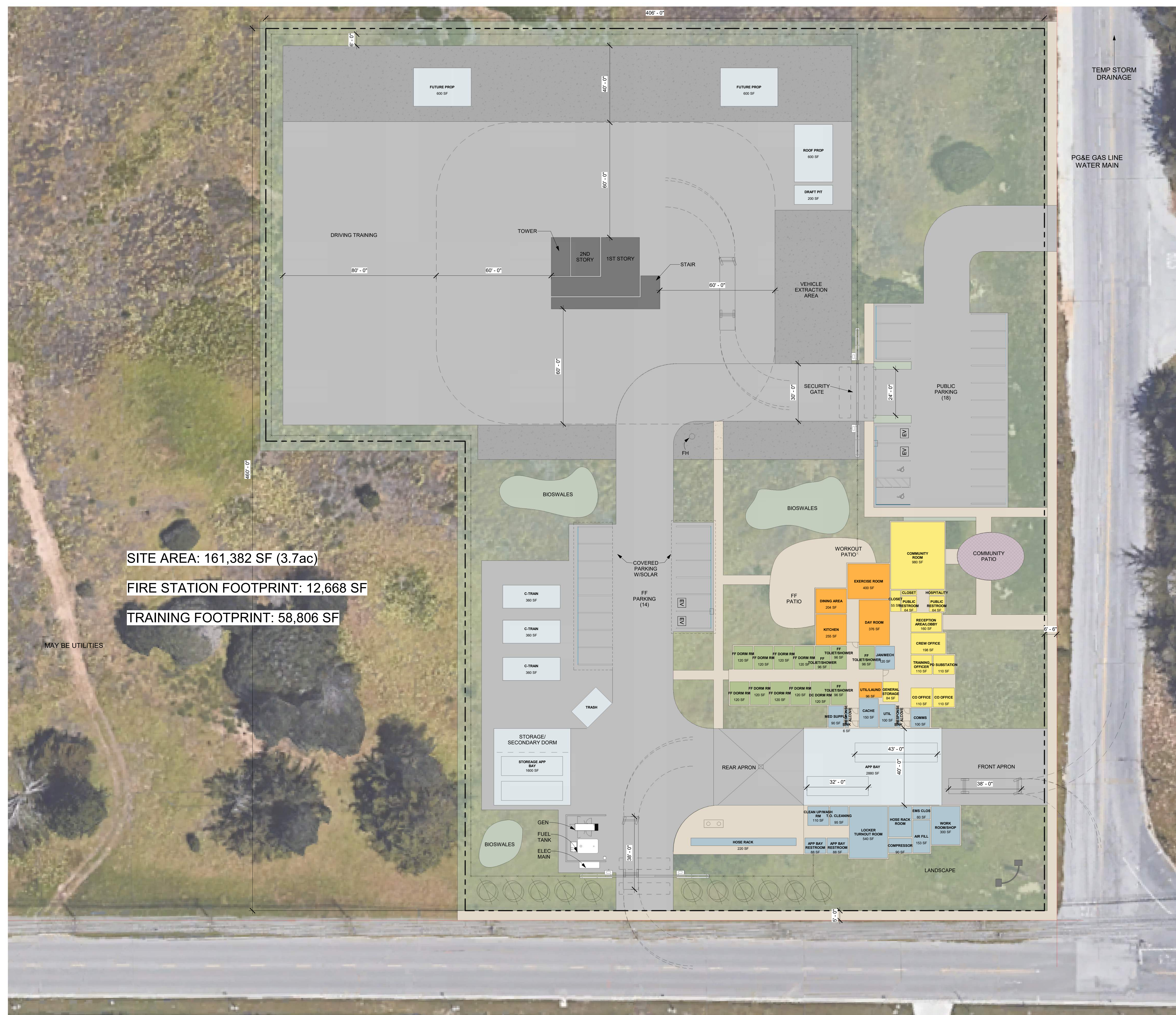
	QUANT	UNIT	COST	TOTAL	SOURCE
City Admin Cost	1	LS	\$90,000	\$90,000	City to Confirm
Fire Administration Cost	0	LS	\$70,000	\$0	By Fire
Planning Dept.- CUP, Design Review, CEQA	1	LS	\$30,000	\$30,000	Based on City Meeting
CEQA - processing	1	LS	\$140,000	\$140,000	Based on City Meeting
CEQA - Support Reports Budget	1	LS	\$80,000	\$80,000	Based on City Meeting
Building Dept.-Permit Fees	1	LS	\$75,000	\$75,000	Based on City Meeting
School Impact Fees-(Commercial)	12,743	SF	\$0.00	\$0	Not Anticipated
Site Acquisition Costs	0	LS	\$0	\$0	Site Provided
Traffic Report	1	LS	\$12,000	\$12,000	Budget
Moving Costs	1	LS	\$3,000	\$3,000	Budget
Neighborhood Meeting/Dedication Ceremony Communications	1	LS	\$2,000	\$2,000	By Developer
Radio Tower	0	LS	\$180,000	\$0	Not Required
Phone System	1	LS	\$40,000	\$40,000	Budget
Radio System	1	LS	\$50,000	\$50,000	Budget
Data Systems	1	LS	\$55,000	\$55,000	Budget
Security System/ Cameras	1	LS	\$18,000	\$18,000	Budget
Owner System Contingency (10% of budget)	10%	%	\$595,000	\$59,500	Budget
Construction Contingency (10% of A, C, D)	10%	%	\$10,620,173	\$1,062,017	%
Owner Systems, Administration and Contingency Subtotal:				\$1,716,517	

Contract Division Totals:

A. Main Building:	\$8,070,990
A.1. Support Building:	\$561,600
B. Equipment and Furnishings	\$159,016
C. On-Site Improvements	\$2,219,183
D. Off-site Improvements	\$330,000
E. Fees	\$2,632,016
F. Owner Systems, Administration and Contingency	\$1,716,517
Contract Division Subtotal:	\$15,689,322
G. Market Escalation (6.5% per year) to mid-point of Construction - 18 mo.	\$1,105,727
<i>Timeframe to be confirmed</i>	
Conceptual Construction Budget:	\$16,795,049

	Area		Cost per SF	
Additional Cost For Carports:	2,750	SF	\$50	\$ 137,500
Additional Cost For Concrete Drive at Training Area:	39,520	SF	\$27	\$ 1,067,040
<i>Does not include training props</i>				

Note: Solar Panels are not included in this budget and may be added at a later date. Building is designed to support them.





SEASIDE FIRE

PROGRAM REPORT-MARCH 7, 2022



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EXECUTIVE SUMMARY



EXECUTIVE SUMMARY

The City of Seaside initiated this Facility Needs Assessment to identify needs of the fire department, layout of a future fire station and associated costs.

The City of Seaside hired RRM Design Group to provide the Fire Master Plan with the following goals:

- *Identify Fire Station Space Needs Requirements*
- *Illustrate Fire Station Needs with Component Diagram*
- *Analyze Fire Department personnel services budget*
- *Identify Fire Department Furnishing and Equipment Costs*
- *Identify the Fire Station Conceptual Facility Project Budget*
- *Prepare Overall Conceptual Project Schedule*

A Master Plan Design Team was assembled including the following:

- RRM Design Group
 - Michael Scot
 - Peggy Sonoda
 - Alex Martinez
- Seaside Fire Department
 - Mary Gutierrez
 - Paul Blaha
 - Benjamin Flores
 - Benjamin Smith
 - Brian Southerland
 - David Nava
 - Jason Hicks
 - Josh Sisneros
 - Rosalina Barrios
 - Richard Meyer





CONCEPTUAL SPACE NEEDS



**Seaside Fire Station
SPACE NEEDS OUTLINE
March 7, 2022**

COMPANY PERSONNEL:

Station to accommodate 4 current personnel, including:

Captain, and minimum 3 Firefighters per Shift, three shifts. In the future may have 7 Firefighters and go to two companies

SITE OPERATIONS		SPACE ATTRIBUTES
1.0	Fire Dept Parking	14 Crew spaces is target minimum within secured fenced area; vehicle protection covering, additional 5 spaces per day for: Fire Marshal; Chief; 2 Admin Staff; and 1 reserve County Chiefs meetings need 15-20 spaces outside secured gate. CPR classes may need 18-20 unsecured spaces Gate Operator. Keypad and remote control. Provide Knox Box. Keypad with Intercom Concrete paving to match Rear Apron material and thickness Exterior lighting to be on a geosynchronous time clock
	Reserve App Bay	Two bays, one deep bay
	Wash Rack/Hose Rack	Ground-mounted, Gear Grid type on apron. Department uses synthetic hoses which can be loaded wet
	Ancillary Storage	Butler-type building for storage. Two bays
	Outdoor Storage	ConX containers on base rock for PPE, hose, tools, paint, flammable cabinets and supplies. 8' x 20.' Power not required. Currently have 3 at FS 1
	Vehicle Wash	At Rear apron, connect to clarifier, provide hose bib Pneumatic is best to ensure it is used
	Visitor and Public Parking	If Community Room included, need 18-20 unsecured spaces for CPR classes, meetings, etc.
	Front + Rear Aprons +	Enclosed by secure fencing. Concrete paving. Rolling gate with operators, key pad Full length apron, front and rear. 45' for ladder truck
	Fire Fighter Patio	Adjacent to kitchen/dining room. Trellis or shade structure not required, but wind protection needed, Exterior door chime from station front door. Hose Bib plus Gas for grill Basketball hoop Area to be secured and screened
	Emergency Generator	Diesel Generator sized to support whole station. Connect with direct pipe to fuel tank for full time storage of 72 hours of fuel. Protected in secure compound in close proximity to fuel tank with minimal visibility to public . Provide sound enclosure built on to generator Day tank under generator. Co-locate with Convault.
	Fire Department Fuel Refill	Diesel fuel dispensing connected to generator. 1000 Gallons of Diesel with split off to Generator.



	Security Fence	Secured yard with fencing - 8' block wall with 8' gates
	Trash and Recycling	Enclosure in secure area, place for front loading truck access 11' x 22' footprint. Sized for 3-person crews. Sprinklers not required. Other specifications as required by waste provider and Fire Marshal. Hose Bib
	Radio Antenna	Antenna mounted on building All digital systems
	Outdoor Training Areas	Space for future outdoor training props If space allows - draft pit for pump testing.
	Fire Hydrants	Fire Hydrant on FS meter in addition to required curbside hydrant. 50' from FDC. Per DC/Fire Marshal Paul Blaha
	Site Lighting	Lots of lighting - lots of transients, Security lighting at exterior fencing, controlled lighting at rear apron
	Site Garden	Desired, not required
	Landscaping	Low landscaping to minimize hiding places in landscape
	Signalization - Off Site Requirements	Verify off-site requirements with City. Verify Stormwater Easement (existing Utility Cover and Pipe?) Chief to set up discussion with Mike and City Attorney/City Engineer

GENERAL FACILITIES CHARACTERISTICS

		Potential PV canopies over parking Avoid headlights pointing into residential across Gigling
--	--	---

OTHER FACILITIES CONSIDERATIONS

--	--	--

STATION BUILDING

FINISH LEGEND

A. Simple Finishes

B. Standard Office Type Finishes

C. Intense Finish

			DIMS.	SF	Proposed		Finish Type
					QTY	TOTAL SF	
APPARATUS BAYS / APPARATUS BAY SUPPORT AREAS							
2.0	Apparatus Bay Apparatus: From Paul (01/24) Ladder Truck - 35'5" + extra length for ladder over bumper (37'6" more accurate) Fire Engines Type 1 - 30' Type 3 - 25'1" HazMat - 36'6"	2 Apparatus Bays - first out One of which is Drive-thru App Bay CMU Wall construction Slope floor to trench drains in each bay Control joints at drains and at 10' intervals Plymovent vehicle exhaust system Gang control door operators Red/Green light overhead door status indicator Sectional Coiling Overhead app bay doors with as much light/vision panels as possible. Factory-coated finish and thermal insulation Person-door to App Bay with vision panel and panic hardware Radios are charged on rigs Air drops toward middle of App Bay and quick connects on perimeter walls (4) Electrical drops at each bay, to 4' A.F.F. Hose bibs - Garden Valve 3/4" Opening 2 on each wall (6 total) Two (2) high access drops for wireless access points over the engines Phone and data outlets Three (3) 2" conduits across Apparatus Bay for data - overhead is preferred. Conduits to be concealed. Map and Monitor in adjacent vestibule Reserve garage - two bays, one deep Good drainage required	20' x 72'	1,440	2	2,880	A A A
2B	Work Room/Shop Separate Room 20x20 look at current size	Bench vise and hard wired grinder. Built-in workbench with galvanized top with base cabinet (some open, some with doors). Freestanding 30" Shop Sink & work bench (FS 1 bench custom-made by former personnel) Tool chest area Flammable Liquids Cabinet - with legs to raise above ground Mop sink and mop rack with shower head with hose. Upper cabinet storage with under cabinet light (3) duplex outlets min. above bench and (2) duplex outlets min. below at each wall. Air Compressor and air connection - in closet for noise control Tool charging Evidence Storage Cabinet - Flammable cabinet Barn doors or double doors Eye Wash station	15' x 20'	300	1	300	A
2C	Wash Alcove	Handwashing sink near entrance to living area from app bay Hose Bib	3' x 2'	6	2	12	A



2D	Air Fill	Separate room/space from compressor and regulators (those could be outside) Existing Bauer system Locate near Shop area Racks to store 27 ideally but minimum 18 cylinders (9 cylinders per apparatus) Exterior door or connection to rescue unit	10' x 15'	150	1	153	A
2E	Hose Rack Room	Four, 8' long racks, 3 reels high Near Shop	12' x 16'	192	1	192	A
2F	EMS Closet	EMS Storage Shallow shelves for storage, work counter	6' x 10'	60	1	60	A
2G	Janitor/Mechanical	Cleaning Supplies and Equipment <i>space for mechanical depending on design</i>	12' x 10'	120	1	120	A
2H	App Bay Restrooms (2)	Sink and Toilet - Shower Sauna plus 1 toilet, 2 unisex shower rooms	8' x 8' 4' x 6'	64 24	2 2	128 48	A A
2I	Vestibule	Transition zone Positive ventilation	6' x 12'	66	2	132	B
2J	Medical Supply	Storage shelving, some of which is lockable	9' x 10'	90	1	90	B
3.0	Response/Charging Alcove	Located in the App Bay/Vestibule Battery charging, radios and cell phones. Two (2) fourplex outlets minimum above casework, Two (2) fourplex outlets within casework below Laptop, Radio, Tick, Lights, Defib, Jaws Wall Monitor and Map Phone and data outlets Built-in casework on both sides of space uppers and lowers Shelf for spare radios (DC also has 10 spares) and radios are assigned/dedicated to individuals	2' x 12'	24	1	24	A
4.0	Clean Up / Wash Room	Direct access from the App. Bays with connecting door into station Freestanding stainless steel sink with drain board and faucet Drying rack above sink drain board Gear Drying Cabinet Bio Hazard Bin/Closet Shelving for cleaning supplies Exterior Shower adjacent to this room for gross decon/clean up	10' x 11'	110	1	110	A

5.0	Communication and Equipment Room	Wall space for backboards for phone system - 3/4" plywood face out on all walls 8' high provide separate AC system	10' x 10'	100	1	100	A
6.0	Utility/Water Heater Room	HVAC Equipment Water Heater with recirculation pump. AE to investigate possibility of tankless units.	10' x 10'	100	1	100	A
7.0	Yard Storage	Yard maintenance and tool storage Should be in new outside Storage Building but exterior door from Storage Building	0' x 0'	0	0	0	A
8.0	Locker Turnout Room	(21) firefighter turnout full height storage lockers (30" wide x 24" deep) plus 11 half-height, stacked/split level 32 total, each person gets two, one full and one half height for Type 3 Wildland gear, Lite "Go" bag Hanging pole for 2-3 hangers Lockers to have 45% minimum ventilation (1) Extractor Drying rack with floor drain for turnouts Floor drains throughout Gear Drying Cabinet Gear grid type lockers, 30" wide Need storage for additional uniforms Need Biohazard Pick Up Closet - service picks up Washer/Dryer here is to be confirmed with fire department	20' x 27'	540	1	540	A
	Turnout Cleaning Room		10' X 10'	95	1	95	
8.A	Cache Storage	Protect from app bay contamination Ice Machine Need Gatorade and water storage as well + MRE, sleeping bags and coolers	10' x 15'	150	1	150	A
9.0	Compressor Room		8' X 12'	90	1	90	A
Apparatus Bays / Apparatus Bay Support Area Subtotal:					5,324 SF		

			DIMS.	SF	Proposed		Finish Type
					QTY	TOTAL SF	
	FIREFIGHTER LIVING AREA						
10.0	Kitchen	(3) 36" wide refrigerators, one per shift Gas Range with 6 burners and griddle Pot filler at range Double wall oven One dishwasher -- commercial quality, stainless steel - with heating element One Microwave on counter, One on shelf Upper and Lower Cabinets, general shared storage Individual 1' x 3' or half-height food cabinets/lockers Island with a step down counter section with prep sink Trash containers exposed in plain view	16' x 16'	255	1	255	C
11.0	Dining Area	Table and seating to accommodate 10 people Space to allow a 15 foot table for holiday family meals Smart Board Marker Board Phone and data outlets Direct access to patio Monitor on Wall	16' x 13'	204	1	204	B
12.0	Day Room	Sized to accommodate 8 lounge chairs Tiered seating Separate room but adjacent to dining/kitchen Wired for surround sound speakers (by Association) Built-in Base Cabinet with shelf for AV equipment 3'x6' Bulletin Board 4'x8' Dry Erase Board TV/Speakers, provide blocking and power/data wall mounted outlet unit for flat screen TV Phone and data outlets CAD status, pre/post ~40" monitor-HDMI drop	16' x 24'	376	1	376	B
13.0	Janitor/Utility/Laundry	Storage for living quarter cleaning supplies Roof Access Ladder (as needed) Storage for brooms, vacuum, etc Deep Utility Sink with cabinets above Water Heater (Placeholder-alternate location preferred, separate metal) tankless preferred if recharge rate is high enough Full Height Storage Cabinet Mop Bucket space Mop sink Mop hooks over floor drain Washer/Dryer	12' x 8'	96	1	96	C
14.0	Exercise Room	3/4" plywood under gyp. Board, typ. Rubber up the wall 30" high Mirror wall near elliptical machines Provide sound insulation in walls If near sleeping areas, provide sound resistive gyp. Elliptical (1) Treadmill (1) Multi-Use Exercise Machine (1) Operable windows double door to exterior Phone and data outlets Ceiling Fans CAD Display - HDMI drop	20' x 20'	400	1	400	B
	Water Fill Station	One near exercise and one near Crew Office					

			DIMS.	SF	Proposed		Finish Type
					QTY	TOTAL SF	
FIREFIGHTER QUARTERS AREA							
15.0	Firefighter Dorm Rooms	One Extra long bed/on standard frame (drawers below) Avoid adjacent beds with other dorm rooms Four (4) wardrobes lockers (24" wide) each room w/ storage above plus one quest locker 24" wide Storage above lockers for linens One (1) built-in counter 30" min. wide desk area w/ pencil drawer with desk light above Sound separation from living areas Separate response light and speaker to home run to Comm. Room Ceiling fan TV wall mount bracket and cable hookup Night table. USB plug-ins Reading light 42" above bed with switch Operable egress window Sound Rated windows with Blackout Shades Volume controlled speaker.	10' x 12'	120	8	960	B
16.0	Firefighter's Toilet/Shower Room Separate toilet/shower rooms.	Separate area with one (1) shower w/ bench and changing area. Shower with door One (1) accessible height toilet Corner bench at shower Access Panel for Shower Plumbing One (1) sink with base cabinet w/ no base + floor drain below for cleaning supply storage Response Strobe and volume controlled speaker near shower Mirror Floor drains One (1) FF Toilet shower room shall be ADA compliant, with bench in shower and grab bars and lavatory in place of sink cabinet.	8' x 12'	96	4	384	C
	DC Dorm Room	Division Chief Bunk Room like FF Bunk Room One extra long twin size bed in each room Night Table	12' x 10'	120	1	120	B
	DC Office NOT REQUIRED	Reading Light above bed Three (3) full height wardrobe lockers (24" wide) with storage above and one guest locker (24" wide) Sound rated window with blackout shades One (1) 5' wide desk area w/ side drawers and pencil drawer Separate Response light and speaker to home run to Comm. Room Ceiling fan TV wall mount bracket and cable hookup Sound separation from living areas Operable egress window CAD Display - HDMI drop	19' x 11'	204	0	0	
Firefighter Quarters Area Subtotal:					1,464 SF		



			DIMS.	SF	Proposed		Finish Type
					QTY	TOTAL SF	
	STATION OFFICE AND RECEPTION AREA						
19.0	Crew Office	Adjacent to entry with non-operable window with line of sight into entry vestibule (4) standard built-in 30" x 60" desks with counter space for (4) computer workstations Lateral files below work counter Area for copier / FAX / printer One (1) wireless station in hallway outside of station office Tackable wall surface between the counter and upper cabinets (4) Phone/data outlets Release button for Lobby front doors - Verify location with Fire Department Center conference table. Library storage for training materials and Pro-Con Conferencing System - Monitor/Camera Mail Alcove Water Fill Station nearby	11' x 18'	198	1	198	B
			2' x 9'	18	1	18	
			2' x 9'	18	1	18	
20.0	Reception Area/Lobby <i>Connect to Community Rm</i>	911 Phone at Exterior near Front Doors Hollow Metal Doors with Glazing at Entry Exterior Door bell and intercom to Crew Office next to front door w/ video camera Display Area - Cabinets and Wall Space Medical Walk-ins so needs easy access to restroom	10' x 16'	160	1	160	B
21.0	Captain's Office	CAD Display - HDMI drop Adjacent to Crew Office12	10' x 12'	120	2	240	B
22.0	General Storage	For files, supplies	8' x 11'	84	1	84	A
23.0	Public Restroom	Unisex accessible restroom Accessible grab bars and toilet accessories One lavatory and one toilet Adjacent to Front Entry Lobby	8' x 8'	64	2	128	C
24.0	Training Officer Office	Office for Training	10' x 12'	120	1	120	B
25.0	Police Substation	Office for PD	10' x 12'	120	1	120	B
Fire Station Office and Reception Area Subtotal:					1086 SF		



		DIMS	SF	Proposed		Finish
				QTY	TOTAL SF	Type
COMMUNITY ROOM/TRAINING ROOM						
Community Room and Training Room	Lockable entrance accesible without entering Station	35' x 28'	980	1	980	B
Hospitality Counter	Table and Classroom/Training Tables for 49 Room can be dividable Can be rented by community for meetings CPR Training Access to back apron Access to outdoors but separate from secured yard	10' X 2'	20	1	20	
Community Room Storage	Table and Chairs on carts	10' X 8'	75	1	75	
Community Room/Training Room Area Subtotal					1075 SF	

CONCEPTUAL SPACE NEEDS SUMMARY

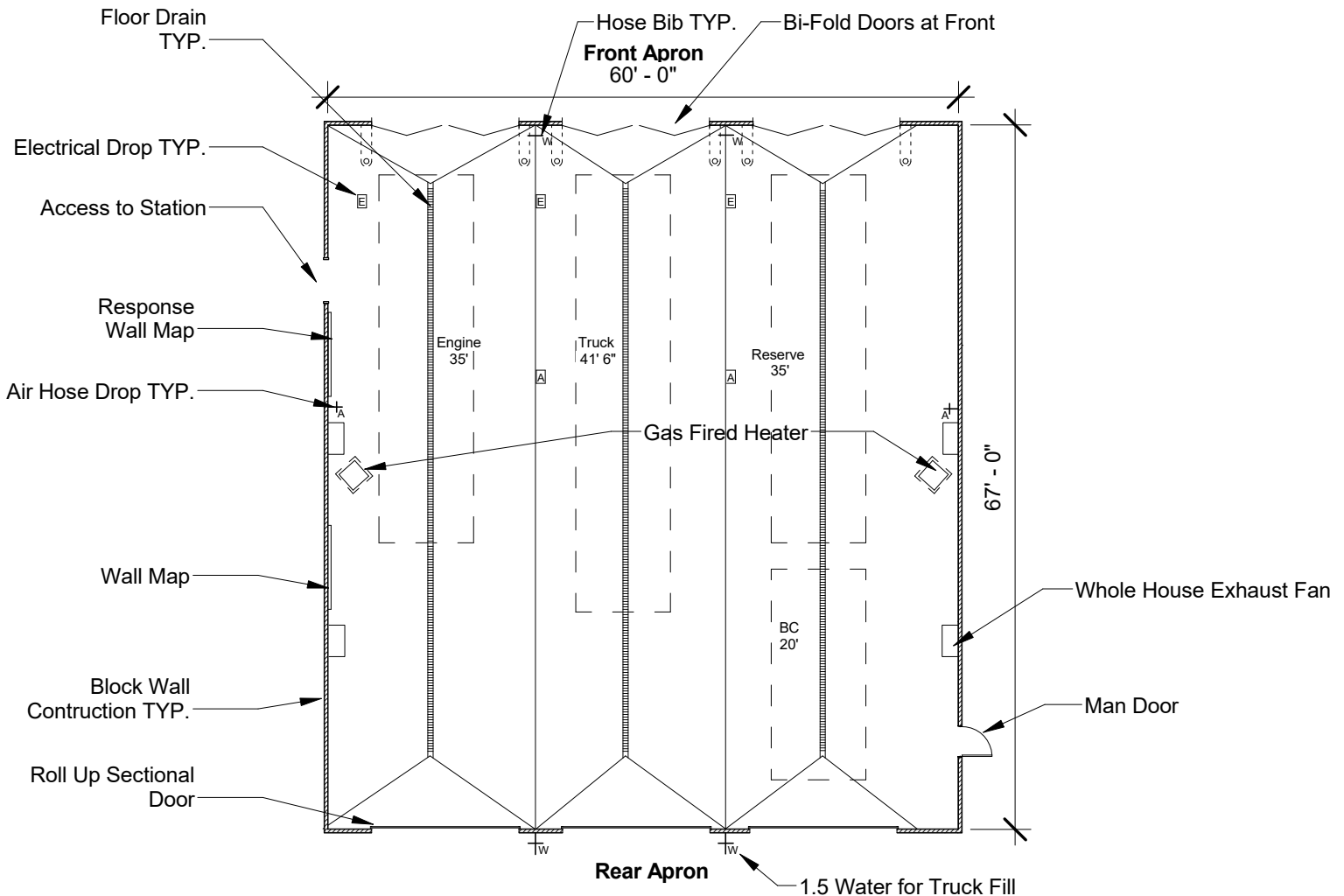
BUILDING TOTAL:			
APP. BAYS / APP. SUPPORT:	Area Subtotal	5,324	SF
FIREFIGHTER LIVING:	Area Subtotal	1,331	SF
FIREFIGHTER QUARTERS:	Area Subtotal	1,464	SF
FIRE STATION OFFICE & RECEPTION:	Area Subtotal	1,086	SF
COMMUNITY ROOM - TRAINING ROOM:	Area Subtotal	1,075	SF
	Building Subtotal	10,281	SF
	Structure and Circulation (23%)	2,386	SF
	GRAND TOTAL	12,668	SF





STANDARDIZED CONCEPTUAL COMPONENT DIAGRAMS

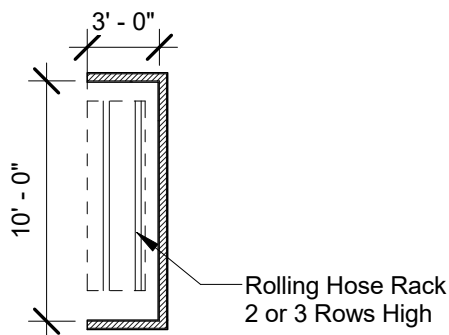




2.0 APPARATUS BAY

1/16" = 1'-0"

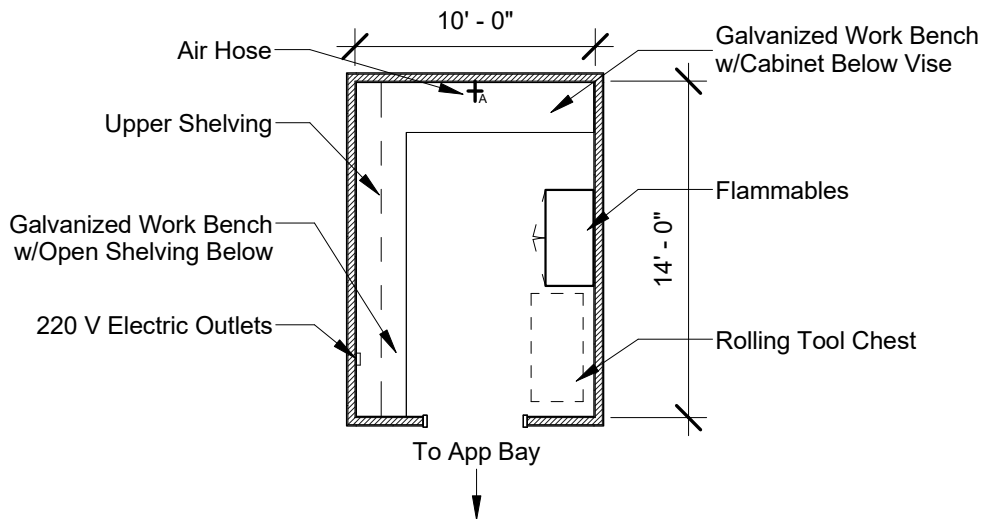
This diagram is conceptual and is provided only to indicate required furnishings, equipment, and general room proportions. The actual room design may change.



2A. HOSE STORAGE ALCOVE

1/8" = 1'-0"

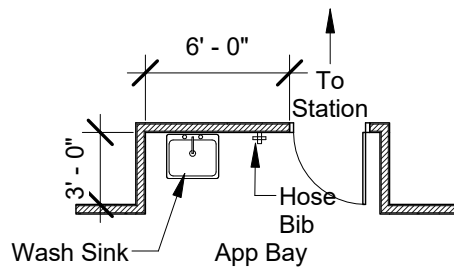
This diagram is conceptual and is provided only to indicate required furnishings, equipment, and general room proportions. The actual room design may change.



2B. SHOP

1/8" = 1'-0"

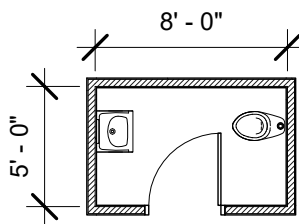
This diagram is conceptual and is provided only to indicate required furnishings, equipment, and general room proportions. The actual room design may change.



2C. WASH SINK ALCOVE

1/8" = 1'-0"

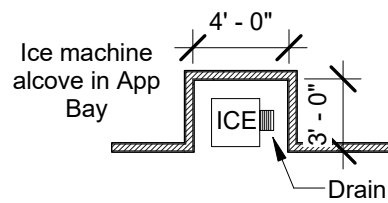
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2D. APP BAY RESTROOM

$1/8" = 1'-0"$

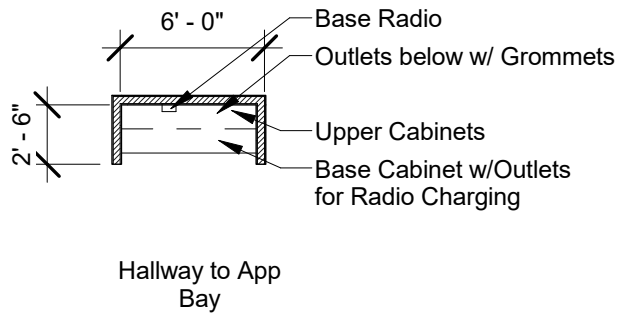
This diagram is conceptual and is provided only to indicate required furnishings, equipment, and general room proportions. The actual room design may change.



2E. ICE MACHINE

1/8" = 1'-0"

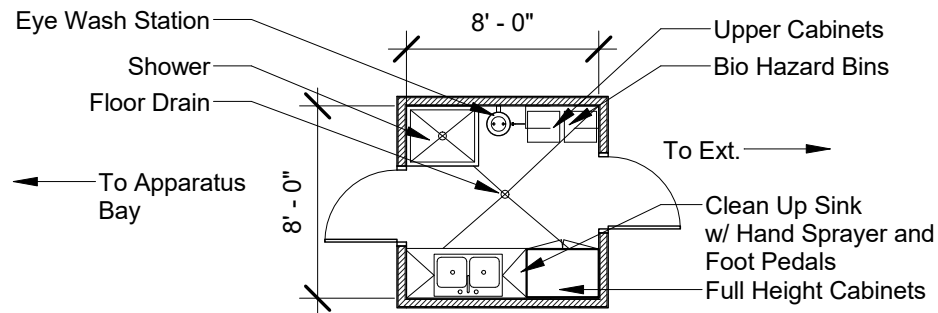
This diagram is conceptual and is provided only to indicate required furnishings, equipment, and general room proportions. The actual room design may change.



3.0 RESPONSE ALCOVE

1/8" = 1'-0"

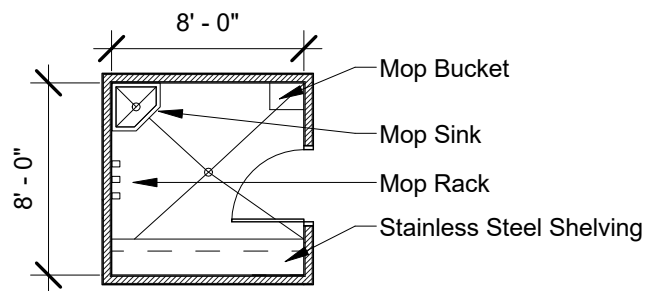
This diagram is conceptual and is provided only to indicate required furnishings, equipment, and general room proportions. The actual room design may change.



4.0 CLEAN UP

1/8" = 1'-0"

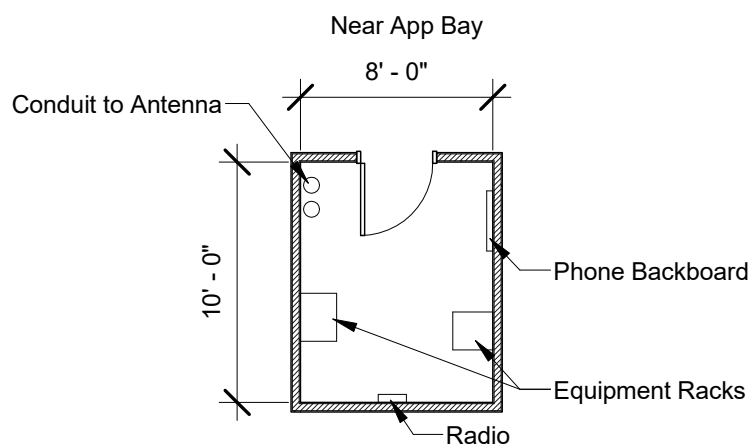
This diagram is conceptual and is provided only to indicate required furnishings, equipment, and general room proportions. The actual room design may change.



5.0 JANITOR/STORAGE - APP BAY

1/8" = 1'-0"

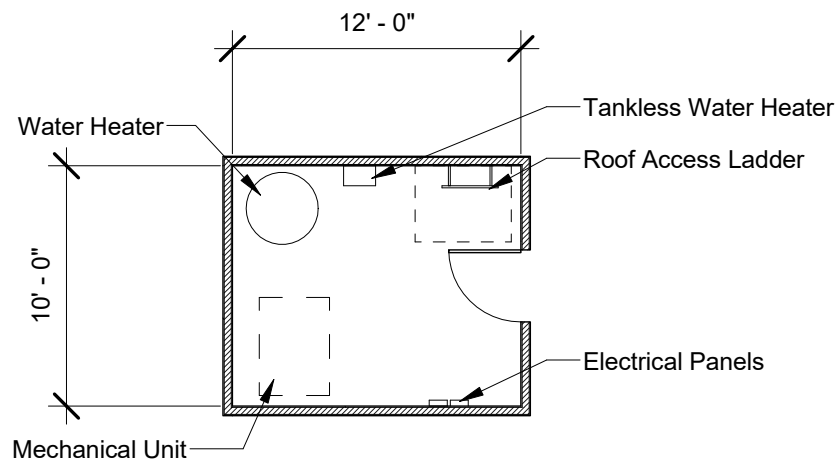
This diagram is conceptual and is provided only to indicate required furnishings, equipment, and general room proportions. The actual room design may change.



6.0 COMMUNICATION ROOM

1/8" = 1'-0"

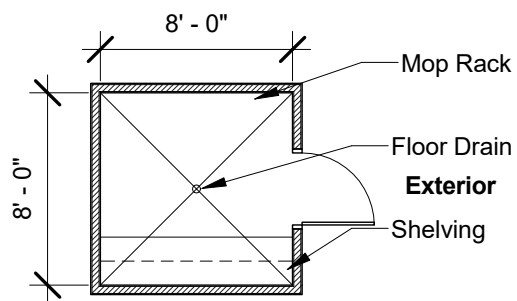
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7.0 MECHANICAL ROOM

1/8" = 1'-0"

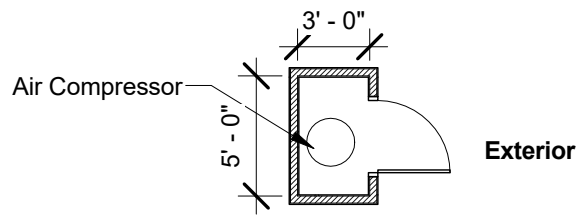
This diagram is conceptual and is provided only to indicate required furnishings, equipment, and general room proportions. The actual room design may change.



8.0 YARD STORAGE

1/8" = 1'-0"

This diagram is conceptual and is provided only to indicate required furnishings, equipment, and general room proportions. The actual room design may change.

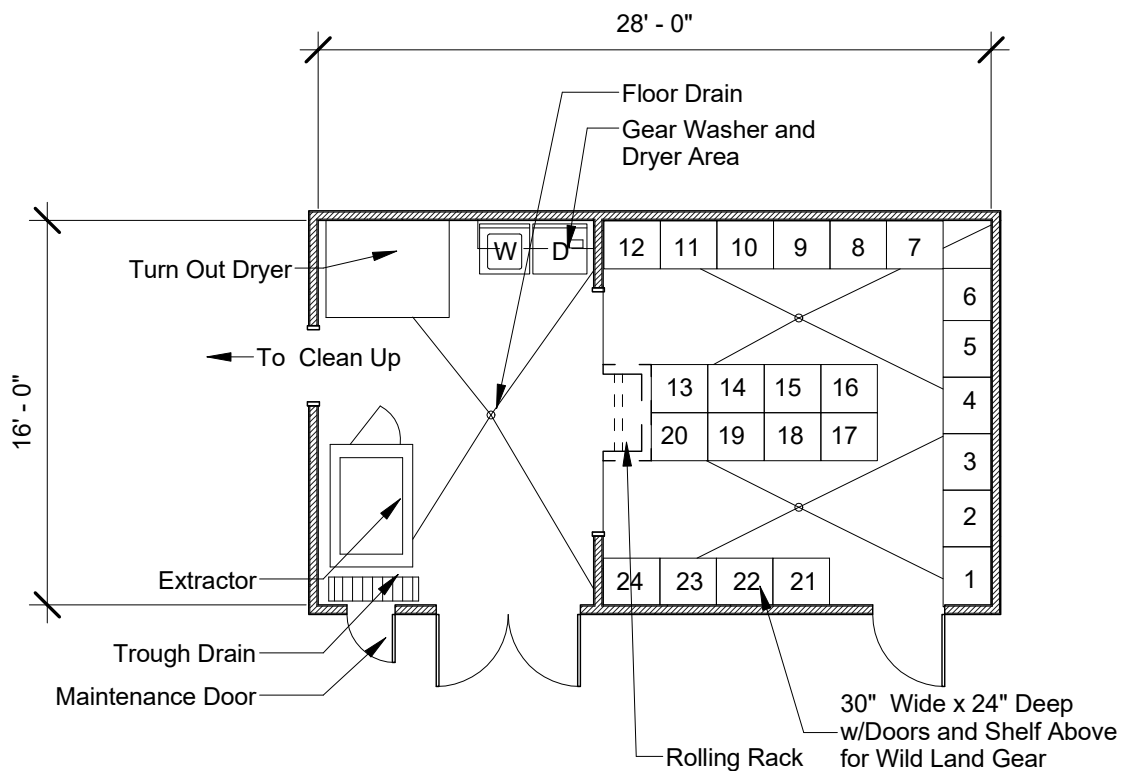


Separate Room Compressor

9.0 COMPRESSOR

1/8" = 1'-0"

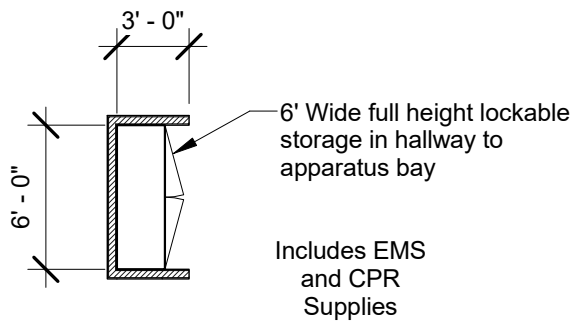
This diagram is conceptual and is provided only to indicate required furnishings, equipment, and general room proportions. The actual room design may change.



10.0 FIREFIGHTER PPE STORAGE & CLEANUP ROOM

1/8" = 1'-0"

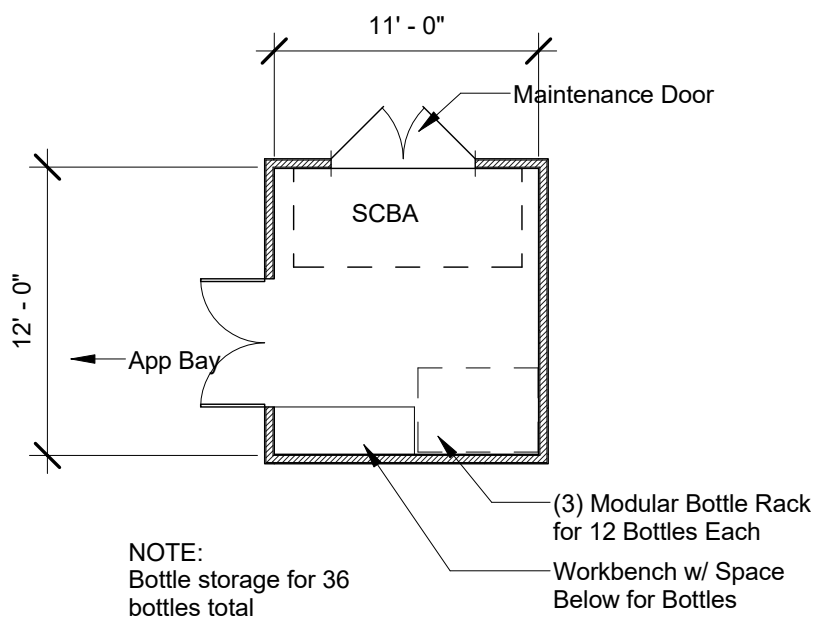
This diagram is conceptual and is provided only to indicate required furnishings, equipment, and general room proportions. The actual room design may change.



11.0 MEDICAL SUPPLY STORAGE ALCOVE

1/8" = 1'-0"

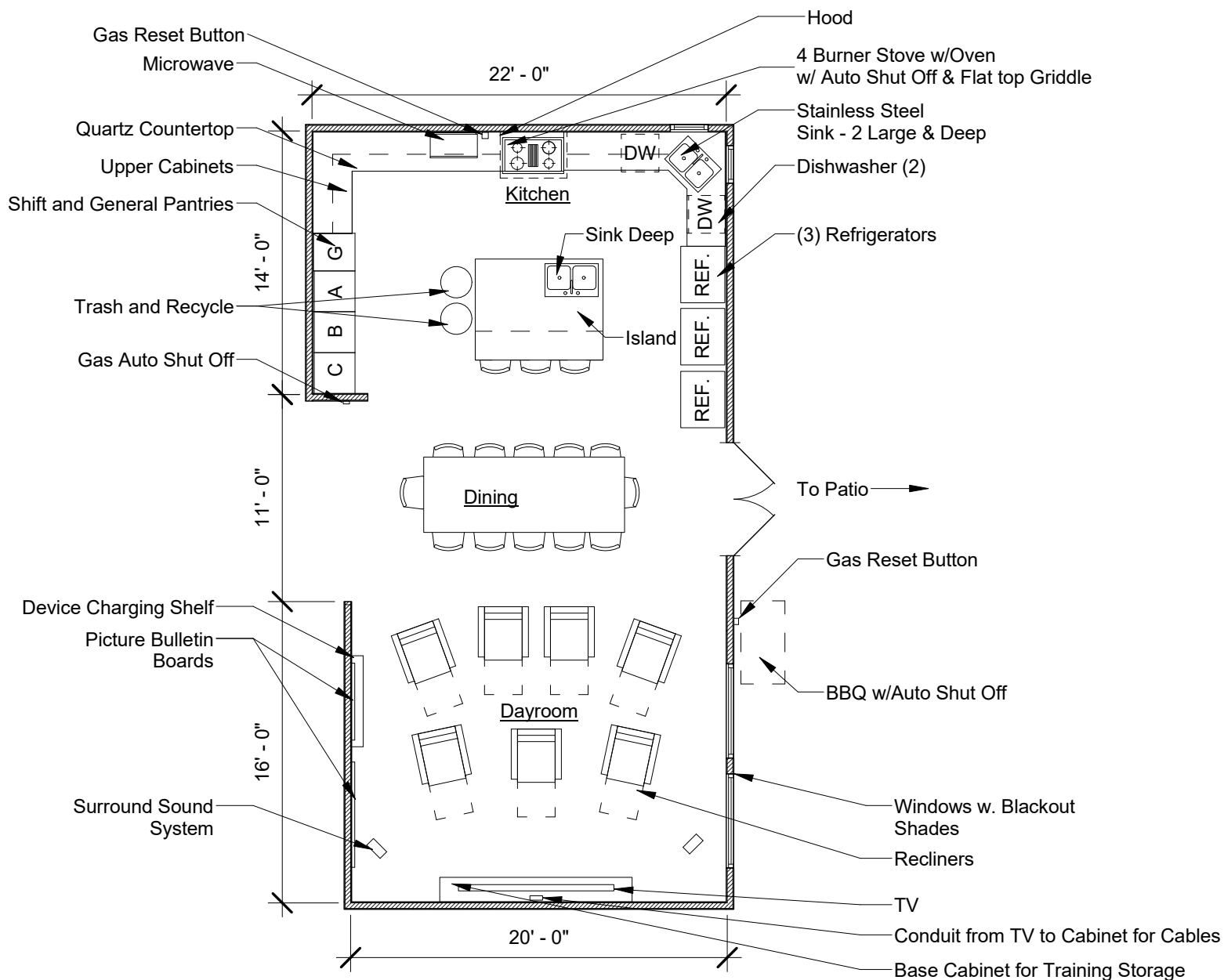
This diagram is conceptual and is provided only to indicate required furnishings, equipment, and general room proportions. The actual room design may change.



11A. SCBA/ SCBA STORAGE

1/8" = 1'-0"

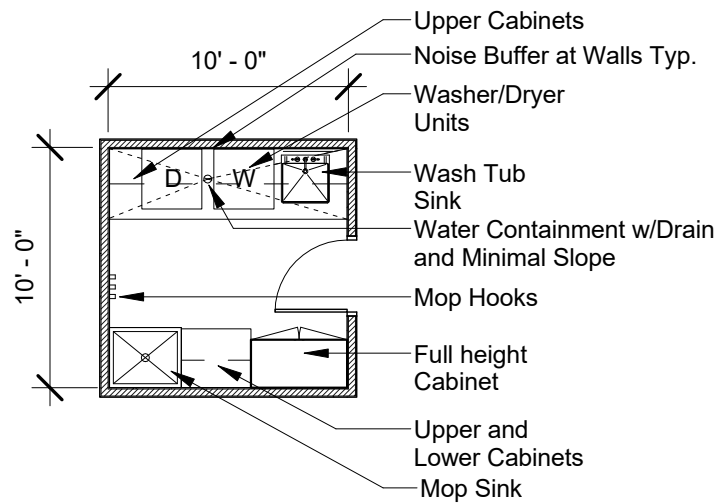
This diagram is conceptual and is provided only to indicate required furnishings, equipment, and general room proportions. The actual room design may change.



12,13,14.0 KITCHEN/DINING/DAYROOM

1/8" = 1'-0"

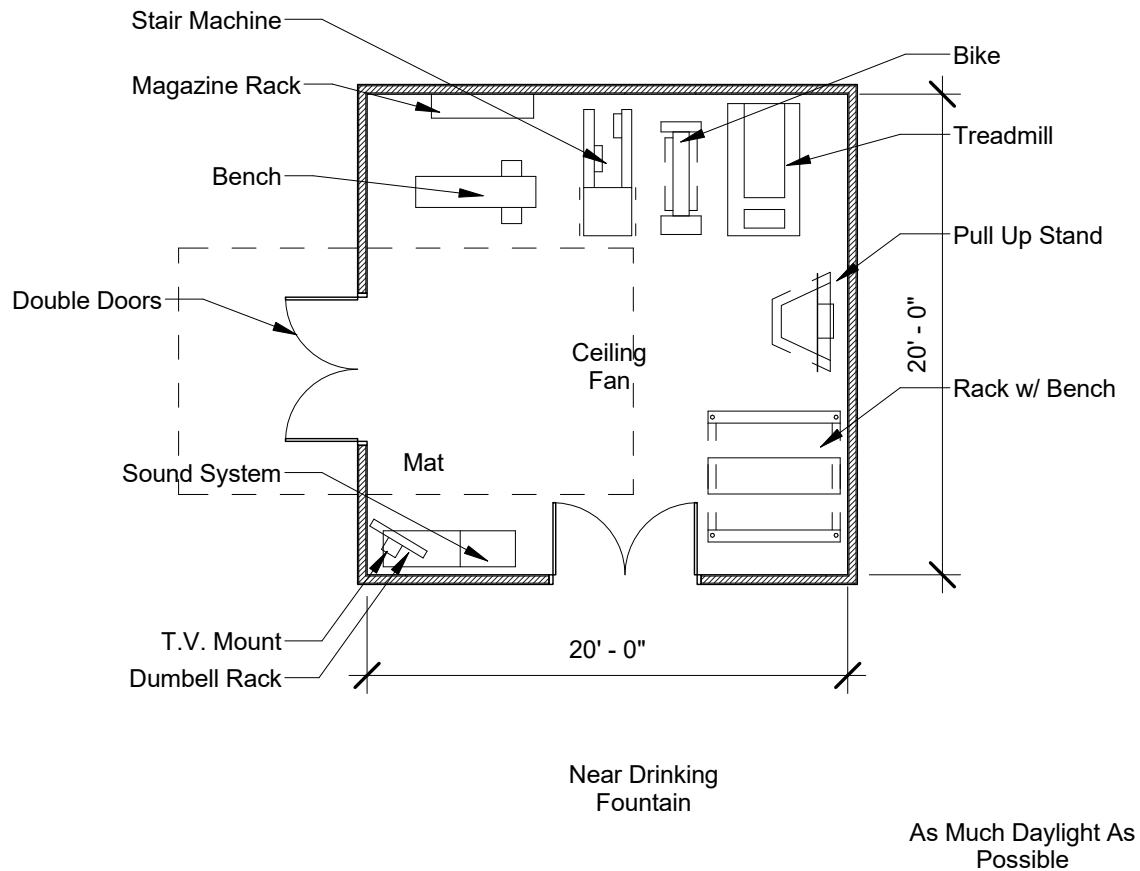
This diagram is conceptual and is provided only to indicate required furnishings, equipment, and general room proportions. The actual room design may change.



15.0 LAUNDRY ROOM/JANITOR

1/8" = 1'-0"

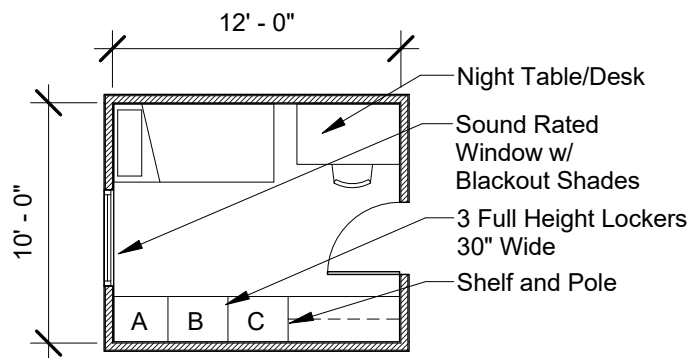
This diagram is conceptual and is provided only to indicate required furnishings, equipment, and general room proportions. The actual room design may change.



16.0 EXERCISE ROOM

1/8" = 1'-0"

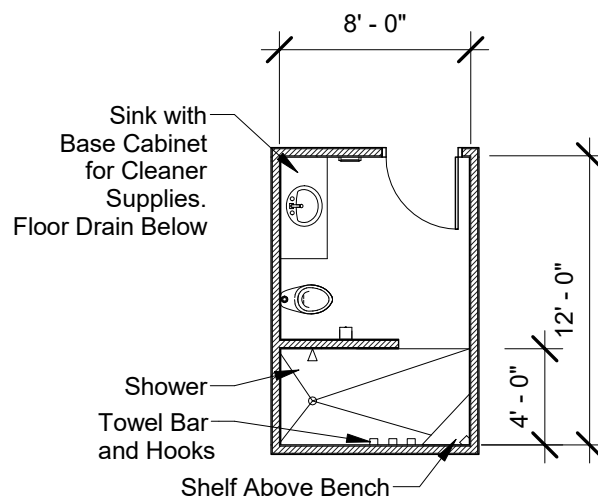
This diagram is conceptual and is provided only to indicate required furnishings, equipment, and general room proportions. The actual room design may change.



17.0 FIREFIGHTER BUNKROOM

1/8" = 1'-0"

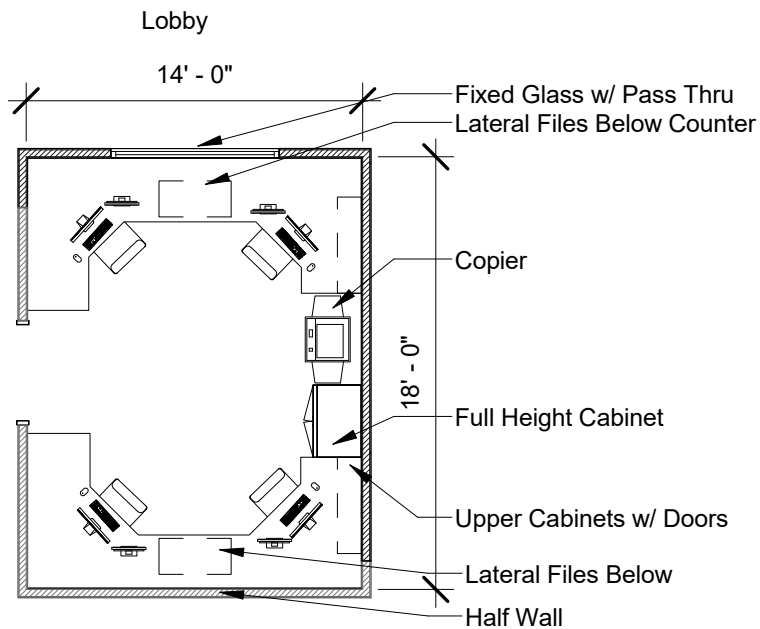
This diagram is conceptual and is provided only to indicate required furnishings, equipment, and general room proportions. The actual room design may change.



18.0 FIREFIGHTER BATHROOM

1/8" = 1'-0"

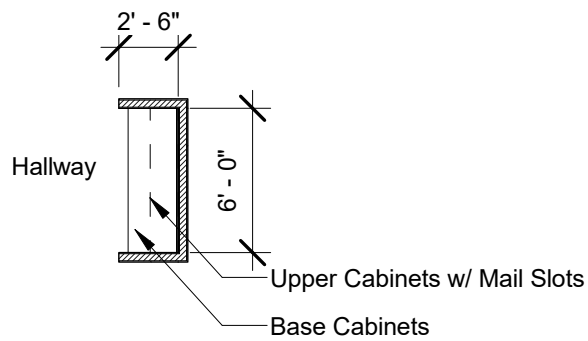
This diagram is conceptual and is provided only to indicate required furnishings, equipment, and general room proportions. The actual room design may change.



19.0 FIREFIGHTER WORK AREA

1/8" = 1'-0"

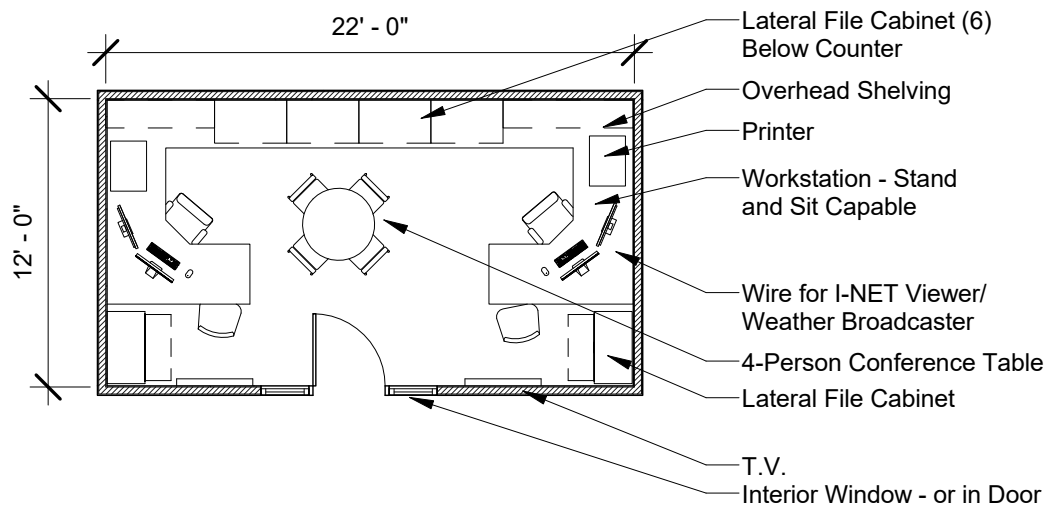
This diagram is conceptual and is provided only to indicate required furnishings, equipment, and general room proportions. The actual room design may change.



19A. MAIL ALCOVE

1/8" = 1'-0"

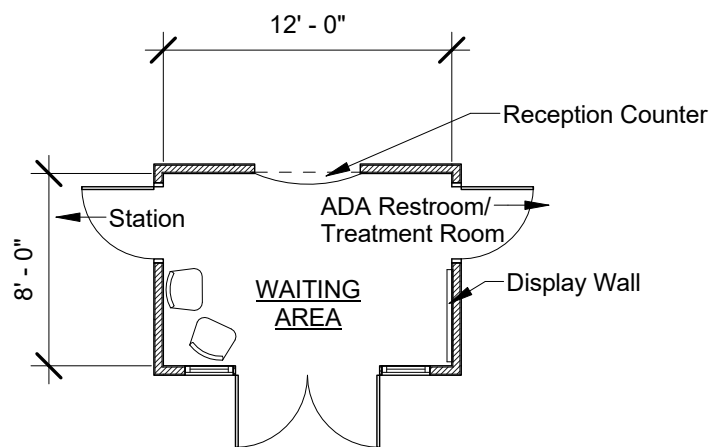
This diagram is conceptual and is provided only to indicate required furnishings, equipment, and general room proportions. The actual room design may change.



20.0 CAPTAIN'S OFFICE

1/8" = 1'-0"

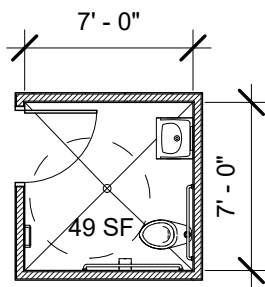
This diagram is conceptual and is provided only to indicate required furnishings, equipment, and general room proportions. The actual room design may change.



21.0 LOBBY/RECEPTION

1/8" = 1'-0"

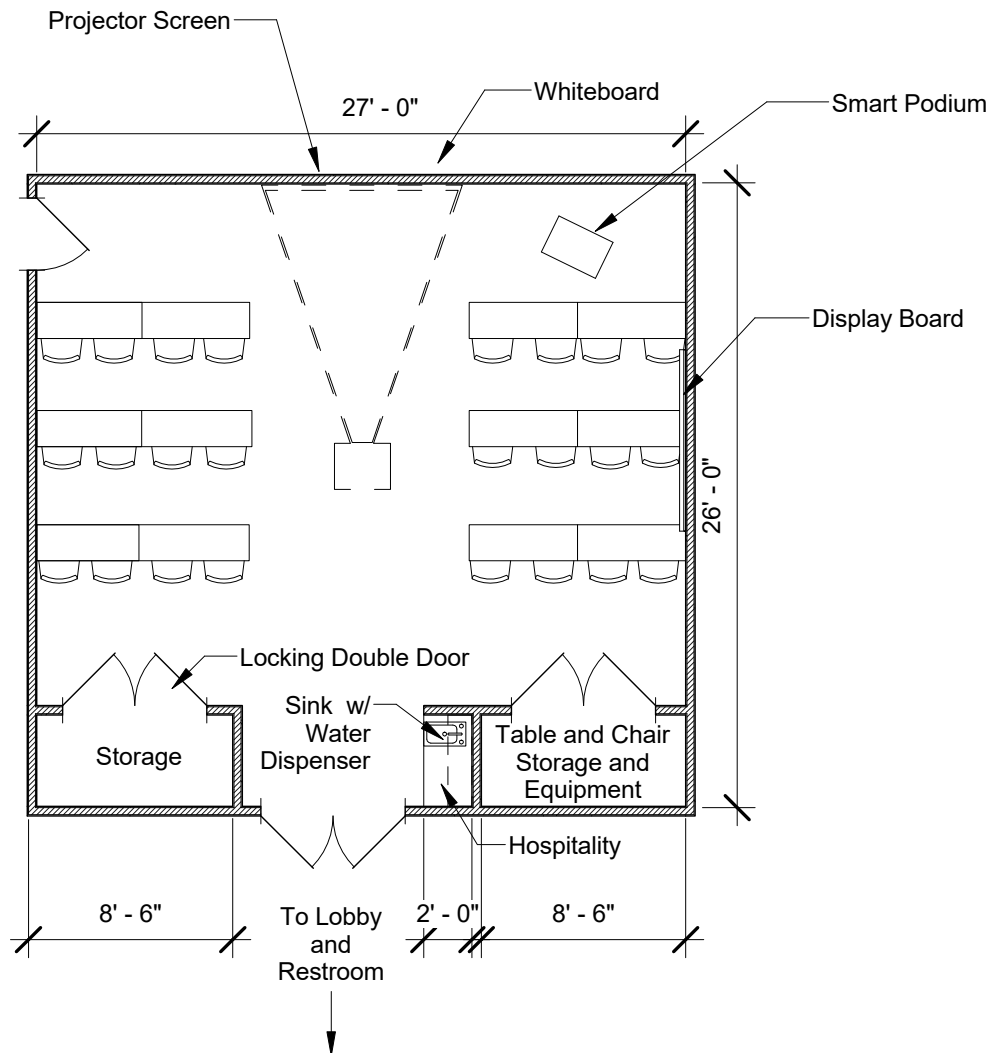
This diagram is conceptual and is provided only to indicate required furnishings, equipment, and general room proportions. The actual room design may change.



22.0 PUBLIC RESTROOM - SINGLE

1/8" = 1'-0"

This diagram is conceptual and is provided only to indicate required furnishings, equipment, and general room proportions. The actual room design may change.



24.0 TRAINING/COMMUNITY ROOM

1/8" = 1'-0"

This diagram is conceptual and is provided only to indicate required furnishings, equipment, and general room proportions. The actual room design may change.



CONCEPTUAL EQUIPMENT AND FURNISHINGS BUDGET



Seaside Fire Station No. 2
Equipment and Furniture List
3/7/2022

SITE OPERATIONS				
1.0	Site Area			
	Equipment			
	Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E City Provided/ Installed IT
	1,000 gallon above ground, integrated fuel tank	\$36,300		
	Emergency generator (49 HP, 20 KW or 30 KW max)	\$82,500		
	Gas BBQ			By Association
	Flagpole	\$3,850		
	Red 911 phone			\$550
	Radio antenna mount on roof (3 @ \$1650 each)			\$4,950
	Subtotal:	\$122,650	\$0	\$0 \$5,500
	Furniture			
	Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E City Provided/ Installed IT
	Patio Furniture			By Association
	Subtotal:	\$0	\$0	\$0 \$0
	Site Area Total:	\$122,650	\$0	\$0 \$5,500
APPARATUS BAYS / APPARATUS BAY SUPPORT AREA				
2.0	Apparatus Bay			
	Equipment			
	Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E City Provided/ Installed IT
	Air connects on wall with hose (4 @ 275 each)	\$1,100		
	Tailpipe vehicle exhaust (4 drops @ \$17,600 each)	\$70,400		
	Elect. Drops (4 @ \$770 each)	\$3,080		
	Wall phone (2 @ \$385 each)			\$770
	Subtotal:	\$74,580	\$0	\$0 \$770
	Furniture			
	Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E City Provided/ Installed IT
	Wall Map w/ poly-carbonate cover			\$550
	Subtotal:	\$0	\$0	\$550 \$0
	Apparatus Bay Total:	\$74,580	\$0	\$550 \$770
2B	Work Room			
	Equipment			
	Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E City Provided/ Installed IT
	Air Compressor	\$11,000		
	Grinder			\$440
	Wall phone (1)			\$385
	Vise + Hard-wired Grinder			\$1,000
	Shop Vac			\$330
	Subtotal:	\$11,000	\$0	\$1,770 \$385



Seaside Fire Station No. 2
Equipment and Furniture List
3/7/2022

Furniture				
Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT
Flammable Storage Cabinet			\$1,000	
Work Bench (3'x6' - Butcher Block not fixed but no rollers. Some cabinet doors and some open shelving below			\$4,400	
Tool Chest w/ Tools			\$4,400	
Subtotal:	\$0	\$0	\$9,800	\$0

Work Room Total:	\$11,000	\$0	\$11,570	\$385
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2C	Wash Alcove				
	Equipment				
	Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT
	no equipment				
	Subtotal:	\$0	\$0	\$0	\$0

Furniture				
no furniture				
Subtotal:	\$0	\$0	\$0	\$0

Wash Sink Alcove Total:	\$0	\$0	\$0	\$0
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2D	Air Fill SCBA Room				
	Equipment				
	Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT
	SCBA Air Fill Station	\$66,000			
	SCBA (racks to store 27 bottles)			\$2,000	
	Subtotal:	\$66,000	\$0	\$2,000	\$0

Furniture				
no furniture				
Subtotal:	\$0	\$0	\$0	\$0

Wash Sink Alcove Total:	\$66,000	\$0	\$2,000	\$0
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2E	Hose Storage Room				
	Equipment				
	Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT
	Four Racks, 8' long, three-high @\$3300 ea	\$13,200			
	Subtotal:	\$13,200	\$0	\$0	\$0

Furniture				
no furniture				
Subtotal:	\$0	\$0	\$0	\$0

Hose Storage Room Total:	\$13,200	\$0	\$0	\$0
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Seaside Fire Station No. 2
Equipment and Furniture List
3/7/2022

2F	EMS Closet/Medical Supply Storage				
Equipment					
	Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT
	Medical equipment charging			\$2,000	
	Subtotal:	\$0	\$0	\$2,000	\$0
Furniture					
	Storage Cabinets (6 @ \$550 each)	\$3,300			
	Bio Hazard Bin			\$120	
	Subtotal:	\$3,300	\$0	\$0	\$0
	EMS Closet Total:	\$3,300	\$0	\$2,000	\$0
2G	Janitor's Closet incorporated into Work Room-Shop				
2H	Apparatus Bay Restrooms				
Equipment					
	Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT
	Sauna	\$0			by Association
	Subtotal:	\$0	\$0	\$0	\$0
Furniture					
	no furniture				
	Subtotal:	\$0	\$0	\$0	\$0
	App Bay Restrooms Total:	\$0	\$0	\$0	\$0
3.0	Response/Charging Alcove				
Equipment					
	Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT
	Charging stations			\$800	
	Subtotal:	\$0	\$0	\$800	\$0
Furniture					
	no furniture				
	Subtotal:	\$0	\$0	\$0	\$0
	Response Alcove Total:	\$0	\$0	\$800	\$0
4.0	Clean Up / Wash Room				
Equipment					
	Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT
	Clean-up sink	\$7,000			
	Washer/Dryer	\$4,000			
	Subtotal:	\$11,000	\$0	\$0	\$0
Furniture					
	no furniture				
	Subtotal:	\$0	\$0	\$0	\$0
	Clean Up Room Total:	\$11,000	\$0	\$0	\$0



Seaside Fire Station No. 2
Equipment and Furniture List
3/7/2022

5.0	Communication and Equipment Room				
Equipment					
Listing and Description		General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT
Racks (2 @ 2750 each)					\$5,500
Radio system (1), alarm, camera, PA system		Separate Budget			
Subtotal:		\$0	\$0	\$0	\$5,500
Furniture					
no furniture					
Subtotal:		\$0	\$0	\$0	\$0
Communication Equipment Room Total:		\$0	\$0	\$0	\$5,500

6.0	Utility / Water Heater Room				
Equipment					
Listing and Description		General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT
no equipment					
Subtotal:		\$0	\$0	\$0	\$0
Furniture					
no furniture					
Subtotal:		\$0	\$0	\$0	\$0
Utility-Water Heater Total:		\$0	\$0	\$0	\$0

7.0	Yard Storage (attached to Ancillary Storage Building)				
Equipment					
Listing and Description		General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT
Yard Equipment (Hoe, shovels, leaf blower, etc.)				\$1,000	
Subtotal:		\$0	\$0	\$1,000	\$0
Furniture					
no furniture					
Subtotal:		\$0	\$0	\$0	\$0
Yard Storage Total:		\$0	\$0	\$1,000	\$0

8.0	Locker Turnout Room				
Equipment					
Listing and Description		General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT
Extractor		\$16,500			
Turnout cabinet dryer		\$11,000			
Subtotal:		\$27,500	\$0	\$0	\$0
Furniture					
Listing and Description		General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT
Gear Grid Lockers (21 full height @ \$1000 each) + 11 half size stacked 24"d x 30"w x72"h		\$35,000			
Subtotal:		\$35,000	\$0	\$0	\$0
Locker-Turnout Room Total:		\$62,500	\$0	\$0	\$0



Seaside Fire Station No. 2
Equipment and Furniture List
3/7/2022

8A	Cache Storage				
	Equipment				
	Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT
	Ice machine	\$4,000			
	Subtotal:	\$4,000	\$0	\$0	\$0
	Furniture				
	Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT
	Storage Cabinets (4 @ \$600 each)	\$2,400			
	Storage Racks (6 @ \$700 each)	\$4,200			
	Subtotal:	\$6,600	\$0	\$0	\$0
Cache Storage Total:		\$10,600	\$0	\$0	\$0

FIREFIGHTER LIVING AREA					
10.0	Kitchen				
	Equipment				
	Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT
	High end commercial grade dishwasher (1 @ \$2600 each)	\$2,600			
	Residential grade microwave (1 counter + 1 shelf)	\$1,200			
	High end residential grade 6-burner with griddle range	\$12,000			
	High end residential grade vent hood	\$4,000			
	Station supplies (dishes, pots, pans, etc.)			\$2,000	
	High end commercial grade refrigerators w/ ice maker, not water dispenser (3 @ \$2,400 each)	\$7,200			
	Subtotal:	\$27,000	\$0	\$2,000	\$0
	Furniture				
Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT	
No Furnishings					
Subtotal:	\$0	\$0	\$0	\$0	
Kitchen Total:		\$27,000	\$0	\$2,000	\$0

11.0	Dining Area				
Equipment					
Listing and Description		General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT
TV - 48"			\$1,000		
Wall phone					\$385
Subtotal:		\$0	\$0	\$0	\$385
Furniture					
Listing and Description		General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT
Dining Table for ten				\$4,500	
Armless Dining Chairs (14 @ \$200 each)				\$2,800	
Subtotal:		\$0	\$0	\$7,300	\$0
Dining Area Total:					
		\$0	\$0	\$7,300	\$385



Seaside Fire Station No. 2
Equipment and Furniture List
3/7/2022

12.0	Day Room				
	Equipment				
	Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT
	Wall phone				\$385
	Flat Screen TV surround sound speakers			\$1,500	
	Subtotal:	\$0	\$0	\$1,500	\$385
	Furniture				
	Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT
	Recliner Chairs (8 @ \$1000 each)			\$8,000	
	Bulletin boards / marker boards (3 @ 400 each)	\$1,200			
	Subtotal:	\$1,200	\$0	\$8,000	\$0
Dayroom Total:		\$1,200	\$0	\$9,500	\$385
13.0	Janitor / Utility Room				
	Equipment				
	Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT
	Vacuum			\$1,000	
	Cleaning equipment (mops, buckets, etc.) (City Store)			\$2,000	
	Subtotal:	\$0	\$0	\$3,000	\$0
	Furniture				
	no furniture				
	Subtotal:	\$0	\$0	\$0	\$0
Janitor / Utility Total:		\$0	\$0	\$3,000	\$0



Seaside Fire Station No. 2
Equipment and Furniture List
3/7/2022

14.0 Exercise Room				
Equipment				
Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT
Stationary bike (2)			\$35,000	
Elliptical (1)				
Free weight rack (1)				
Dumbbells and rack				
Stair Machine				
Pull Down Rack				
Bench Rack				
Floor mat				
Bench (2)				
Smith Machine				
Wall phone				\$385
CAD Display-HDMI Drop	\$1,500			
TV / VCR / Speakers			\$1,500	
Subtotal:	\$1,500	\$0	\$36,500	\$385
Furniture				
no furniture				
Subtotal:	\$0	\$0	\$0	\$0
Exercise Room Total:	\$1,500	\$0	\$36,500	\$385

FIREFIGHTER QUARTERS				
15.0 Firefighter Dorm Rooms				
Equipment				
Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT
Phones (8 @ \$350 each)				\$3,080
TV (8)			By association	
Subtotal:	\$0	\$0	\$0	\$3,080
Furniture				
Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT
Bed (8 @ \$1000 each) w/ box spring mattress, cover, frame	\$8,000		\$8,000	
Armless Desk Chair (8 @ \$200 each)			\$1,350	
Wardrobe Lockers in each Dorm Room Built In	\$24,000			
Night table (8 @ \$200)			\$1,600	
Subtotal:	\$32,000	\$0	\$10,950	\$0
Firefighter Dorm Rooms Total:	\$32,000	\$0	\$10,950	\$3,080



Seaside Fire Station No. 2
Equipment and Furniture List
3/7/2022

16.0	Firefighter's Toilet / Shower Room				
	Equipment				
	Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT
	No Equipment				
	Subtotal:	\$0	\$0	\$0	\$0
	Furniture				
	Paper towel dispenser / waste basket (4 @ \$100)		\$400		
	Towel bars, towel hook, toilet paper dispenser (4 @ \$1000 each)	\$4,000			
	Subtotal:	\$4,000	\$400	\$0	\$0
	Firefighter Toilet / Shower Room Total:		\$4,000	\$400	\$0

ADMINISTRATION AND RECEPTION AREA				
19.0	Crew Office			
	Equipment			
	Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E City Provided/ Installed IT
	Computer Workstations (4 @ \$3,500 each) w/ keyboard, mouse, monitor, tower			\$14,000
	Phones (4 @ \$385 each)			\$1,540
	Printer-Copier-Scanner (1 @ \$400)			\$400
	Subtotal:	\$0	\$0	\$0
	\$15,940			
Furniture				
	Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E City Provided/ Installed IT
	Armless Desk Chairs (4 @ \$350 each)			\$1,400
	Trash can, clock		\$150	
	Bulletin board / white board	\$400		
	Work station desk - Built In	\$5,000		
	Subtotal:	\$5,400	\$150	\$1,400
	\$0			
Crew Office Total:		\$5,400	\$150	\$1,400
				\$15,940

20.0	Entry Lobby				
	Equipment				
	Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT
	No equipment				
	Subtotal:	\$0	\$0	\$0	\$0
	Furniture				
	Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT
	No furniture				
	Subtotal:	\$0	\$0	\$0	\$0
	Entry Lobby Total	\$0	\$0	\$0	\$0



Seaside Fire Station No. 2
Equipment and Furniture List
3/7/2022

21.0	Company Officer Offices (2)				
	Equipment				
	Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT
	Computer Workstations (2 @ \$3,500 each) w/ keyboard, mouse, monitor, tower				\$7,000
	Phones (2 @ \$385 each)				\$770
	Desk Top Printer				\$350
	Subtotal:	\$0	\$0	\$0	\$8,120

Furniture				
	Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E City Provided/ Installed IT
	Armless Desk Chairs (2 @ \$350 each)			\$700
	Guest Chairs (4)			\$400
	Trash can, clock			\$1,500
	Bulletin board / white board	\$400		
	Work station desk - Built In	\$2,500		
	Subtotal:	\$2,900	\$0	\$2,600 \$0

Company Officer Office Total:	\$2,900	\$0	\$2,600	\$8,120
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22.0	General Storage				
	Equipment				
	Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT
	Heavy Duty shelving units - Built In	\$3,000			
	Subtotal:	\$3,000	\$0	\$0	\$0

Furniture				
	Supplies (ex. paper towels, toilet paper)			\$2,000
	Subtotal:	\$0	\$0	\$2,000 \$0

General Storage Total:	\$3,000	\$0	\$2,000	\$0
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23.0	Public Restrooms				
	Equipment				
	Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT
	Towel bars, towel rack, toilet paper dispenser (1 @ \$1200 each)	\$1,000			
	Subtotal:	\$1,000	\$0	\$0	\$0

Furniture				
	no furniture			
	Subtotal:	\$0	\$0	\$0 \$0

Restroom Total:	\$1,000	\$0	\$0	\$0
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Seaside Fire Station No. 2
Equipment and Furniture List
3/7/2022

COMMUNITY-TRAINING ROOM

24.0	Community-Training Room				
	Equipment				
	Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT
	Computer (w/ mouse, keyboard, tower, etc.)				\$3,500
	Flat Screen TV - 80" (2)		\$8,000		
	Smart Podium (1 @ \$5,000 each)		\$5,500		
	Smart board		\$8,000		
	Conference Phone (1 @ \$525 each)				\$525
	Subtotal:	\$0	\$21,500	\$0	\$4,025

Furniture				
	Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E City Provided/ Installed IT
	Trash can, clock		\$150	
	Tables (16 @ 300 each)			\$4,800
	Chairs (60 @ 175 each)			\$10,500
	Subtotal:	\$0	\$150	\$15,300 \$0

Training Room Total:	\$0	\$21,650	\$15,300	\$4,025
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24.1 Table and Chair Storage

Equipment				
	Listing and Description	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E City Provided/ Installed IT
	Chair Storage Dolly			\$700
	Table Storage Dolly			\$700
	Subtotal:	\$0	\$0	\$1,400 \$0

Furniture				
	no furniture			
	Subtotal:	\$0	\$0	\$0 \$0

Table and Chair Storage Total:	\$0	\$0	\$1,400	\$0
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Seaside Fire Station No. 2
Equipment and Furniture List
3/7/2022

Equipment Cost Summary	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT
SITE OPERATIONS	\$122,650	\$0	\$0	\$5,500
APPARATUS BAY	\$207,280	\$0	\$7,570	\$6,655
FIREFIGHTER LIVING AREA	\$28,500	\$0	\$43,000	\$1,155
FIREFIGHTER QUARTERS	\$0	\$0	\$0	\$3,080
ADMINISTRATION AND RECEPTION	\$8,300	\$150	\$6,000	\$0
COMMUNITY-TRAINING ROOM	\$0	\$150	\$15,300	\$0
Direct Costs Total	\$366,730	\$300	\$71,870	\$16,390

Owner Provided Total

\$88,560

Furniture Cost Summary	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT
SITE OPERATIONS	\$0	\$0	\$0	\$0
APPARATUS BAY	\$44,900	\$0	\$10,350	\$0
FIREFIGHTER LIVING AREA	\$1,200	\$0	\$15,300	\$0
FIREFIGHTER QUARTERS	\$36,000	\$400	\$10,950	\$0
ADMINISTRATION AND RECEPTION	\$8,300	\$150	\$3,400	\$0
COMMUNITY-TRAINING ROOM	\$0	\$150	\$15,300	\$0
Direct Costs Total	\$90,400	\$700	\$55,300	\$0

Owner Provided Total

\$56,000

Total Cost Summary	General Contract	City Provided Contractor Installed	City Provided/ Installed FF&E	City Provided/ Installed IT
SITE OPERATIONS	\$122,650	\$0	\$0	\$5,500
APPARATUS BAY	\$252,180	\$0	\$17,920	\$6,655
FIREFIGHTER LIVING AREA	\$29,700	\$0	\$58,300	\$1,155
FIREFIGHTER QUARTERS	\$36,000	\$400	\$10,950	\$3,080
ADMINISTRATION AND RECEPTION	\$16,600	\$300	\$9,400	\$0
COMMUNITY-TRAINING ROOM	\$0	\$300	\$30,600	\$0
Direct Costs Total	\$457,130	\$1,000	\$127,170	\$16,390

Owner Provided Total

\$144,560





CONCEPTUAL FACILITY PROJECT BUDGET



Conceptual Project Budget

The Following is a Conceptual Project Budget for the initial cost of constructing the new Fire Stations. The Budget includes:

- Initial Construction "Hard" Costs
Building and Site bid cost
- Initial Construction "Soft" Costs
Fees, Permits, Design Cost, Contingencies,

- Initial Construction "Soft" Costs

NOTE: At the time of this report, the construction industry is becoming increasingly impacted which is increasing construction cost over time. This is due to passage of state education bonds, increased residential and commercial construction, etc. Based on this, Fire Station construction cost may increase substantially as station are built at later dates.

Seaside Fire Station
DRAFT - Conceptual Construction Budget

March 4, 2022

A. Building

Type A: Simple Finishes

	QUANT	UNIT	BASE COST	TOTAL	SOURCE
Apparatus Bays - (2) 72' deep bays	2,880	SF			
Hose Rack Room	192	SF			
Work Room	300	SF			
Wash Sink Alcove	12	SF			
Ice Machine Alcove	0	SF			
Response Alcove	24	SF			
Clean Up	110	SF			
T.O. Cleaning	95	SF			
Cache	150	SF			
Utility Room	100	SF			
Communications Room	100	SF			
Compressor	90	SF			
Turn Out Locker Room	540	SF			
Medical Supply	90	SF			
Jan/Mechanical	120	SF			
EMS Closet	60	SF			
Air Fill	153	SF			
Type A Total Area:	5,016		\$630	\$3,160,080	RRM/Saylor

40%

Type B: Standard Office Type Finishes

	QUANT	UNIT	BASE COST	TOTAL	SOURCE
Dining	204	SF			
Dayroom	376	SF			
Exercise Room	400	SF			
DC Dorm Room	120	SF			
Firefighter Dorm Rooms (8)	960	SF			
Crew Office	198	SF			
PD Substation	120	SF			
Training Officer	120	SF			
Captain's Office (2)	240	SF			
Reception Area / Lobby	160	SF			
General Storage	84	SF			
Hospitality	20	SF			
Mail Alcove	18	SF			
Library	18	SF			
Closet (2) - Community Room	75	SF			
Community Room	980	SF			
Vestibule	132	SF			
Type B Total Area:	4,225		\$640	\$2,704,000	RRM/Saylor

33%

Type C: Intense Finish Systems

	QUANT	UNIT	BASE COST	TOTAL	SOURCE
App Bay Restroom (2)	176	SF			
Kitchen	255	SF			
Laundry Utility	96	SF			
Firefighter Restroom	384	SF			
Public Restrooms	128	SF			Assumess Unisex RR
Type C Total Area:	1,039	SF	\$650	\$675,350	RRM/Saylor

8%

Building Square Footage Subtotal	10,280	SF		\$6,539,430
Circulation and Structure 23%	2,388	SF	\$640	\$1,528,320
Building Square Footage Total:	12,668	SF		\$8,067,750

cost per square foot: \$637

A.1 Support Building

Type D: Ancillary

	QUANT	UNIT	BASE COST	TOTAL	SOURCE
Storage App Bay 40' X 40'	1,600	SF			
Secondary Storage 12' X 40'	480	SF			
		SF			
		SF			
		SF			
Type C Total Area:	2,080	SF	\$270	\$561,600	RRM/Saylor

12%

Fire Station Area	12,668	SF		\$8,067,750
Support Building Area	2,080	SF	\$0	\$561,600
Building Square Footage Total:	16,903	SF		\$8,629,350



Seaside Fire Station
DRAFT - Conceptual Construction Budget

March 4, 2022

B. Equipment and Furnishings

	QUANT	UNIT	COST	TOTAL	SOURCE
Building and Site Equipment	1	LS	\$88,560	\$88,560	Budget
Building and Site Furnishings	1	LS	\$56,000	\$56,000	Budget
FF&E Design Contingency (10% of budget)	10%	%	\$144,560	\$14,456	%
Equipment and Furnishings Subtotal:				\$159,016	

C. On-Site Improvements

	QUANT	UNIT	COST	TOTAL	SOURCE
Site Paving - Drive Area	32,093	SF	\$27	\$866,511	Budget
Site Paving - Pedestrian	10,068	SF	\$21	\$211,428	Budget
Site Improvements Including:	48,500	SF	\$17	\$824,500	Budget
Site Final Grading and Pad Preparation					
Site Drainage					
Hose layout Area					
Fuel Refill area					
Utilities and Lighting					
Landscape and Irrigation					
Perimeter Site Walls - Masonry/Decorative Fencing					
Site Gate (two - automatic)					
Trash Enclosure					
Generator Enclosure					
Flag Pole	1	LS	\$5,500	\$5,500	RRM
Above Ground Fuel Tank - 1,000 Gallons	1	LS	\$41,000	\$41,000	RRM
Emergency Generator			\$80,000	\$80,000	RRM
On-Site Design Contingency (10% of budget)	10%	%	\$1,902,439	\$190,244	%
\$856 On-Site Improvements Subtotal:				\$2,219,183	

D. Off-Site Improvements - Site Specific

	QUANT	UNIT	COST	TOTAL	SOURCE
Street Frontage Improvements -Curb and Gutter in front of Site Only	1	LS	\$300,000	\$300,000	Budget
Off-Site Contingency (10% of budget)	10%	%	\$300,000	\$30,000	%
Off-site Improvements Subtotal:				\$330,000	

E. Fees

	QUANT	UNIT	COST	TOTAL	SOURCE
Arch/Engineering	10%	%	\$10,616,933	\$1,061,693	Budget
LEED™ Design, Certification	0	LS	\$48,400	\$0	Not Selected
LEED™ Commissioning	0	LS	\$0	\$0	Not Selected
Commissioning Agent	1	LS	\$35,000	\$35,000	Req. if over 10,000 SF
Utility Hook-up Fees	1	LS	\$75,000	\$75,000	Utility Budget
Impact Fees:					
Storm Draining Dev. Fee - Estimate	1.0	LS	\$12,000	\$12,000	City To Confirm
Sewer Dev. Fee - Estimate	1	LS	\$26,000	\$26,000	City To Confirm
Water Dev. Fee - Estimate	1	LS	\$80,000	\$80,000	City To Confirm
Traffic Impact Fee - Estimate	12,668	SF	\$1,280	\$162,150	City To Confirm
Construction Management	8%	%	\$10,616,933	\$849,355	Budget, Anticipated
Geotechnical Investigation	1	LS	\$35,000	\$35,000	Budget
Site Survey	1	LS	\$15,000	\$15,000	Budget
Materials Testing and Special Inspection	1	LS	\$40,000	\$40,000	Budget
Fee Contingency (5%)	10%	%	\$2,391,198	\$239,120	%
Fees Subtotal:				\$2,630,318	



Seaside Fire Station
DRAFT - Conceptual Construction Budget

March 4, 2022

F. Owner Systems, Administration and Contingency

	QUANT	UNIT	COST	TOTAL	SOURCE
City Admin Cost	1	LS	\$90,000	\$90,000	City to Confirm
Fire Administration Cost	0	LS	\$70,000	\$0	By Fire
Planning Dept. - CUP, Design Review, CEQA	1	LS	\$30,000	\$30,000	Based on City Meeting
CEQA - processing	1	LS	\$140,000	\$140,000	Based on City Meeting
CEQA - Support Reports Budget	1	LS	\$80,000	\$80,000	Based on City Meeting
Building Dept.-Permit Fees	1	LS	\$75,000	\$75,000	Based on City Meeting
School Impact Fees-(Commercial)	12,668	sf	\$0.00	\$0	Not Anticipated
Site Acquisition Costs	0	LS	\$0	\$0	Site Provided
Traffic Report	1	LS	\$12,000	\$12,000	Budget
Moving Costs	1	LS	\$3,000	\$3,000	Budget
Neighborhood Meeting/Dedication Ceremony	1	LS	\$2,000	\$2,000	By Developer
Communications					
Radio Tower	0	LS	\$180,000	\$0	Not Required
Phone System	1	LS	\$40,000	\$40,000	Budget
Radio System	1	LS	\$50,000	\$50,000	Budget
Data Systems	1	LS	\$55,000	\$55,000	Budget
Security System/ Cameras	1	LS	\$18,000	\$18,000	Budget
Owner System Contingency (10% of budget)	10%	%	\$595,000	\$59,500	Budget
Construction Contingency (10% of A, C, D)	10%	%	\$10,616,933	\$1,061,693	%
Owner Systems, Administration and Contingency Subtotal:				\$1,716,193	

Contract Division Totals:

A. Main Building:	\$8,067,750
A.1. Support Building:	\$561,600
B. Equipment and Furnishings	\$159,016
C. On-Site Improvements	\$2,219,183
D. Off-site Improvements	\$330,000
E. Fees	\$2,630,318
F. Owner Systems, Administration and Contingency	\$1,716,193
Contract Division Subtotal:	\$15,684,060
G. Market Escalation (6.5% per year) to mid-point of Construction - 18 mo.	\$1,105,411
<i>Timeframe to be confirmed</i>	
Conceptual Construction Budget:	\$16,789,471

	Area		Cost per SF	
Additional Cost For Carports:	2,750	SF	\$50	\$ 137,500
Additional Cost For Concrete Drive at Training Area:	39,520	SF	\$27	\$ 1,067,040
<i>Does not include training props</i>				

Note: Solar Panels are not included in this budget and may be added at a later date. Building is designed to support them.

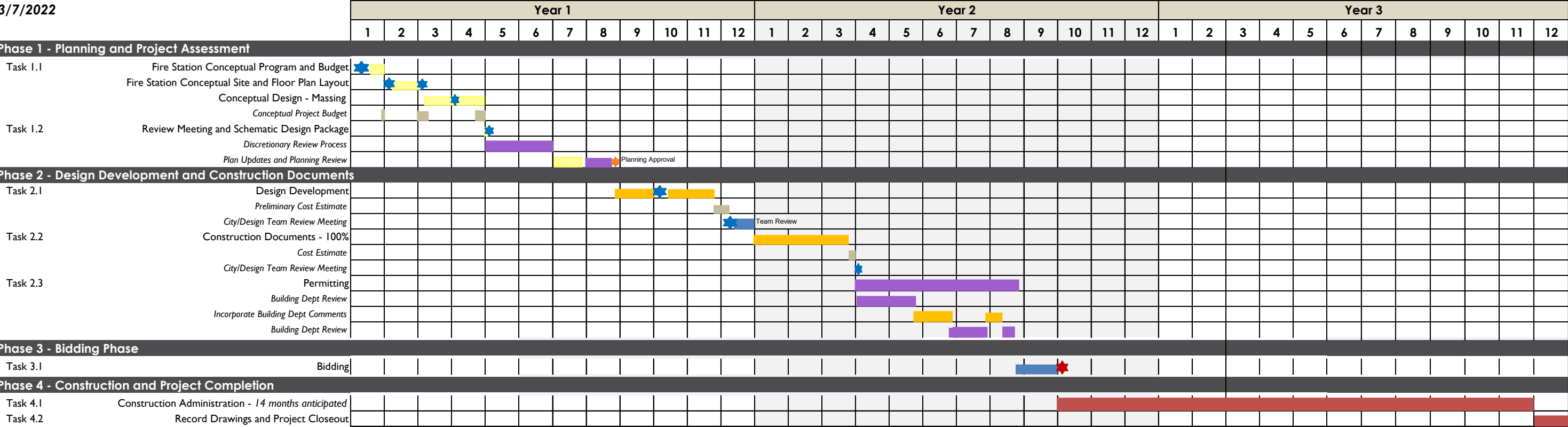




CONCEPTUAL PROJECT SCHEDULE



Seaside Fire Station No. 2 - Conceptual Schedule



- ★ Team Meeting
- ★ Public Meeting
- ★ Bid Award Period

Notes:
1. City durations are projections from the City. Timing is dependent on the City.
2. Starting Design Development prior to Discretionary Review is at client risk.





PROPOSED SITE PLAN





**CITY OF SEASIDE
STAFF REPORT**

Item No.: 10.B.

TO: City Council

FROM: Roberta Greathouse, Acting City Manager

BY: Dan Meewis, Recreation Director

DATE: March 17, 2022

**SUBJECT: CONSIDER A RESOLUTION TO OPEN A PORTION OF
EUCALYPTUS ROAD TO PROVIDE ACCESS TO THE NATIONAL
MONUMENT FROM THE CITY OF SEASIDE AND ADOPTING
PROPOSED CHANGES TO THE FISCAL YEAR 2021-2022
BUDGET.**

RECOMMENDATION

Approve the resolution to open Eucalyptus Road to allow access to the Fort Ord National Monument, and adopt the proposed changes to the budget for fiscal year 2021-2022.

BACKGROUND

The Fort Ord National Monument was established on April 20, 2012. The Fort Ord National Monument is a coastal gem with more than 86 miles of trails that provide opportunities to hike, bike, or ride your horse through rolling hills, pockets of chaparral and oak woodlands. There is a huge diversity of plant life and animals in habitats that include streamside corridors, grasslands, maritime chaparral, oak woodlands, and seasonal pools over the 14,658 acres of public land.

Fort Ord is cherished for its link to the heroism and dedication of men and women who served our nation and fought in the major conflicts of the 20th century. This area remains undeveloped thanks to its role as a U.S. Army facility from 1917 - 1994. During the Vietnam War, it served as a leading training center and deployment staging ground. As many as 1.5 million American troops trained at Fort Ord.

On April 20, 2022, The Fort Ord National Monument will be celebrating its 10-year anniversary. In honor of this celebratory event, staff recommends opening up Eucalyptus Road as well as installing signage that clearly identifies that Eucalyptus Road is the "Pathway to the Fort Ord National Monument." There would also be a ribbon

cutting ceremony highlighting the new access to the monument. Opening Eucalyptus Road will provide the community greater access to the monument within the City of Seaside, as it is about one half mile to the trailhead from the top of the Eucalyptus Road with parallel parking being allowed on both sides of the street. However, opening the road will provide some challenges, and there are two possible options for the Council to consider.

Option 1 - Remove the current barrier and replace it with a locking gate that can be opened for morning access and can be closed in accordance with the hours for the Fort Ord National Monument, which are half an hour before sunrise to half an hour after sunset. This gate would have the ability to be locked on the entrance side of the road, while the exit side of the road would be outfitted with a surface mounted traffic spike section that would enable anyone from entering the street via vehicle on the exit side after hours, but would allow anyone who may still be hiking after the road was closed to exit. This option would have a significant cost associated with installing the new gate.

Option 2 - Remove the current barrier that is currently used to close the road, and leave the road open with no restrictions. While this option would be the least cost prohibitive, it would provide us with challenges with monitoring the area. Eucalyptus Road from General Jim Moore BLVD to the gate at the end of the road is approximately two miles. Leaving the road open without the capacity to monitor on a regular basis could see the road become susceptible for overnight parking.

Staff has been in contact with the executive director of the Bureau of Land Management (BLM), and informed them of our plan to consider opening Eucalyptus Road for connection to the monument, and they are in support of the idea. However, they did have concerns about the potential for the road to see an influx of overnight parking on Eucalyptus if left open 24 hours a day.

Staff recommends option 1 for opening Eucalyptus Road, as this option would provide staff more flexibility in the event the road needs to be closed for any reason.

FISCAL IMPACT

The fiscal impact of this item is as follows:

Option 1

Pathway to the monument signage & installation - \$5,352.40

New locking entrance gate and installation - \$24,195

Four Exit lane traffic spike sections and installation - \$11,500

Additional way-finding signage and labor - \$7,000

Total - \$48,047.40

Option 2

Pathway to the monument signage & installation - \$5,352.40

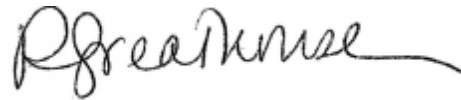
Additional way-finding signage and labor - \$7,000

Total - \$12,352.40

ATTACHMENTS

1. Resolution
-

Reviewed for Submission to the City Council by:

A handwritten signature in black ink, appearing to read "R Greathouse", with a long horizontal flourish extending to the right.

Roberta Greathouse, Acting City Manager

RESOLUTION NO. 22-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE

**APPROVING THE OPENING OF EUCALYPTUS ROAD TO THROUGH TRAFFIC TO
ACCESS THE FORT ORD NATIONAL MONUMENT**

WHEREAS, the Fort Ord National Monument is celebrating its ten year anniversary on April, 20 2022, and;

WHEREAS, the Fort Ord National Monument has more than 86 miles of trails that provide opportunities to hike, bike or ride horses through the rolling hills, pockets of chaparral and oak woodlands with a huge diversity of plant life and animals in a variety of different habitats, and;

WHEREAS, opening Eucalyptus road to the public will provide an access point to the Fort Ord National Monument within the City of Seaside, and;

WHEREAS, the City Council of the City of Seaside has considered the proposed changes to the FY 2021-2022 Annual Budget; and

WHEREAS, the City Council is required to approve changes to the 2021-2022 Operating Budget by resolution.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Seaside hereby approves the opening of Eucalyptus Road to through traffic to access the Fort Ord National Monument, and adopts the proposed changes to the 2021-2022 Annual Operating Budget, increasing expenditures by \$48,047.40

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Seaside duly held on the 17th day of March 2022 by the following vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:
ABSTAIN:	COUNCIL MEMBERS:

Ian N. Oglesby, Mayor

ATTEST:

Dominique L. Davis, City Clerk